Manager Self Service Request an Ad Hoc Salary Change



Reference Guide Human Resource Information System (HRIS)

V2



Submitting an Ad Hoc Salary Change Enhancements December 2007

Enhancements have been added to the Ad Hoc Salary submission process.

They are:

- Transaction date look up is up to 30 days in the future.
- A custom message is displayed which reads "Enter date and click the **Go** button to see your direct/indirect reports".
- A Help link has been added for the Action/Reasons.
- A drop down menu has also been added for the Action/Reason, which is now a required field.
- If the Change Percent is greater than 50% the transaction will be stopped. An error message will direct the user to contact OHR.
- If an Hourly employee's New Amount is less than \$6.90 a message will be displayed that reads "Cannot enter hourly rate less then minimum wage".
- Once the manager has approved the Ad Hoc Salary request, the employee's record will be updated to reflect that change; central OHR administration of salary adjustments has been removed.
- In the event of a conflict on the employee's job record caused by the salary adjustment request, an error message will indicate that central OHR will research and assist resolve the error.

Submitting an Ad Hoc Salary Change Enhancements December 2007

Please refer to SPP 403-08 for applicable terms, guidelines and required approval level for Salary Adjustments in addition to university authorized program(s).

Links:

Staff Personnel Policies and Procedures Manual http://www.asu.edu/aad/manuals/spp/index.html

SPP403-08 - Salary Adjustments <http://www.asu.edu/aad/manuals/spp/spp403-08.html>

SPP 402-05 - Career Progression <http://www.asu.edu/aad/manuals/spp/spp402-05.html>

Guidelines Regarding Compensation Adjustments FY 2007 - 2008

These guidelines establish required internal approval by Leaders¹ for the following (does not require system VP approval.)

- Performance increases may only be granted when the university authorizes a salary increase budget and with the approval of the respective leader.¹
- Equity adjustments are intended to correct pay disparities within a job classification. Reviews of this kind must be approved by leaders prior to submitting to HR. Recommendations from HR must be approved by leaders prior to implementation.
- Job Reclassifications or Market Adjustments must be reviewed and approved by leaders¹ prior to submitting to HR. Recommendations from HR must be approved by leaders¹ prior to implementation.

¹Leader is defined as the University President, Provost, Dean, Executive Dean of a College, Executive, Senior or Associate Vice President.



Step 1 - Click on the Manager Self Service link in PeopleSoft or in ASU Interactive

To begin viewing the enhanced version of Requesting an Ad Hoc Salary Change we'll navigate to a starting point in either PeopleSoft or ASU Interactive.



Step 2 – Select the Compensation link

Or, you can click directly on the **Request Ad Hoc Salary Change** link here.

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| Change | Ad Hoc Salary Change | | | | |
| - Approve Ad Hoc Salary | Select Employees | | | | |
| Change | | | | | |
| - View Ad Hoc Salary Chg | Begin your Salary Change Request by entering the date on which the salary change will take effect and | | | | |
| Status | clicking Go. Then, select one or more employees for whom you will be requesting a change and click | | | | |
| - Request Budgeted | Continue. | | | | |
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| - Approve Budgeted Salary | | | | | |
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| History | Return to Learning and Development | | | | |
| - View Total | Return to ASU Interactive | | | | |
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Step 3 – Click the **Magnifying glass** link to select an effective date.

Ad-Hoc Salary Change - Four points about submiting a request

Enter the effective date and select an employee that requires a salary change.

The magnifying glass will provide three effective dates for Pay Period Begin Dates only.

The salary adjustment can only be processed within the current pay period or a maximum of 30 days into the future.

If you do not see the pay period you need in the lookup, that is because the payroll process has been started for that date range.

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Step 4 – Select the date link of your choice.

Note

- The first date is the current pay period begin date.
- The second date is the begin date of the next pay period.
- The third date is the begin date of a pay period that is a maximum of 30 days in the future.

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| - Approve Ad Hoc Salary | Select Employees | _ | | | |
| - View Ad Hoc Salary Chq Status | Begin your Salary Change Request by entering the date on which the salary change will take effect and clicking Go. Then, select one or more employees for whom you will be requesting a change and click | | | | |
| - Request Budgeted | Continue. | | | | |
| – Approve Budgeted Salary Chapter | Transaction Effective Date: 12/17/2007 Q Go | | | | |
| - <u>View Budgeted Sal Chg</u> Status | Enter date and click on Go to see your direct/indirect reports. | | | | |
| - <u>View Compensation</u> History | Return to Learning and Development | | | | |
| - View Total | Return to ASU Interactive | | | | |
| - Employee Stock Option | | | | | |
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Step 5 – Click the Go button

Note

You must first select an effective date THEN click the GO button to view your list of "reports to" employees.

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| D ASU Customizations | Ad Hoc Salary Change | | | 11 | | | |
| D Self Service | Select Employees | | | | | | |
| Manager Sen Service Time Management Job and Personal | Begin your Salary Change Rec clicking Go. Then, select one of Continue | uest by entering the date or more employees for w | e on which the salary ch hom you will be reques | ange will take effect and ting a change and click | | | |
| ✓ Compensation | Continue. | | | | | | |
| Request Ad Hoc Salary Change | Transaction Effective Date: | 01/28/2008 Q | 0 | | | | |
| - Approve Ad Hoc Salary | Direct Reports For Kathee Ru | therford | Find First | t 🖪 1-100 of 160 🕨 Last | | | |
| - View Ad Hoc Salary Chg | Select Name | EmpliD Empl | Rcd Job Title | Position Number | | | |
| - View Compensation | В | 1000 | AscProf | 112243 | | | |
| History - View Total | В | 1000 | StudentWkr | 133196 | | | |
| Compensation | В | 1000 | AltChmObsv | 136043 | | | |
| Learning and Development | В | 1000 | StudentWkr | 122205 | | | |
| ▷ Recruiting | C | 1000 | StudentWkr | 122188 | | | |
| Workforce Administration Benefits | C | 1000 | StudentWkr | 122187 | | | |
| D Time and Labor | C | 1000 | StudentWkr | 122184 | | | |
| Payroll for North America Workforce Development | C | 1000 | EngineerPr | 122345 | | | |
| D Organizational Development | C | 1000 | BusMgr | 138327 | | | |
| Campus Community | □ c | 1000 | FacultyAsc | 136387 | | | |
| Student Recruiting Student Admissions | C | 1000 | AscProf | 109348 | | | |
| D Records and Enrollment | | 1000 | Secretary | 112305 | | | |
| Curriculum Management Academic Advising | C | 1000 | BusMgr | 111232 | | | |
| D Set Up HRMS | C C | 1200 | FacultyAsc | 136462 | | | |
| D Reporting Tools | | 1000 | AscDeanTAS | 112244 | | | |
| D PeopleTools | | 1000 | StudentWkr | 122203 | | | |
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| | Continue | | | | | | ~ |

Step 6 – Select the **check** box of the employee you are looking for.

In PeopleSoft you may sort lists by clicking on the various headings to sort by that characteristic. For instance if you wish to alphabetize your list, click on the <u>Name</u> heading.

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| Compensation | | | | | | | | |
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| - Approve Ad Hoc Salary | Select Employees | | | | | | | |
| - View Ad Hoc Salary Cho | Begin your Salary Change | Request by entering the date or | which the salary ch | ange will take effect and | | | | |
| Status | clicking Go. Then, select | one or more employees for who | m you will be reques | ting a change and click | | | | |
| Request Budgeted Salary Change | Continue. | | i. | | | | | |
| - Approve Budgeted Salary | Transaction Effective Da | te: 12/17/2007 Q Go | | | | | | |
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| Status | Select Name | EmpliD | Find F | Irst 🖾 1-16 of 16 🖾 Last | | | | |
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| Compensation – Employee Stock Option | | 1000 | Studentwiki | 133190 | | | | |
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| D Workforce Administration | C | 1000 | StudentWkr | 122187 | | | | |
| D Compensation | C | 1000 | StudentWkr | 122184 | | | | |
| D Time and Labor D Payroll for North America | C | 1000 | EngineerPr | 122345 | | | | |
| D Global Payroll & Absence | C | 1000 | BusMgr | 138327 | | | | |
| Mgmt D Payroll Interface | C | 1000 | FacultyAsc | 136387 | | | | |
| D Workforce Development | C | 1000 | AscProf | 109348 | | | | |
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| D Worklist | | 1000 | Studentwiki | 122203 | | | | |
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| - <u>Careers</u> | Select All | Search for an employee | | | | | | |
| My System Profile My Dictionary | Continue | | | | | | | ~ |
| Done | Continue | | | | | | 🕒 Internet | 100% • |

Step 7 – Click the Continue button

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| My Favorites ASU Customizations Self Service | Ad Hoc Salary Change The employees you selected are displayed below. Enter the desired salary change information and click | | | |
| Manager Self Service Time Management Job and Personal Information | Calculate New Total for each person. Click Submit once all salary changes have been entered. | | | |
| | Salary Change Date: 01/28/2008 Action Reason Help | | | |
| - Request Ad Hoc Salary | Employee Name | | | |
| Change - Approve Ad Hoc Salary Change - View Ad Hoc Salary Cha Status - View Compensation History - View Total Compensation | Employee ID: 100000000 Action Reason: V FTE: 1.00000 Standard Hours:40.00 V Job Information Center Salary Change Amounts View Additional Salary Info Component Current Amount Change Percent (ex. 10.850%) Change Amount | | | |
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| Records and Enrollment Curriculum Management | | | | |
| D Curriculum Management D Academic Advising D Set Up ARMS D Reporting Tools D PeopleTools - Careers - My System Profile - My Dictionary | Submit Return To Manager Self Service Return to Select Employees Return to Compensation and Stock | | | |



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Step 9 – Select the Action Reason Help link

You must choose an Action/Reason from the drop down menu before you can proceed with your request, or an error message will appear.

If you are unsure of which Action/Reason to select you can click on the Action/Reason Help link to read the explanations for each Action/Reason.





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| ✓ Manager Self Service ▷ Time Management ▷ Job and Personal | click Calculate New Total for each person. Click Submit once all salary changes have been entered. | | | |
| Compensation | Salary Change Date: 01/28/2008 Action Reason Help | | | |
| Request Ad Hoc Salary Change | Employee Name | | | |
| - Approve Ad Hoc Salary Change | Employee ID: 100000000 Action Reason: | | | |
| - View Ad Hoc Salary Chg Status | IDE I 1,000000 Standard Hours:40.00 Job Information | | | |
| - <u>View Compensation</u> History | Enter Salary Change Amounts View Additional Salary Info | | | |
| - <u>View Total</u> Compensation | Component Current Amount Change Percent (ex. 10.850%) Change Amount New Amount | | | |
| D Learning and Development | Default NA 46013.130001 0.000 0.000000 46013.130001 USD | | | |
| Recruiting Workforce Administration Benefits Time and Labor Workforce Development | Compensation Frequency: Annual Bi-weekly Payments Calculate New Total Current Total: \$1,769,735769 USD New Total: | | | |
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| Campus Community Student Recruiting | *Comment: | | | |
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Step 11 - Click the Action/Reason drop down menu

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| Search: Search: Search: Search: Search: Self Service ASU Customizations Self Service ASU Customizations Self Service Asuager Self Service Dimme Management Doba and Personal Information Change Approve Ad Hoc Salary Change Change Learning and Development Development Derecologment | Ad Hoc Salary Change The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered. Salary Change Date: 0.128/2008 Employees ID: 1000000000 Action Reason: FTE: 1000000000 Action Reason: Job Information View Additional Salary infergity Adjustment Data Correction Data Correction Perfault NA 46013.130001 O.0000 Market Adjustment (ex. 10.850%) Skill/Completion/Staged Orgenenation Frequency: Annual Bi-weekly Payments Current Total: \$1,769.735769 USD New Total: Current Annual Rate: \$46,013.130 USD New Annual Rate: | | <u>New Window</u> He | In Customize Page 🐘 🍝 |
| D Academic Advising D Set Up HRNS D Set Up SACR D Reporting Tools D PeopleTools - <u>Careers</u> - <u>My System Profile</u> - <u>My Dictionary</u> | Submit Return To Manager Self Service Return to Select Employees Return to Compensation and Stock | | | |
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Step 12 - Click on the Action/Reason you need

Abbreviations for the Action/Reason you select that will appear on subsequent pages are:

CLA = Course Load Adjustment
COR = Data Correct
PEA = Equity Adjustment
RFT = FTE Adjustment
PMA = Market Adjustment
PPB = Performance Based
SCB = Skill/Competency Based
TIA = Temporary Interim Assignment

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| (>> | | - | | | New WINDO |
| Search: | Must change Standard Hours on Position and Job. (32001,16) If you have not done this, click Cancel and update Standard Hours change first. If Standard Hours are correct, click Ok to proceed. OK Cancel | | | | <u>New Windo</u> |
| D Student Acruiting D Student Admissions D Records and Enrollment D Curriculum Management D Academic Advising D Set Up HRMS D Set Up ARM D Reporting Tools D PeopleTools - <u>Careers</u> - <u>Mr System Profile</u> - <u>Mr Dictionary</u> | | | | | |

If you select FTE Adjustment as the Action/Reason and you receive a warning, please be sure to follow the instructions closely.

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| D Self Service | The employees you selected are displayed below. Enter the desired salary change information and click | | | |
| Manager Self Service D Time Management | Calculate New Total for each person. Click Submit once all salary changes have been entered. | | | |
| D Job and Personal | | | | |
| Information | Salary Change Date: 01/28/2008 | | | |
| | Action Reason Help | | | |
| Request Ad Hoc Salary Change | Employee Name | | | |
| - Approve Ad Hoc Salary | Employee ID: 100000000 Action Reason: Skill / Competency Based | | | |
| Change View Ad Has Salary Cha | FTE: 1.000000 Standard Hours:40.00 | | | |
| Status | ▶ Job Information | | | |
| - View Compensation | Enter Salary Change Amounts View Additional Salary Info | | | |
| History | Change Percent | | | |
| Compensation | Component Current Amount (ex. 10.850%) Change Amount New Amount | | | |
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| D Benefits | Compensation requercy. Annual Di-weeky Payments | | | |
| D Time and Labor | Calculate New Total | | | |
| D Payroll for North America | Current Total: \$1,769,735769 USD New Total: | | | |
| Organizational Development | Comment Amount Darter Card and All ADD New Amount Darter | | | |
| ▷ Pension | Current Annual Rate: \$46,013.130 USD New Annual Rate: | | | |
| D Campus Community | *Comment: | | | |
| Student Recruiting Student Admissions | | | | |
| Records and Enrollment | Y I I I I I I I I I I I I I I I I I I I | | | |
| Curriculum Management | | | | |
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Step 13 – At this point in the request make an entry into one of three fields to indicate how you want to change the salary:

Enter the Change Percent or Enter the Change Amount or Enter the New Amount

If an Amount is entered that is greater than 50% of the Current Total a warning will appear. Contact Human Resources to make that kind of change.

For the purposes of this example, click into the **Change Percent** field to view an entry being made there.

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| My Favorites ASU Customizations | Ad Hoc Salary Change | | | |
| ▷ Self Service | The employees you selected are displayed below. Enter the desired salary change information and click | | | |
| D Time Management | Calculate New Total for each person. Click Submit once all salary changes have been entered. | | | |
| D Job and Personal | | | | |
| ✓ Compensation | Salary Change Date: 01/28/2008 Action Reason Help | | | |
| - Request Ad Hoc Salary | Employee Name | | | |
| Change | Action Boason: Skill / Competency Based | | | |
| - Approve Ad Hoc Salary Change | Employee ID: 100000000 Action Reason. DRIFF Competency deser | | | |
| - View Ad Hoc Salary Chg | FTE: 1.000000 Standard Hours:40.00 | | | |
| Status | V Job Information | | | |
| - <u>View Compensation</u> History | Enter Salary Change Amounts View Additional Salary Info | | | |
| - View Total | Component Current Amount Change Percent Change Amount New Amount | | | |
| Compensation | (ex. 10.850%) | | | |
| Development | Annual 46013.130001 0.000 0.000000 46013.130001 USD | | | |
| ▷ Recruiting | | | | 1 |
| Workforce Administration | Compensation Frequency: Annual Bi-weekly Payments | | | |
| D Time and Labor | Calculate New Total | | | |
| Payroll for North America | Current Totals 61 760 725760 LICD New Totals | | | |
| Workforce Development Organizational Development | Current rotal. 91,703.733783 03D New rotal. | | | |
| Pension | Current Annual Rate: \$46,013.130 USD New Annual Rate: | | | |
| D Campus Community | *Comment: | | | |
| Student Recruiting Student Admissions | | | | |
| Records and Enrollment | | | | |
| Curriculum Management | | | | |
| Academic Advising Set Lip HRMS | | | | |
| ▷ Set Up SACR | Submit | | | |
| Reporting Tools | Return To Manager Self Service | | | |
| - Careers | Return to Select Employees | | | |
| - My System Profile | Return to Compensation and Stock | | | |
| - <u>My Dictionary</u> | | | | |
| | | | | |
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| | | | | * |

Step 14 – By clicking the Calculate New Total button new amounts will be calculated for:

Change Percent or Change Amount or New Amount

You must click on the Calculate New Total button to proceed.

| ARIZONA STATE | abcd on ASUSASUP 01/16/2008 | | | |
|--|---|------|------------------|---------------------------|
| HOR UNIVERSITY | | Home | Add to Favorites | <u>Sign out</u> |
| Menu 🗖 | | | | |
| Search: | | | New Window Hel | p Customize Page http |
| NMv Eavorites | Ad Llas Calany Change | | | |
| ASU Customizations | Ad Hoc Salary Change | | | |
| D Self Service | The employees you selected are displayed below. Enter the desired salary change information and click | | | |
| D Time Management | Calculate New Total for each person. Click Submit once all salary changes have been entered. | | | |
| D Job and Personal Information | | | | |
| | Salary Change Date: 01/28/2008 Action Reason Help | | | |
| - Request Ad Hoc Salary | Employee Name | | | |
| - Approve Ad Hoc Salary | Employee ID: 100000000 Action Reason: Skill / Competency Based 🗸 | | | |
| Change - View Ad Hoc Salary Cho | FTE: 1.000000 Standard Hours:40.00 | | | |
| Status | ▶ Job Information | | | |
| - <u>View Compensation</u> History | Enter Salary Change Amounts View Additional Salary Info | | | |
| - <u>View Total</u> | Component Current Amount Change Percent (ox 10 950%) Change Amount New Amount | | | |
| Compensation | Default NA | | | |
| Development | Annual 46013.130001 10.000 4,601.313000 50614.443001 0SD | | | |
| Recruiting Workforce Administration | Compensation Frequency: Annual Bi-weekly Payments | | | 11 |
| D Benefits | Calculate New Total | | | |
| Payroll for North America | | | | |
| Workforce Development | Current lotal: \$1,769.735769 USD New Total: \$1,946.709346 USD | | | |
| Pension | Current Annual Rate: \$46,013.130 USD New Annual Rate: \$50,614.443 USD | | | |
| Campus Community | *Comment: | | | |
| Student Admissions | | | | |
| Records and Enrollment Curriculum Management | | | | |
| Academic Advising | | | | |
| D Set Up HRMS D Set Up SACR | Submit | | | |
| Reporting Tools | Batura Ta Managar Solf Sanica | | | |
| People I ools Careers | Return to Select Employees | | | |
| - My System Profile | Return to Compensation and Stock | | | |
| - <u>wy bicuonary</u> | | | | |
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| L | | | | |



Note that the New Total and the New Annual Rate are now displayed.

Guidelines About Comments

The Comments field must, like the Action/Reason field, have an entry made into it before the request can proceed, or an error message will appear.

If this Ad Hoc Salary change is the result of a promotion (competitive or non-competitive); please be sure to include the following information in the comments section:

- 1) Is the employee changing classification,
- 2) Have minimum qualifications been met,
- 3) Current performance evaluation indicates exceed expectations and
- 4) At least 1 year has passed since last non-competitive promotion

Reference

SPP403-08 - Salary Adjustments

<http://www.asu.edu/aad/manuals/spp/spp403-08.html> SPP 402-05 - Career Progression <http://www.asu.edu/aad/manuals/spp/spp402-05.html>

Other requirements in comments:

- Is the employee changing classifications? E.G. classified staff promoted to service professional?

For Administrative, Classified, and Service Professional employees be sure to indicate:

- Have Minimum Qualifications been met?
- Employee's performance evaluation currently exceeds expectations or is above Minimum Qualifications.
- It has been over a year since their last promotion (career progression).

Note: If this promotion will result in a change from non exempt to exempt, the department must pay out any compensatory time the employee has.

| ARIZONA STATE | abcd on ASUSASUP 01/16/2008 | | | |
|--|--|------|-------------------|-------------------------|
| UNIVERSITY | | Home | Add to Favorites | <u>Sign out</u> |
| Menu 🗖 | | | Now Window L Hols | |
| Search: | | | INCOM THE | Udatornize i age http |
| My Favorites ASU Customizations Self Service | Ad Hoc Salary Change | | | |
| ♥ Manager Self Service ▷ Time Management ▷ Job and Personal | Calculate New Total for each person. Click Submit once all salary changes have been entered. | | | |
| Information Compensation | Salary Change Date: 01/28/2008 Action Reason Help | | | |
| - Request Ad Hoc Salary | Employee Name | | | |
| Approve Ad Hoc Salary | Employee ID: 100000000 Action Reason: Skill / Competency Based 💌 | | | |
| Change - View Ad Hoc Salary Chg | FTE: 1.000000 Standard Hours:40.00 P. Job Information | | | |
| - View Compensation | Enter Salary Change Amounts View Additional Salary Info | | | |
| History – View Total | Component Current Amount Change Percent Change Amount New Amount | | | |
| Compensation | (ex. 10.850%) | | | |
| Development | Annual 46013.130001 10.000 4,601.313000 50614.443001 USD | | | |
| Recruiting Workforce Administration | Compensation Frequency: Annual Bi-weekly Payments | | | |
| D Benefits | | | | |
| P Payroll for North America | Current Total: \$1,769.735769 USD New Total: \$1,946.709346 USD | | | |
| Workforce Development Organizational Development | Current Annual Rate: \$46,013.130 USD New Annual Rate: \$50,614.443 USD | | | |
| ▷ Pension | Commont to a to be Developed and the second se | | | |
| Campus Community Student Recruiting | year has passed since last salary change. | | | |
| Student Admissions Records and Enrollment | | | | |
| D Curriculum Management | | | | |
| Academic Advising Set Up HRMS | Submit | | | |
| D Set Up SACR | | | | |
| PeopleTools | Return to Select Employees | | | |
| - Careers - My System Profile | Return to Compensation and Stock | | | |
| - <u>My Dictionary</u> | | | | |
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Step 16 – Click the **Submit** button to complete this process.

Your transaction will update the database if your Manager has approved it and there are no errors.

| ARIZONA STATE | abcd on ASUSASUP 12/18/2007 | | | |
|---|-----------------------------|--------------|--|-----------------------------|
| UNIVERSITY | | Home | Worklist Add to F | avorites Sign out |
| Menu E Dob and Personal Information | s | | New Window H | Help Customize Page Saved |
| Compensation Request Ad Hoc Salary | Salary Change | | | |
| Change – Approve Ad Hoc Salary | Submit Confirmation | | | |
| Change - View Ad Hoc Salary Chg | | | | |
| Status - Request Budgeted | The Submit was successful. | | | |
| Salary Change – Approve Budgeted Salary | | | | |
| Change - View Budgeted Sal Chg | | | | |
| Status - View Compensation | | | | |
| History - View Total | | | | |
| Compensation - Employee Stock Option | | | | |
| Summary D Learning and | | | | |
| Development | | | | |
| Workforce Administration Benefits | | | | |
| Compensation Time and Labor | | | | |
| Payroll for North America Global Payroll & Absence | | | | |
| Mgmt D Payroll Interface | | | | |
| Workforce Development Organizational Development | | | | |
| Enterprise Learning Workforce Monitoring | | | | |
| Pension Campus Community | | | | |
| ▷ Set Up HRMS ▷ Set Up SACR | | | | |
| D Enterprise Components D Worklist | | | | |
| Reporting Tools PeopleTools | | Main Content | | |
| <u>Careers</u> <u>My System Profile</u> | | | | |
| - <u>My Dictionary</u> | | | 11 11 11 11 11 11 11 11 11 11 11 11 11 | > |
| Done | | | 😜 Internet | 🔍 100% 🔹 🤮 |

Step 17 – Click the OK button

| ARIZONA STATE | abcd on ASUSASUP 01/16/2008 | | | |
|--|---|------|------------------|-----------------|
| UNIVERSITY | | Home | Add to Favorites | <u>Sign out</u> |
| Menu 🗖 | | | | |
| Search: | | | New Window Help | Customize Page |
| >>> | | | | |
| My Favorites ASU Customizations | Ad Hoc Salary Change | | | |
| ▷ Self Service > Manager Self Service ▷ Time Management ▷ Job and Personal | The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered. | | | |
| Information | Salary Change Date: 01/28/2008 Action Reason Help | | | |
| - Request Ad Hoc Salary | Employee Name | | | |
| Change | Actian Descent Okill / Competency Descrit | | | |
| - Approve Ad Hoc Salary | Employee ID: 100000000 Action Reason: Skin / Competency Based | | | |
| - View Ad Hoc Salary Chg | FTE: 1.000000 Standard Hours:40.00 | | | |
| Status | Job information | | | |
| - <u>View Compensation</u> History | Enter Salary Change Amounts View Additional Salary Info | | | |
| - View Total | Component Current Amount Change Percent Change Amount New Amount | | | |
| Compensation | (ex. 10.830%) | | | |
| Development | Annual 46013.130001 10.000 4,601.313000 50614.443001 USD | | | |
| D Recruiting | | | | |
| D Workforce Administration | Compensation Frequency: Annual Bi-weekly Payments | | | |
| D Time and Labor | | | | |
| D Payroll for North America | Current Total: \$1,769.735769 USD New Total: \$1,946.709346 USD | | | |
| Workforce Development Organizational Development | Current Annual Rate: \$46 013 130 USD New Annual Rate: \$50.614.443 USD | | | |
| D Pension | | | | |
| D Campus Community | *Comment: Appoved by the Provost Office, minimum qualifications hav been met, 1 | | | |
| Student Recruiting | year has passed since last salary change. | | | |
| Records and Enrollment | | | | |
| Curriculum Management | | | | |
| Academic Advising Soft in HPMS | Cubmit | | | |
| D Set Up SACR | Submit | | | |
| Reporting Tools | Return To Manager Self Service | | | |
| PeopleTools | Datum to Oxford Employees | | | |
| - My System Profile | Return to Compensation and Stock | | | |
| - My Dictionary | | | | |
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Step 18 – Click this link to return to Manager Self Service.

You may wish to log out or continue on with other tasks.

| From: support@asu.edu To: Requester Cc: | Sent: Tue 1/15/2008 3:23 PM | |
|--|---|---------------------------|
| The following request(s) was su is approved or denied by each a Submitted Request(s) Employee ID Employee Name Transaction Please visit the following URL <u>https://asu84808dev.mycmsc.com/</u> <u>Page=HR SALCHANGE NGR&Action=Us</u> Comments:1:JHK This communication was sent vis email. | ccessfully submitted for approval(s). You will be notified when it pprover. : 1000000000 : M : Ad Hoc Salary Change for detailed information about the request(s): 'psp/asusasup/EMPLOYEE/HRMS/c/ROLE MANAGER.HR SALCHANGE STS.GBL? :SS GRP ID=1971cTRANSACTION NAME=HR SALCHANGE A PeopleSoft Workflow Technology. Please do not reply to this | |
| Z STE | | ⇒ |
| 1 | | ARIZONA ST. UNIVERSITY |

As soon as the Submit button is clicked the submitter receives an email that the transaction was successfully submitted and is awaiting final approval by the Manager.

| From: support@asu.edu To: Approver Co: Subject: Bequest requires poroual | Sent: Tue 1/15/2008 3:23 PM | |
|--|---|---------------|
| The following request(s) has approval before the employee | been submitted by Kathee Rutherford. Request(s) require your records are updated. | |
| Submitted Request(s) Employee ID Employee Name | : 100000000 : M | |
| Transaction Please visit the following U | : Ad Hoc Salary Change | |
| https://asu84808dev.mycmsc.co Page=HR SALCHANGE MGR&Action | om/psp/asusasup/EMPLOYEE/HRMS/c/ROLE MANAGER.HR SALCHANGE APR.GBL? =UcSS GRP ID=1971&TRANSACTION NAME=HR SALCHANGE | |
| This communication was sent - email. | via PeopleSoft Workflow Technology. Please do not reply to this | |
| | | |
| | | ARIZONA STATE |

The approver receives an email that the request has been submitted and requires their final approval.

| From: support@asu.edu To: Response to Requester Cc: Subject: Request processed by approver | Sent: Tue 1/15/2008 3:24 PM | |
|---|--|----------------------------|
| Below is the latest activity with regard The following request(s) has been approv Employee ID : 100000 Employee Name : M Transaction : Ad Ho Please visit the following URL for detai https://asu84808dev.mycmsc.com/psp/asuse Page-HR SALCHANGE MGR&Action=U&SS GRP ID Comments:1:LKLK | to this self service request. ed by Katherine Jager. The database has been updated 0000 c Salary Change led information about the request(s): sup/EMPLOYEE/HEMS/c/ROLE HANAGER.HE SALCHANGE STS.GBL? =1971@TRANSACTION NAME-HE SALCHANGE | |
| This communication was sent via Peopleão email. | ft Workflow Technology. Please do not reply to this | |
| | | ARIZONA STAT UNIVERSITY |

When the request has been approved both the submitter and approver receive this notification that the request has been approved and that the *database has been updated*.

| _ | | | |
|--------|---|---|---------------|
| | From: Lissa Kelley | Sent: Tue 1/15/2008 4:10 PM | |
| | To: Martha Steinacker | | |
| | Cc: | | |
| | Subject: MSS Ad-Hoc Salary Adjustment Email for Submitter and Approve | r for mutliple people | |
| | Note is says database has been updated | ^ | |
| | | | |
| | From: sunnort@asu.edu [mailto:sunnort@asu.edu | 1 | |
| | Sent: Tuesdav, January 15, 2008 3:40 PM | | |
| 1.1 | To: Requester | | |
| | Subject: Request processed by approver | | |
| _ | Below is the latest activity with regard to t | his self service request. | |
| = | The following request(s) has been approved by | Approver The database has been updated | |
| | Employee ID : 100000000 | | |
| | Employee Name : C | | |
| | Transaction : Ad Hoc Sa. | ary Change | |
| | Employee ID : 100000000 | | |
| | Employee Name : B | | |
| | Transaction : Ad Hoc Sa | ary Change | |
| | The request(s) has been denied by Approve | r_ = | |
| | Employee ID : 100000000 | | |
| 5 | Employee Name : D | | |
| | Transaction : Ad Hoc Sa. | ary Change | |
| | Please visit the following URL for detailed : | nformation about the request(s): | |
| | https://asu84808dev.mvcmac.com/pap/asusasun/l | MPLOYEE/HEMS/c/ROLE MANAGER, HE SALCHANGE STS. GBL2 | |
| \cap | Page=HR SALCHANGE MGR&Action=U&SS GRP ID=1974 | GTRANSACTION NAME=HR SALCHANGE | |
| | Comments:1:test | | |
| | 2:deny | | |
| - | 3:test | - | |
| | | | |
| 1 | 1 0 1 A M | | |
| 2 | | | |
| - | | | ARIZONA STATE |
| | | | UNIVERSITY |
| | | | |

An email can also be generated for multiple people with regard to a self service request. Note that the email states the database has been updated.

This brings us to the end of this example.

Thank you!