2/20/2008

Manager Self Service
Request an Ad Hoc Salary Change
Human Resource Information System (HRIS)

Step	Action
1.	Click on the **Manager Self Service** link in PeopleSoft or in ASU Interactive
2.	Select the **Compensation** link Or, you can click directly on the **Request Ad Hoc Salary Change** link here.
3.	Click on the magnifying glass to enter the effective date and select an employee that requires a salary change. 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.
4.	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. Select the **check** box of the employee you are looking for.
5.	Click the **Continue** button
6.	Click the **Submit** button
7.	You must choose an Action/Reason from the drop down menu before you can proceed with your request, or an error message will appear. Select the Action Reason Help link 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. Click the **Action/Reason** drop down menu
8.	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
9.	You must click on the **Calculate New Total** button to proceed.
10.	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.
11.	Click the **OK** button
12.	Click the **link** to return to Manager Self Service.
13.	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. Click HERE to continue The approver receives an email that the request has been submitted and requires their final approval. Click HERE to continue 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.* Click HERE to continue Approver Multiple Requesters 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.

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