

# Manager Self Service Approve an Ad Hoc Salary Change



Reference Guide  
Human Resource  
Information System (HRIS)

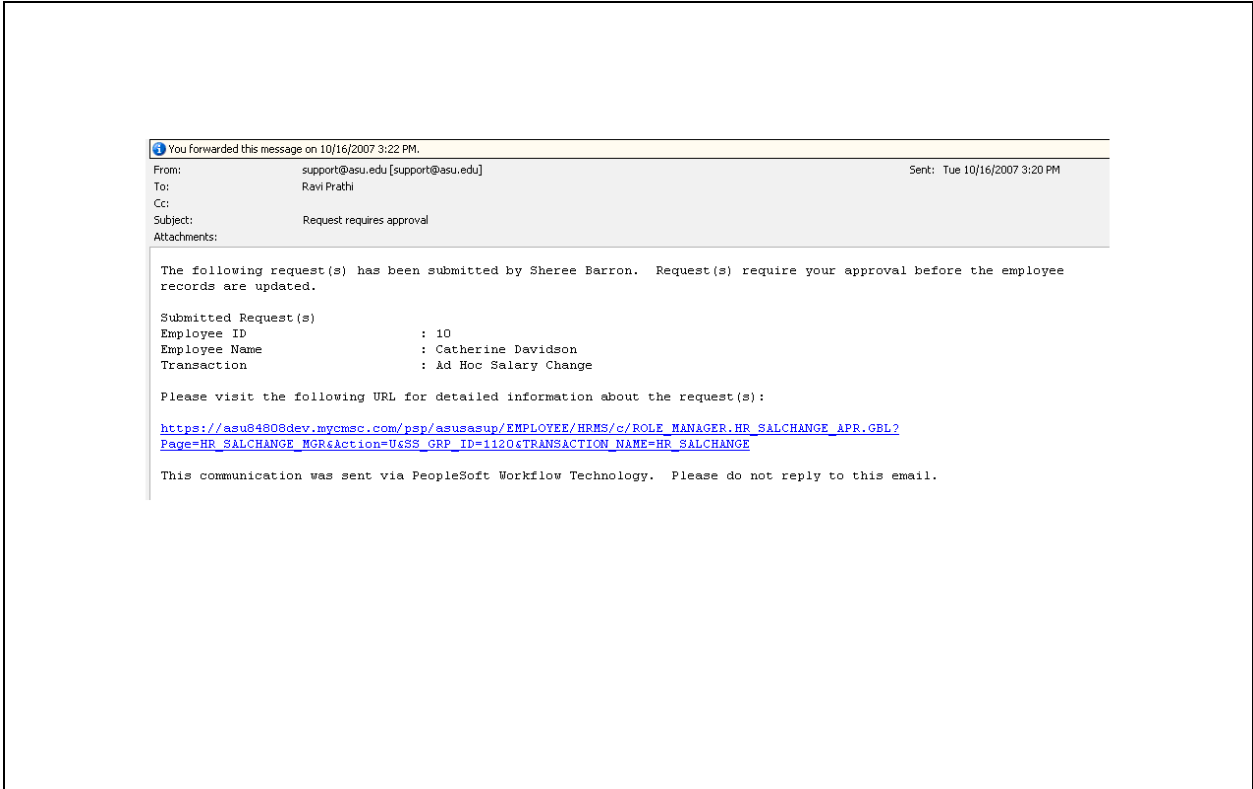
V1

**ASU**

**oasis** Online Administrative &  
Student Information System

Notes:

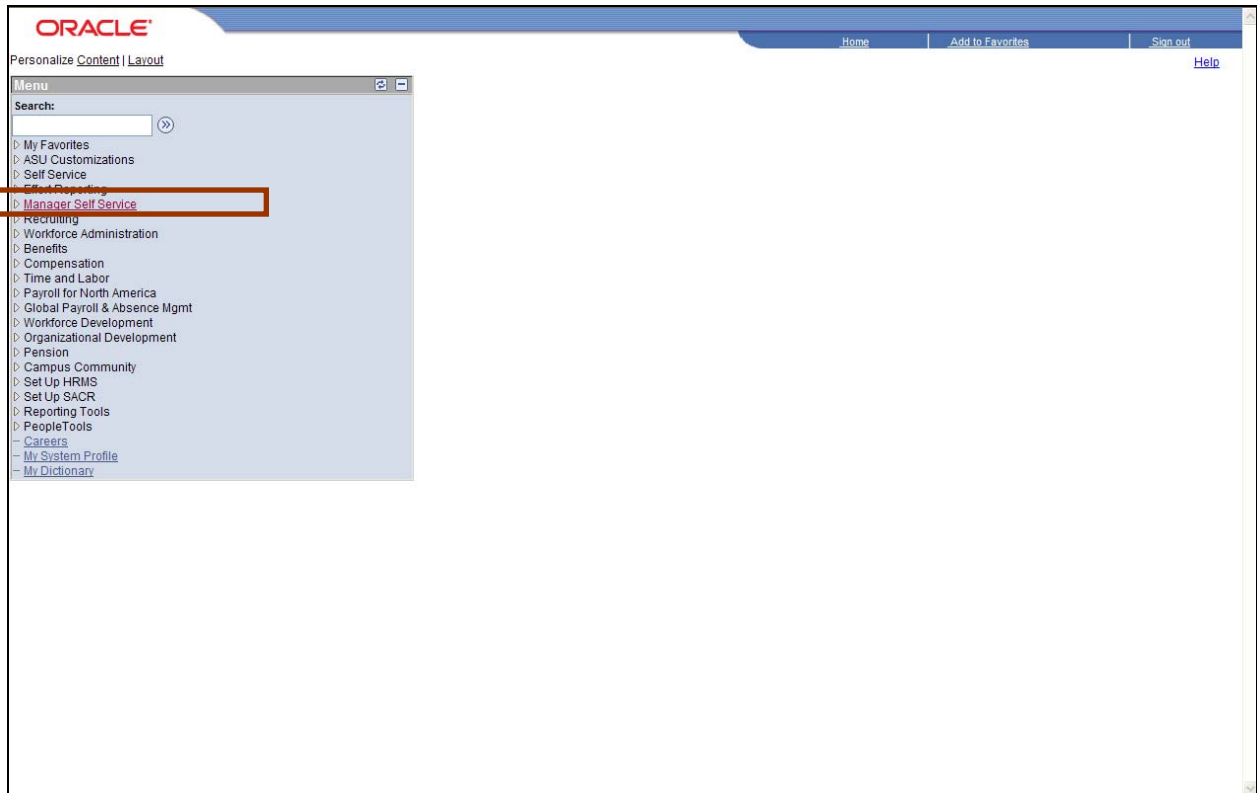
**Figure1**



**Step 2 Approver**

The approver receives an email like this one notifying them that a salary Change was submitted.

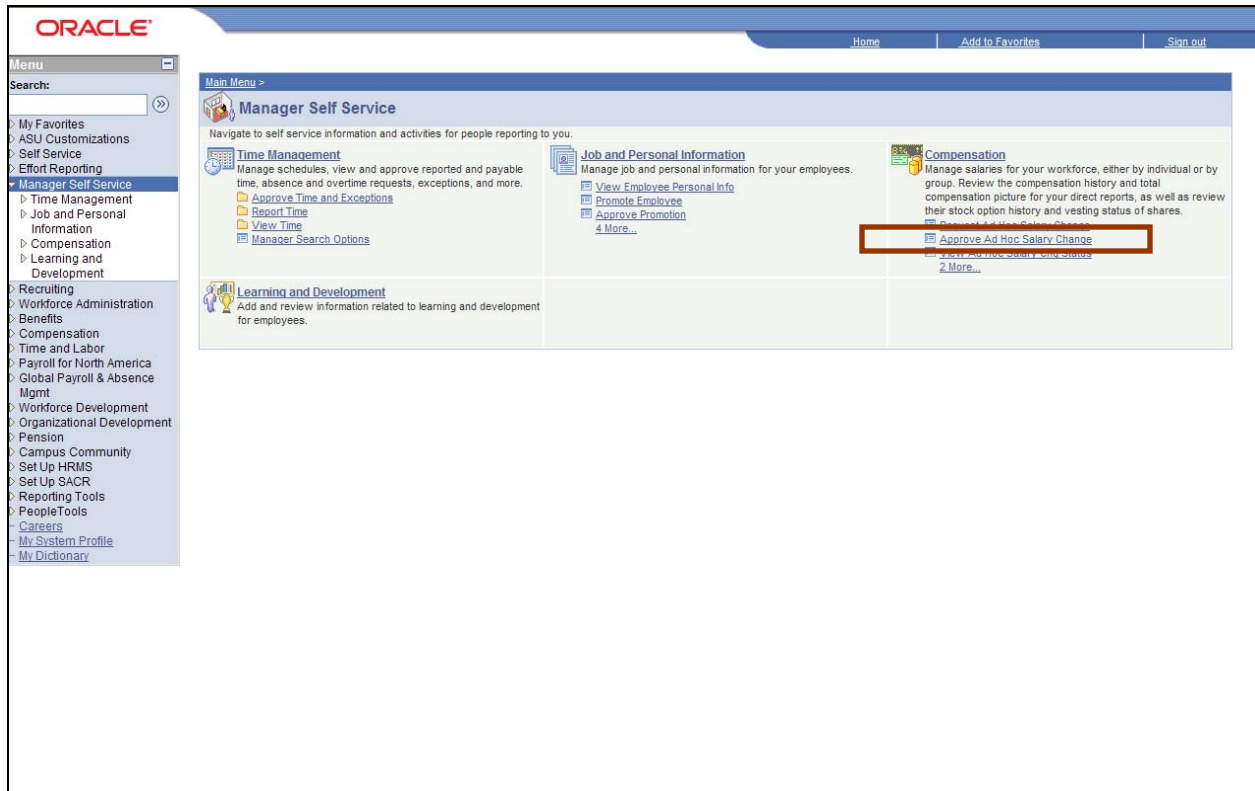
Figure 2



Select the **Manager Self Service** link

The approver logs into PeopleSoft to complete this transaction.

Figure 3



Select the **Approve Ad Hoc Salary Change** link

Figure 4

**ORACLE** Home Add to Favorites Sign out

Menu Search: [ ] [ ]

- My Favorites
- ASU Customizations
- Self Service
- Effort Reporting
- Manager Self Service
  - Time Management
  - Job and Personal Information
- Compensation
  - Request Ad Hoc Salary Change
  - Approve Ad Hoc Salary Change**
    - View Ad Hoc Salary Chg Status
    - View Compensation History
    - View Total Compensation
- Learning and Development
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Pension
- Campus Community
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
- Careers
- My System Profile
- My Dictionary

**Select Transaction to Approve**

The hyperlinks below indicate groups of employees which require your participation in an approval process. Click on a hyperlink to see details about what needs to be approved for each employee contained in the group

[Ad Hoc Salary Change 1](#)

Submitted By: Sheree Barron Submitted Date: 07/01/2007

EmpID	Name	Job Title	Last Process Action	Last Processed By
10004	Carol Ulton	HRCdr	Submit	Sheree Barron

[Ad Hoc Salary Change 925](#)

Submitted By: Sheree Barron Submitted Date: 11/05/2007

EmpID	Name	Job Title	Last Process Action	Last Processed By
1000	Bridget Robertson	HRSpecSr	Submit	Sheree Barron

[Ad Hoc Salary Change 926](#)

Submitted By: [Process Button] Submitted Date: 11/09/2007

EmpID	Name	Job Title	Last Process Action	Last Processed By
1000	Catherine Davidson	HRSpecSr	Submit	Sheree Barron

The **Approve Ad Hoc Salary Change** page appears

For this example, select the **Ad Hoc Salary Change 926** link because it has our subject's name in it (Catherine Davidson).

Figure 5

**Approve Ad Hoc Salary Change**

This transaction requires an action on your part. For each employee, select the Approve or Deny action and enter comments (optional) in the area provided. Click Submit when you are finished.

Salary Change Date: 11/19/2007

**Catherine Davidson**

Employee ID: 1000

Job Information

Enter Salary Change Amounts | View Additional Salary Info

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	48527.501601	4.000	1,941.100064	50468.601665 USD

Compensation Frequency: Annual Bi-weekly Payments

Current Total: \$1,866,442,369 USD      New Total: \$1,941,100,064 USD

Current Annual Rate: \$48,527,502 USD      New Annual Rate: \$50,468,602 USD

Approve / Deny

\*Comment:

Process Detail

Name	Role Name	Process Action	Process Action Date
Sheree Barron	Originator	Submit	11/09/2007
Christine Cervantes	Manager		
Christine Cervantes	Manager		
	Compensation		

Click the **Drop-down menu** button

The approver selects approve or deny from the drop down and saves.

Figure 6

**ORACLE** Home Add to Favorites Sign out

New Window | Help | Customize Page

**Approve Ad Hoc Salary Change**

This transaction requires an action on your part. For each employee, select the Approve or Deny action and enter comments (optional) in the area provided. Click Submit when you are finished.

Salary Change Date: 11/19/2007

**Catherine Davidson**

Employee ID: 10008

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	48527.501601	4.000	1,941.100064	50468.601665 USD

Compensation Frequency: Annual Bi-weekly Payments

Current Total: \$1,866,442,369 USD      New Total: \$1,941,100,064 USD

Current Annual Rate: \$48,527,502 USD      New Annual Rate: \$50,468,602 USD

Approve / Deny

Approve

\*Cor/Deny

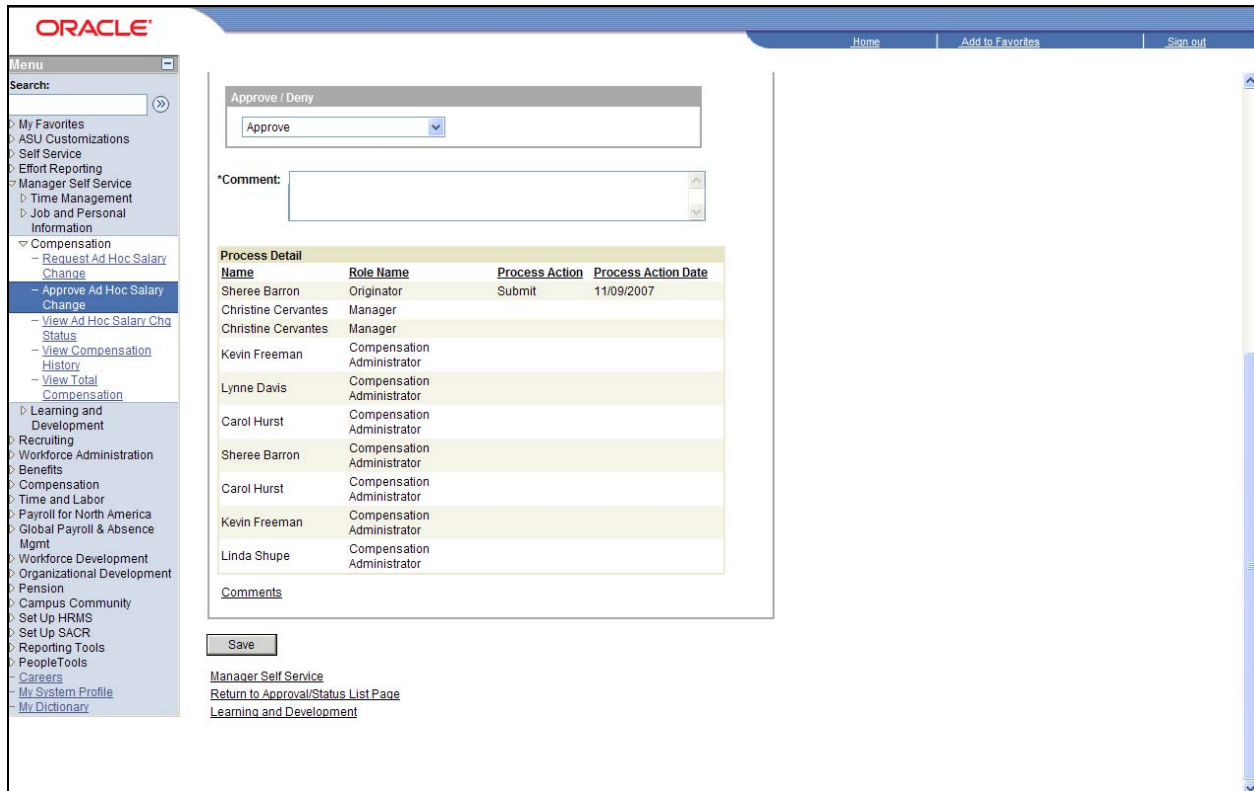
Process Detail

Name	Role Name	Process Action	Process Action Date
Sheree Barron	Originator	Submit	11/09/2007
Christine Cervantes	Manager		
Christine Cervantes	Manager		

Select the **Approve** item



Figure 7



Click in the **\*Comment** field.

It is mandatory to indicate specific things in the Comment area.

They are:

- Who in the department has approved the action. (Followed and obtained dept approval from \_\_\_\_\_ (dean)?)
- 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.

Figure 8

ORACLE

Home Add to Favorites Sign out

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Effort Reporting
- Manager Self Service
  - Time Management
  - Job and Personal Information
- Compensation
  - Request Ad Hoc Salary Change
  - Approve Ad Hoc Salary Change**
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- Set Up HRMS
- Set Up SACR
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- PeopleTools
- Careers
- My System Profile
- My Dictionary

Approve / Deny

Approve

\*Comment: Followed and obtained dept approval from \_\_\_\_\_ (dean)?  
Is the employee changing classifications? E.G. classified staff promoted to service professional?

Name	Role Name	Process Action	Process Action Date
Sheree Barron	Originator	Submit	11/09/2007
Christine Cervantes	Manager		
Christine Cervantes	Manager		
Kevin Freeman	Compensation Administrator		
Lynne Davis	Compensation Administrator		
Carol Hurst	Compensation Administrator		
Sheree Barron	Compensation Administrator		
Carol Hurst	Compensation Administrator		
Kevin Freeman	Compensation Administrator		
Linda Shupe	Compensation Administrator		

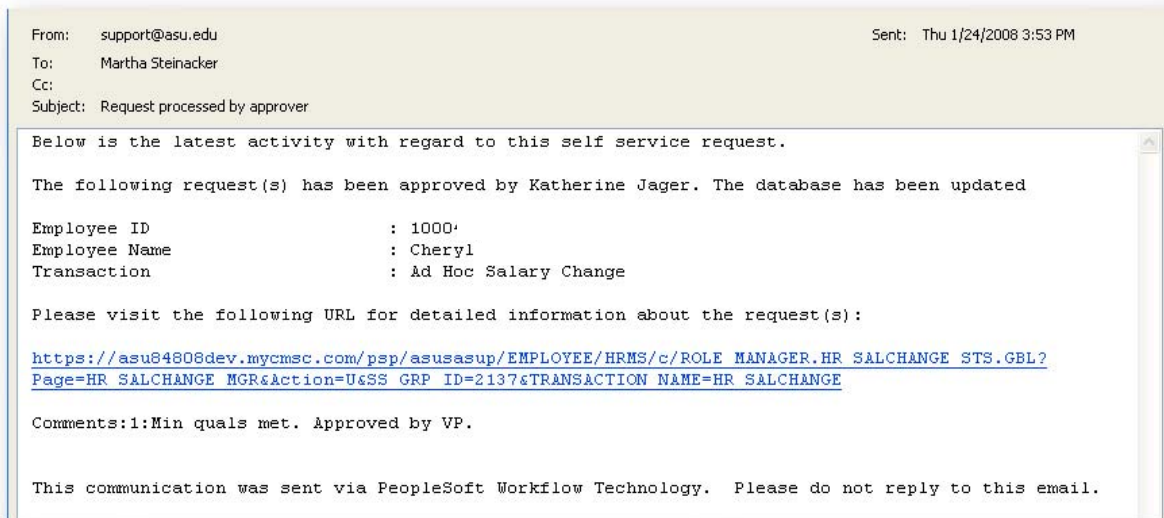
Comments

Save

[Manager Self Service](#)  
[Return to Approval/Status List Page](#)  
[Learning and Development](#)

Click the **Save** button

**Figure 9**



The submitter receives this email to inform them that their request has been approved.