

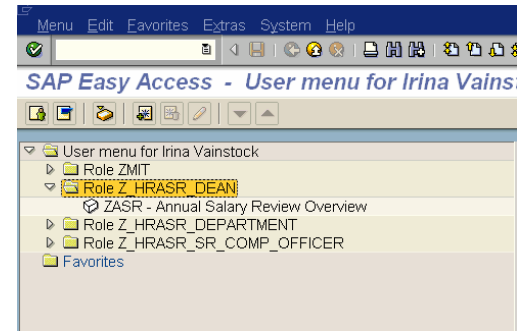


Annual Salary Review Quick Reference for the Approver Role -Faculty Annual Salary Review-


Select the School or Area for Review:

- From the SAP menu open the folder:
Role_Z_HRASR_DEAN. (Approver Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **Matchcode** button  ( on a MAC) to select **Fiscal Year/Cycle/Step.** The year changes each cycle year.
- Select either the **FAC** (Faculty), **DHD** (Department Heads/Directors), **INS** (Institute Professors) or **SEN** (Senior Research Staff) review.

SAP User menu




Note: If you know the **SAP Org. Unit** number you may enter it directly in the **Org. Unit** field.

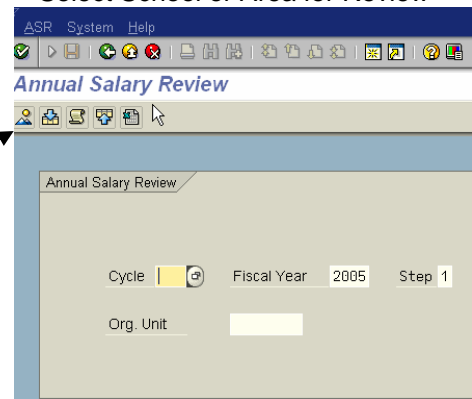
- Click the **Matchcode** button  ( on a MAC) to search for a **SAP Org. Unit.**

Tip: See the **Matchcode Search Quick Card** if you do not know the specific number and need assistance.

Note: Remember to switch review types if necessary.

- Click the **List ASR** button .
- The **Status** field is right next to department name.

Select School or Area for Review



- New** Created by Compensation Office.
- Released** The Approver has completed the initial review and *saved & released* the ASR data for the Administrator. **STEP #1**
- Submitted** The Administrator has completed the review and has *saved & submitted* the data in SAP.
- Approved** The Approver has completed the final review of the ASR data and *approved* it. **STEP #2**
- Activated** Compensation Office activated the ASR data in SAP and it can be seen by HR and Payroll as soon as it is activated.

Department Overview screen

Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000299-Aeronautics and Astronautics	New	83	6,147,000.00	3.00	194,410.00	3.00	194,410.00

- Double click on the **Department** field to see the ASR amounts at the employee level. *Double check status.*

Note: The window lists the department's employees who are eligible for ASR. **To sort or change the layout, refer to the Quick Card on Changing/Saving Layout.**



- Click the **Back**  button to return.

Employee Overview screen



Perno	Last name	First name	Position Title	% Adj. s	Adj. Base s	Adj. Amt	Saved	Flag	New Totals
502.Lu	Peter19	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
501.Lu	Peter16	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
506.Lu	Peter17	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
503.Lu	Peter21	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
493.Lu	Peter22	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
492.Lu	Peter14	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
505.Lu	Peter24	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
491.Lu	Peter12	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
498.Lu	Peter11	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
495.Lu	Peter10	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
491.Lu	Peter09	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
504.Lu	Peter08	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
499.Lu	Peter19	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
494.Lu	Peter18	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
490.Lu	Peter17	Professor	3.00	105,000.00	3,150.00	Δ	108,150.00		
500.Lu	Peter16	Professor	3.00	10,500.00	315.00	Δ	10,815.00		
486.Lu	Peter15	Professor	3.00	10,500.00	315.00	Δ	10,815.00		
493.Lu	Peter23	Professor	3.00	10,500.00	315.00	Δ	10,815.00		
489.Lu	Peter13	Professor	3.00	10,500.00	315.00	Δ	10,815.00		
517.Vaccaro	Luca10	Professor	3.00	75,000.00	2,250.00	Δ	77,250.00		
				Total	6,147,000.00	194,410.00		6,321,410.00	

Review ASR Summary Report Data:



Use the Summary Report to track and monitor changes and adjustment as the ASR is in progress.

- From the SAP menu open the folder:
Role Z_HRASR_DEAN. (Approver Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **Matchcode** button  ( on a MAC) to select **Fiscal Year/Cycle/Step.**

Note: Remember to switch between the **FAC, DHD, SEN & INS** reviews if you have all in your **School or Area.**

- Click the **Matchcode** button  ( on a MAC) to search for a **SAP Org. Unit.**




*Tip: See the **Matchcode Search Quick Card** if you do not know the specific number and need assistance.*

- Click the **Summary Report** button  .
- Look to the right of the SAP Dept Number to view the **Status** field.
- Scroll to the right to view the (Over) Under amount.
- Scroll to the bottom to view the **Total Amounts** for your **School or Area.**

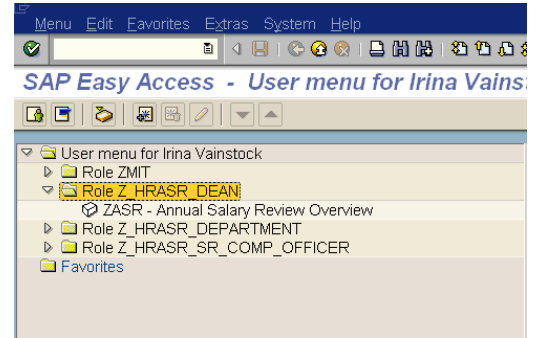
Note: The Summary report calculates the over/under amounts against the pool % not the Dean Allocated %. You will have to scroll to the right to see the over/under field.

- Double click on the **Department** field to view the ASR amounts at the Employee level.

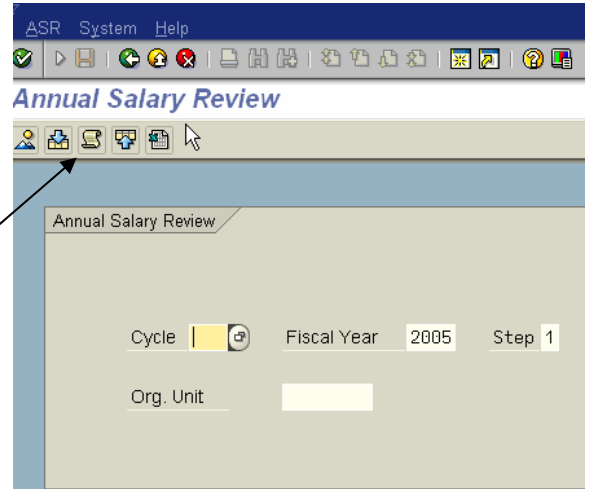
Note: Depending on the size of your School or Area, you might need to scroll both up and down to view the entire report.

- To print the report:** clicks the **Print**  button. Click the **Continue**  button on the **Print Screen List** screen.
- Click the **Back**  button to return.

SAP User menu



Select ASR School or Area for Review



Summary Report screen

Organization / Department	Dept Number	Status	Head Count	Payroll	Annualized	Salary	Base
Engineering Area	061000	New	63	6,147,000	0	6,147,000	184,410
Aeronautics and Astronautics			63	6,147,000	0	6,147,000	184,410
Total Engineering Area							


Employee Overview screen

Excep	PersNo	Last name	First name	Position Title	% Adj	Adj. Base	Adj. Amt	Saved	Flag	s	New Total
	502	Lu	Peter19	Professor	3.00	105,000.00	3,150.00				108,150.00
	507	Lu	Peter16	Professor	3.00	105,000.00	3,150.00				108,150.00
	506	Lu	Peter17	Professor	3.00	105,000.00	3,150.00				108,150.00
	503	Lu	Peter21	Professor	3.00	105,000.00	3,150.00				108,150.00
	497	Lu	Peter22	Professor	3.00	105,000.00	3,150.00				108,150.00
	492	Lu	Peter14	Professor	3.00	105,000.00	3,150.00				108,150.00
	491	Lu	Peter09	Professor	3.00	105,000.00	3,150.00				108,150.00
	501	Lu	Peter12	Professor	3.00	105,000.00	3,150.00				108,150.00
	498	Lu	Peter11	Professor	3.00	105,000.00	3,150.00				108,150.00
	495	Lu	Peter10	Professor	3.00	105,000.00	3,150.00				108,150.00
	494	Lu	Peter08	Professor	3.00	105,000.00	3,150.00				108,150.00
	499	Lu	Peter19	Professor	3.00	105,000.00	3,150.00				108,150.00
	484	Lu	Peter18	Professor	3.00	105,000.00	3,150.00				108,150.00
	490	Lu	Peter17	Professor	3.00	105,000.00	3,150.00				108,150.00
	500	Lu	Peter16	Professor	3.00	10,500.00	315.00				10,815.00
	496	Lu	Peter15	Professor	3.00	10,500.00	315.00				10,815.00
	493	Lu	Peter23	Professor	3.00	10,500.00	315.00				10,815.00
	489	Lu	Peter13	Professor	3.00	10,500.00	315.00				10,815.00
	537	Vaccaro	Jacquilo	Professor	3.00	75,000.00	2,250.00				77,250.00
							6,147,000.00	184,410.00			6,331,410.00



Making Adjustments During the ASR Process:

Part #1: Save & Release the ASR data

Note: This releases the ASR file to the DLC Administrator.

- From the SAP menu open the folder:
Role Z_HRASR_DEAN. (Approver Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **List ASR** button .
- View that the status field is **New**.

Note: You can only change the white field (Dean %) on the screen.

- Optional:** Change the **Dean Allocation %** field for specific departments. (if you change the % allocation SAP will Adjust Amount)
- Click the **Enter** key.
- Click the **Save**  button.
- Click the **Select** button to highlight the changed department.
- Click **Save & Release**  button to save your changes and release the file to the DLC administrator. The file status changes to Released.



Note: Your changes are then released to the DLC Administrator. You have the option to release one department at a time.

Note: The % amount will not change at the employee level until the ASR data is released to the DLC Administrator.

Select School or Area

Annual Salary Review

Annual Salary Review

Annual Salary Review

Cycle Fiscal Year 2005 Step 1

Org. Unit

Department Overview screen

Annual Salary Review - Department Overview

10000018 Engineering Area Faculty

Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean Alloc.	Adjust Amount
100000299	Aeronautics and Astronaut	New	63	6,147,000.00	3.00	184,410.00	3.00	184,410.00
				Total		6,147,000.00		184,410.00
							Surplus	0.00


Selected Departments


Annual Salary Review - Department Overview





10000018 Engineering Area Faculty



Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean Alloc.	Adjust Amount
100000299	Aeronautics and Astronaut	Released	63	6,147,000.00	3.00	184,410.00	3.00	184,410.00



Part #2: Review, Adjust & Approve the ASR data


- From the SAP menu open the folder:
Role Z_HRASR_DEAN. (Approver Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **List ASR** button .


 **Note:** You can adjust the individual employee amounts after the DLC Administrator has submitted the data.


- Check to see that the status field is **Submitted.**
- Double click on the **Department** field to see the ASR amounts at the employee level.
- No Adjustment:** Click the **Select All** button . Click the **Approve**  **Approve** button.
- Adjustment:** Click the **Check Surplus**  **Check Surplus** button to see the department's **Surplus Amount.**
- Click the **Adjustment Amount** field and change the amount.
- Press the **Enter** key. SAP will recalculate the percentage and the department's totals.
- Click the **Save**  button.

 **Note:** After all the ASR changes are saved , you can approve. Action will then be taken by the Compensation office.

- Click the **Select All** button  (underneath the Department Name) to select all employee records.
- Click the **Approve**  **Approve** button.

 **Note:** You have to Approve one Department at a time.

- Click **Back**  button. You return to the Departmental Overview screen.

 **Note:** That the **Status** has changed to **Approved** on the Department Overview screen.

Select School or Area



Department Overview

Deparm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000299	Aeronautics and Astronaut	Submitted	63	6,147,000.00	3.00	184,410.00	3.00	184,410.00

Employee Overview screen

Exception	PerNo	Last name	First name	Pos Title	% AG	z	Ad. Base z	Ad. Amt	Save/Flag	%	New Total z
000	007	Lu	Peter18	Professor	3.00		105,000.00	3,150.00			108,150.00
000	008	Lu	Peter17	Professor	3.00		105,000.00	3,150.00			108,150.00
000	005	Lu	Peter04	Professor	3.00		105,000.00	3,150.00			108,150.00
000	004	Lu	Peter08	Professor	3.00		105,000.00	3,150.00			108,150.00
000	003	Lu	Peter21	Professor	3.00		105,000.00	3,150.00			108,150.00
000	002	Lu	Peter19	Professor	3.00		105,000.00	3,150.00			108,150.00
000	001	Lu	Peter12	Professor	3.00		105,000.00	3,150.00			108,150.00
000	000	Lu	Peter16	Professor	3.00		10,500.00	315.00			10,815.00
000	499	Lu	Peter19	Professor	3.00		105,000.00	3,150.00			108,150.00
000	498	Lu	Peter11	Professor	3.00		105,000.00	3,150.00			108,150.00
000	497	Lu	Peter22	Professor	3.00		105,000.00	3,150.00			108,150.00
000	496	Lu	Peter15	Professor	3.00		10,500.00	315.00			10,815.00
000	495	Lu	Peter10	Professor	3.00		105,000.00	3,150.00			108,150.00
000	494	Lu	Peter18	Professor	3.00		105,000.00	3,150.00			108,150.00
000	493	Lu	Peter23	Professor	3.00		10,500.00	315.00			10,815.00
000	492	Lu	Peter14	Professor	3.00		105,000.00	3,150.00			108,150.00
000	491	Lu	Peter09	Professor	3.00		105,000.00	3,150.00			108,150.00
000	490	Lu	Peter17	Professor	3.00		105,000.00	3,150.00			108,150.00
000	489	Lu	Peter13	Professor	3.00		10,500.00	315.00			10,815.00
							6,147,000.00	184,410.00			6,331,410.00

Department Overview

Deparm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000299	Aeronautics and Astronaut	Approved	63	6,147,000.00	3.00	184,410.00	3.00	184,410.00