UNIVERSITY OF PITTSBURGH
Preparing Fiscal Year 2011 Annual Salary Increases
Processing the On-Line Annual Salary Increase Rosters

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ANNUAL SALARY INCREASE PROCESS - OVERVIEW

On-Line Annual Salary Increase rosters will be used to process annual salary increases for all:

- Full-time Faculty and Research Associates
- Part-time tenure, tenure stream, non-tenure stream Faculty excluding single term appointments
- Full-time and part-time non-union Staff including temporaries

Annual salary increases within a Department are to be based upon funds allocated by the head of the Responsibility Center.

- Rosters are available for each Responsibility Center (RC) Administrator listing all employees covered by the annual salary increase process in their respective area. Based upon internal Responsibility Center processing procedures, the RC Administrator will be accountable for completing the rosters or assigning an appropriate Department Administrator access to the departmental salary increase rosters for completion.

- The rosters list employee data extracted directly from the Human Resources/ Payroll PRISM system as of July 1, 2010. The inclusion or exclusion of an employee from the departmental roster does not necessarily indicate eligibility or ineligibility for an annual salary increase.

- If an employee is missing from the roster and deemed eligible for the annual salary increase, an Employee Record must be completed and submitted to process the annual salary increase. Additional employees may not be entered on the on-line annual salary increase rosters.

Specific instructions on how to administer, access, complete, and submit the on-line annual salary increase rosters are included in this manual.

Further questions about the on-line annual salary increase rosters should be directed to the appropriate administrator within the Responsibility Center, Faculty Records, or the Office of Human Resources, Compensation Department.
SALARY ADMINISTRATION OVERVIEW

In making individual salary determinations, consideration must be given to the individual’s performance during the past year. Specific considerations to assist administrators are listed below:

- Full-time Faculty (except for the School of Medicine) and Staff members (not covered by collective bargaining agreements) who have demonstrated satisfactory performance during the past year are eligible to receive a maintenance of real salary increase of their annual or contract salary as announced in the Annual Salary Increase Memorandum.

- Part-time Faculty and Staff members who have demonstrated satisfactory performance during the past year are eligible to receive maintenance of real salary increase of their annual or contract salary as announced in the Annual Salary Increase Memorandum.

- Additional increases for merit or for market/equity adjustments must not exceed the salary increase funds available.

Questions regarding eligibility should be directed to:

- Faculty Records, (412)624-4232 OR
- Office of Human Resources, Compensation Department, extension (412)624-8047
FACULTY SALARY ADMINISTRATION

Information regarding University of Pittsburgh average Faculty salaries compared to AAU goal salaries is provided in Exhibit A.

Satisfactory performance, for Faculty, is defined as having fulfilled the “common responsibilities” of Faculty articulated in the Faculty Handbook:

The role of individual faculty members in supporting the mission of the University of Pittsburgh will depend on the specific missions of their departments or schools. All Faculty members, however, have certain common responsibilities: to commit themselves fully to their teaching obligations, to participate in the development of the programs of their departments and schools and of the University as a whole, to engage in scholarly activities, and as appropriate, to support the University in its goal to render public service.

Unpaid Leaves:

Faculty members on any type of Unpaid Leave of Absence as of July 1, 2010 are eligible for the annual salary increase upon returning to work based on the following schedule:

<table>
<thead>
<tr>
<th>If Return from Unpaid Leave on:</th>
<th>Then Salary Increase Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2010 – July 14, 2010</td>
<td>July 1, 2010</td>
</tr>
<tr>
<td>July 15, 2010 – August 14, 2010</td>
<td>August 1, 2010</td>
</tr>
<tr>
<td>August 15, 2010 – September 14, 2010</td>
<td>September 1, 2010 (No Retroactivity)</td>
</tr>
<tr>
<td>September 15, 2010 or Later</td>
<td>Date Return to Work (No Retroactivity)</td>
</tr>
</tbody>
</table>

Exceptions: Other Salary Changes Submitted on Employee Records in July through September:

Other actions that would affect a change in salary (i.e., promotion, change in % of effort, department transfer, etc.) occurring during the period of July 1st through September 1st should be processed separately on an Employee Record. A zero (0) should be entered in the percentage increase field on the roster.

The salary increase rosters are ONLY used to process the annual salary increase. All other actions, such as reappointments and demographic changes, must be submitted on an Employee Record.
STAFF SALARY ADMINISTRATION

The Staff Classification System (SCS) provides for an annual review of the pay structure for classified Staff. Both competitive market and economic factors are taken into consideration during the pay structure review process.

An adjustment to the SCS pay structure has been approved effective **July 1, 2010**. The salary ranges have been increased by **2.5%**. The new salary ranges are posted on the Compensation section of the Human Resources website (http://www.hr.pitt.edu/comp). This information may be downloaded and placed in the SCS Reference Manual.

The new salary ranges effective **July 1, 2010** are displayed for each staff employee on the annual salary increase rosters to assist you with the completion of the annual salary increase process.

**Special considerations of Staff salaries need to be made in the following circumstances:**

**Maximum of the Salary Range:**

Staff salaries **may not exceed the maximum** amount of their respective pay range. If a classified Staff employee is currently at or near the maximum of their salary range, they may be eligible only for that portion of the annual salary increase which takes their salary to the maximum of their salary range. The maximum of the salary range is based upon the Staff Classification System (SCS) pay structure effective **July 1, 2010**. There are only **two exceptions** to the maximum of the salary range guidelines:

1. **Grandfathered Employees** - Staff who were authorized for an exception status at the time of the SCS implementation on July 1, 1999 are eligible to receive regular increases under the annual salary increase policy.

2. **Exception Employees** – Under extraordinary circumstances, Staff who have been approved for exception status by an Officer of the University and by the Associate Vice Chancellor of the Office of Human Resources are eligible to receive regular increases under the annual salary increase policy.

Employees will forfeit their grandfathered status if they have a change in salary grade (job reclassification that results in a new pay grade, transfer to a different position in a new pay grade, or termination from the University).

Employees will forfeit their exception status if they are promoted or transfer into any new job (regardless of department, pay grade, or job classification level) or terminate from the University.

Grandfathered and Exception status employees are indicated on the on-line annual salary increase rosters.
Provisional Periods / Performance Improvement Plans:

Staff employees who are on provisional status or performance improvement plans (PIP) on or before June 30, 2010 will be eligible for a salary review upon the successful completion of the provisional period / performance improvement plan.

Annual salary increases, including those for Staff on provisional status resulting from a promotion, transfer, or new hire, will be effective based on the following dates:

<table>
<thead>
<tr>
<th>If Provisional Period or PIP Ends:</th>
<th>Then Salary Increase Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2010 – July 14, 2010</td>
<td>July 1, 2010</td>
</tr>
<tr>
<td>July 15, 2010 – August 14, 2010</td>
<td>August 1, 2010</td>
</tr>
<tr>
<td>August 15, 2010 – September 14, 2010</td>
<td>September 1, 2010</td>
</tr>
<tr>
<td>September 15, 2010 or Later</td>
<td>TBD Based Upon Completion Date* (See below)</td>
</tr>
</tbody>
</table>

Departments should set aside sufficient funds to cover any increases later in the year, which may result from reviews after the provisional period.

Leaves of Absence (Unpaid and/or Paid):

Staff employees on any type of Unpaid Leave of Absence as of July 1, 2010 are eligible for a salary review upon returning to work based on the following schedule.

Short term disability is considered an unpaid leave of absence for purposes of calculating annual increases.

<table>
<thead>
<tr>
<th>If Return from Unpaid Leave on:</th>
<th>Then Salary Increase Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2010 – July 14, 2010</td>
<td>July 1, 2010</td>
</tr>
<tr>
<td>July 15, 2010 – August 14, 2010</td>
<td>August 1, 2010</td>
</tr>
<tr>
<td>August 15, 2010 – September 14, 2010</td>
<td>September 1, 2010</td>
</tr>
<tr>
<td>September 15, 2010 or Later</td>
<td>TBD Based Upon Return to Work Date* (See below)</td>
</tr>
</tbody>
</table>

Staff employees on any type of Paid Leave of Absence between July 1, 2010 and September 1, 2010 (fully paid) are eligible for the annual salary increase as normal.

Staff employees who are on both Paid and Unpaid Leave of Absence between July 1, 2010 and September 1, 2010 are eligible for a retroactive increase only for the portion of the Paid Leave of Absence upon returning to work.

*September 15, 2010 or Later – After appropriate reviews are completed, staff employees may be eligible for the annual increase as follows: If provisional period end date or leave return to work date is between the 1st and 14th of a month, then the increase is retroactive to the first day of the month; if provisional period end date or leave return to work date is between the 15th and last day of a month, then the increase effective date is the first day of the following month.
Terminated Staff Employees:

Staff employees who have terminated between July 1, 2010 and August 31, 2010 are not eligible to receive retroactive annual salary increases. Employees who terminate on or after September 1, 2010 are eligible for the retroactive annual salary increase.

Staff Job Reclassifications / Promotions Effective July 1, 2010 or Later:

For staff employees whose positions are reclassified to different job classification levels between July 1, 2010 and September 1, 2010, it is recommended that the annual salary increase percentage be considered and factored into the new annual salary at the time of reclassification by the department. The annual salary increase should be factored and included in the new salary amount as of the reclassification effective date. Staff employees who are reclassified or promoted between July 1, 2010 and September 1, 2010 may not be eligible for the annual salary increase upon completion of their provisional period.

Staff Transfers Effective July 1, 2010 or Later:

For staff employees who transfer to a different position (within the same department or to a new department) between July 1, 2010 and September 1, 2010, it is recommended that the annual salary increase percentage be considered and factored into the new annual salary by the hiring department. The annual salary increase should be included in the new salary amount as of the transfer effective date. Staff employees who transfer between July 1, 2010 and September 1, 2010 may not be eligible for the annual salary increase upon completion of their provisional period.

Staff Working 8, 9, or 10 Month Assignments:

Staff employees who work 8, 9, or 10 months out of the year but are paid over 12 months are eligible for annual salary increases effective at the beginning of the assignment period based upon the following schedule:

<table>
<thead>
<tr>
<th>If Assignment Start Date is:</th>
<th>Then Salary Increase Effective Date is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2010 – July 14, 2010</td>
<td>July 1, 2010</td>
</tr>
<tr>
<td>July 15, 2010 – August 14, 2010</td>
<td>August 1, 2010</td>
</tr>
<tr>
<td>August 15, 2010 – September 14, 2010</td>
<td>September 1, 2010 (No Retroactivity)</td>
</tr>
<tr>
<td>September 15, 2010 or Later</td>
<td>TBD Based Upon Assignment Date (No Retroactivity)</td>
</tr>
</tbody>
</table>
COMPENSATORY TIME AND OVERTIME INSTRUCTIONS

Department administrators will no longer need to manually calculate the difference in the old hourly rate and the new hourly rate nor determine the number of hours that have been paid since July 1 for Compensatory Time and Overtime.

Monthly
Non-exempt staff employees who have received payment for Compensatory Time or Overtime between July 1 and August 21 will automatically receive an adjustment in the September 2010 paycheck based on the hours recorded in PRISM TRKS. The rate of payment will be the difference between the old hourly rate and new hourly rate.

Hours recorded in PRISM TRKS from August 22 through September 18 (weeks included in the September pay) will be paid at the new hourly rate since the hours were not paid in the August paycheck.

Biweekly
Non-exempt staff employees who have received payment for Compensatory Time or Overtime between July 1 and August 21 will automatically receive an adjustment in the 2nd biweekly September 2010 paycheck paid on 24-SEP-10 based on the hours recorded in PRISM TRKS. The rate of payment will be the difference between the old hourly rate and new hourly rate.

Hours recorded in PRISM TRKS from August 22 through September 4 (1st biweekly September 2010 – paid 10-SEP-10) and thereafter will be paid at the new hourly rate.

A detailed spreadsheet will be distributed in early September to the department administrators who receive the payroll check registers. The spreadsheet provides the information for your records which in past years the department administrator calculated manually.

The spreadsheet reflects the number of hours that have been recorded in PRISM TRKS since July 1. The total hours from July 1 through August 21 for both monthly and biweekly are listed by categories. The categories are Regular Hours for staff employees paid on a biweekly basis, Compensatory Time Hours, Overtime Hours, Sick Accrual Payout Hours and Vacation Accrual Payout Hours.

<table>
<thead>
<tr>
<th>RC Number</th>
<th>RC Name</th>
<th>Dept Name</th>
<th>CDC</th>
<th>Employee Name</th>
<th>Employee Number</th>
<th>Total Regular Hours</th>
<th>Total Comp Hours</th>
<th>Total Overtime Hours</th>
<th>Total Sick Accrual Payout Hours</th>
<th>Total Vac Accrual Payout Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 Business Operations RC</td>
<td>University Marketing Communications</td>
<td>42050</td>
<td>Test Number 2</td>
<td>23903</td>
<td>237.5</td>
<td>5.5</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>92 Business Operations RC</td>
<td>Work Mail Services</td>
<td>42050</td>
<td>Test Number 3</td>
<td>13999</td>
<td>300</td>
<td>3.5</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>92 Business Operations RC</td>
<td>Work Mail Services</td>
<td>42050</td>
<td>Test Number 4</td>
<td>12393</td>
<td>240</td>
<td>2.5</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>92 Business Operations RC</td>
<td>University Marketing Communications</td>
<td>42050</td>
<td>Test Number 5</td>
<td>3929</td>
<td>500</td>
<td>5.5</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>92 Business Operations RC</td>
<td>Fleet Services</td>
<td>42050</td>
<td>Test Number 6</td>
<td>44821</td>
<td>300</td>
<td>7.5</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

If there are questions/discrepancies on the information provided, please contact your Payroll Generalist or send an email to payrollinfo@bc.pitt.edu.
ACCESS TO THE ANNUAL SALARY INCREASE ROSTERS

Please follow the steps below to access the Fiscal Year 2011 On-Line Annual Salary Increase Rosters.

Log in to PRISM:

1. Access PRISM by navigating to the University Portal at my.pitt.edu
2. Enter your University computing account username and password
3. Select the My Communities tab
4. Select PRISM
5. Click the Login button in the PRISM login portlet
6. Select "PHR Salary Increases" from your list of responsibilities
7. Click on "Salary Increases"
8. Continue through the Fiscal Year 2011 On-line Annual Salary Increase Roster Instruction Manual (a manual may be downloaded from http://www.hr.pitt.edu/comp)

If you have forgotten your University computing account or password, please contact the Technology Help Desk at 412-624-HELP (4357) for assistance.
ASSIGNING SECURITY ACCESS TO THE ROSTERS

A chart showing the levels of security and access to the rosters is provided in Exhibit B. Helpful hints in navigating the system are provided in Exhibit C.

There are two levels of security / access for the annual salary increase rosters:

- Responsibility Center (RC) Level
- Department Level

RC SECURITY LEVEL ACCESS

This level includes full access and input capabilities to all annual salary increase rosters within the RC area, and will be granted to the RC Administrator via request to FIS. Individuals assigned to this level also have the ability to grant appropriate access to department administrators for completion of the rosters (based upon internal RC processing procedures). The RC unit is responsible for identifying individuals who will be assigned RC Security level access, and will also determine the individual who will be the “Final Approver” for the Responsibility Center.

If an RC Administrator should not have access to certain individuals, then the employee to be excluded must be shown as an exclusion at the time of creating access to the on-line rosters for the RC Administrator.

As shown in the screen shot below, the “Assigned People” column displays the names that have access to assign Department Security levels to others as well as access to update the annual salary increase rosters. One or more individuals may be designated as “Assigned People”.

The “Final Approver” column displays the name of the individual who has access to create Department Security levels as well as update the annual salary increase rosters. The Final Approver is responsible for all final annual salary increase information entered for the RC unit and submitting the final approved annual salary increase rosters for processing. Only one person may be designated as the “Final Approver”.

<table>
<thead>
<tr>
<th>RC Details</th>
<th>Final Approver</th>
<th>Assigned People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Chancellor-RC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of the Board of Trustees-RC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs-RC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty of Arts and Sciences-RC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of the Provost-RC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DEPARTMENT SECURITY LEVEL ACCESS

The **Assigned People** and **Final Approver** individuals assigned at the RC Security level will designate access to administrators / managers at the Department level, who will then be able to view and/or complete the annual salary increase rosters for individuals within assigned departments. In addition, administrators may also be authorized to have access to the annual salary increase rosters for a specific group of individuals within a department.

When the RC Administrator is granting access at the department level, the RC Administrator must determine if the Department Administrator would like to grant access to an individual in a division that is within the department. If applicable, the RC Administrator must mark the **Assign Dept Access** box at the time the RC Administrator is creating the Department Administrator access.

**RC Selection** – Click on the “?” A web page will open. In the Help Index list, click on RC Selection. The RC Selection screen is defined.

The list of RCs to which you have access to are shown. Select one to be taken to the Department Selection screen for that RC.

As shown below, the columns displayed are as follows:

- **RC** - Name of the Responsibility Center
- **# of Depts** - The number of departments you have access to within this RC
- **# of People** - The total number of people you have access to within this RC
- **Status** - The current status of the salary increase records within this RC

If there is an RC you should have access to, but it is not listed, contact your RC Administrator to grant the appropriate access.

<table>
<thead>
<tr>
<th>RC</th>
<th># of Depts</th>
<th># of People</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Office of the Chancellor-RC</td>
<td>21</td>
<td>240</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>02 - Secretary of Board of Trustees-RC</td>
<td>2</td>
<td>12</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>03 - President-RC</td>
<td>14</td>
<td>160</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>06 - Faculty of Arts and Sciences-RC</td>
<td>41</td>
<td>1240</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>10 - Office of the Provost-RC</td>
<td>15</td>
<td>285</td>
<td>Unprocessed</td>
</tr>
</tbody>
</table>
ASSIGNING USERS AT THE DEPARTMENT SECURITY LEVEL

1. Log into PRISM

2. Select the Responsibility - PHR Salary Increases

3. Click on Salary Increases

Department security is identified at this level. The Assigned People or Final Approver will assign individuals at the department level for the RC unit. The RC number and RC name will be listed on the RC Selection screen. The RC Selection screen identifies the number of departments and people within the RC unit.

4. Click on Dept Security button (bottom left corner).

The Maintain Dept Security screen shows the listing of the RC number and RC name.

To Complete the Department Security Level Information

IF NO INFORMATION EXISTS, enter information as follows:

5. Click on the RC Number and RC Name line – Maintain Dept Security screen. All departments within the RC are shown on the Maintain Dept Security – RC XX screen.

The Edit Department Security – RC XX – Dept XXXXX screen indicates that there are no people defined yet for this department.
6. Enter the name of a person in the **Add Person** box. Names must be entered as case sensitive (Last name, First name).

7. Click on the **Find Person** button.

8. Click on the Name from the **Find Person** box. (If only one name appears and it is not the correct person, click on the drop down arrow)

To the right of the name are the following Job Types: **Executive, Faculty and Staff**. Determine the correct access for the individual being assigned (see chart on page 15). An individual may be granted Department access to **view** or **update** the annual salary increase information for employees in each Job Type. In addition, Department access may also be granted to update annual salary increase information for a subset of employees within each Job Type. If there are individuals that have been assigned access, the name will appear in the appropriate Job Type column within the assigned Department.

9. Select the appropriate access for each Job Type and click the **Add** button.
The name and information relative to each Job Type will be added to the box at the top of the screen. Repeat this step as many times as necessary.

**Access Type:**

<table>
<thead>
<tr>
<th>Definition</th>
<th>No Access Granted - Default</th>
<th>Access Granted to Job Type</th>
<th>Access Granted to Job Type as View Only, Cannot Update Salary Information</th>
<th>Access Granted to Specific Individuals Identified within the Job Type</th>
</tr>
</thead>
</table>

If the **Subset** option is chosen, the subset must be defined for the individual.

10. Click on the **Define Subset** button in each column it may appear.

The **Define Subset – RC XX – Dept XXXXX – X (Job Type)** screen identifies all the individuals within the department.
11. Click in the box to the right of each name that should only be seen by the person being assigned. Click on the **Save** button (bottom middle). Click on the **Back** button (bottom left corner).

12. If the administrator is to have access to all employees but a few, click the box directly under the administrator's name. All employees will be checked. Click the check box to de-select the names of the employees the administrator should not have access. Click on the **Save** button (bottom middle). Click on the **Back** button (bottom left corner).

13. When finished adding all individuals for department access, click **Back to Dept List** (bottom left corner)
UPDATE EXISTING SECURITY ACCESS

1. Log into PRISM
2. Select the Responsibility - PHR Salary Increases
3. Click on Salary Increases
4. Click on Dept Security button (bottom left corner).

The Maintain Dept Security screen shows the listing of the RC number and RC name.

5. Click on the RC Number and RC Name line – Maintain Dept Security screen. All the departments within the RC are shown on the Maintain Dept Security – RC XX screen.

The Edit Department Security – RC XX – Dept XXXXX screen indicates who has been identified as the person responsible for entering the annual salary increase information.

6. If an individual needs to be deleted, click the red “x” in the Delete column. The information will disappear.

7. If a new individual needs to be added, follow the steps under ASSIGNING USERS AT THE DEPARTMENT LEVEL SECURITY (Page 13).

8. If a Job Type access on an existing individual needs to be changed, click in the edit field and make appropriate changes.

9. Click the Save button.

10. Click on Back to Dept List (bottom left corner)

The new information will appear in the appropriate columns on the Maintain Dept Security – RC XX screen.

If a “(V)” appears after an individual’s name, access is View Only. If an “(S)” appears after an individual’s name, access is granted to a subset of individuals within the Job Type. If there is no alpha character after an individuals name, access is permitted to update all individuals in the Job Type. Exit Maintain Dept Security – RC XX screen by clicking on the house at the top of the screen.
ACCESSING THE ANNUAL SALARY INCREASE ROSTERS

The annual salary increase rosters are maintained by the Final Approver, Assigned People, or specific administrators assigned at the department security level. Individuals assigned at the Department Security level have access to enter salary increase information on the Salary Increase rosters based on the type of access granted through the Department Security level.

**Department Selection** – Click on the “?” A web page will open. In the Help Index list, click on Department Selection. The Department Selection screen is defined.

![Salary - Salary Increases](image)

**Employee Listing - RC**

The list of Departments to which you have access to are shown. Click on a department to enter the Employee Listing screen for that Department.

As shown below, the columns displayed are as follows:

- **Department** - Name of the Department
- **# of People** - The total number of people within this Department to which you have access.
- **Status** - The current status of the records within this Department.

If there is a Department you should have access to, but it is not listed, contact your RC Administrator to have access granted.

<table>
<thead>
<tr>
<th>Department</th>
<th># of People</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01955 - Secretary of Office</td>
<td>5</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>01956 - University Secretary</td>
<td>2</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>01959 - Special Events</td>
<td>6</td>
<td>Unprocessed</td>
</tr>
</tbody>
</table>
Accessing the Annual Salary Increase Rosters – Instructions:

1. Log into PRISM

2. Select the Responsibility - PHR Salary Increases

3. Click on Salary Increases

4. Click on RC line – RC Selection screen – The RC number and RC name will be listed on the RC Selection screen. The RC Selection screen identifies the number of departments and people within the RC unit.

5. Click on a Department line displayed on the Department Selection – RC XX (RC name) screen.

You may now begin to enter annual salary increase data for University employees.
PROCESSING ANNUAL SALARY INCREASES – GENERAL INFORMATION

Data Source

All data and information listed on the annual salary increase rosters has been extracted from the Human Resources/Payroll PRISM system as of July 1, 2010. Employees hired on July 1, 2010 or later are not eligible to receive annual salary increases under this process and will not appear on the annual salary increase rosters.

Multiple Tabs

There are three tabs separated by the following types of employees:

- Executives
- Faculty (this tab includes Research Associates)
- Staff

The three tabs are formatted according to the employee job type and provides information specific to each employee job type. Not all departments (administrators) will have access to all tabs, as they are displayed based upon the type of employees in the department.

This screen is divided into two halves. The top half shows a listing of the employees to which you have access. The bottom half is a data entry section where you can see the details of a specific employee and update that person's annual salary increase record.

(You must enter data for each employee listed. If no increase is to be received, a zero percent must be entered).
Employee List
Lists of people are divided by job type. Using the tabs in the upper right corner, you may view the list of Executive, Staff, or Faculty (includes Research Associates) employees. There is also a tab marked “All” that enables you to view a list of all employees regardless of job type.

Employees are listed in alphabetical order, displaying their current salary data and their new salary information. Below the list, a “Totals” line displays the total current annual salary and the total new annual salary for the listed employees.

Employee Details
The Employee Detail section shows additional information for each employee. The informational data displayed varies depending on the job type of the employee chosen.

(Faculty)

On all Faculty detail screens, the "No Increase Reason" field has been added. This field can be used as a tool for the department to maintain information as to why no increase was given for the faculty employee. This is informational only and is not required.

(Staff)

Missing Employees on the Rosters
If an individual is missing from a tab, an Employee Record must be completed and submitted to process the annual salary increase. You will not be able to enter additional employees to the annual salary increase rosters.

Retroactive Adjustments
Retroactive annual salary increase adjustments for employees will be calculated automatically based upon the date in the Salary Effective Date field on the roster.
EXECUTIVE and FACULTY – ROSTER COMPLETION INSTRUCTIONS

The Executive tab and the Faculty (includes Research Associates) tab follow the same completion instructions.

The Employee Listing – RC XX (RC name) – Department XXXXX (Department name) screen indicates the detailed information by Job Type (tab) and an alphabetical listing of all employees within the RC/Department unit. Changes are entered at the bottom of the screen for the individual selected.

To Complete the Rosters

1. Click on the appropriate Job Type tab
2. Click on Employee’s Name to update the salary information
3. At the bottom of the screen, enter salary information in the Annual Salary, Monthly/Hourly Rate, or a percentage in the Maint% andMerit% fields. Press the Tab key and the other fields will automatically be calculated.
4. Enter a new Faculty Contract Salary (if applicable) or press the “=” button next to the field, which will copy the new Annual Salary figure into the field.
5. Click the Save button.

Please refer to Exhibit D to view a sample roster.

The information entered will be seen on that employee in the top part of the screen. When all information has been entered, exit the screen by clicking on Back to Dept List button.

Exit Department Selection – RC XX (RC name) screen by clicking on the house icon at the top of the screen.

Note: Administrative Supplements are included in the annual salary, but not in the Faculty Contract Salary on the annual salary increase rosters. Please take this into consideration that when calculating the percentage increase to the annual salary, the inclusion of the supplement will lower your overall percentage increase.

Example:

<table>
<thead>
<tr>
<th></th>
<th>FY06</th>
<th>FY07</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary</td>
<td>$50,000</td>
<td>$51,500</td>
<td>3.0%</td>
</tr>
<tr>
<td>Supplement</td>
<td>$ 5,000</td>
<td>$ 5,500</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$55,000</strong></td>
<td><strong>$56,500</strong></td>
<td><strong>2.7%</strong></td>
</tr>
</tbody>
</table>

Correcting Roster Errors

Data may not be entered in any of the gray shaded fields. While saving the new salary information, a warning or error message may appear. See page 28 for resolution to message on the screen.
STAFF – ROSTER COMPLETION INSTRUCTIONS

The Employee Listing – RC XX (RC name) – Department XXXXX (Department name) screen indicates the detailed information by Job Type (tab) and an alphabetical listing of all employees within the RC/Department unit. Changes are entered at the bottom of the screen for the individual selected.

To Complete the Rosters

1. Click on the appropriate Job Type tab

2. Click on an Employee’s Name to update the salary information

3. At the bottom of the screen, enter new salary information in the Annual Salary, Monthly/Hourly Rate, OR a percentage in the Maint % and Merit % fields. Press the Tab key and the other fields will automatically be calculated.

4. Change Salary Effective Date (applicable to 8, 9, or 10 month employees only)

5. Enter the No Increase Reason field (if applicable). (If a zero (0) percent increase is entered on the annual salary increase roster, the No Increase Reason field MUST be completed with the appropriate reason code listed on page 25).

6. Click the Save button.

Please refer to Exhibit E to view a sample roster.

The information entered will be seen on that employee in the top part of the screen. When all information has been entered, exit the screen by clicking on Back to Dept List button.

Exit Department Selection – RC XX (RC name) screen by clicking on the house icon at the top of the screen.
STAFF – ENTERING ROSTER DATA GENERAL INFORMATION

Maximum of the Salary Range – Exception Status Field

Staff salaries cannot exceed the maximum amount of their respective pay range. There are only two exceptions to the maximum of the salary range guidelines: Grandfathered Employees and Exception Employees – See page 6 for definitions.

Grandfathered and Exception status employees are pre-populated on the annual salary increase rosters in the Exception Status field – Grandfathered or Exception.

Only Staff with a “Grandfathered” or “Exception” pre-populated in the Exception Status field may receive annual salary increases that exceed the maximum of their respective salary range.

NOTE: If an employee is NOT a “Grandfathered” or “Exception” status, but the annual salary increase percentage forces the new salary above 100% of the salary range, the New Annual Salary and New Monthly/Hourly Rate fields will ERROR, forcing the user to enter a different increase percentage that will not exceed 100% of the salary range.
If Not Eligible for Increase

If a staff employee is NOT DUE an annual salary increase for Fiscal Year 2011, enter a zero (0) in the percentage increase field. IN ADDITION, if zero (0) increase; indicate the appropriate reason in the No Increase Reason field at the bottom left corner of the roster according to the chart below:

<table>
<thead>
<tr>
<th>No Increase Reason (To Be Entered on Spreadsheet):</th>
<th>No Increase Reason Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of Absence</td>
<td>Employee is not eligible due to being out on an Unpaid Leave of Absence. Submit increase on an Employee Record upon return to work.</td>
</tr>
<tr>
<td>Maximum of Salary Range</td>
<td>Employee is not eligible due to being at the maximum of the salary range (NOT a Grandfathered or Exception status employee.)</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Employee increase is not approved at the time increases are due. Submit increase on an Employee Record upon final RC approval.</td>
</tr>
<tr>
<td>Percent Effort Change</td>
<td>Employee has a change in percentage of effort between July 1, 2010 and September 1, 2010. Submit increase on an Employee Record.</td>
</tr>
<tr>
<td>Performance / PIP</td>
<td>Employee is not eligible due to unsatisfactory performance or being on a Performance Improvement Plan. Submit increase on an Employee Record upon successful completion of PIP, if applicable.</td>
</tr>
<tr>
<td>Previous Increase Received</td>
<td>Employee has already received annual salary increase compensation, and is not eligible for an annual increase until July 2011.</td>
</tr>
<tr>
<td>Previous Salary Adjustment</td>
<td>Employee has already received a salary adjustment, and is not eligible for an annual increase until July 2011.</td>
</tr>
<tr>
<td>Provisional Period</td>
<td>Employee is not eligible due to being on a Provisional Period. Submit increase on an Employee Record upon completion of provisional period.</td>
</tr>
<tr>
<td>Reclassification / Promotion</td>
<td>Employee is not eligible due to being reclassified / promoted between July 1, 2010 and September 1, 2010. (Annual salary increase percentage already factored into new annual salary as a result of the reclassification / promotion.)</td>
</tr>
<tr>
<td>Termination</td>
<td>Employee terminated between July 1, 2010 and August 31, 2010.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Employee is not eligible due to being transferred to a new position between July 1, 2010 and September 1, 2010. (Annual salary increase percentage already factored into new annual salary as a result of the transfer.)</td>
</tr>
<tr>
<td>UPP Administrator</td>
<td>Based upon provisions set by the Health Sciences.</td>
</tr>
</tbody>
</table>

**Staff Terminations**

Staff employees who have terminated between July 1, 2010 and August 31, 2010 are not eligible to receive retroactive annual salary increases. Enter a zero (0) in the percentage increase field along with the appropriate “No Increase Reason” for those who are ineligible.

Employees who terminate or will be terminating on or after September 1, 2010 are eligible for the retroactive annual salary increase. Enter the percentage increase fields as normal.
Staff Provisional Periods:

If an employee is not eligible for an annual salary increase because of being on a provisional period after September 1, 2010, annual salary increases for these individuals should not be completed on the roster. Instead, a zero (0) is defaulted in the percentage increase field with Provisional Period in the No Increase Reason field. See page 7 for schedule.

Leaves of Absence (Paid and/or Unpaid)

Staff employees on any type of Unpaid Leave of Absence as of July 1, 2010 are eligible for the annual salary increase upon returning to work based on the schedule outlined on page 7. Short term disability is considered an unpaid leave of absence for purposes of calculating annual increases.

Staff employees on any type of Paid Leave of Absence between July 1, 2010 and September 1, 2010 (fully paid) are eligible for the annual salary increase. Submit the annual salary increase on the roster as normal.

Staff employees who are on both Paid and Unpaid Leave of Absence between July 1, 2010 and September 1, 2010 are eligible for a retroactive annual salary increase only for the time portion of the Paid Leave of Absence. If a part of the leave was a paid leave between July 1, 2010 and August 31, 2010, then enter a zero (0) in the percentage increase field along with the appropriate No Increase Reason on the annual salary increase roster and submit the annual salary increase on an Employee Record.

If an employee returns from an Unpaid Leave of Absence on September 1, 2010 or later, or if the return to work date is unknown, enter a zero (0) in the percentage increase field and appropriate reason in the No Increase Reason field. Submit the annual salary increase on a regular Employee Record upon return to work.

Staff Working 8, 9, or 10 Month Assignments:

Staff employees who work 8, 9, or 10 months out of the year but are paid over 12 months are eligible for an annual salary increase effective at the beginning of their assignment period, based upon the schedule on page 8.

The Salary Effective Date field will default to September 1, 2010 for all less than 12 month staff employees. If the start of the assignment period is different than September 1, 2010, then change the Salary Effective Date field to the appropriate effective date on the roster.

(Example, if the employee assignment period begins August 1, 2010, then change the Salary Effective Date field to August 1, 2010. If the employee assignment period begins August 15, 2010, then make certain the Salary Effective Date field is September 1, 2010.)
MAKING CHANGES TO THE ANNUAL SALARY INCREASE ROSTERS

Department

When the status on the Department Selection – RC XX screen changes from Completed to Submitted, the Department Administrator can only view the data. No changes can be made to the data.

RC Administrator

When the status on the Department Selection – RC XX screen changes from Submitted to Approved, the RC Administrator can only view the data. No changes can be made to the data.

Final Approver

When the status on the Department Selection – RC XX screen changes from Submitted to Approved, the Final Approver can only view the data. No changes can be made to the data.

If it is discovered that a change needs to be made after the status is marked Approved, see the enclosed Important Date Schedule, submit an Employee Record to process the necessary changes.
WARNING AND ERROR MESSAGES

The following is a list of warning and/or error messages that can appear when entering salary information for employees.

WARNING MESSAGES – If one of the warning messages below appears, data will be able to be saved.

- **This person's current Pay Year Type (xx) differs from the original Pay Year Type (xx). Do you still want to update this record?**

  The Pay Year Type currently in the system differs from the Pay Year Type when the initial salary increase population was captured. Any salary increase that you enter should be based on the Pay Year Type currently in the system. Click OK to Continue to save record or cancel to not save it.

- **Total increase entered exceeds 10%. Click OK to accept this amount or Cancel to change it.**

  Increases usually do not exceed 10%. This message is to alert you that an increase has been entered that exceeds this value. If this was intentional, click OK. If this was entered by mistake, click Cancel and change the amount/percentage.

- **Salary Changed. Update Faculty Contract Salary if necessary.**

  Salary previously entered. Please update Faculty Contract Salary with new amount.

ERROR MESSAGES – If one of the error messages below appears, data will not be saved until the user takes corrective action.

- **Value must be a positive number.**

  You entered a negative number or non-numeric character in one of the fields. Check the fields and change it to a positive number.

- **You may not enter a salary for someone who currently has a zero salary.**

  If a person currently has a zero salary, a salary increase can not be entered via the screen.

- **Employee is on [ineligible assignment status] leave since July. Increase not allowed.**

  The employee has an unpaid assignment status or STD (Paid) assignment status at some point since July 1st. Salary increases can not be entered via the screen in this situation.

- **No Increase Reason is required for Staff employee.**

  If no increase is given to an employee then the appropriate reason must be selected from the "No Increase Reason" field.

- **A salary record already starts on or after July 1st.**

  The employee’s salary in the system has been updated since July 1st. You will not be able to use the screen to enter a new salary.
• **Salary Increase entered – “No Increase Reason” not allowed.**

  For staff employees, you have entered a salary increase but also selected a value for the "No Increase Reason" field. Either set a zero salary increase or clear the "No Increase Reason" field.

• **Percent Into Range may not exceed 100%**

  For staff employees, the increase given results in a Percent Into Range of over 100%. This may only be done if an exception status exists on the person.

• **New Faculty Contract Salary is required.**

  The employee has a current Faculty Contract Salary and thus must have a new Faculty Contract Salary entered.

• **You may not change Faculty Contract Salary without a salary increase.**

  You have granted a zero salary increase but entered a new Faculty Contract Salary. You must enter a salary increase if you wish to update Faculty Contract Salary.

• **Faculty Contract Salary may not be less than $1,000.**

  The Faculty Contract Salary must be at least $1,000.

• **You may not set date earlier than 01-JUL-XXXX**

  You changed the salary effective date to a date prior to July 1st of the current year. July 1st is the earliest date that will be allowed.

• **Employee is on probation period until [Date]. Earliest salary effective date is [Date]**

  The salary effective date entered is prior to the date when the employee’s probation period ends. Change the date to at least the earliest date as suggested.

• **Date format is invalid. Enter DD-MON-YYYY.**

  The date you entered was in an invalid format. Please change it to DD-MON-YYYY format.

• **You may not enter a Merit percentage without a Maintenance percentage.**

  You tried to enter a Merit Percentage for someone but did not also enter a Maintenance Percentage. The Maintenance Percentage is required on all increases.

• **The maximum Maintenance Percentage is 2.0%. Please place the amount over 2.0% into the Merit Percentage.**

  There is a predefined maximum of 2.0% for the Maintenance Percentage. Take the difference between what you have entered and 2.0% and enter it into the Merit Percentage field.

• **You may not enter the Merit Percentage without the maximum 2.0% Maintenance Percentage field entered.**

  If the total increase is more than 2.0%, the Maintenance Percentage must equal 2.0%. Take the difference between the total increase and 2.0% and enter it into the Merit Percentage field.
- You may not set the date later than Sept. 1st of the current year.
  
  You changed the salary effective date to a date after Sept. 1st of the current year. Sept. 1st is the latest date that will be allowed.

- New Annual Salary may not be less than the minimum of the salary range.
  
  The resulting Annual Salary falls below the minimum of the salary range for this person.

- Employee is on probation period until DD-MM-YYYY which is later than Sept. 1st.
  
  Ineligible for annual salary increase. Select save to accept.

**NOTE:** To access the WARNING AND ERROR MESSAGES on-line – Click on the “?” A web page will open. In the Help Index, click on Warning and Error Messages. The Warning and Error Messages are listed and defined.
PRE-SUBMISSION CHECKLIST

Before submitting the salary increase rosters, please remember to check the following.

Executives and Faculty (includes Research Associates):

✓ Complete the New Annual Salary field and the New Faculty Contract Salary field (if applicable)

✓ Ensure the Salary Effective Date field reflects the correct date

Staff:

✓ Complete the yellow shaded fields only

✓ Ensure the Salary Effective Date field reflects the correct date

✓ Review the % into Range field of the update area:
  ➢ Make certain it is not 0% or a negative percentage

Responsibility Center Administrators:

✓ Ensure all departmental increases have been approved by the appropriate senior officer

After reviewing the enclosed Processing Schedule, please remember that no changes to the annual salary increases can be made via the rosters after (See FY 2011 Salary Increase Processing Schedule).
ROSTER APPROVAL INSTRUCTIONS

The approval process is a three-step process. It occurs at the Department level, RC Administrator (Assigned People) level, and the Final Approver.

Types of Statuses

Statuses – Click on the “?” . A web page will open. In the Help Index list, click on Statuses. The various Statuses are defined.

Unprocessed - No activity has yet been performed on the records.

In Progress - Some of the records have new salaries entered.

Completed - All of the salaries for each tab have been entered and the records are awaiting RC approval.

Submitted - The RC has approved the records and they are now awaiting Final Approval.

Approved - Final Approval is complete and the records are ready to be loaded into the system.

Processed - The records have been loaded into the system and the employee’s salaries have been updated.

In addition to the statuses listed above, the status may be displayed with a prefix of “Partially”. This indicates that some records within the group are in the status listed, but some records still exist which are in an earlier status.
To approve the annual salary increases for processing:

**Department Level Approval**

Data must be entered for each and every employee listed, even if it is only to record a zero percent increase. Once all the new salaries have been entered for all job types:

1. Click the **Set Complete** button at the bottom of the screen which will mark the records as Completed and send them to the RC Administrators (Assigned People) for approval.

The Department Administrator can make changes to the annual salary increase information after marking the records Completed and before the RC Administrator marks the records Submitted.

2. To make changes, click the **Re-Open Batch** button at the bottom of the screen and make changes to the proper records.

3. After all changes are made, the screen must be marked Completed again by clicking the **Set Complete** button at the bottom of the screen:

When the status on the **Department Selection – RC XX** screen changes from “Completed” to “Submitted”, the Department Administrator can only view the data. No changes can be made to the data.

**Set Complete:**
RC Administrator (Assigned People) Approval

When the department line has a “Completed” status, it is ready for the next step in the approval process.

1. The RC Administrator must go into each department that has a “Completed” status and if all the salary information is correct, click the Submit for Approval button at the bottom of the screen, which will mark the records as Submitted and ready for the last step of Final Approval.

The RC Administrator may make changes to the annual salary increase information before sending to the Final Approver. If changes are necessary, they must be made before marking the records as Submit for Approval.

2. To make changes, click on the employee’s name you wish to change, enter the new salary information, and save.

When the status on the Department Selection – RC XX screen changes from Submitted to Approved, the RC Administrator can only view the data. No changes can be made to the data.

Submit for Approval:
**RC Approval (Final Approver)**

When the department line has a “Submitted” status, it is ready for the final step in the approval process.

1. To approve the data, the Final Approver must go into each department that has a “Submitted” status and if all the information is correct, press the **Approve Salaries** button at the bottom of the screen, which will mark the records as ready to be loaded into the system. The Final Approver may make changes to the data. If changes are necessary, they must be made **before** marking the records as **Approved**. To make changes, click on the employee’s name you wish to change and enter the new salary information and save.

2. Once the **Approve Salaries** button is pressed, a disclaimer will pop up to confirm that the appropriate Senior Officer has reviewed and approved all salaries for that particular Responsibility Center. Confirm this statement by clicking the **OK** button.

- If it is discovered that a change needs to be made after the status is marked **Approved**, (See FY 2011 Salary Increase Processing Schedule), submit an Employee Record to process the necessary changes.

When the status on the **Department Selection – RC XX** screen changes from **Submitted** to **Approved**, the Final Approver can only view the data. No change can be made to the data.

**Approve Salaries:**

![Approve Salaries](image)

**FIS-Business Solutions**

When all the statuses are marked as “Approved”, FIS-Business Solutions will update the new salary information into the system and the status will be changed to “Transferred”. When the status on the **Department Selection – RC XX** screen changes from “Approved” to “Transferred”, no changes can be made to the data.
DOWNLOAD SPREADSHEET

If you would like to download the annual salary increase information into an excel spreadsheet (must be Microsoft Excel 2003 or greater), click on Download Spreadsheet button at the bottom of the screen.

Click on the Open button:

The salary increase information is now in Microsoft Excel. You may save the data for your records. This information may not be altered in Excel and reloaded into the PRISM system.
RESOURCES

Please contact the appropriate offices for questions regarding the following information.

On-Line Annual Salary Increase Processing Manuals:

Manuals may be downloaded on line at http://www.hr.pitt.edu/comp. For questions regarding access to this manual, please contact:

- Office of Human Resources (Compensation), (412)624-8047

Annual Salary Increase Eligibility:

- Faculty / Research Associates - Faculty Records, (412)624-4232 OR
- Executive / Staff - Office of Human Resources (Compensation), (412)624-8047

Accessing Annual Salary Increase Rosters:

- Technology Help Desk, (412)624-HELP (4-4357)

Completing the Annual Salary Increase Rosters:

- Faculty Records, (412)624-4232 OR
- Office of Human Resources (Compensation), (412)624-8047

Annual Salary Increase Processing Schedule:

- Payroll Department, (412)624-8070
Exhibits A-E:

A. Average Salaries Relative to Public AAU Goal Salaries

B. Access and Actions by Level Chart

C. Navigation Hints

D. Executive, Faculty (includes Research Associates) - FY 09 Automated Annual Salary Increase Roster – Example

E. Staff - FY 09 Automated Salary Increase Roster – Example
### Pittsburgh Campus

<table>
<thead>
<tr>
<th>Faculty Rank</th>
<th>Average Salary</th>
<th>Public AAU Schools Median Salary¹</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$128,300</td>
<td>$125,000</td>
<td>$3,300</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>84,600</td>
<td>85,700</td>
<td>(1,100)</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>70,100</td>
<td>75,200</td>
<td>(5,100)</td>
</tr>
<tr>
<td>Librarian</td>
<td>66,600</td>
<td>66,900</td>
<td>(300)</td>
</tr>
</tbody>
</table>

### Johnstown, Greensburg and Bradford Campuses

<table>
<thead>
<tr>
<th>Faculty Rank</th>
<th>Average Salary</th>
<th>AAUP Category IIB Schools Median Salary²</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$74,900</td>
<td>$76,400</td>
<td>($1,500)</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>62,200</td>
<td>60,800</td>
<td>1,400</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>51,000</td>
<td>52,100</td>
<td>(1,100)</td>
</tr>
</tbody>
</table>

### Titusville Campus

<table>
<thead>
<tr>
<th>Faculty Rank</th>
<th>Average Salary</th>
<th>No Comparative Data Available³</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$61,600</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>55,200</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>46,500</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

¹Pittsburgh campus is not included in calculation of the median.

²Pittsburgh campuses are not included in calculation of the median. Includes designated schools in the Middle Atlantic, South Atlantic, and East North Central AAUP regions.

³While a new peer group was chosen for the Johnstown, Greensburg, and Bradford campuses for FY 2010, no new peer group has been designated for the Titusville campus.

Access and Actions by Level

**RC Level**

**Access:** has access to all departments and job types within this Responsibility Center

**Actions:**
- May complete salary increase information on employees
- May assign access to other individuals in one or more departments
- May define a subset of employees within one or more departments

**Department Level**

**Access:** has access to one or more departments as assigned by RC

**Actions:**
- May complete salary increase information on employees
- May assign access to other individuals in one or more departments
- May define a subset of employees within one or more departments

**Subset Level**

**Access:** has access to employees as defined by department level

**Actions:**
- Completes salary increase information on employees

**Employee**
Exhibit C

Navigation Hints

• USE the buttons at the bottom of each page to navigate through the system.

• Click on the House at the top of the page to return to the Home Page

• Click on the Door at the top of the page to exit the application and return to the login screen.

• Click the question mark at the top of the page for help with definitions, warnings, and errors.

• Use the tab key to move from field to field when entering the new salary information.

• DO NOT use the Back or Forward buttons on the toolbar.
### Exhibit E

**Salary - Salary Increases**

**Employee Listing**: RC 20 (University Honors College) - Dept 2010 (Univ Honors College Office of the Dean)

**Batch Status**: In Progress

<table>
<thead>
<tr>
<th>Emp Name/Number</th>
<th>Current Rate</th>
<th>Current Annual</th>
<th>Main%</th>
<th>Merit%</th>
<th>Total%</th>
<th>New Rate</th>
<th>New Annual</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Number 2</td>
<td>2,687.00</td>
<td>32,004.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32,004.00</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>Test Number 3</td>
<td>2,687.00</td>
<td>32,004.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32,004.00</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>Test Number 5</td>
<td>2,687.00</td>
<td>32,004.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32,004.00</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>Test Number 8</td>
<td>2,687.00</td>
<td>32,004.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32,004.00</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>Test Number 9</td>
<td>2,687.00</td>
<td>32,004.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32,004.00</td>
<td>Unprocessed</td>
</tr>
</tbody>
</table>

**Totals**

- **Current Annual**: 192,024.00
- **New Annual**: 192,024.00
- **Total Increase**: 0.00
- **Total % Increase**: 0%

**Employee Details for [ ]**

<table>
<thead>
<tr>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary</td>
<td></td>
</tr>
<tr>
<td>Monthly Hourly Rate</td>
<td></td>
</tr>
<tr>
<td>No Increase Reason</td>
<td></td>
</tr>
</tbody>
</table>

**Back to Dept List**  **Download Spreadsheet**  **Set Complete**