

UNIVERSITY
of
PITTSBURGH

HOW TO SUBMIT
ANNUAL SALARY INCREASES
Roster Submission & Security Guide

INDEX

ANNUAL SALARY INCREASE PROCESSING	3
ANNUAL SALARY INCREASE ROSTER: OVERVIEW	3
RC ADMINISTRATOR.....	3
FINAL APPROVER.....	3
ASSIGNED PEOPLE	3
ANNUAL SALARY INCREASE ROSTER: PROCESS	3
ONLINE ROSTER COMPLETION AND SUBMISSION PROCESS	4
TOOLS & TIPS.....	4
HOW TO ACCESS THE ONLINE ANNUAL INCREASE ROSTER	4
ANNUAL INCREASE ROSTER SECURITY	5
RESPONSIBILITY CENTER LEVEL.....	5
DEPARTMENT LEVEL	5
ACCESS LEVELS OVERVIEW.....	6
HOW TO ASSIGN USERS AT THE DEPARTMENT SECURITY LEVEL.....	6
PROCESSING ANNUAL SALARY INCREASES GENERAL INFORMATION	8
DATA SOURCE	8
JOB TYPES.....	8
EMPLOYEE LIST.....	8
EMPLOYEE DETAILS.....	9
MISSING EMPLOYEES ON THE ROSTER	9
RETROACTIVE ADJUSTMENTS	9
ROSTER COMPLETION INSTRUCTIONS EXECUTIVE AND FACULTY	10
ROSTER COMPLETION INSTRUCTIONS STAFF.....	11
CORRECTING ROSTER ERRORS	11
MAKING CHANGES TO THE ANNUAL SALARY INCREASE ROSTERS.....	12
DEPARTMENT.....	12
RC ADMINISTRATOR.....	12
FINAL APPROVER.....	12
ROSTER APPROVAL INSTRUCTIONS.....	12
TYPES OF STATUSES	12
PRE-SUBMISSION CHECKLIST	12
EXECUTIVES AND FACULTY (INCLUDES RESEARCH ASSOCIATES).....	12
STAFF.....	12
RESPONSIBILITY CENTER ADMINISTRATORS	13
DEPARTMENT LEVEL APPROVAL	13
RC ADMINISTRATOR (ASSIGNED PEOPLE) APPROVAL	13
RC APPROVAL (FINAL APPROVER).....	13
FIS-BUSINESS SOLUTIONS	14
INSTRUCTIONS TO DOWNLOAD SPREADSHEET	14
WARNING AND ERROR MESSAGES	14
WARNING MESSAGES	14
ERROR MESSAGES.....	15
NO INCREASE REASONS: ONLINE ROSTER.....	16

ANNUAL SALARY INCREASE PROCESS

processing instructions

This section of the manual is intended to provide assistance with submitting annual salary increases through the online roster. All data on the roster has been extracted from the Human Resources/Payroll PRISM system as of July 1st. **NOTE:** Inclusion on the online roster does not guarantee eligibility.

ANNUAL SALARY INCREASE ROSTER: USERS

The annual salary increase process is a collaboration of many users – from the Office of Human Resources (OHR) and Financial Information Services (FIS) to the individuals at the Responsibility Center and Department levels who are responsible for approving the increase percentage. Below is an overview of each user who impacts the annual increase process.

RC ADMINISTRATOR The **RC ADMINISTRATOR** is assigned by FIS as the Responsibility Center designee for annual increases. The **RC ADMINISTRATOR** is responsible for assigning users at the Department Level – **ASSIGNED PEOPLE** – who have the ability to enter annual salary increases into the online roster. The **RC ADMINISTRATOR** is also responsible for submitting the completed and approved roster to the **FINAL APPROVER** so that the increases can be finalized.

FINAL APPROVER The **FINAL APPROVER** is the Senior Officer representative for the online annual increase process and is responsible for all final annual salary increase information entered for the RC, as well as submission of the final roster for subsequent processing. Only **one FINAL APPROVER** can be designated.

ASSIGNED PEOPLE Any individual who is granted access to view and/or edit the online annual increase roster is considered a part of the **ASSIGNED PEOPLE** group. These individuals can be assigned access to **EDIT** the roster or **VIEW-ONLY** permission.

ANNUAL SALARY INCREASE ROSTER: PROCESS

The annual increase process, as outlined in **FIGURE 1 (right)**, is the path that salary increase data takes from submission on the online roster through final processing in the Payroll system. The process is designed to ensure that all required approvals are obtained for each annual increase.

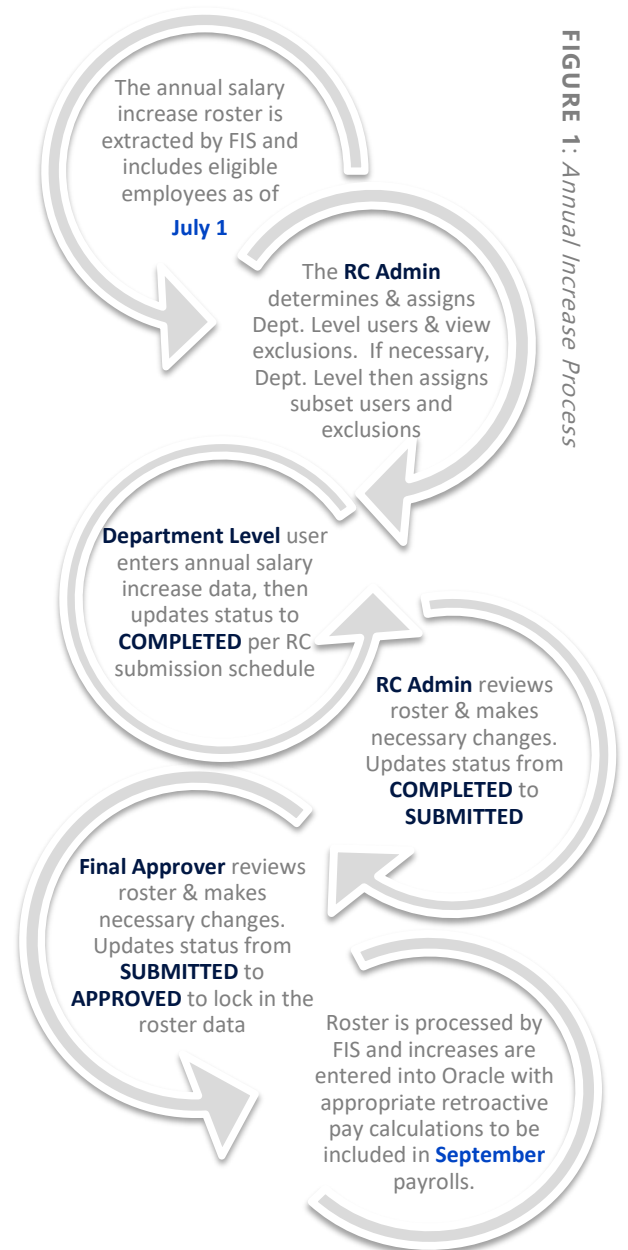


FIGURE 1: Annual Increase Process

ONLINE ROSTER PROCESS

a step-by-step guide to completing & submitting annual increases

HOW TO ACCESS THE ONLINE ANNUAL INCREASE ROSTER

The ability to access online annual salary increase roster is granted by the designated **RC ADMINISTRATOR** in each area.

- (1) Log into PRISM:
 - a) Go to my.pitt.edu to log in using your University username and password
 - b) Select **PRISM LOGIN**
- (2) Navigate to the annual salary increase roster:
 - a) Select **PHR SALARY INCREASES** from the Main Menu
 - b) Click on the **SALARY INCREASES** link to view the **RC SELECTION** page



- c) Click on the appropriate RC to access the **DEPARTMENT SELECTION** page



The screenshot shows an 'RC Selection' table with three columns: 'RC', '# of Depts', and '# of People'. The first row is highlighted in blue and contains the text '01 - Office of the Chancellor-RC'.

RC	# of Depts	# of People
01 - Office of the Chancellor-RC		

- d) Click on the department to view the annual salary increase roster on the **EMPLOYEE LISTING** page

There are separate annual increase salary rosters for Faculty, Staff, and Executive populations, which can be accessed by selecting the appropriate radio button at the top of the **EMPLOYEE LISTING** page. The salary increase roster lists the employee details and current salary rate. Annual salary increase percentages are entered on this page in the available text boxes.

TOOLS & TIPS



NAVIGATION TIPS



Use the buttons at the top right or bottom right of each page to navigate forward and backward between screens

[Back to Dept List](#)

[Back to RC List](#)

Do not use the *Back* and *Forward* buttons on the browser to navigate

Use the  **Previous** and **Next**  buttons to move between pages when viewing a roster with 100+ employees

 Previous 1-100 of 114  Next 14

Use the **TAB** key to move between fields within the roster to enter salary data

To exit the salary increase roster and return home, click on the **HOME** link located at the upper right of the screen

NEED HELP?

For assistance with University computing account or password, contact the Technology Help Desk: **412-624-HELP**

ANNUAL INCREASE ROSTER SECURITY

The annual salary increase rosters have two main levels of security, RC Level and Department Level. On the online roster, the list of RCs and departments to which you have access to view are displayed.

RESPONSIBILITY CENTER LEVEL This level has full access and input capabilities to all annual salary increase rosters within the RC area. Employees with this level of access are termed **RC ADMINISTRATOR**. 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).

Access at this level must be granted by FIS via request. 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 designated as an exclusion at the time the online rosters access is created.

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 they are creating the **DEPARTMENT ADMINISTRATOR** access.

DEPARTMENT LEVEL The **ASSIGNED PEOPLE** and **FINAL APPROVER** individuals assigned at the RC Security level will designate access to administrators and/or managers at the Department level (based upon internal RC processing procedures), 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.

If additional individuals need to have access to the salary increase roster, Department Level access may be granted to update individual salary increase information for a **SUBSET** of employees within each Job Type. ♦

ACCESS LEVELS OVERVIEW

(1) RC LEVEL

Access

- All departments and job types within the RC

Actions

- May complete salary increase information on employees
- May assign access to other individuals
- May define a subset of employees

(2) DEPARTMENT LEVEL

Access

- One or more departments as assigned by **RC Level**

Actions

- May complete salary increase information on employees
- May assign access to other individuals
- May define a subset of employees

(3) SUBSET LEVEL

Access

- Employees assigned by **Department Level**

Actions

HOW TO ASSIGN USERS AT THE DEPARTMENT SECURITY LEVEL

- 1) Access the **MAINTAIN DEPT SECURITY** page by clicking on the **DEPT SECURITY** button, located on the **RC SELECTION** page (*see p. 4 for more detailed login instructions*)
- 2) Select the RC by clicking on the link in the **RC** column
- 3) Select the appropriate **DEPARTMENT** by clicking on the link in the Department column
- 4) Click on the **ADD PERSON** button

Person	Executive	Faculty	Staff	Assign Dept Access	Delete
<input type="text"/>	No	No	No	<input type="checkbox"/>	

- 5) Enter the name of a person in the **ADD PERSON** box and click on the magnifying glass.
Note: Names must be entered as case sensitive (Last name).
- 6) Click in radio button in the **SELECT** column for the employee you want to have access and then click the **SELECT** button

Search and Select:

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Name	Emp#	Dept Name
<input type="radio"/>		Hatchback00, Wagon	141684	Univ Honors College-Office of the Dean

- 7) Select the appropriate access for each Job Type (Executive, Faculty, and Staff)

Access Type	Definition
No	No access granted (Default)
Yes	Access granted to Job Type
View Only	Access granted to Job Type as view only; cannot updated salary information
Subset	Access granted to specific individuals indentified within the Job Type

- 8) Click on the **SAVE** button (top left corner) when all selections have been entered
- 9) If a **SUBSET** option is chosen, the subset must be defined for the individual
- The **Define Subset – RC XX – Dept XXXXX – X (Job Type)** screen identifies all the individuals within the department. Click on the employee’s name that should only be seen by the person being assigned using one of the actions in the middle (Move >, Move All >>, Remove <, or Remove All <<)
 - Click on the **Save** button (bottom of **Included in Subset** box).
 - Click on the **Back** button (top right corner)
- 10) When finished adding all employees for department access, click **BACK TO DEPT LIST** (*top right corner*)

PROCESSING ANNUAL SALARY INCREASES

GENERAL INFORMATION

DATA SOURCE

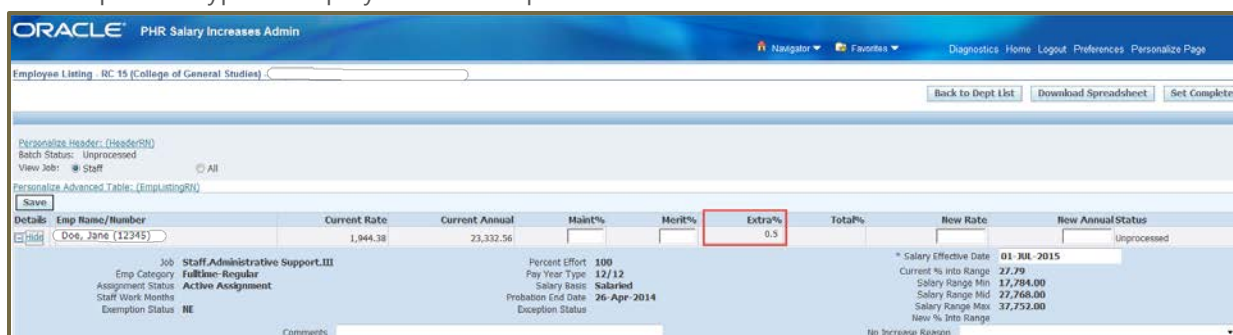
All data and information listed on the annual salary increase rosters has been extracted from the Human Resources/Payroll PRISM system as of **JULY 1ST**. Employees hired on **JULY 1ST** or later are not eligible to receive annual salary increases under this process and will not appear on the annual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

JOB TYPES

On the **EMPLOYEE LISTING** page there is a radio button for each of the three Job Types processed via the online process:

- Executives
- Faculty (**Note:** this tab includes Research Associates)
- Staff

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



Details	Emp Name/Number	Current Rate	Current Annual	Maint%	Merit%	Extra%	Total%	New Rate	New Annual Status
[+]	Doc, Jane (12345)	1,944.38	23,332.56			0.5			Unprocessed

Job: Staff Administrative Support.III
Emp Category: Fulltime-Regular
Assignment Status: Active Assignment
Staff Work Months: NE
Exemption Status: NE

Percent Effort: 100
Pay Year Type: 12/12
Salary Base: Salaryed
Probation End Date: 26-Apr-2014
Exception Status:

* Salary Effective Date: 01-JUL-2015
Current % into Range: 27.79
Salary Range Min: 17,784.00
Salary Range Mid: 22,768.00
Salary Range Max: 37,752.00
New % into Range:

No Increase Reason

This screen shows a listing of the employees to which you have access. Update the employee's increase information in the **Maint%**, **Merit%**, and **New Fac Cntrct Sal** (if applicable) fields shown to the right of the employee's name after the Current Rate and Current Annual fields. To review the details of a specific employee, click on the "[+] Show" to the left of the employee name. Click on the "[-] Hide" to the left of the employee name to close the detail information. A new field, **Extra%**, has been added for the additional **salary maintenance** percent for faculty and staff. If it has been awarded in the fiscal year, the extra percentage will be automatically applied when a Maint% greater than zero is entered for eligible employees.

EMPLOYEE LIST

The list of employees are divided by job type. Using the radio buttons in the upper left corner, you may view the list of Executive, Faculty (includes Research Associates), or Staff employees. There is also a radio button 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 and the total New Annual for the listed employees as well as the Total Increase and Average % Increase.

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. To review the details of a specific employee, click on the "[+] Show" to the left of the employee name. Click on the "[-] Hide" to the left of the employee name to close the detail information.

FACULTY

Details	Emp Name/Number	Current Rate	Current Annual	Cur Fac Cntrct Sal	Maint%	Merit%	Extra%	Total%	New Rate	New Annual	New Fac Cntrct Sal Status
<input type="checkbox"/> Hide	Smith, Judy (124578)	3,075.00	30,750.00	30,750.00			0.5				<input type="checkbox"/> Unprocessed
Job		Faculty,Teacher,Visiting Demonstration		Percent Effort		100		* Salary Effective Date			
Emp Category		FullTime-Regular		Pay Year Type		10/12		Fac Contract Begin		01-SEP-2014	
Assignment Status		Active Assignment		Salary Basis		Salaried		Fac Contract End		30-JUN-2015	
				Exception Status				Tenure Status		Non-Tenured	
Comments											No Increase Reason

On the Faculty detail screen, the "No Increase Reason" 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

Save	Details	Emp Name/Number	Current Rate	Current Annual	Maint%	Merit%	Extra%	Total%	New Rate	New Annual Status	
<input type="checkbox"/> Hide		Doe, Jane (12345)	1,944.38	23,332.56			0.5			<input type="checkbox"/> Unprocessed	
Job		Staff,Administrative Support,III		Percent Effort		100		* Salary Effective Date			
Emp Category		FullTime-Regular		Pay Year Type		12/12		Current % into Range		27.79	
Assignment Status		Active Assignment		Salary Basis		Salaried		Salary Range Min		17,784.00	
Staff Work Months		NE		Probation End Date		26-Apr-2014		Salary Range Mid		22,768.00	
Exemption Status				Exception Status				Salary Range Max		37,752.00	
Comments											No Increase Reason

On the Staff detail screen, the "No Increase Reason" field is used to identify why no increase is being granted. Choose a reason from the list of values in the dropdown list provided. This is **required** for Staff who will not receive an increase.

NOTE: You must enter data for each employee listed. If no increase is to be received, a zero percent must be entered.

MISSING EMPLOYEES ON THE ROSTER

If an individual is missing from an employee list, an Employee Record must be completed and submitted to process the annual salary increase. **You will not be able to add 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.

ROSTER COMPLETION INSTRUCTIONS EXECUTIVE AND FACULTY

Note: The Executive and the Faculty radio buttons follow the same completion instructions.

The **Employee Listing – RC XX (RC name) – Department XXXXX (Department name)** screen indicates the detailed information by Job Type and an alphabetical listing of all employees within the RC/Department unit. Changes are entered to the right of the employee's name after the Current Rate and Current Annual fields.

- 1) Click on the appropriate **JOB TYPE** radio button (Executive or Faculty)
- 2) Click on an employee's name to enter the salary information
- 3) To the right of the employee's name, enter the salary information in the **MAINT%** field then press the Tab key to enter in the **MERIT%** field.
- 4) If it has been awarded for the fiscal year, the extra salary maintenance percentage will be applied in the **EXTRA%** field when a **MAINT%** greater than zero is entered.
- 5) The New Rate and New Annual fields will automatically be calculated.
- 6) Enter a **NEW FAC CNTRCT SAL** (if applicable) **or** press the "=" button next to the field, which will copy the new Annual Salary figure into the field.
- 7) Click the **SAVE** button after all salary increases have been entered or save as you go along so data is not lost if your session expires.

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 when calculating the percentage increase to the annual salary, the inclusion of the supplement will lower your overall percentage increase.

EXAMPLE

	Prior Year	Current Year	% Increase
Base Salary	\$50,000	\$51,500	3.0%
Supplement	<u>\$5,000</u>	<u>\$5,000</u>	
Total	<u>\$55,000</u>	<u>\$56,500</u>	2.7%

ROSTER COMPLETION INSTRUCTIONS STAFF

The **Employee Listing – RC XX (RC name) – Department XXXXX (Department name)** screen indicates the detailed information by Job Type (radio button) and an alphabetical listing of all employees within the RC/Department unit. Changes are entered on the same line of the employee selected.

- 1) Click on the appropriate **JOB TYPE** radio button (Staff)
- 2) Click on an employee's name to enter the salary information
- 3) To the right of the employee's name, enter the salary information in the **MAINT%** field then press the Tab key to enter in the **MERIT%** field.
- 4) If it has been awarded for the fiscal year, the extra salary maintenance percentage will be applied in the **EXTRA%** field when a **MAINT%** greater than zero is entered.
- 5) The New Rate and New Annual fields will automatically be calculated.
- 6) Click in the Details column "[+] Show" to open the Employee Details to change **SALARY EFFECTIVE DATE** (applicable to 8, 9, or 10 month employees only). Click on the "[-] Hide" to the left of the employee name to close the detail information.
- 7) Enter the **NO INCREASE REASON** field (if applicable) on the Employee Details section. If a **zero (0)** percent increase is entered on the annual salary increase roster, the **No Increase Reason** field **MUST** be completed.
- 8) Click the **SAVE** button after all salary increases have been entered or save as you go along so data is not lost if your session expires.

CORRECTING ROSTER ERRORS

While saving the new salary information, a warning or error message may appear. See **pages 13 and 14** for resolution to error or warning messages.

MAKING CHANGES TO THE ANNUAL SALARY INCREASE ROSTERS

If it is discovered that a change needs to be made after the status is marked **APPROVED**, submit an Employee Record to process the necessary changes.

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.

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

Status Types	Definition
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
Transferred	The records have been loaded into the system & the employees' 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.

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 Fac Cntrct Sal field (if applicable)
- Ensure the Salary Effective Date field reflects the correct date

STAFF

- Ensure the Salary Effective Date field reflects the correct date
- Review the % into Range field of the update area and make certain it is not 0% or a negative %

RESPONSIBILITY CENTER ADMINISTRATORS

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

Note: Review the **PROCESSING SCHEDULE** to see the final date to make changes to the annual increase roster.

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 top right corner of the screen which will mark the records as Completed and send them to the RC Administrators (Assigned People) for approval.
- 2) 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.
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.

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.
- 2) 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.

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.

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 BATCH** 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 **Confirm** button.

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.

If it is discovered that a change needs to be made after the status is marked **APPROVED**, submit an Employee Record to process the necessary changes.

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.

INSTRUCTIONS TO DOWNLOAD SPREADSHEET

If you would like to download the annual salary increase information into an excel spreadsheet (must be Microsoft Excel 2003 or greater), following these steps:

- 1) Click on **DOWNLOAD SPREADSHEET** button at the top right of the screen
- 2) A pop-up with the message "Do you want to save salary_dept000000.csv from eagle.p3.pitt.edu" will appear
- 3) On the pop-up, click on the **OPEN** button to view the file in Excel
- 4) To save a copy of the file, click **FILE** then **SAVE AS**
- 5) For the "Save as Type" select Excel Workbook
- 6) Retitle the file as necessary, then click **SAVE**

WARNING AND ERROR MESSAGES

When submitting the annual increase roster, warning and/or error messages may occur. Following is a list of the potential errors or warnings.

WARNING MESSAGES

Note: A warning message will not prevent data from being saved.

CURRENT PAY YEAR TYPE DIFFERS FROM THE ORIGINAL PAY YEAR TYPE 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.

TOTAL PERCENT EXCEEDS 10% Increases typically should not exceed 10%. This message is to alert you that an increase has been entered that exceeds this value. If this was intentional, continue entering data on other employees. If this was entered by mistake, change the amount/percentage.

ERROR MESSAGES

Note: An error message will prevent data from being saved until corrective action is taken.

A NEGATIVE PERCENTAGE MAY NOT BE ENTERED You entered a negative number or non-numeric character in one of the fields. Check the fields and change it to a positive number.

A SALARY ACTION HAS OCCURRED WITH AN EFFECTIVE DATE ON OR AFTER JULY 1ST The employee's salary in the system has been updated since January 1st. You will not be able to use the screen to enter a new salary.

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.

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 January 1st. Salary increases cannot be entered via the screen in this situation.

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.

EMPLOYEE IS ON PROBATION PERIOD UNTIL DD-MM-YYYY WHICH IS LATER THAN SEPTEMBER 1ST Ineligible for annual salary increase. Select save to accept.

FACULTY CONTRACT SALARY MAY NOT BE LESS THAN \$1,000 The Faculty Contract Salary must be at least \$1,000.

THE VALUE CANNOT BE NEGATIVE 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 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.

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.

NEW FACULTY CONTRACT SALARY IS REQUIRED The employee has a current Faculty Contract Salary and thus must have a new Faculty Contract Salary entered.

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.

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.

THE EXTRA PERCENTAGE MUST BE EXACTLY X% If a person's annualized salary is less than or equal to \$X, they will receive X% for the extra percentage when a maintenance percentage greater than zero is entered.

THE MAXIMUM MAINTENANCE PERCENTAGE IS X%. PLEASE PLACE THE AMOUNT OVER X% INTO THE MERIT PERCENTAGE There is a predefined maximum of X% for the Maintenance Percentage. Take the difference between what you have entered and X% and enter it into the Merit Percentage field.

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.

YOU MAY NOT ENTER THE MERIT PERCENTAGE WITHOUT THE MAXIMUM X% MAINTENANCE PERCENTAGE FIELD ENTERED If the total increase is more than X%, the Maintenance Percentage must equal X%. Take the difference between the total increase and X% and enter it into the Merit Percentage field.

YOU MAY NOT ENTER A SALARY INCREASE FOR SOMEONE WHO CURRENTLY HAS A ZERO SALARY If a person currently has a zero salary, a salary increase cannot be entered via the screen.

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.

YOU MAY NOT SET THE DATE LATER THAN SEPTEMBER 1ST OF THE CURRENT YEAR You changed the salary effective date to a date after September 1st of the current year. September 1st is the latest date that will be allowed.

NO INCREASE REASONS: ONLINE ROSTER

If a staff member is not eligible for an annual salary increase on the online roster, a zero must be entered in the percentage increase field. If a zero percent increase is indicated, the appropriate No Increase Reason must be notated. See the chart below for further details on each No Increase Reason.

No Increase Reason	
Leave of Absence	On a Leave of Absence (paid or unpaid) as of July 1st. Submit Employee Record Upon return to work.
Maximum of Salary Range	At the maximum of the salary range and not eligible for an increase <u>Not</u> a Grandfathered or Exception status employee
New Hire	Consideration for annual increase was built into hiring salary for new staff Will not be eligible for increase upon completion of Provisional Period
Percent of Effort Change	Percent of Effort has changed between July 1st and September 14th. Submit increase on Employee Record
Performance/PIP	Unsatisfactory performance or on a Performance Improvement Plan (PIP) If applicable, submit Employee Record upon successful completion of PIP
Previous Increase Received	The annual salary increase has already been provided as the result of a Transfer, Reclassification, or the Recognition of Additional Duties
Provisional Period	On a Provisional Period as of July 1st. Submit Employee Record upon successful completion of Provisional Period
Termination	Terminated between July 1st and August 31st
Transfer	Included on roster, but transferred out of department July 1 st or later
UPP Administrator	Determined per provisions set by the Health Sciences

RESOURCES

UNIVERSITY OF PITTSBURGH

4200 Fifth Avenue
Pittsburgh, PA 15260
(412) 624-4141
www.pitt.edu

OFFICE OF HUMAN RESOURCES

(412) 624-7000
hradsup@pitt.edu
hr.pitt.edu

COMPENSATION DEPARTMENT

(412) 648-5049
hr.pitt.edu/compensation-classification

FACULTY RECORDS

(412) 624-4232
www.provost.pitt.edu/faculty-affairs

PAYROLL

(412) 624-8070
payrollinfo@cfo.pitt.edu
cfo.pitt.edu/payroll

TECHNOLOGY HELP DESK

(412) 624-HELP (4357)