


SAU Change Page - Available for Faculty SAU Changes

Please note: Staff SAU changes are made by Compensation and Medical Faculty changes are made by Medical Administration.

Main Menu / Compensation / Base Compensation / Merit Increases / SAU Change

The SAU Change page is used when adding, deleting, or changing a Salary Administration Unit (SAU). Only the New SAU field is available for data entry.

SAU Change								
ID:	2182991			Name:	Hu,Jean			
SAU	Rc#	Posn#	Job Cd	Job Title	Paygrp	Dept ID	Dept Name	New SAU
Scroll Area								Find View All
458100	0	00040406	100357	Stat An/P	MON	408000	MED-Endocr	458100 

SAU	Department grouping used for salary planning purposes - current Salary Administration Unit.
Rc#	Indicates which job
Posn#	Position number
Job Cd	6-digit code assigned by Compensation that identifies the Job Title
Job Title	Job title
Paygrp	Pay group - BIR, MON or MOF
Dept ID	6-digit code that identifies the department
Dept Name	Name of the department
New SAU	Ability to add, change or delete SAU for an employee

shaded = data entry field, all others are calculated fields and display only

Northwestern University	Salary Planning Procedures
Human Resources Information Systems	Panel Definitions

Merit by Employee - Staff Page

Main Menu / Compensation / Base Compensation / Merit Increases / Merit by Employee - Staff

This page lists all Merit Increase, Market Allocation, and Reappointment information about a particular staff member, and is used to view the data entry done on the *Merit by SAU - Staff* page. Information about an employee can be viewed by entering the Employee ID or Employee Name. If you want to select Salary Administration Unit and Salary Plan fields instead, all staff members within the same SAU and Salary Plan are brought up alphabetically within the Dialog box. You can then view records one by one.

Merit by Employee - Staff					
ID:	1042408	Name:	Campus,Cynthia	SAU:	444400
Sal Pln:	NEX	Std Hrs:	37.50	Grd:	9
Dept ID:	272502	Dept Name:	WCAS Anthr	Posn End Dt:	<input type="checkbox"/> Posn Indef End
Pos #:	00007153	Type:	STF	Catg: NEX	<input type="checkbox"/> New Posn Indef End
				New Posn End Dt:	<input type="text"/>
Merit Increase					
Merit Appr:	<input type="text" value="P"/>	Eval:	<input type="text"/>	Comment:	<input type="text"/>
Ben Elg:	Y	Merit Pct Incr:	<input type="text"/>	Market Alloc Pct:	<input type="text"/>
Pct FT:		Merit \$ Incr:	<input type="text"/>	Market Alloc Amt:	<input type="text"/>
Comp Rt:	13.730000	Merit Comp Rt:	<input type="text"/>	Total Pct Incr:	0.00
Annl Rt:	26,876.48	Merit Annl Rt:	<input type="text"/>	Total \$ Incr:	
FTE Sal:	26,876.48	Merit Inc Comparatio:	0.00	Combined Comparatio:	0.00
				New FTE Sal:	
Reappointment					
Reap Appr:	<input type="text" value="P"/>	Appt End Dt:	<input type="text"/>	<input checked="" type="checkbox"/> Indef End	Tenure:
		New Appt End:	<input type="text"/>	<input type="checkbox"/> New Indef End	Cont Per:
					0
Promotion					
Prom Appr:	P	Job Cd:	100093	Job Title:	Secrtry 1
		New Job Cd:		New JobTitle:	

ID	7-digit employee ID number assigned by HRIS
Name	Employee name
SAU	Department grouping used for salary planning purposes - the Salary Administration Unit
Sal Pln	Salary groups determined by job code; valid staff salary plans are EXS, EXC, NEX, ITS, and UPD
Std Hrs	Standard hours worked per week for the position
Grd	2-digit Pay Grade for the position
Rc#	Indicates which job

Merit by Employee - Staff

ID: 1042408 Name: Campus,Cynthia SAU: 444400

Sal Pln: NEX Std Hrs: 37.50 Grd: 9

Dept ID: 272502 Dept Name: WCAS Anthr Posn End Dt: Posn Indef End

Pos #: 00007153 Type: STF Catg: NEX New Posn End Dt: New Posn Indef End

Merit Increase

Merit Appr: P Eval: Comment:

Ben Elg: Y Merit Pct Incr: Market Alloc Pct: Total Pct Incr: 0.00

Pct FT: Merit \$ Incr: Market Alloc Amt: Total \$ Incr:

Comp Rt: 13.730000 Merit Comp Rt: New Comp Rt:

Annl Rt: 26,876.48 Merit Annl Rt: New Annl Rt:

FTE Sal: 26,876.48 Merit Inc Comparatio: 0.00 Combined Comparatio: 0.00 New FTE Sal:

Reappointment

Reap Appr: P Appt End Dt: Indef End Tenure:

New Appt End: New Indef End Cont Per: 0

Promotion

Prom Appr: P Job Cd: 100093 Job Title: Secrtry 1

New Job Cd: New JobTitle:

Dept ID	6-digit code that identifies the department
Dept Name	Name of the department
Posn End Date	Indicates end date of the position - if the position has an indefinite end, this field will be blank.
Indefinite End	If the position has an indefinite end, this field will be checked
Posn #	Position number
Posn Type	Code that describes the kind of position – STF
Posn Cat	Categorization of the position, i.e. kind of staff, EXS or NEX
New Posn End Dt	Use the <i>New Posn End Dt</i> field to extend the end date on the position. The position end date must be equal or greater than the current or <i>New Appointment End Date</i> .
New Posn Indef End	Use the <i>New Posn Indef End</i> field to extend the end date of the position indefinitely. If the appointment is indefinite the position must have an indefinite end.

shaded = data entry field, all others are calculated fields and display only

Merit by Employee - Staff

ID: 1042408	Name: Campus,Cynthia	SAU: 444400
Sal Pln: NEX	Std Hrs: 37.50	Grd: 9
Dept ID: 272502	Dept Name: WCAS Anthr	Posn End Dt: <input type="text"/> <input checked="" type="checkbox"/> Posn Indef End
Pos #: 00007153	Type: STF Catg: NEX	New Posn End Dt: <input type="text"/> <input type="checkbox"/> New Posn Indef End

Merit Increase

Merit Appr: <input type="text" value="P"/> <input type="button" value="🔍"/>	Eval: <input type="text"/>	Comment: <input type="text"/>
Ben Elg: Y	Merit Pct Incr: <input type="text"/>	Market Alloc Pct: <input type="text"/> Total Pct Incr: 0.00
Pct FT:	Merit \$ Incr: <input type="text"/>	Market Alloc Amt: <input type="text"/> Total \$ Incr:
Comp Rt: 13.730000	Merit Comp Rt: <input type="text"/>	New Comp Rt:
Annl Rt: 26,876.48	Merit Annl Rt: <input type="text"/>	New Annl Rt:
FTE Sal: 26,876.48	Merit Inc Comparatio: 0.00	Combined Comparatio: 0.00 New FTE Sal:

Reappointment

Reap Appr: <input type="text" value="P"/> <input type="button" value="🔍"/>	Appt End Dt: <input type="text"/>	<input checked="" type="checkbox"/> Indef End	Tenure:
	New Appt End: <input type="text"/> <input type="button" value="📅"/>	<input type="checkbox"/> New Indef End	Cont Per: 0

Promotion

Prom Appr: P	Job Cd: 100093	Job Title: Secry 1
	New Job Cd:	New JobTitle:

Merit Increase Fields

Merit Appr	Enter current approval level for the Merit Increase request. Select D - Departments, N - No Entry, P - Planning, R - Rejected, or S - School.
Eval	Use the <i>Eval</i> field to enter performance evaluation for staff employees. Ranking may be no less than 1 and no greater than 5, followed by two decimal points - X.XX Those departments involved in the evaluation pilot program will be allowed to enter a number between 1 and 7.
Comment	Use the <i>Comment</i> field to note additional information for Compensation. This field has a 30-character maximum.
Pct Incr	Use the <i>Pct Incr</i> to enter the percent of proposed increase at a monthly/hourly rate; When a <i>Pct Incr</i> for the employee is entered, the <i>New Annl Rt</i> , <i>New Comp Rt</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>Pct Incr</i> .

shaded = data entry field, all others are calculated fields and display only

Merit by Employee - Staff

ID: 1042408 Name: Campus, Cynthia SAU: 444400

Sal Pln: NEX Std Hrs: 37.50 Grd: 9

Dept ID: 272502 Dept Name: WCAS Anthr Posn End Dt: Posn Indef End

Pos #: 00007153 Type: STF Catg: NEX New Posn End Dt: New Posn Indef End

Merit Increase

Merit Appr: P Eval: Comment:

Ben Elg: Y Merit Pct Incr: Market Alloc Pct: Total Pct Incr: 0.00

Pct FT: Merit \$ Incr: Market Alloc Amt: Total \$ Incr:

Comp Rt: 13.730000 Merit Comp Rt: New Comp Rt:

Annl Rt: 26,876.48 Merit Annl Rt: New Annl Rt:

FTE Sal: 26,876.48 Merit Inc Comparatio: 0.00 Combined Comparatio: 0.00 New FTE Sal:

Reappointment

Reap Appr: P Appt End Dt: Indef End Tenure:

New Appt End: New Indef End Cont Per: 0

Promotion

Prom Appr: P Job Cd: 100093 Job Title: Secrtry 1

New Job Cd: New JobTitle:

\$ Incr	Use the <i>\$ Incr</i> to enter the monthly/hourly dollar amount of the proposed increase. Monthly amounts are entered for monthly staff; hourly amount entered for biweekly staff. When a new <i>\$ Incr</i> for the employee is entered, the <i>New Annl Rate</i> , <i>New Comp Rt</i> and <i>Pct Incr</i> will automatically calculate based on the new value entered in <i>\$ Incr</i> .
Comp Rt	Current hourly/monthly compensation rate
New Comp Rt	Use the <i>New Comp Rt</i> to enter the proposed new hourly/monthly compensation rate. When <i>New Comp Rt</i> for the employee is entered, the <i>New Annl Rt</i> , <i>Pct Incr</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>New Comp Rt</i> .
Chg Amt	<i>\$ Incr</i>

Merit by Employee - Staff

ID:	1042408	Name:	Campus,Cynthia	SAU:	444400
Sal Pln:	NEX	Std Hrs:	37.50	Grd:	9
Dept ID:	272502	Dept Name:	WCAS Anthr	Posn End Dt:	<input type="checkbox"/> Posn Indef End
Pos #:	00007153	Type:	STF	Catg:	NEX
		New Posn End Dt:	<input type="text"/>		<input type="checkbox"/> New Posn Indef End

Merit Increase

Merit Appr:	<input type="text" value="P"/>	Eval:	<input type="text"/>	Comment:	<input type="text"/>
Ben Elg:	Y	Merit Pct Incr:	<input type="text"/>	Market Alloc Pct:	<input type="text"/>
Pct FT:		Merit \$ Incr:	<input type="text"/>	Market Alloc Amt:	<input type="text"/>
Comp Rt:	13.730000	Merit Comp Rt:	<input type="text"/>	Total Pct Incr:	0.00
Annl Rt:	26,876.48	Merit Annl Rt:	<input type="text"/>	Total \$ Incr:	
FTE Sal:	26,876.48	Merit Inc Comparatio:	0.00	Combined Comparatio:	0.00
				New Comp Rt:	
				New Annl Rt:	
				New FTE Sal:	

Reappointment

Reap Appr:	<input type="text" value="P"/>	Appt End Dt:	<input type="text"/>	<input checked="" type="checkbox"/> Indef End	Tenure:
		New Appt End:	<input type="text"/>	<input type="checkbox"/> New Indef End	Cont Per:
					0

Promotion

Prom Appr:	P	Job Cd:	100093	Job Title:	Secrty 1
		New Job Cd:		New JobTitle:	

Save
Return to Search
Previous in List
Next in List
Notify
Include History
Correct History

Annl Rt	Bi-weekly staff = hourly rate x scheduled hours x 2 x scheduled pay periods Monthly staff = monthly compensation rate x 12
New Annl Rt	Use the <i>NW Annl Rt</i> to enter the proposed <i>New Annl Rt</i> . When a <i>New Annl Rt</i> for the employee is entered, the <i>New Comp Rt</i> , <i>Pct Inc</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>New Annl Rt</i> .
CompRatio	Calculated field which shows how close the <i>New Comp Rt</i> is to the new midpoint for that salary grade. <i>CompRatio</i> is the new hourly/monthly compensation rate divided by the midpoint of salary grade.

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FTE Sal	<p>Current Full-Time Equivalent Salary for the job.</p> <p>Bi-weekly staff = hourly rate x 75 x 26.1</p> <p>Monthly staff = monthly compensation rate x 12 divided by percent full time</p>
New FTE Sal	<p>New Full-Time Equivalent Salary for the job.</p> <p>Bi-weekly staff = new hourly rate x 75 x 26.1</p> <p>Monthly staff = new monthly compensation rate x 12 divided by percent full time</p>

Merit by Employee - Staff

ID: 1042408	Name: Campus,Cynthia	SAU: 444400
Sal Pln: NEX	Std Hrs: 37.50	Grd: 9
Dept ID: 272502	Dept Name: WCAS Anthr	Posn End Dt: <input type="text"/> <input checked="" type="checkbox"/> Posn Indef End
Pos #: 00007153	Type: STF	Catg: NEX New Posn End Dt: <input type="text"/> <input type="checkbox"/> New Posn Indef End

Merit Increase

Merit Appr: <input type="text" value="P"/> <input type="button" value="🔍"/>	Eval: <input type="text"/>	Comment: <input type="text"/>
Ben Elg: Y	Merit Pct Incr: <input type="text"/>	Market Alloc Pct: <input type="text"/> Total Pct Incr: 0.00
Pct FT:	Merit \$ Incr: <input type="text"/>	Market Alloc Amt: <input type="text"/> Total \$ Incr:
Comp Rt: 13.730000	Merit Comp Rt: <input type="text"/>	New Comp Rt:
Annl Rt: 26,876.48	Merit Annl Rt: <input type="text"/>	New Annl Rt:
FTE Sal: 26,876.48	Merit Inc Comparatio: 0.00	Combined Comparatio: 0.00 New FTE Sal:

Reappointment

Reap Appr: <input type="text" value="P"/> <input type="button" value="🔍"/>	Appt End Dt: <input type="text"/>	<input checked="" type="checkbox"/> Indef End	Tenure:
	New Appt End: <input type="text"/> <input type="button" value="📅"/>	<input type="checkbox"/> New Indef End	Cont Per: 0

Promotion

Prom Appr: P	Job Cd: 100093	Job Title: Secry 1
	New Job Cd:	New JobTitle:

Reappointment Fields	
Appt End Dt / Indef End	Current appointment end date / current appointment indefinite end
Reap Appr	Enter current approval level for the reappointment request. Select P – Planning, D - Departments, N - No Entry, R - Rejected, or S - School.
New Appt End	Use the <i>New Appt End</i> to enter new appointment end date. You may have to extend the position end date as well, since position end date must be equal to or greater than the appointment end date.
New Indef End	Check the box if appointment has indefinite end. The position end date must be indefinite if appointment end date is made indefinite.
Promotion Fields	Not used for Staff Salary Planning process.

shaded = data entry field, all others are calculated fields and display only

Northwestern University	Salary Planning Procedures
Human Resources Information Systems	Panel Definitions

Merit by SAU -- Staff Page

Main Menu / Compensation / Base Compensation / Merit Increases / Merit by SAU - Staff

The *Merit by SAU - Staff* page is used to enter Merit Increase and Market Allocation information for an entire Salary Administration Unit. All individuals with the same SAU and Salary Plan can be viewed within this page.

Merit by SAU - Staff																																																				
SAU:	444400	Sal Pln:	NEX																																																	
Goal Merit % Incr:	<input type="text" value="3.50"/>	Goal Market Alloc Pct:	<input type="text" value="1.00"/>	Total Current Salaries:	55,482.08																																															
Goal Merit \$ Incr:	1,941.87	Goal Market Alloc Amt:	554.82	Total New Salaries:	0.00																																															
Total Merit % Incr:	0.00	Total Market Alloc Pct:	0.00	Total Percent Increase:	0.00																																															
Total Merit \$ Incr:	0.00	Total Market Alloc Amt:	0.00	Total Amt Increase:	0.00																																															
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Merit Appr	Dept ID	Name	ID	Grd	Comp Rt	Annlt Rt	Eval	Merit Pct Incr	Merit Annlt Rt	Merit Incr Comparatio	New Annlt Rt	New FTE Salary																																								
1	<input type="text" value="272502"/>	Campus,Cynthia	1042408	9	13.730000	26,876.48																																														
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SAU	Department grouping used for salary planning purposes - current Salary Administration Unit
Sal Pln	Salary groups determined by job code; valid staff salary plans are EXS, NEX, ITS, UPD, and EXC
Goal Merit Increase %	Proposed percentage increase to be given to the SAU and Salary Administration plan
Goal Merit Increase \$	Proposed sum of Dollar amount that can be distributed to employees within a SAU. See calculation below: Goal Merit Inc \$ = total current salaries multiplied by Goal Merit % Increase.
Total Merit Increase %	Percent increase of all employees combined within a SAU, after merit increase entry.
Total Merit Increase \$	Sum of all dollar amount increases given to employees within a SAU (after merit increase entry).
Total Merit Comparatio	SAU comp ratio. Used to determine if a SAU is eligible for Market Allocation or not. See Market Allocation section.
Goal Market Allocation Amt	Goal Market Allocation Percent multiplied by total current salaries.
Total Market Allocation Pct	Total Market Allocation Amount increase divided by Total Current Salaries
Total Market Allocation Amt	Total Increase amount subtracted by total merit increase amount

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Merit by SAU - Staff

SAU: 444400 Sal Pln: NEX

Goal Merit % Incr: <input type="text" value="3.50"/>	Goal Market Alloc Pct: <input type="text" value="1.00"/>	Total Current Salaries: 55,482.08
Goal Merit \$ Incr: 1,941.87	Goal Market Alloc Amt: 554.82	Total New Salaries: 0.00
Total Merit % Incr: 0.00	Total Market Alloc Pct: 0.00	Total Percent Increase: 0.00
Total Merit \$ Incr: 0.00	Total Market Alloc Amt: 0.00	Total Amt Increase: 0.00
Total Merit Comparatio:		Total Combined Comparatio:

Customize | Find | View All | First 1-2 of 2

Merit Appr	Dept ID	Name	ID	Grd	Comp Rt	Annl Rt	Eval	Merit Pct Iner	Merit Annl Rt	Merit Incr Comparatio	New Annl Rt	New FTE Salary
1 <input type="text" value="P"/>	272502	Campus,Cynthia	1042408	9	13.730000	26,876.48						
2 <input type="text" value="P"/>	277702	Purple,John	1055279	9	13.700000	28,605.60						

Merit Appr	Enter current approval level for the reappointment request. Select P – Planning, D - Departments, N - No Entry, R - Rejected, or S – School, Z – Zero (based upon performance).
ID	7-digit employee ID number assigned by HRIS
Name	Employee name
Rc#	Record number; indicates which job
Dept ID	6-digit code that identifies the department
Grd	2-digit Pay Grade for the position
Eval	Use the <i>Eval</i> field to enter performance evaluation for staff employees. Ranking may be no less than 1 and no greater than 5, followed by two decimal points - X.XX Those departments involved in the evaluation pilot program will be allowed to enter a number between 1 and 7.

shaded = data entry field, all others are calculated fields and display only

Merit by SAU - Staff

SAU: 444400 Sal Pln: NEX

Goal Merit % Incr: Goal Market Alloc Pct: Total Current Salaries: 55,482.08

Goal Merit \$ Incr: 1,941.87 Goal Market Alloc Amt: 554.82 Total New Salaries: 0.00

Total Merit % Incr: 0.00 Total Market Alloc Pct: 0.00 Total Percent Increase: 0.00

Total Merit \$ Incr: 0.00 Total Market Alloc Amt: 0.00 Total Amt Increase: 0.00

Total Merit Comparatio: Total Combined Comparatio:

Customize | Find | View All | First 1-2 of 2

	Merit Appr	Dept ID	Name	ID	Grd	Comp Rt	Annl Rt	Eval	Merit Pct Incr	Merit Annl Rt	Merit Incr Comparatio	New Annl Rt	New FTE Salary
1	P Q	272502	Campus,Cynthia	1042408	9	13.730000	26,876.48						
2	P Q	277702	Purple,John	1055279	9	13.700000	28,605.60						

Comp Rt	Current hourly/monthly compensation rate
Annl Rt	Bi-weekly staff = hourly rate x scheduled hours x 2 x scheduled pay periods Monthly staff = monthly compensation rate x 12
Pct Incr	Use the <i>Pct Incr</i> to enter the percent of the proposed increase at a monthly/hourly rate. When a <i>Pct Incr</i> for the employee is entered, the <i>New Annl Rt</i> , <i>New Comp Rt</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>Pct Incr</i> .
\$ Incr	Use the <i>\$ Incr</i> to enter the monthly/hourly dollar amount of the proposed increase. Monthly amounts are entered for monthly staff, hourly amount entered for biweekly staff. When a new <i>\$ Incr</i> for the employee is entered, the <i>New Annl Rt</i> , <i>New Comp Rt</i> and <i>Pct Incr</i> will automatically calculate based on the new value entered in <i>\$ Incr</i> .

Merit by SAU - Staff

SAU: 444400 Sal Pln: NEX

Goal Merit % Incr: Goal Market Alloc Pct: Total Current Salaries: 55,482.08

Goal Merit \$ Incr: 1,941.87 Goal Market Alloc Amt: 554.82 Total New Salaries: 0.00

Total Merit % Incr: 0.00 Total Market Alloc Pct: 0.00 Total Percent Increase: 0.00

Total Merit \$ Incr: 0.00 Total Market Alloc Amt: 0.00 Total Amt Increase: 0.00

Total Merit Comparatio: Total Combined Comparatio:

Merit Appr	Dept ID	Name	ID	Grd	Comp Rt	Annl Rt	Eval	Merit Pct Incr	Merit Annl Rt	Merit Incr Comparatio	New Annl Rt	New FTE Salary
1	P Q 272502	Campus, Cynthia	1042408	9	13.730000	26,876.48						
2	P Q 277702	Purple, John	1055279	9	13.700000	28,605.60						

Chg Amt	\$ Incr
New Comp Rt	Use the <i>NW Comp Rt</i> to enter the proposed new hourly/monthly compensation rate. When a <i>New Comp Rt</i> for the employee is entered, the <i>New Annl Rt</i> , <i>Pct Increase</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>New Comp Rt</i> .
New Annl Rt	Use <i>NW Annl Rt</i> to enter the proposed <i>New Annl Rt</i> . When a <i>New Annl Rt</i> for the employee is entered, the <i>New Comp Rt</i> , <i>Pct Increase</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>New Annl Rt</i> - see calculations in <i>Annl Rt</i> . Bi-weekly staff - new hourly rate x scheduled hours x 2 x scheduled pay periods monthly staff - new monthly compensation rate x 12
CompRatio	Calculated field - which shows how close the <i>New Comp Rt</i> is to the new midpoint for that salary grade. New hourly/monthly compensation rate divided by the midpoint of salary grade

shaded = data entry field, all others are calculated fields and display only

Merit by SAU - Staff												
SAU:	444400	Sal Pln:	NEX									
Goal Merit % Incr:	<input type="text" value="3.50"/>	Goal Market Alloc Pct:	<input type="text" value="1.00"/>	Total Current Salaries:	55,482.08							
Goal Merit \$ Incr:	1,941.87	Goal Market Alloc Amt:	554.82	Total New Salaries:	0.00							
Total Merit % Incr:	0.00	Total Market Alloc Pct:	0.00	Total Percent Increase:	0.00							
Total Merit \$ Incr:	0.00	Total Market Alloc Amt:	0.00	Total Amt Increase:	0.00							
Total Merit Comparatio:				Total Combined Comparatio:								
Customize Find View All First 1-2 of 2												
Percent Increase Dollar Amount New Comp Rate New Annual Rate All Fields												
Merit Appr	Dept ID	Name	ID	Grd	Comp Rt	Annl Rt	Eval	Merit Pct Incr	Merit Annl Rt	Merit Incr Comparatio	New Annl Rt	New FTE Salary
1	<input type="text" value="272502"/>	Campus,Cynthia	1042408	9	13.730000	26,876.48						
2	<input type="text" value="277702"/>	Purple,John	1055279	9	13.700000	28,605.60						

FTE Sal	Current Full-Time Equivalent Salary for the job: Bi-weekly staff = hourly rate x 75 x 26.1 Monthly staff = mthly compensation rate x 12 / PFT
New FTE Sal	New Full-Time Equivalent Salary for the job: Bi-weekly staff = new hourly rate x 75 x 26.1 Monthly staff = new mthly compensation rate x 12 / PFT
Dept Name	Name of the department
Std Hrs	Standard hours worked per week for the positions
Job Cd	6-digit code assigned by compensation that identifies the Job Title
Job Title	Job title

Merit by Employee - Faculty Page

Main Menu / Compensation / Base Compensation / Merit Increases / Merit by Employee - Faculty

This page lists all Merit Increase, Reappointment and Promotion information about a particular faculty member and is used to verify the data entry done on the *Merit by SAU - Faculty* page. Information about an individual employee can be viewed by entering the Employee ID or Employee Name in the dialog box. If the *NW Salary Admin Unit* and *Salary Administration Plan* fields are used instead, all faculty members within the same SAU (*NW Salary Admin Unit*) & Salary Plan (*Salary Administration Plan*) are brought up alphabetically within the dialog box.

Merit by Employee - Faculty

ID: 1055574	Name: Evanston,Elizabeth	SAU: 444400
Sal Pln: FAC	Std Hrs: 37.50	Grd: 1 Rc#: 0
Dept Id: 272501	Dept Name: WCAS Anthr	Posn End Dt: <input type="checkbox"/> Posn Indef End
Posn#: 00001159	Type: FAC Catg: REG	New Posn End Dt: <input type="text"/> <input type="checkbox"/> New Posn Indef End

Merit Increase

Merit Appr: <input type="text"/> P <input type="text"/>	Eval: <input type="text"/>	Comment: <input type="text"/>
Pct Incr: <input type="text"/>	\$ Incr: <input type="text"/>	Chg Amt: <input type="text"/>
Comp Rt: 8,175.000000	New Comp Rt: <input type="text"/>	Ben Elg: Y
Ann Rt: 98,100.00	New Annl Rt: <input type="text"/>	
FTE Sal: 98,100.00	New FTE Sal: <input type="text"/>	Contract Period: 9
Pct FT: 100.00		New Contract Period: <input type="text"/> 9

Reappointment

Reapp Appr: <input type="text"/> P <input type="text"/>	Appt End Dt: <input type="text"/>	<input checked="" type="checkbox"/> Indef End	Tenure: Attained
	New Appt End: <input type="text"/> <input type="text"/>	<input type="checkbox"/> New Indef End	ExpTenure Begin Date: <input type="text"/>

Promotion

Prom Appr: <input type="text"/> P <input type="text"/>	Job Cd: 100022	Job Title: Professor
	New Job Cd: <input type="text"/>	New JobTitle: <input type="text"/>

Save Return to Search Previous in List Next in List Notify Include History Correct History

ID	7-digit employee ID number assigned by HRIS
Name	Employee name
SAU	Department grouping used for salary planning purposes - the Salary Administration Unit
Sal Pln	Salary plan groups determined by job code, valid staff salary plans are FAC, ACS, and LIB
Std Hrs	Standard hours worked per week for the position
Grd	2-digit Pay Grade for the position
Rc #	Record number; indicates which job

Merit by Employee - Faculty

ID:	1055574	Name:	Evanston,Elizabeth	SAU:	444400
Sal Pln:	FAC	Std Hrs:	37.50	Grd:	1
				Rc#:	0
Dept Id:	272501	Dept Name:	WCAS Anthr	Posn End Dt:	<input type="checkbox"/> Posn Indef End
Posn#:	00001159	Type:	FAC	Catg:	REG
		New Posn End Dt:	<input type="text"/>	<input type="checkbox"/> New Posn Indef End	

Merit Increase

Merit Appr:	<input type="text" value="P"/>	Eval:		Comment:	<input type="text"/>
Pct Incr:	<input type="text"/>	\$ Incr:	<input type="text"/>	Chg Amt:	
Comp Rt	8,175.000000	New Comp Rt:	<input type="text"/>	Ben Elg:	Y
Ann Rt	98,100.00	New Annl Rt:	<input type="text"/>		
FTE Sal	98,100.00	New FTE Sal:	<input type="text"/>	Contract Period:	9
Pct FT	100.00			New Contract Period:	<input type="text" value="9"/>

Reappointment

Reapp Appr:	<input type="text" value="P"/>	Appt End Dt:		<input checked="" type="checkbox"/> Indef End	Tenure:	Attained
		New Appt End:	<input type="text"/>	<input type="checkbox"/> New Indef End	ExpTenure Begin Date:	

Promotion

Prom Appr:	<input type="text" value="P"/>	Job Cd:	100022	Job Title:	Professor
		New Job Cd:	<input type="text"/>	New JobTitle:	

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Include History
 Correct History

Merit Increase Fields	
<i>Merit Appr</i>	Enter current approval level for the reappointment request. Select P – Planning, D - Departments, N - No Entry, R - Rejected, or S – School.
<i>Comment</i>	Use the <i>Comment</i> field to note additional information for Compensation or Provost. This field has a 30-character maximum.
<i>Pct Incr</i>	Use the <i>Pct Incr</i> field to enter percent of proposed increase at a monthly rate. When a <i>Pct Incr</i> for the employee is entered, the <i>New Annl Rt</i> , <i>New Comp Rt</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>Pct Incr</i> .
<i>\$ Incr</i>	Use the <i>\$ Incr</i> to enter the monthly dollar amount of the proposed increase. When a new <i>\$ Incr</i> for the employee is entered, the <i>New Annl Rt</i> , <i>New Comp Rt</i> and <i>Pct Incr</i> will automatically calculate based on the new value entered in <i>\$ Incr</i> .

shaded = data entry field, all others are calculated fields and display only

Merit by Employee - Faculty

ID: 1055574 Name: Evanston,Elizabeth SAU: 444400

Sal Pln: FAC Std Hrs: 37.50 Grd: 1 Rc#: 0

Dept Id: 272501 Dept Name: WCAS Anthr Posn End Dt: Posn Indef End

Posn#: 00001159 Type: FAC Catg: REG New Posn End Dt: New Posn Indef End

Merit Increase

Merit Appr: P Eval: Comment:

Pct Incr: \$ Incr: Chg Amt:

Comp Rt: 8,175.000000 New Comp Rt: Ben Elg: Y

Ann Rt: 98,100.00 New Annl Rt:

FTE Sal: 98,100.00 New FTE Sal: Contract Period: 9

Pct FT: 100.00 New Contract Period: 9

Reappointment

Reapp Appr: P Appt End Dt: Indef End Tenure: Attained

New Indef End ExpTenure Begin Date:

Promotion

Prom Appr: P Job Cd: 100022 Job Title: Professor

New Job Cd: New JobTitle:

Comp Rt	Current monthly salary
New Comp Rt	Use the <i>New Comp Rt</i> to enter the proposed new monthly compensation rate. When a <i>New Comp Rt</i> for the employee is entered, the <i>New Annl Rt</i> , <i>Pct Incr</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>New Comp Rt</i> .
Chg Amt	<i>\$ Incr</i>
Annl Rt	Formula - total of the monthly compensation rates for all benefits eligible records x 12
New Annl Rt	Use the <i>New Annl Rt</i> to enter the proposed <i>New Annl Rt</i> . When a <i>New Annl Rt</i> for the employee is entered, the <i>New Comp Rt</i> , <i>Pct Incr</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>New Annl Rt</i> .
	Faculty - new monthly compensation rate x 12

shaded = data entry field, all others are calculated fields and display only

Merit by Employee - Faculty

ID: 1055574	Name: Evanston,Elizabeth	SAU: 444400
Sal Pln: FAC	Std Hrs: 37.50	Grd: 1 Rc#: 0
Dept Id: 272501	Dept Name: WCAS Anthr	Posn End Dt: <input type="checkbox"/> Posn Indef End
Posn#: 00001159	Type: FAC Catg: REG	New Posn End Dt: <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> New Posn Indef End

Merit Increase

Merit Appr: <input type="text"/> P <input type="text"/>	Eval: <input type="text"/>	Comment: <input type="text"/>
Pct Incr: <input type="text"/>	\$ Incr: <input type="text"/>	Chg Amt: <input type="text"/>
Comp Rt: 8,175.000000	New Comp Rt: <input type="text"/>	Ben Elg: Y
Ann Rt: 98,100.00	New Annl Rt: <input type="text"/>	
FTE Sal: 98,100.00	New FTE Sal: <input type="text"/>	Contract Period: 9
Pct FT: 100.00		New Contract Period: <input type="text"/> 9

Reappointment

Reapp Appr: <input type="text"/> P <input type="text"/>	Appt End Dt: <input type="text"/>	<input checked="" type="checkbox"/> Indef End	Tenure: Attained
	New Appt End: <input type="text"/> <input type="checkbox"/>	<input type="checkbox"/> New Indef End	ExpTenure Begin Date: <input type="text"/>

Promotion

Prom Appr: <input type="text"/> P <input type="text"/>	Job Cd: 100022	Job Title: Professor
	New Job Cd: <input type="text"/> <input type="text"/>	New JobTitle: <input type="text"/>

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Include History
 Correct History

CompRatio	<i>CompRatio</i> is a calculated field, which shows how close the <i>New Comp Rt</i> is to the new midpoint for that salary grade. New monthly compensation rate / the midpoint of salary grade
FTE Sal	Monthly compensation rate x 12 divided by percent full time
New FTE Sal	Enter new Full-Time Equivalent Salary for the job, Faculty = new monthly compensation rate x 12 divided by percent full time

shaded = data entry field, all others are calculated fields and display only

Merit by Employee - Faculty

ID: 1055574 Name: Evanston,Elizabeth SAU: 444400
 Sal Pln: FAC Std Hrs: 37.50 Grd: 1 Rc#: 0
 Dept Id: 272501 Dept Name: WCAS Anthr Posn End Dt: Posn Indef End
 Posn#: 00001159 Type: FAC Catg: REG New Posn End Dt: New Posn Indef End

Merit Increase

Merit Appr: P Eval: Comment:
 Pct Incr: \$ Incr: Chg Amt:
 Comp Rt: 8,175.000000 New Comp Rt: Ben Elg: Y
 Ann Rt: 98,100.00 New Annl Rt:
 FTE Sal: 98,100.00 New FTE Sal: Contract Period: 9
 Pct FT: 100.00 New Contract Period: 9

Reappointment

Reapp Appr: P Appt End Dt: Indef End Tenure: Attained
 New Appt End: New Indef End ExpTenure Begin Date:

Promotion

Prom Appr: P Job Cd: 100022 Job Title: Professor
 New Job Cd: New JobTitle:

Reappointment Fields

Appt End Dt	Current end date for the appointment. If indefinite, this field will be blank and the checkbox <i>Indef End</i> will be marked
Tenure	Current tenure status
Expected Tenure Date	Expected date tenure will be reached
Reap Approval	Enter current approval level for the reappointment request. Select P – Planning, D - Departments, N - No Entry, R - Rejected, or S – School.
New Appt End	Use the <i>New Appt End to extend the</i> appointment end date. You may have to extend the position end date, since position end date must be equal or greater than the appointment end date.
New Indef End	Use the <i>New Indef End</i> if the appointment end date is indefinite. Position must be indefinite if appointment is made indefinite.
Cont Per	Number of months during a continuous 12-month period that the faculty member is contracted to work. Two Contract Period fields exist, one pre-populated with the existing period, and one open for data entry of a new period – if necessary. This field is also pre-populated with the existing period but can be adjusted at your discretion.

shaded = data entry field, all others are calculated fields and display only

Merit by Employee - Faculty

ID: 1055574	Name: Evanston,Elizabeth	SAU: 444400
Sal Pln: FAC	Std Hrs: 37.50	Grd: 1 Rc#: 0
Dept Id: 272501	Dept Name: WCAS Anthr	Posn End Dt: <input type="checkbox"/> Posn Indef End
Posn#: 00001159	Type: FAC Catg: REG	New Posn End Dt: <input type="text"/> <input type="checkbox"/> New Posn Indef End

Merit Increase

Merit Appr: <input type="text" value="P"/> <input type="button" value="Q"/>	Eval: <input type="text"/>	Comment: <input type="text"/>
Pct Incr: <input type="text"/>	\$ Incr: <input type="text"/>	Chg Amt: <input type="text"/>
Comp Rt: 8,175.000000	New Comp Rt: <input type="text"/>	Ben Elg: Y
Ann Rt: 98,100.00	New Annl Rt: <input type="text"/>	
FTE Sal: 98,100.00	New FTE Sal: <input type="text"/>	Contract Period: 9
Pct FT: 100.00		New Contract Period: <input type="text" value="9"/>

Reappointment

Reapp Appr: <input type="text" value="P"/> <input type="button" value="Q"/>	Appt End Dt: <input type="text"/>	<input checked="" type="checkbox"/> Indef End	Tenure: Attained
	New Appt End: <input type="text"/>	<input type="checkbox"/> New Indef End	ExpTenure Begin Date: <input type="text"/>

Promotion

Prom Appr: <input type="text" value="P"/> <input type="button" value="Q"/>	Job Cd: 100022	Job Title: Professor
	New Job Cd: <input type="text"/>	New Job Title: <input type="text"/>

Promotion Fields	
Job Cd	6-digit code assigned by Compensation - identifies Job Title
Job Title	Job title
Prom Appr	Enter current approval level for the reappointment request. Select P – Planning, D - Departments, N - No Entry, R - Rejected, or S – School.
New Job Cd	Enter the 6-digit code assigned by Compensation that identifies the new Job Title
New Job Title	New job title

shaded = data entry field, all others are calculated fields and display only

Merit by SAU - Faculty Page

Main Menu / Compensation / Base Compensation / Merit Increases / Merit by SAU - Faculty

The *Merit by SAU - Faculty* page is used to enter faculty merit increases for an entire Salary Administration Unit. All individuals with the same SAU and Salary Plan can be viewed within this page.

Merit by SAU - Faculty

SAU: 444400 Sal Plan: FAC

Total Current Salaries: 602,999.88 Total New Salaries: 602,999.88

Goal Merit Percent Increase Goal Merit Increase Amount

Total Pct Increase: Total Increase Amount:

Customize | Find | View All | First 1-5 of 6

	Merit Appr	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	Pct Incr	New Annl Rt	New FTE Sal
1	P	272501	Evanston,Elizabeth	1055574	1	8175.00	98100.00			
2	P	272501	Northwestern,Michael	1000266	1	11333.33	135999.96			
3	P	272501	Shuttle,Sandy	1013757	1	7475.00	89700.00			
4	P	272501	University,Timothy	1000675	1	10383.33	124599.96			
5	P	441800	Beah,Ishmael	1007992	3	6250.00	75000.00			

Mass Merit Approval: Approve

SAU	Department grouping used for salary planning purposes - current Salary Administration Unit
Sal Pln	Salary groups determined by job code, valid staff salary plans are FAC, LIB, and ACS
Total Current Salaries	Sum of all current annual salaries for all employees within the same SAU and Salary Plan
Goal Merit Percent Increase	Proposed merit percent increase to be given to employees within a particular SAU and Salary Plan.
Goal Merit Increase Amount	Proposed dollar increase to be given to employees within a particular SAU and Salary Plan. See the calculation below. Goal Merit Increase Amount = Total Current Salaries multiplied by Goal Merit Percent Increase
Total percent Increase	Percent increase of all employees combined within a SAU, after merit increase entry.
Total Increase Amount	sum of all dollar amount increases given to employees within a SAU (after merit increase entry).

<i>Pct Incr</i>	<i>\$ Incr</i>	<i>Chg Amt</i>	<i>New Comp Rt</i>	<i>New Annl Rt</i>	<i>FTE</i>	<i>New FTE Sal</i>	<i>Percent Full Time</i>
					98100.00		100.00
					136000.00		80.00
					89700.00		100.00
					124600.00		100.00
					75000.00		100.00

<i>Chg Amt</i>	<i>\$ Incr</i>
<i>New Comp Rt</i>	Use <i>New Comp Rt</i> field to enter the proposed new monthly compensation rate. When a <i>New Comp Rt</i> for the employee is entered, the <i>New Annl Rt</i> , <i>Pct Incr</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>New Comp Rt</i> .
<i>New Annl Rt</i>	Use <i>New Annl Rt</i> field to enter the proposed <i>New Annl Rt</i> . When a <i>New Annl Rt</i> for the employee is entered, the <i>New Comp Rt</i> , <i>Pct Incr</i> , and <i>\$ Incr</i> will automatically calculate based on the new value entered in <i>New Annl Rt</i> . Faculty - new monthly compensation rate x 12

shaded = data entry field, all others are calculated fields and display only

Pct Incr	\$ Incr	Chg Amt	New Comp Rt	New Annl Rt	FTE	New FTE Sal	Percent Full Time
					98100.00		100.00
					136000.00		80.00
					89700.00		100.00
					124600.00		100.00
					75000.00		100.00

FTE Sal	Current monthly compensation rate x 12 divided by percent full time
New FTE Sal	Enter new Full-Time Equivalent Salary for the job, Faculty = new monthly compensation rate x 12 divided by percent full time
Job Cd	6-digit code assigned by Compensation that identifies the Job Title
Job Title	Job title
Cont Per	Number of months during a continuous 12-month period that the faculty member is contracted to work
Grd	2-digit Pay Grade for the position
Dept Name	Name of the department
Contract Period	Current contract period for employee
New Contract Period	Enter new contract period – only enter new number if necessary. This will load with Merit Increase load to Job Data.

shaded = data entry field, all others are calculated fields and display only

Northwestern University	Salary Planning Procedures
Human Resources Information Systems	Panel Definitions

Reappointment - Faculty

SAU: 444400 Sal Pln: FAC

Customize | Find | View All

Faculty Reappointment All Fields

Reap Appr	ID	Name	Rc#	Appt End Dt	Indef End	New Appt End	New Indef End	JobTitle	Tenure	Exp Tenure Beg Dt	Dept ID	New Posn Indef End
1 P	1055574	Evanston,Elizabeth	0		<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Professor	A		272501	<input type="checkbox"/>
2 P	1000266	Northwestern,Michael	0		<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Professor	A		272501	<input type="checkbox"/>
3 P	1013757	Shuttle,Sandy	0		<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Professor	A		272501	<input type="checkbox"/>
4 P	1000675	University,Timothy	0		<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Professor	A		272501	<input type="checkbox"/>
5 P	1007992	Beah,Ishmael	0	08/31/2008	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Asst Prof	T		441800	<input type="checkbox"/>

Mass Reapp Approval:

Job Cd	6-digit code assigned by Compensation that identifies the Job Title
Type	Describes the kind of position, i.e. FAC
Catg	Categorization of the position, i.e. kind of faculty, REG, VIS, etc.
Cont Per	Number of months during a continuous 12-month period that the employee is contracted to work
Dept Name	Name of the department

shaded = data entry field, all others are calculated fields and display only

Northwestern University	Salary Planning Procedures
Human Resources Information Systems	Panel Definitions

Promotion Faculty page

Main Menu / Compensation / Base Compensation / Merit Increases / Promotion - Faculty

The *Promotion - Faculty* page is used to promote an employee in the FAC, ACS, or LIB salary plans during the Merit Increase process. Only the Promotion Approval (*Prom Appr*), *New Job Cd*, and *New FTE Sal* fields are data enterable.

SAU: 444400
Sal Pln: FAC

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-5 of 6 | [Last](#)

Faculty Promotion		All Fields							
Prom Appr	ID	Name	Rc#	Job Cd	JobTitle	New Job Cd	New JobTitle		
1	<input type="text" value="P"/> <input type="text" value="1055574"/>	Evanston,Elizabeth	0	100022	Professor	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="P"/> <input type="text" value="1000266"/>	Northwestern,Michael	0	100022	Professor	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="P"/> <input type="text" value="1013757"/>	Shuttle,Sandy	0	100022	Professor	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="P"/> <input type="text" value="1000675"/>	University,Timothy	0	100022	Professor	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="text" value="P"/> <input type="text" value="1007992"/>	Beah,Ishmael	0	100021	Asst Prof	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Mass Promotion Approval:

SAU	Department grouping used for salary planning purposes - current Salary Administration Unit
Sal Pln	Salary groups determined by job code, valid staff salary plans are FAC, LIB, and ACS
Prom Appr	Enter current approval level for the reappointment request. Select P – Planning, D - Departments, N - No Entry, R - Rejected, or S – School.
ID	7-digit employee ID number assigned by HRIS
Name	Employee name
Rc#	Record number, indicates which job
Dept ID	6-digit code that identifies the department
Job Cd	6-digit code assigned by Compensation that identifies the Job Title
Job Title	Job title

shaded = data entry field, all others are calculated fields and display only

Multiple Appointment - Faculty Page

Main Menu / Compensation / Base Compensation / Merit Increases / Multi Appointment - Faculty

The *Multiple Appointment - Faculty* page is display only. You may view all appointments for an individual, as long as you have security to view at least one of the employee's Salary Administration Units. This page is used to view faculty members' current salaries from appointments that other departments control.

Multiple Appointment - Faculty											
Name: Costello,Elvis						ID: 1019764					
Merit Appr	Rc #	Dept ID	SAU	Sal Pln	Comp Rt	Annl Rt	Pct Incr	\$ Incr	Chg Amt	New Comp Rt	New Annl Rt
1 P	0	273401	273401	FAC	5,733.330000	68,799.96					
2 P	2	273401	273801	FAC	291.660000	3,499.92					

Name	Employee name
ID	7-digit employee ID number assigned by HRIS
App	Displays the current approval level for the reappointment request. Select P – Planning, D - Departments, N - No Entry, R - Rejected, or S – School.
Rc #	Indicates which job
Dept ID	6-digit code that identifies the department
SAU	Department grouping used for salary planning purposes - current Salary Administration Unit
Sal Pln	Salary groups determined by job code
Comp Rt	Current monthly salary
Annl Rt	Compensation rate x 12

New Annl Rt	FTE	New FTE Sal	Percent Full Time	Ben Elq	Job Cd	Job Title	Cont Per	Grd	Dept Name
	101500.00		88.82	Y	100022	Professor		9 1	WCAS Bio
	10313.00		0.10	Y	102928	Dir Facili		12	MED-Cancer

Pct Incr	Percent of proposed increase
\$ Incr	Monthly dollar amount of proposed increase
Chg Amt	<i>\$ Incr</i>
New Comp Rt	New monthly salary
New Annl Rate	New monthly compensation rate x 12
FTE Sal	Monthly compensation rate x 12 divided by percent full time
New FTE Sal	New monthly compensation rate x 12 divided by new percent full time
Job Cd	6-digit code assigned by compensation that identifies the Job Title
Job Title	Job title
Cont Per	Number of months during a continuous 12-month period that the employee is contracted to work
Grd	2-digit Pay Grade for the position
Dept Name	Name of the department