

Appendix E: Query Name, Purpose, and Timing for Use

Original Query Name	Purpose	Timing	Details
SAU_ALL_EES_WITH_INCREASE	To determine employees for whom merit increases have been entered and approved for multiple SAUs. The query will pick up anyone whose merit increases have approval status either 'A' (Administrative Approval) or 'R' (Approval Rejected by Administration). The results of this query can be used to check for accuracy and completeness.	Run by the schools, Provost, and Compensation Staff after all data entry has been completed and approvals have been given by the Provost (Faculty) or Compensation (Staff).	Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*
SAU_ALL_EMPLOYEES_WITH_INCRS	To identify employees for whom merit increases have been entered and approved for 1 SAU. The query will pick up anyone whose merit increases have approval status either 'A' (Administrative Approval) or 'R' (Approval Rejected by Administration). The results of this query can be used to check for accuracy and completeness.	Run by the schools, Provost, and Compensation Staff after all data entry has been completed and approvals have been given by the Provost (Faculty) or Compensation (Staff).	Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*
SAU_ALL_END_DATE_CHANGES	This query will pick up all employees in Salary plan FAC for whom reappointments have been keyed on the Reappointment-Faculty panel.	This query should be run by the departments before reappointment, promotion, and merit increases are loaded. The output from this query will be used to validate that data entry has been completed for all those needing new appointment end dates (or new indefinite end dates).	Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*

**For step-by-step instructions on making changes to either the SAU or Salary Plan criteria, refer to Appendix D.*

Original Query Name	Purpose	Timing	Details
SAU_EMPLOYEES_W_NO_ENTRY	<p>Identify employees with pending merit increases entry for 1 SAU. The query will pick up all employees on any of the following HRIS panels whose Merit Approval status is 'P' (pending):</p> <ul style="list-style-type: none"> ▪ Merit by SAU – Staff ▪ Merit by SAU – Faculty ▪ Merit by Employee – Staff ▪ Merit by Employee – Faculty <p>A merit approval status of 'P' means that either the no data entry has been done yet for the employee or that the approval status has not been changed to either 'S' or 'A'.</p>	<p>This query should be run by the schools on an as needed basis to monitor the overall Merit Increase Approval process and to assure that no employees are overlooked.</p>	<p>Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*</p>
SAU_EMPLOYEES_WITH_NO_ENTRY	<p>Identify employees with pending merit increase entry for a range of SAU's. The query will pick up all employees on any of the following HRIS panels whose Merit Approval status is 'P' (pending):</p> <ul style="list-style-type: none"> ▪ Merit by SAU – Staff ▪ Merit by SAU – Faculty ▪ Merit by Employee – Staff ▪ Merit by Employee – Faculty <p>A merit approval status of 'P' means that either the no data entry has been done yet for the employee or that the approval status has not been changed to either 'S' or 'A'.</p>	<p>This query should be run by the schools on an as needed basis to monitor the overall Merit Increase Approval process and to assure that no employees are overlooked.</p>	<p>Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*</p>

**For step-by-step instructions on making changes to either the SAU or Salary Plan criteria, refer to Appendix D.*

Original Query Name	Purpose	Timing	Details
SAU_INCRS_NOT_APPROVED	<p>Identify employees whose merit increases do not yet show administrative approval. The query will pick up all employees on any of the following HRIS panels:</p> <ul style="list-style-type: none"> ▪ Merit by SAU – Staff ▪ Merit by SAU – Faculty ▪ Merit by Employee – Staff ▪ Merit by Employee – Faculty <p>Whose Merit Approval Status is 'S' (School Approval), not 'A' (Admin Approval) or 'R' (Rejected Admin Approval).</p>	<p>This query should be run by the Schools, Provost, and Compensation Staff to see which employee increases have not been administratively approved within an SAU. Merit increases will not be loaded to Job until each one has the Approval Status of "A".</p>	<p>Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*</p>
SAU_INFO_ALL_MERIT_DATA	<p>Query will display all the fields of data entered on the Merit Increase panels.</p>	<p>This query should be run by the departments to verify merit increase data entry.</p>	<p>Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*</p>
SAU_INFO_ON_3_PANELS	<p>This query will display all of the fields of data entered on the Merit Increase Panels and Reappointment Panel (FAC, LIB, ACS, ASC, EXC, EXS, ITS, NEX, UPD Salary Plans) and Promotion Panel (FAC, LIB, or ACS Salary Plans only).</p>	<p>This query should be run by the schools, Provost, and Compensation Staff to verify all data entry.</p>	<p>Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*</p>
SAU_JOB_END_DATE	<p>Identify employees with current appointment end dates less than September 1. These individuals need to have the appointment end date extended before the load.</p>	<p>This query should be run by the departments before reappointment, promotion and merit increases are loaded. The output from the query will be used to identify those for whom appointment end dates need to be extended. Without this extension, merit increases will not successfully process.</p>	<p>Review the SAUs and Salary Plan that have been used as query criteria and change one or both as appropriate.*</p>

**For step-by-step instructions on making changes to either the SAU or Salary Plan criteria, refer to Appendix D.*

Original Query Name	Purpose	Timing	Details
SAU_MRIT_INCRS_ONJOB_AFTR_LOAD	<p>This query will be run after the load of merit increase data into HRIS tables and should be used as a comparison tool. It will identify employees who have a Pay Rate change row with an effective date of 9/1 (exempts)</p> <p>The results of this query should be compared to those obtained from running the query(s) to identify those employees for whom merit increases have been entered and approved. (These original query names are SAU_ALL_EES_WITH_INCR and SAU_ALL_EMPLOYEES_WITH_INCR). Any data from either of these queries that brings back a Merit Approval Code of 'R' will not appear on this current query.</p>	<p>This query is run by the schools, Provost, and Compensation Staff after the information is keyed into the Merit Increase panels has been loaded into the Job and Position Data tables.</p>	<p>Each time the report is run, it will be necessary to review the Salary Plan used the last time and change it if needed. The following Salary Plans have a 9/1 Effective Date of Increase:</p> <p>ACS – Academic Staff ASC – Academic Administrators EXC – Executive Level Staff EXS – Exempt Staff FAC – Faculty ITS – IT Staff LIB – Librarians</p>
SAU_MRIT_INCRS_ONJOB_STAFF	<p>This query will be run after the load of merit increase data into HRIS tables and should be used as a comparison tool. It will identify employees who have a Pay Rate change row with an effective date of 8/28 (non-exempts)</p> <p>The results of this query should be compared to those obtained from running the query(s) to identify those employees for whom merit increases have been entered and approved. (These original query names are SAU_ALL_EES_WITH_INCR and SAU_ALL_EMPLOYEES_WITH_IN</p>	<p>This query is run by the schools, Provost, and Compensation Staff after the information is keyed into the Merit Increase panels has been loaded into the Job and Position Data tables</p>	<p>Each time the reports is run, it will be necessary to review the Salary Plan used the last time and change it if needed. The following Salary Plans have a 8/28 effective date of Increase:</p> <p>NEX- Non-exempt Staff UPD- University Police Dept</p>

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	CR). Any data from either of these queries that brings back a Merit Approval Code of 'R' will not appear on this current query.		
SAU_POSITION_END_DATE	This query will pick up all employees with a blank appointment end date field AND an unchecked appointment indefinite end date box. This query will catch appointments that have not been extended.	This query should be run by the departments before reappointment, promotion, and merit increases are loaded. The output from the query will be used to validate that data entry has been completed for all those needing new position end dates and/or appointment end dates.	Review SAU's and Salary Plans that have been used as query criteria and change one or both as appropriate.
SAU_NEW_POS_END_DATE	This query will pick up employees in the selected Salary Plans for whom New Position End Dates (or New Indefinite End Dates) have been keyed on the Faculty or Salary panel.	This query should be run by the departments before reappointment, promotion, and merit increases are loaded. The output from the query will be used to validate that data entry has been completed for all those needing new position end dates (or new indefinite position end dates).	Review SAU's and Salary Plans that have been used as query criteria and change one or both as appropriate.
SAU_NEW_APPT_END_DATE_FACULTY	This query will pick up all employees in Fac Salary Plans for whom New Appointment End Dates (or New Indefinite End Dates) have been keyed on the Faculty Panel.	This query should be run by the departments before reappointment, promotion and merit increases are loaded. The output from the query will be used to validate that data entry has been completed for all those needing new appointment end dates (or new indefinite appointment end dates).	Review SAU's and Salary Plans that have been used as query criteria and change one or both as appropriate.
SAU_NEW_APPT_END_DATE_STAFF	Identify staff with an extension of new appointment end date.	This query should be run by the departments before reappointment, promotion, and merit increases are loaded. The output from the query will be used to validate that data entry has been completed for all those needing new appointment end dates (or new indefinite appointment end dates).	Review SAU's and Salary Plans that have been used as query criteria and change one or both as appropriate.

**For step-by-step instructions on making changes to either the SAU or Salary Plan criteria, refer to Appendix D.*