

2009 Salary Planning Procedures Manual

The Salary Planning process allows the Schools and Administrative Units to enter data directly into HRIS: annual merit increases, reappointments, and promotions for faculty and staff.

I. Introduction

Important Dates	1-1
How to Sign On to HRIS.....	1-3
Accessing Salary Planning Panels.....	1-4
How to Find an SAU for an Employee	1-5
Download data into Excel document.....	1-8
Other Grid Features	1-9

II. Panels and Definitions

SAU Change panel.....	2-1
Merit by Employee - Staff panel	2-3
Merit by SAU - Staff panel.....	2-11
Merit by Employee - Faculty panel.....	2-16
Merit by SAU - Faculty panel.....	2-23
Reappointment - Faculty panel	2-28
Promotion - Faculty panel	2-32
Multiple Appointments - Faculty panel	2-35

III. Staff Procedures

Merit by SAU - Staff procedures.....	3-2
Merit by Employee - Staff procedures.....	3-6
Extending Position and Appointment End Dates	3-26
Market Allocation	3-28

IV. Faculty Procedures

SAU Change procedures	4-2
Merit by SAU - Faculty procedures	4-5
Merit by Employee - Faculty procedures.....	4-16
Reappointment - Faculty procedures	4-27
Promotion - Faculty procedures	4-30
Multiple Appointments - Faculty procedures	4-32

V. Medical School Faculty Only

Salary Adjustment Overview	5-1
Salary Adjustment and Merit by SAU- Faculty Med panel	5-1
Merit by Employee Faculty-Med panel.....	5-19

VI. Appendix

A. Error Messages	
B. Staff Checklist	
C. Faculty Checklist	
D. Resave & Customize Queries	
E. Available Queries	