

## **2008 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**

SAU Change Procedures .....	3-1
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 .....	4-6
Merit by Employee - Faculty procedures.....	4-17
Reappointment - Faculty procedures .....	4-25
Promotion - Faculty procedures .....	4-27
Multiple Appointments - Faculty procedures .....	4-34

#### **Medical School Faculty Only**

Salary Adjustment Overview .....	4-35
Salary Adjustment – Faculty panel.....	4-36
Merit by Empl Faculty – Med panel.....	4-42

### **V. Appendix**

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