Post-Training Session Procedure for All SALX Coordinators

Please complete the following steps from your workstation immediately after training:
1. Login to SALX
2. Verify you have access to all appropriate departments
3. Query records
4. Test ability to generate and print reports

Email the SALX Help Desk if you encounter problems: salx_budget_office_helpdesk@colostate.edu

Eligibility Process

March 26 - April 8

1) Print Employee Eligibility Report (HRMSR311)
2) Identify and verify employees who are eligible for a salary increase.
   a. Verify Salary Authority Department for each employee. Make necessary corrections in HR / ORACLE and SALX. Remember, the Salary Authority Department is the department of the person responsible for assigning the employee’s raise and is not necessarily the same as their Assignment Department or Funding Department.
      i. Corrections in HR / ORACLE:
         1. Open ORACLE Maintain Person screen and search for the employee
         2. Click Special Info button
         3. Scroll down to Salary Authority Dept
         4. Add the missing department number. If there is an old department number in the Detail field, update the information by entering an End Date and adding a new line with the appropriate Start Date. Enter the correct department number in the Detail field.
            If someone is missing, email salx_budget_office_helpdesk@colostate.edu. SALX Team member will investigate the cause and communicate the outcome to the impacted SALX Coordinators.
3) Distribute Employee Eligibility Reports to each department for review and signature.
4) Collect signed Employee Eligibility Reports from each department. Verify that each report is signed by the appropriate department representative.
   a. Enter changes into SALX.
      i. Correct Salary Authority Department – If the employee’s salary authority department needs to be corrected to another salary authority department within your own unit/division you have the ability to update this within SALX but if it is a change that is outside of your unit please email salx_budget_office_helpdesk@colostate.edu, requesting we make the change.
      ii. Exclude employees by checking the “Exclude” box if necessary and enter a brief explanation in the Comments field. Typically, you will want to exclude an employee who is a new hire and haven’t been at CSU long enough to be evaluated for a raise, had a recent job change with a salary increase, is a contract employee, is leaving the University (e.g. resignation, termination, retirement), etc.

      \[Comments field examples:\]
      \[Off-cycle raise effective 01/01/2019\]
      \[Resigning 06/01/2019\]
      \[New hire 12/01/2018\]
   b. Reprint Employee Eligibility Reports to reflect the changes as necessary.
   c. Distribute Employee Eligibility Reports to each department for review and signature.
   d. Collect signed Employee Eligibility Reports from each department. Verify that each has been signed by the appropriate department representative.
5) Deliver approved reports to the Budget Office, 328 Administration Building, by April 8.
Entering New Fiscal Year Salary Components

1) Print Salary Increase Entry Form Report (HRMSR312)

2) Distribute Salary Increase Form Report to Deans / Department Heads or VP / Directors. They will need to complete and review each column as appropriate.
   a. Merit: Performance based, most common option. 
      Note: This field will be prepopulated if individual was approved for an equity or special increase from the Request for Equity and Special Salary Increase Process or if a promotion was received through the official Promotion & Tenure process.
   b. Special Increase: Results from the Request for Equity and Special Salary Increase Process. Additional increase beyond the merit and equity pool. Special increases are funded from internal reallocations.
   c. Discipline / Individual Equity: Results from the Request for Equity and Special Salary Increase process. Justification will be included in the Comments Field.
      Note: Both Equity and Special amounts are prepopulated for you. No action necessary unless amount is being reduced or removed. Contact Budget Office before making any changes.
   d. Promotions: Results from the Promotion & Tenure Process. The Office of Budgets enters the promotion amount and updates the title.
   e. Zero Increase Flag for employees who are not receiving an increase.
      i. Provide appropriate code and include supporting information / detail for the Comments field.
         1. **A** = Future pay increase later than July 1 due to existing contract
         2. **B** = Performance issues
         3. **C** = No raise for reasons other than performance. (e.g. new hire, resignation, termination, change in duties / title, etc.)
   f. Increases (unusually high or low) must include detail in the Comments field.
      i. Increase ≥ 10% of salary:
         Example 1: Special increase of 12% for expanded duties and retention concern. Merit of 5% for exceptional performance.
         Example 2: Merit increase of 11% is reflective of superior performance and justified by feedback received on quality of teach, research, and service this past year.
      ii. Increase < 0.5% of salary

3) Collect Salary Increase Entry Form Reports that were distributed. Make sure you have all the necessary information needed to populate the Comments field.

4) Input increases into SALX.
   a. Enter dollar amount into the appropriate fields.
   b. Enter brief explanations in the Comments field where required or applicable (very important!). Follow the Guidelines. Summary information is used for central review and approvals.

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**Important Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity and Special Increase Request Forms due to Budget Office</td>
<td>April 10</td>
</tr>
<tr>
<td>Equity and Special Increase Review Process completed, and units notified of outcome</td>
<td>April 30</td>
</tr>
<tr>
<td>Raise percent and Salary Control Numbers released</td>
<td>May 8</td>
</tr>
<tr>
<td>Raise increase process begins</td>
<td>May 9</td>
</tr>
</tbody>
</table>
Preparing Proposed Salaries for Final Review & Approval  
May 9 - May 17

1) Print Employee Salary Increase Report (HRMSR310) for each department and
2) Print Employee Salary Increase Report (HRMSR310) for the unit as a whole
   i. Make corrections and regenerate reports to submit for approval as needed.
3) Print Salary Exercise Comment Report (HRMSR313) for the unit as a whole
   a. Make correction and regenerate reports to submit for approval as needed.
4) Print Salary Increase Summary Report (HRMSR314) for the unit as a whole
   a. Confirm Salary Control Numbers are not exceeded.
      i. If totals exceed Control Numbers, modifications will need to be made.
         1. Make changes in SALX. This may impact few or many records.
         2. Rerun reports until the total ≤ Control Number.
   b. Confirm Equity and Special Increases agree with the numbers on the approved control sheet. If numbers have been modified, make sure the Comments on the Salary Exercise Comment Report include the appropriate detail and explanation.
5) Obtain approval and signatures from the Department Head / Dean or VP / Director.

Final Steps  
Due May 17

SALX Coordinators are required to verify all reports are accurate and complete before submitting the reports as final. Do not have reports signed by the appropriate Dean or VP and delivered until the data is complete and accurate.

1. Collect approved and signed reports from the Department Head / Dean or VP / Director.
   a. Employee Salary Increase Report (HRMSR310) for each department
   b. Employee Salary Increase Report (HRMSR310) for the unit as a whole
   c. Salary Exercise Comment Report (HRMSR313) for the unit as a whole
   d. Salary Increase Summary Report (HRMSR314) for the unit as a whole
2. **Deliver reports by May 17** to the Office of Budgets, 328 Administration Building, for the next level review.
3. Central Offices will not be populating the comments for you. Please be thorough in your work and read the Guidelines carefully to make sure you are in compliance.
4. If issues are identified, reports will be returned to SALX Coordinators for **IMMEDIATE** correction.

**Remember, there is a very short turnaround time for reports to be returned.**

### Set internal deadlines!

Deadlines should be earlier than the due dates to ensure deadlines aren't missed.

<table>
<thead>
<tr>
<th>Process Description</th>
<th>Start Date</th>
<th>Due Date to Office of Budgets</th>
<th>Department / Unit’s Internal Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALX Eligibility process</td>
<td>March 26</td>
<td>April 8</td>
<td></td>
</tr>
<tr>
<td>Equity and Special Increase Request</td>
<td>March 1</td>
<td>April 10</td>
<td></td>
</tr>
<tr>
<td>Salary Raise Exercise (SALX)</td>
<td>May 9</td>
<td>May 17</td>
<td></td>
</tr>
<tr>
<td>President/Provost/Office of Budgets Review</td>
<td>May 17</td>
<td>May 30</td>
<td>SALX Coordinator should be available during this time to address questions</td>
</tr>
</tbody>
</table>