

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

Set internal deadlines.

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

Eligibility Process

March 27 - April 9

- 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.

- 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.

- **Collect Reports**
Internal Deadline

- 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 01/01/2018
Contract ending 6/30/18
Resigning 06/01/2018
New hire 12/01/2017*

- 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.

- **Collect Reports**
Internal Deadline

- 5) **Deliver approved reports to the Budget Office, 328 Administration Building, by April 9.**

Important Dates

Equity and Special Increase Request Forms due to Budget Office	April 10
Equity and Special Increase Review Process completed and units notified of outcome	April 30
Raise percent and Salary Control Numbers released	May 7
Raise increase process begins	May 8

Set internal deadlines.

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Entering New Fiscal Year Salary Components

May 8 - May 18

- 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 a special or equity increase from the Request for Equity and Special Salary Increase 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.
***Both Special and Equity 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.
 - A = Future pay increase later than July 1 due to existing contract
 - B = Performance issues
 - C = No raise for reasons other than performance. (e.g. new hire, resignation, termination, change in duties / title, etc.)
 - f) **Increases outside the norm** must include detail in the Comments field.
 - i) Increase \geq 10% of salary:
 - *Example:* Special increase of 12% for expanded duties and retention concern. Merit of 4% for exceptional performance.
 - *Example:* Merit increase of 11% is reflective of superior performance and justified by feedback received on quality of teach, research, and service this past year.
- 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.

Collect Reports
Internal Deadline

Preparing Next Fiscal Year's Proposed Salaries for Final Review and Approval

May 8 - May 18

- 1) **Print Employee Salary Increase Report** (HRMSR310)
 - a) Make correction and regenerate reports to submit for approval as needed.
- 2) **Print Salary Exercise Comment Report** (HRMSR313)
 - a) Make correction and regenerate reports to submit for approval as needed.
- 3) **Print Salary Increase Summary Report** (HRMSR314) for each department as well as a report 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 \leq 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.
- 4) **Obtain approval and signatures** from the Department Head / Dean or VP / Director.

Set internal deadlines.

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

Final Steps

Due May 18

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.
 - **Employee Salary Increase Report** (HRMSR310)
 - **Salary Exercise Comment Report** (HRMSR313)
 - **Salary Increase Summary Report** (HRMSR314). Provide reports for each department as well as a report for the unit as whole.
- 2) **Deliver reports by May 18** to the Budget Office, 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.

- **Collect Reports**
Internal Deadline