

Salary Increase Exercise
SALX
User Documentation

For Academic Faculty &
Administrative Professional Employees

FY 2019-2020

March 1, 2019



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Welcome to SALX

The Salary Increase Exercise (SALX) is the mechanism by which colleges/departments/units enter academic faculty and administrative professional staff salary increases or adjustments for the new fiscal year.

This manual is designed to answer any questions that might arise. However, if this manual does not cover your specific questions, please refer to your copy of the *Salary Increase Exercise Guidelines*. This document is available at:

http://www.budgets.colostate.edu/Forms/SALX/SALX_Guidelines.pdf#zoom=100

If your question still isn't answered contact the Office of Budgets for assistance by reaching out to salx_budget_office_helpdesk@colostate.edu

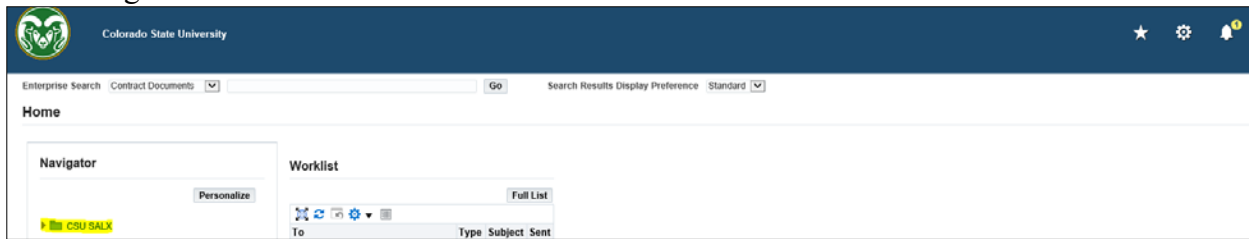
If you need additional information on how to use applications in HR, there is an HR brochure at:

<http://www.hrs.colostate.edu/hr-liaisons/hr-system-user-guide.html>

Throughout the document, the term faculty member includes both faculty and administrative professional employees.

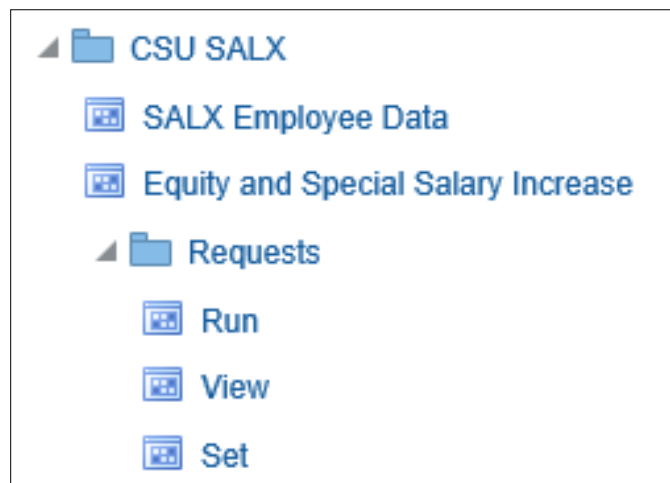
Accessing SALX

Applications provided by the Office of Budgets are available from the Oracle Applications Home Page under **CSU SALX**.



Step by Step: How to Access CSU SALX

1. Access the **Oracle HR System** as appropriate for your department. If you do not know how or are having problems getting there, contact your department's network administrator.
2. Select **CSU SALX**. If this option is not available to you, contact the Office of Budgets.
 - The first option on the CSU SALX menu, **SALX Employee Data**, is used to view and change your faculties' salaries. Most of this document is devoted to how to use this screen.
 - The second option on the CSU SALX menu, **Equity and Special Salary Increase**, is used to submit equity and special requests or view previously submitted requests.
 - The subheading **Requests**, are for generating reports which will be covered in more detail later. Descriptions of the reports are in the **Reports** section of this document.



View or Change Employee Data Screen

Click on the **SALX Employee Data** link.

The following screen, CSUHF029 SALX Employee Data Salary Eligibility and Increase Exercise, provides demographic information including salary about academic faculty and administrative professionals. Only certain fields may be updated on this screen, and no records may be added or deleted. Contact the Office of Budgets if a person is missing.

Upon first entering this screen, the fields will be blank. There are many ways to retrieve a record or group of records. Which records you retrieve will depend upon your security access and what functions you are performing. Start by pressing **F11** to enter the query. Place your cursor in the salary authority department field or enter an employee name in the “Employee Name” field. Press **Control+F11** to Execute Query and retrieve record(s). You may further restrict the query by entering data in other fields as well. *See function key options on page 17.*


To exclude a person from the raise exercise, check the exclude box at the top of the form. Enter a brief explanation in the Comments field as to why the person is being excluded from raise consideration.

The screenshot shows the 'SALX Employee Data' window titled 'Salary Eligibility and Increase Exercise'. At the top, it displays 'CSUHF029'. Below this, there are several input fields: 'Pid:', 'Exclude:' (with a checkbox), 'Salary Authority Dept:', and 'Admin Unit:'. A red circle highlights the 'Exclude:' checkbox, and a red arrow points to it from the left. Below these fields is a large 'Comments:' text area. Further down, there are fields for 'Department Name:', 'Employee Name:', 'Base Salary:', 'New Salary:', 'Gender:', 'Ethnicity:', 'Zero Increase in Salary?:', 'Salary Change:', 'Job Class:', 'Jobtitle:', 'Merit Amt:', 'Original BOS:', 'Basis Of Service:', 'Discipline/Individual Equity:', 'Appt Type:', 'NTT Type:', 'Promotion Amount:', 'Employee Type:', and 'Special Increase:'. At the bottom, there is a 'KEY:' section with the following instructions: 'F11 = Enter Query', 'Ctrl + F11 = Execute Query', and 'F4 = Exit/Cancel'.

Access to records is either Read Only or Update and is at the departmental or the administrative unit level. You may have access to read all of the records from one department or unit and may have update authority for all of the records in another department/administrative unit. If you have Read Only access, you will not be able to move out of the PID field. You may arrow up or down to view other employee records. If you think you should have Update access to employees in this department, contact the Office of Budgets. If it is determined appropriate, your security access will be modified to Update.

Modifying Employee Salary Information


Twelve fields on the screen may be modified. These fields are underlined on the next page. You can use edit, clear, delete, backspace, or spacebar to remove the current data. You then have the ability to enter new data.

Six of these twelve fields have a list of values (LOV) available (also indicated on the next page). After you have selected the LOV  you can click in the Find box at the top of the popup screen. Entering a value here and clicking the Find button at the bottom of the pop up window will quickly bring up that record. You also have the ability to type the first character of the value for which you are searching, which only applies to the first column of data in the list. You may enter additional characters to further shorten the list, which is particularly recommended for the job class field since the list is very long. You can then click OK to pull that value into the field you are updating. To exit the list of values screen without using it, press **F4**. Any values that were already in the field will remain unchanged.

The salary amount fields (merit amount, discipline/individual equity, promotion amount, and special increase) will be blank, unless:

1. The employee's "Requests for Equity and Special Salary Increase Form" has been approved. The Equity/Special amount and proposed merit increase amount will pre-populate into the Employee Data Screen in SALX. The justification provided on the Equity/Special Form will be copied and stored into the Employee Data Screen, in the comments section, as well.
2. The employee's promotion through the annual Promotion & Tenure Process has been approved. The Promotion amount and proposed merit increase amount will pre-populate by the Office of Budgets into the Employee Data Screen in SALX. Campus does not have the access to update this field.

As fields are modified, the total increase field ("salary change") and the new salary field will automatically compute. If you insert a valid code in the zero increase field, all salary amounts will revert to zero and you cannot update any salary field. Entering a valid code in the zero increase field will cause an edit screen for the comments field to pop up, at which time you must enter comments. If you wish to change these comments at a later time, position the cursor in the Comments field, click on the Edit icon and make your changes.

Save work often as you scroll through records making updates by using this "save icon" . When you exit the form (F4 - Exit/Cancel), you will **always** be asked, "Do you want to save the changes you have made?" You may indicate "Yes", "No", or "Cancel."

Field Definitions (underlined fields may be modified)

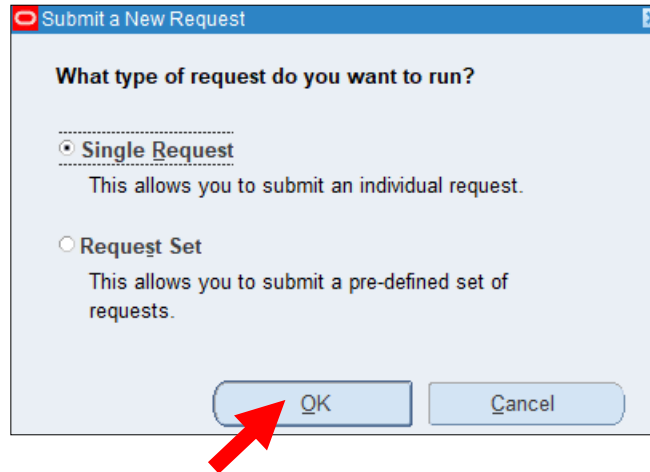
<u>Field Name</u>	<u>Description</u>
PID :	Employee number.
<u>Comments</u> :	Use this field to explain changes or provide supportive justification for someone being excluded, zero increase in salary, special increase, concurrent assignment, etc. Follow instructions outlined in Guidelines. Note: Pre-populated from approved Equity and Special increase process.
<u>Exclude</u> :	Check the box if employee is to be excluded from salary raise consideration, otherwise leave blank. Do not check 'Exclude' if the employee is being included in SALX but is receiving a Zero Increase.
<u>Salary Authority Dept</u> :	It is the department responsible for setting the salary increase for employee. When a value is selected, the next two fields, Admin Unit and Department Name, are automatically populated.
Admin Unit :	Administrative unit code associated with the salary authority department (populated for you).
Department Name :	Name of salary authority department (populated for you).
Base Salary :	Current annual salary for employee.
Employee Name :	Name of employee.
New Salary :	Proposed new salary for employee (base salary + salary change).
Gender :	Gender code of Male or Female .
Ethnicity :	Ethnicity code from HR system.
* <u>Zero Increase in Salary</u> :	Remains blank if there is a salary increase. Otherwise, enter appropriate code. If you enter a code, you must give an explanation in Comments field.
Salary Change :	Projected salary change (merit amount + discipline/individual equity + promotion amount + special increase).
* <u>Job Class</u> :	Job classification code for employee. When a value is selected, the next field, Jobtitle, is automatically populated.
Jobtitle :	Title of position (populated for you).
<u>Merit Amt</u> :	Dollar amount of merit change for the next year.
Original BOS :	Original basis of service (09 or 12).
* <u>Basis of Service</u> :	Next year's basis of service.
<u>Discipline/Individual Equity</u> :	Dollar amount of discipline/individual equity change for next year. Pre-populated from approved Equity and Special process.
* <u>Appointment Type</u> :	Employee appointment type. When a value is selected, appointment type description (next field) is populated for you.
* <u>NTT Type</u> :	Non-Tenure Track Faculty type.
Promotion Amount :	Dollar amount of promotion for next year (Office of Budgets use only).
* <u>Employee Type</u> :	Employee type. When a value is selected, employee type description is populated for you.
<u>Special Increase</u> :	Dollar amount of special increase for next year. Pre-populate amount from approved Equity and Special process.

** Indicates the field has a restricted list of values.*

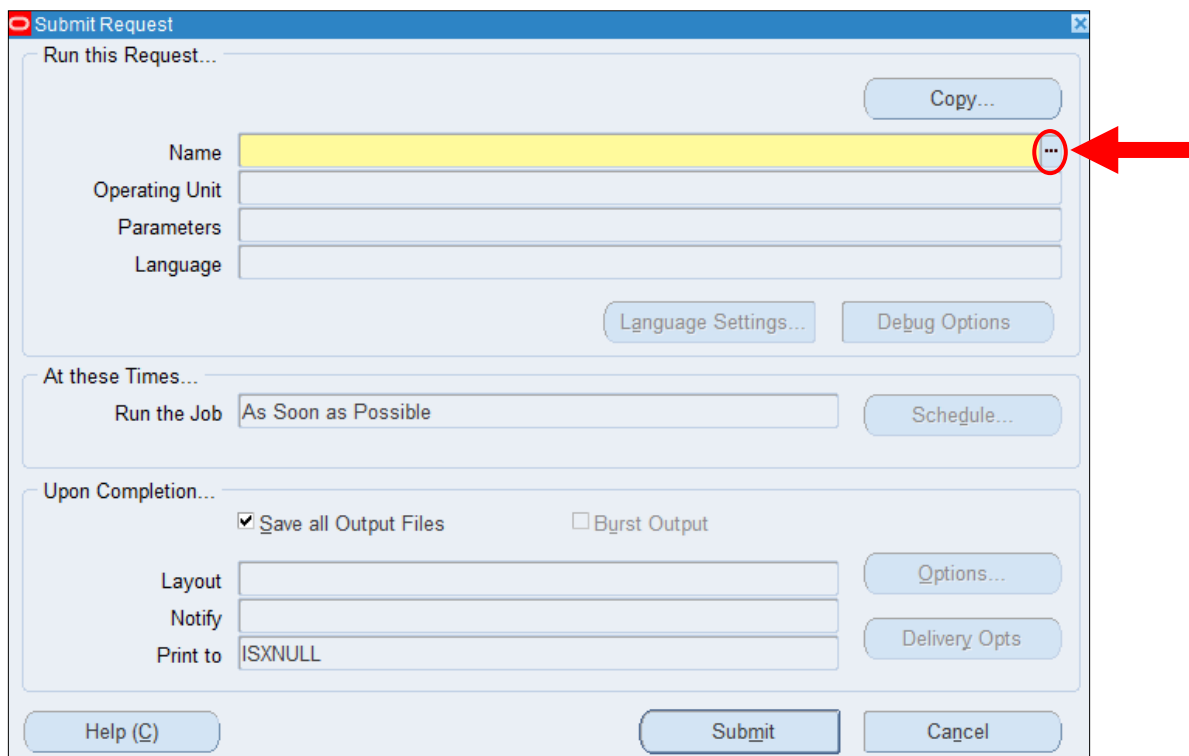
Reports

SALX Coordinators will need to print a series of reports for those salary authority departments or administrative units to which they have responsibility for entering salary information at different stages of the SALX process.

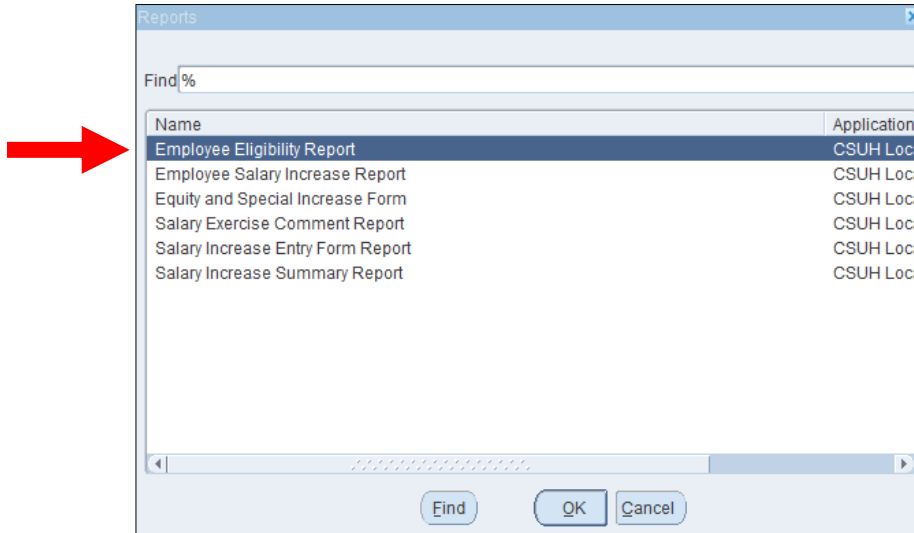
Upon selecting an option from the CSU SALX Request-Run (Report) Menu, a "Submit a New Request" screen like the one below will appear. Click "OK".



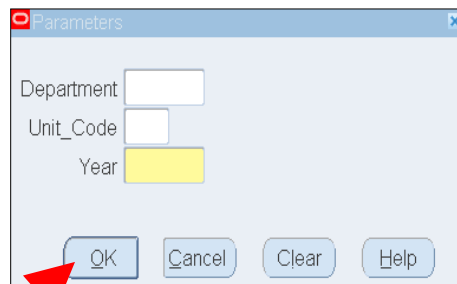
Then a Parameter Screen seen below will appear. Click on the ellipsis "..." in the name field then the report that you would like to run under the reports screen. Enter a department number or **Responsibility Center (RC) code** along with the year (use **2019**) for the report you want to print. Your unit code can be found on the SALX Employee Data screen. Using the unit code will generate a report with all departments in that unit which will need to be approved and signed by the Dean or VP. You can also use the % wildcard to select all departments you have access to rather than the unit code. Each department head has to sign their report before the Dean or VP can sign the unit report.



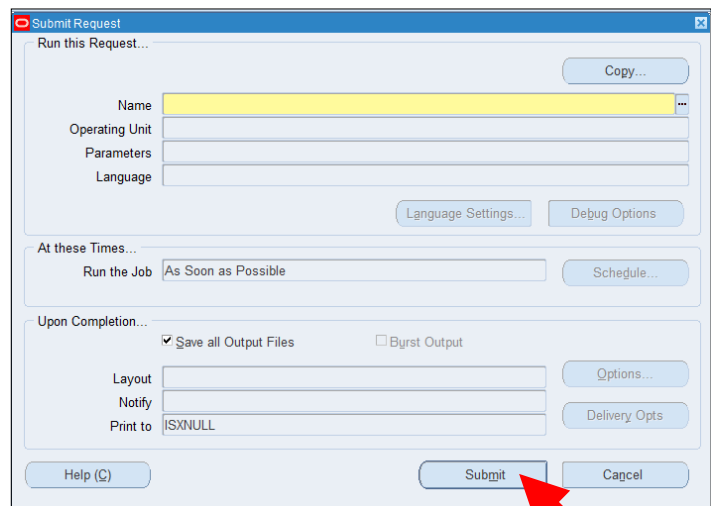
Select the **Report** by name.



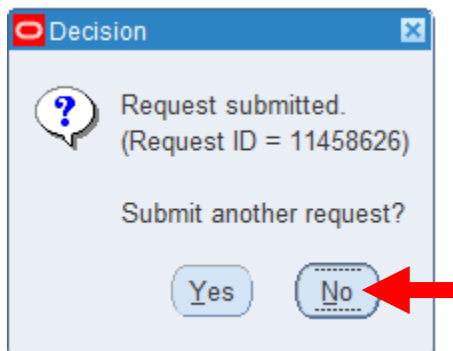
Click **OK** in the Parameters pop-up.



On the Submit Request screen, Click **Submit**.



Click **No** when asked if you'd like to Submit another Request.



Click Find.

Please note, **All My Requests for the last 7 days** will be automatically selected (see gray arrows), but can be changed to fit your specific request as needed..

Find Requests

My Completed Requests
 My Requests In Progress
 All My Requests
 Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

Include Request Set Stages in Query
 Order By **Request ID**
 Select the Number of Days to View:

Submit a New Request Submit New Request Set Clear Find

Click **Refresh Data** (if needed). Once the Phase says “Completed,” click **View Output** to open a PDF of the report in a new window. **Print report.**

Requests

 Find Requests Submit a New Request Submit New Request Set
 Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Requestor	Priority
11458638	Employee Eligibility Report		Completed	Normal	CHEY11	50

 View Details Rerun Request View Output
 Diagnostics Reprint/Republish (J) View Log (K)

Employee Eligibility Report (HRMSR311)

This report provides a list of employees within each salary authority department, grouped by type of appointment. Each department will validate that all employees who are entitled to salary consideration increases are included in the report and on the appropriate department list. If it is determined an employee shows up in the wrong salary authority department or is missing, coordinators can change the salary authority department for an employee record in SALX if their security access allows them access to both salary authority departments involved. If the employee resides within a salary authority department outside their security access, coordinate with the other department involved or contact the Office of Budgets to request the change. *It is also recommended the same change be made to the Salary Authority Department in HR (Oracle) so it will be correct for the next year's SALX process.* Once a person has been excluded from the eligibility process (as described on page 4), they will not show up on the report.

Departments can print this report as many times as necessary before finalizing and submitting their completed eligibility list. A final eligibility report is printed, approved, and signed off by the department head as the first step in SALX process.

HRMSR311 0000		Office of Budgets			MM/DD/YYYY hh:mm		Page	1
Annual Salary Increases Beginning July 2019								
Employee Eligibility Report								
0000	Department Name	-- Regular Appointments						
PID	Name	Job Title	Appt Type	Empl Type	Bos	NTT Type	Salary	
800000000	Reynolds,Malcom	Executive Leadership Ii	R	P	12		\$90,000	
800000001	Washburne,Zoe	Prof/Indiv Contrib Iv	R	P	12		\$80,000	
800000002	Tam,River	Prof/Indiv Contrib I	R	P	12		\$60,000	
800000003	Tam,Simon	Senior Management Ii	R	P	12		\$70,000	
800000004	Frye,Kaylee	Prof/Indiv Contrib Ii	R	P	12		\$65,000	
0000	Department Name	-- Temporary and Special Appointments						
PID	Name	Job Title	Appt Type	Empl Type	Bos	NTT Type	Salary	
800000005	Washburne,Hoban	Professor	T	F	12		\$60,000	
800000006	Serra,Inara	Director	S	P	12		\$70,000	
Department Approval (Name, Title, Date)								

This year, a new field was added that you will see reflected on many of the reports. The “NTT Type” shows the Non-Tenure Track faculty status (if any). For more information regarding the NTT Type field, please reference the SALX Guidelines.

Salary Increase Entry Form Report (HRMSR312)

This report is to be used as a worksheet to assist in entering salary increase amounts for the new year. Because of enhancements made to the Equity/Special Increase process, the emphasis will be on determining the merit component based on employee's performance for employees. This does not apply to employees being recommended for an equity or special increase; for those individuals, all three applicable fields (merit, equity and/or special) will be pre-populated in the SALX Employee Data Screen based on the outcome of the Equity/Special Increase review process. Complete and/or review each applicable entry field. This will vary by employee.

- Merit
- Discipline/Individual Equity
- Special Increases
- Zero Flag – only use if no salary increase is recommended. Also requires an explanation in the Comments field.

The remaining fields are computed fields and will be populated once the entries are made and the form is printed.

- New Year Salary
- Total \$ Increase
- Percent Increase

The Office of Budgets is responsible for entering Promotional increases. The promotional increases have a direct relationship to the Promotion and Tenure annual process.

HRMSR312 0000		MM/DD/YYYY hh:mm		Page 1									
Office of Budgets Annual Salary Increases Beginning July 2019 Salary Increase Entry Form Report													
0000 Department Name		-- Regular Appointments											
Name	Appt Type	Empl Type	BOS	NTT Type	2018-19 Salary	2019-20 Salary	Promotion	Disc/Ind Equity	Merit	Special Increase	Total Increase	Zero Flag	Percent Increase
Reynolds, Malcom 800000000	R	P	12	Executive Leadership Ii	90,000				1800				
Washburne, Zoe 800000001	R	P	12	Prof/Indiv Contrib Iv	80,000				1600				
Tam, River 800000002	R	P	12	Prof/Indiv Contrib I	70,000				1200	200			
Employee Type Subtotal					\$ 240,000			\$					
Appointment Type Subtotal					\$ 240,000			\$					
Department Total					\$ 240,000			\$					
Department Approval (Name, Title, Date)													
I certify that the salary increases recommended herein are based on documented formal performance evaluations conducted annually for each individual in accordance with sections C.2.5 and D.5.5 of the Academic Faculty and Administrative Professional Staff Manual.													

Employee Salary Increase Report (HRMSR310)

This report provides a list of employees with the Department/College/Unit's recommended salary increases by salary categories. For employees receiving no increase, the appropriate zero flag indicator is displayed. Supporting explanations are to be entered in the Comments field. Keep in mind that C is the most common code (Resignation, termination, contract ending, recent hire, recent change in duties that included a salary increase prior to SALX, etc.) Only use A when the alternative contract date is known, and provide that with funding source and increase amount (if known) in the Comments field. The B indicator reflects employee performance related issues.

The report is ordered by department, appointment type and employee type. It includes summary lines for each of the salary categories by employee type within the appointment type as well as a department total.

Departments can print this report as many times as necessary before submitting their final recommendations to the next higher level of review.

HRMSR310 0000		MM/DD/YYYY hh:mm		Page 1									
Office of Budgets Annual Salary Increases Beginning July 2019 Employee Salary Increase Report													
0000 Department Name		-- Regular Appointments											
Name	Appt Type	Empl Type	BOS	NTT Type	2018-19 Salary	2019-20 Salary	Promotion	Disc/Ind Equity	Merit	Special Increase	Total Increase	Zero Flag	Percent Increase
Reynolds,Malcom 800000000	R	P	12		90,000	91,800			1800		1800		2.00
	Executive Leadership Ii												
Washburne,Zoe 800000001	R	P	12		80,000	81,600			1600		1600		2.00
	Prof/Indiv Contrib Iv												
Tam,River 800000002	R	P	12		70,000	72,350			1400	950	2350		3.36
	Prof/Indiv Contrib I												
Employee Type Subtotal					\$240,000	\$245,750	\$	\$	\$4,800	\$950	\$5,750		
Appointment Type Subtotal					\$240,000	\$245,750	\$	\$	\$4,800	\$950	\$5,750		
Department Total					\$240,000	\$245,750	\$	\$	\$4,800	\$950	\$5,750		
Department Approval (Name, Title, Date)							Dean or VP Approval				Date		
I certify that the salary increases recommended herein are based on documented formal performance evaluations conducted annually for each individual in accordance with sections C.2.5 and D.5.5 of the Academic Faculty and Administrative Professional Staff Manual.													

Salary Increase Summary Report (HRMSR314)

This report provides a summary by department of salary increases.

HRMSR314 16%		Office of Budgets Annual Salary Increases Beginning July 2012 Salary Increase Summary Report								MMDD/YYYY 12:50 Page 1
User	USERNAME	2011-12 Salary	2012-13 Salary	Promotion	Disc/Ind Equity	Merit	Special Increase	Total Increase	Percent Increase	
1601	Dean of Vet Medicine	\$2,055,016	\$2,200,594	\$	\$	\$145,578	\$	\$145,578	7.08%	
1602	CVMBBS Finance & Strategic Services	\$813,380	\$848,000	\$	\$	\$34,620	\$	\$34,620	4.26%	
1620	Vet Teaching Hospital	\$295,000	\$303,800	\$	\$	\$8,800	\$	\$8,800	2.98%	
1644	Diagnostic Lab- Fort Collins	\$282,612	\$295,312	\$	\$	\$12,700	\$828	\$13,528	4.79%	
1678	Clinical Sciences	\$9,553,238	\$10,047,448	\$32,960	\$	\$460,422	\$19,485	\$512,867	5.02%	
1680	Biomedical Sciences	\$5,396,776	\$5,683,156	\$	\$2,750	\$266,895	\$	\$269,645	4.99%	
1682	Micro, Immuno & Path	\$10,924,448	\$11,540,529	\$4,600	\$	\$530,500	\$16,400	\$551,500	5.04%	
Totals		\$29,320,470	\$30,918,839	\$37,560	\$2,750	\$1,459,515	\$36,713	\$1,536,538	5.24%	
Dean or VP Approval		Date		Provost/President/Central Approval			Date			

Salary Exercise Comment Report (HRMSR313)


This report provides a printout of all comments entered into SALX for the department(s). Employees who have been excluded from raise consideration will not appear on the report.

Review all information carefully for accuracy and thoroughness. Summarized comments will be shared with key administrators during the overall central review process. Departments can modify the entries and reprint the report as many times as necessary before finalizing and submitting their completed result.

HRMSR313 %		Office of Budgets Salary Exercise Comment Report		MM/DD/YYYY 12:50 Page 1
Dept	PID	Name	Zero Inc Flag	Comments
1234		Steinmart, Ruth	C	No increases because responsibility for XXXXXXXXXXXXX has been transferred to another unit.
1235		Altman, Bea Gimbels, Ben Macy, Ron	C	No longer working for University Merit increase is \$2,000; equity increase of \$3,000. Part-time retired faculty - no increase due to employment status.
2346		Acme, Wiley		Special Increase = 7% Internal equity adjustment; retention Merit Increase = 5.2%
2314		Bloomingdale, Fred	C	No increase; resigning position effective 6/15/XX
3456		Ceeveess, Milo		\$2,500 in equity from Dean's Office. Hired at low salary. Consistently high ratings. Not in line with other assoc profs in dept.
3778		Nordstrom, Nick	C	Retirement 6/30/XX
3985		Lord, Jack	B	No increase - Poor Performance
4358		Taylor, Elizabeth	C	Employee hired mid year and salary set at that time was intended to cover new raise for fiscal year.
5789		Saks, Fred	C	Has accepted a new position outside the University
5889		Belk, Kathryn	C	Continuance with restructuring of contract for next fiscal year.
6346		Kohl, George	A	Removed from salary exercise; paid from NIH-K08; current salary is to remain in effect through 3/31/XX. New salary will be \$45,020.
6670		Foley, Frank		Promotion of \$4,500 plus merit increase of \$3,200 totals \$7,700 (10.6%)
7123		Lerner, Leona		Has done an outstanding job this year at making the cardiovascular program the foremost program in the world. This increase is an approved special increase of \$4,300, an equity increase of \$6,276 and a merit of \$5,700.
7345		Penney, Jaycee		Received University Distinguished Teaching Scholar Award, \$7,500, and was converted from 12 month to 9 month contract resulting in a negative merit increase. Merit increase is 8%
7789		Teller, Bonwit	A	Due to the FSNEP project contract year, this employee should receive a \$1,900 increase 10/1/XX NOT on 7/1/XX.

Equity and Special Increase Form (HRMSR322)

This report displays the completed “Request for Equity and Special Increase Form” filled out by the SALX Coordinator. After printing this document, the user will need to obtain the appropriate signatures and submit the form to the Office of Budgets. For instructions on how to print the completed form reference *Section C* in the document “Procedures for the Request for Equity and Special Salary Increase Form” found on the Office of Budgets website.

		EQUITY AND SPECIAL INCREASE FORM		HRMSR322
		FISCAL YEAR 2019 - 2020		15-JAN-19 03:12 PM
Name	<input type="text"/>	Employee ID	<input type="text"/>	Primary Assignment Number <input type="text"/>
Department Number and Name	<input type="text"/>			Admin Unit <input type="text"/>
Salary Authority Department	<input type="text"/>	Salary Authority Dept Name	<input type="text"/>	
Effective Date	<input type="text"/>	People Group	<input type="text"/>	
Title	<input type="text"/>	Employment Category	<input type="text"/>	
Current Base Salary \$	<input type="text"/>	Salary Basis	<input type="text"/>	NTT Type <input type="text"/>
Funding Sources and Percentages				
Notes				
Proposed Merit Increase \$	<input type="text"/>	and %	<input type="text"/>	
Equity Increase Request \$	<input type="text"/>	and %	<input type="text"/>	
Special Increase Request \$	<input type="text"/>	and %	<input type="text"/>	
Total Increase \$	<input type="text"/>	and %	<input type="text"/>	
Proposed Salary \$	<input type="text"/>			
Justification				
Program/Service Impacts of this Reallocation				

Department Approvals _____ Date _____

Dean/Vice President Approvals _____ Date _____

Provost/President Approval _____ Date _____

Appendix A: Using SALX Screens

Understanding certain concepts about the SALX screen will make it easier for you to use. The toolbar that appears at the top of the screen is described in depth in Appendix B.

The heading identifies the name of the screen and the user currently logged in.

The SALX screen consists of the following elements:

The screenshot displays the 'SALX Employee Data' window with the title 'Salary Eligibility and Increase Exercise'. The window is divided into several sections:

- Heading:** A red bracket on the right side of the window title bar and the top header area is labeled 'Heading'.
- Entry Fields:** Red arrows point to several input fields: 'Pid:', 'Salary Authority Dept:', 'Employee Name:', 'Base Salary:', 'New Salary:', 'Salary Change:', 'Merit Amt:', 'Promotion Amount:', and 'Special Increase:'.
- Blocked Fields:** Red arrows point to several disabled (grayed out) input fields: 'Department Name:', 'Jobtitle:', 'Original BOS:', 'Basis Of Service:', 'Discipline/Individual Equity:', 'Appt Type:', 'NTT Type:', and 'Employee Type:'.

Other visible elements include checkboxes for 'Exclude:', 'Zero Increase in Salary?', 'Gender:', 'Ethnicity:', and 'Original BOS:'. A keyboard legend at the bottom of the screen reads:

KEY : F11 = Enter Query
 Ctrl + F11 = Execute Query
 F4 = Exit/Cancel

Appendix B: Icon Descriptions/Function Keys and Usage

This appendix defines each icon and what each one does. Here is the toolbar that appears at the top of the screen:



	New	Not used in SALX
	Find	Not used in SALX
	Show Navigator	Takes you to CSU SALX Navigator Menu
	Save	Saves data entered on screen
	Next Step	Not used in SALX
	Switch Responsibility	Not used in SALX
	Print	Prints screen
	Close Form	Closes form and gives option to save
	Cut	Cuts selected data
	Copy	Copies selected data
	Paste	Pastes copied data
	Clear Record	Removes employee record
	Delete	Not used in SALX
	Edit Field	Pop-up allows you to edit selected data
	Zoom	Not used in SALX
	Translations	Not used in SALX
	Attachments	Not used in SALX
	Folder Tools	Not used in SALX
	Window Help	Not used in SALX

Below is a list of the available function keys in SALX. Additionally, you may use the up and down arrow keys to scroll between records.

F11	Enter Query
Ctrl + F11	Execute Query
F4	Exit/Cancel
F5	Clear Field
F6	Clear Record
F8	Clear Form
Ctrl + E	Edit (use to open up comment field)
Ctrl + L	List of Values
Ctrl + S	Commit