FY15 SALX Checklist

Post-Training Procedure For All SALX Coordinators
Complete the following steps immediately after training from your workstation.
- Logon to SALX and query some records
- Test ability to print reports
- Email the VPF Budget Office SALX Helpdesk (vpf_budget_office_salx_helpdesk@Mail.Colostate.edu) if you encounter problems

Verification of Eligibility Process  
April 1-14

1. Verify that you have access to all appropriate departments
2. Print Employee Eligibility Reports (HRMSR311)
3. Distribute Employee Eligibility Reports to each department to review, make necessary corrections, and provide signatures. Things to look for are listed in points a & b below.
   a. Verify and/or correct budget department (salary authority dept. in HR) numbers for each employee. This is the department an employee reports to, not their assignment or funding department.
      i. SALX Coordinators will need to make sure above information is input and corrected in SALX (budget department numbers). Also have corrections made in Oracle (salary authority dept.) so it is correct for next year. To find this in HR locate employee in Maintain Person screen, click Special Info button, and then scroll down and select Salary Authority Dept and populate missing or update existing information.
   b. Verify everyone that is to be considered for a salary increase is included (even though some may receive “no increase”)
      i. If someone is missing, contact Debbie Smith or Angie Nielsen
4. Collect the completed Employee Eligibility Reports that were distributed; be sure to verify they were signed by department representatives.
   a. The SALX coordinator should now enter any changes to SALX
      i. Correct the budget department numbers
      ii. Check the box named “exclude field” if employee is ineligible, and enter a brief explanation in Comments field as to why employee is being excluded.
         Examples: Retiring 6/30
                  Terminating 5/15
5. Reprint Employee Eligibility Reports as necessary
6. Review input and obtain signatures
7. Deliver approved reports to Budget Office by April 14

Important Dates
- Equity & special increase requests forms due to Provost or Budget Office or by April 21
- The equity & special review process completed & units notified of outcome - May 7
- Raise percent and salary raise control numbers released - May 12
- Raise increase process begins - May 12

Begin Assessing New Year Salaries  May 12-23

1. Print Salary Increase Entry Form Report (HRMSR312)
2. Distribute report to Deans/Dept. Heads and have them complete each column as appropriate
   a. Merit (performance based, most common option)

Office of Budgets
b. **Special Increase** (additional increase beyond merit & equity pool - funded from internal reallocations)

c. **Disc/Ind Equity** (individual equity study outliers)

d. **Promotions** (only Office of Budgets enters this information)

e. For increases outside the norm, include supporting documentation in Comments field

| Example: Increase > 10% because... |

f. Provide appropriate code for Zero Increase Flag if no increase planned

| i. A = Existing contract has effective date other than July 1 (includes KO8’s and county employees) |
| ii. B = Performance issues |
| iii. C = Resignation, termination, new hire, change in duties/title, or no raise for reasons other than performance |

**Note:** Do not forget to provide supporting documentation for each employee in Comments field

3. Collect the completed Salary Increase Entry Form Reports that were distributed

| a. The SALX coordinator should input increases into SALX |
| i. Enter dollar amount into the appropriate fields |
| ii. Enter brief explanations in Comments field where required or applicable (VERY IMPORTANT!) |

**Prepare Next Year’s Proposed Salaries for Final Review and Approval**

| May 12-23 |

1. Print Employee Salary Increase Report (HRMSR310)

   | a. Make corrections and regenerate reports to submit for approval, as necessary |

2. Print Salary Exercise Comment Report (HRMSR313)

   | a. Make corrections and regenerate reports to submit for approval, as necessary |

3. Print Salary Increase Summary Report (HRMSR314)

   | a. Confirm salary control numbers are not exceeded |
   | b. Confirm that special and/or equity increases agree with the numbers listed by employee on approved control sheet |
   | c. If totals are less than or equal to control numbers, proceed to step 4. If totals exceed control numbers, modifications to input will be required. |

   | i. Make changes (may impact few or many records) |
   | ii. Rerun reports until balanced or under control numbers |

4. Obtain Department/Dean or Director/VP approval and signatures

**SALX Process Final Steps**

| May 12-23 |

1. Collect approved and signed reports from the Department/Dean or Director/VP

   | a. Employee Salary Increase Report (HRMSR310) |
   | b. Salary Exercise Comment Report (HRMSR313) |
   | c. Salary Increase Summary Report (HRMSR314) |

2. Submit reports for next level of review - Deadline: **May 23**

   | a. Areas reporting to the Provost should deliver reports to Provost’s Office, Attention: Dr. Daniel Bush |
   | b. Areas reporting to the President should deliver reports to the Office of Budgets, Attention: Debbie Smith |

Office of Budgets