SALX
Academic Faculty and Administrative Professional Salary Increase Exercise

April 2013

User Documentation
Table of Contents

Welcome to SALX .............................................................................................................................................1

Accessing SALX ...............................................................................................................................................2

Employee Data Screen .....................................................................................................................................3
  Modifying Employee Salary Information .........................................................................................................4
  Field Definitions ............................................................................................................................................5

Reports ..............................................................................................................................................................6
  Employee Eligibility Report (HRMSR311) ........................................................................................................7
  Salary Increase Entry Form Report (HRMSR312) ..............................................................................................8
  Employee Salary Increase Report (HRMSR310) ..............................................................................................9
  Salary Increase Summary Report (HRMSR314) ..............................................................................................10
  Salary Exercise Comment Report (HRMSR313) .............................................................................................11

Appendix A: Using SALX Screens ..................................................................................................................12

Appendix B: Icon Descriptions/Function Keys and Usage ............................................................................13
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/docs/SALX-FY14.pdf

If your question still isn’t answered contact the Office of Budgets for assistance.

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.

Follow these steps to get to SALX:

- Access the **Oracle HR System** as appropriate for your department. If you do not know how or are having problems getting to there, contact your department’s network administrator.

- 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 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.

---

**CSU SALX**

- **SALX Employee Data**

**Requests**

- **Run**
- **View**
- **Set**
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 budget department field or enter an employee name in the appropriate 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.

To exclude a person from the raise exercise, check the exclude field. Enter a brief explanation in the Comments field as to why the person is being excluded. Click on the Edit icon to open up the Comments field.

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

Eleven 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 may now enter new data.

Six of these eleven 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 this popup screen. Entering a value here will quickly bring up that record when you click on the Find button at the bottom of the pop up window, or you may type the first character of the value for which you are searching. This applies to just 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 leave the list of values screen without using it, press F4 to cancel. Any values that were already in the field will remain unchanged.

Initially, the salary amount fields (merit amt, discipline/individual equity, and special increase) are blank. As these fields are modified, the total increase field and the new salary fields are computed. 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 as you leave the zero increase field. You must enter comments at this point. 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.

Any changes you make in an employee record will automatically be saved as you move from employee record to employee record. When you exit the form, 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)

PID .......................Employee number.

Comments ..................Enter any comments here by clicking on the Edit icon and typing. Use this field to explain changes or provide supportive justification for zero increase, special increase, etc.

Exclude ......................Check the box if employee is to be excluded from salary raise consideration, otherwise leave blank.

Budget Dept * ..............Budget department - HRS now refers to the budget department as the salary authority department. 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 budget department (populated for you).

Department Name .........Name of budget/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 HRS system.

Zero Increase * .............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 amt + disc/indiv. equity + promotion amount + special increase).

Job Class * ..................Job classification code for employee. When a value is selected, the next field, Jobtitle, is automatically populated.

Jobtitle ......................Title of position (populated for you).

Merit Amt .....................Dollar amount of merit change for the next year.

Original BOS ...............Original basis of service (09 or 12).

Basis of Service * ...........Next year’s basis of service.

Disc/Indiv Equity ............Dollar amount of discipline/individual equity change for next year.

Appointment Type * .......Employee appointment type. When a value is selected, appointment type description (next field) is populated for you.

Promotion Amount ..........Dollar amount of promotion for next year (Office of Budgets use only).

Employee Type * ..........Employee type. When a value is selected, employee type description is populated for you.

Special Increase .............Dollar amount of special increase for next year. Requires a brief explanation of special increase, specific source of funds to cover increase and if funds will come from operating budget or unallocated salary dollars.

* Identifies field that has restricted list of values.
Reports

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

Upon selecting an option from the CSU SALX Request-Run (Report) Menu, a Parameter Screen similar to the one below will appear. An alternate method to get to this screen is to select the View option on the menu bar, chose the Requests option, then click the Submit a New Request button, and on the last popup select Okay. Once you are in the screen shown on the left, put the cursor in the Name field (highlighted in yellow), and then click to pull up the list of reports as shown on the right side of the picture below.

Enter a department number and the year for the report you want to print. You can use the % wildcard to select all departments you have access to, but be prepared to wait a while before results are returned if you are responsible for a large number of departments.
Employee Eligibility Report (HRMSR311)

Click View, and then Requests to see a PDF of the report shown below.

This report provides a list of employees within each budget 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 budget department or is missing, Coordinators can change the budget department for an employee record in SALX if their security access allows them access to both budget departments involved. If the employee resides within a budget department outside their security access, coordinate with the other department involved or contact the Office of Budgets to request the change. Once a person has been excluded from the eligibility process (as described on page 3), 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 and approved as the first step in SALX process.

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**SALX User Documentation**

Office of Budgets

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Salary Increase Entry Form Report (HRMSR312)

This report is to be used as a worksheet to assist in entering the new year salaries. Complete 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.
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 entered along with the required supporting documentation entered in the Comments field or attached to the report.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Appt Type</th>
<th>Empl Type</th>
<th>BOS</th>
<th>Gen</th>
<th>2011-12 Salary</th>
<th>2012-13 Salary</th>
<th>Promotion</th>
<th>Disc/Ind Equity</th>
<th>Merit</th>
<th>Special Increase</th>
<th>Total Increase</th>
<th>Zero Flag</th>
<th>Percent Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norris, Chuck</td>
<td>S</td>
<td>P</td>
<td>12</td>
<td>M</td>
<td>$65,900</td>
<td>$73,000</td>
<td>$3,100</td>
<td></td>
<td></td>
<td></td>
<td>$3,100</td>
<td>4.4</td>
<td></td>
</tr>
<tr>
<td>Lewis, Daniel</td>
<td>S</td>
<td>P</td>
<td>12</td>
<td>M</td>
<td>$92,000</td>
<td>$117,600</td>
<td>$4,600</td>
<td>$4,600</td>
<td>$16,400</td>
<td>$25,600</td>
<td>27.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seyes, Simon</td>
<td>S</td>
<td>P</td>
<td>12</td>
<td>M</td>
<td>$78,300</td>
<td>$81,800</td>
<td>$3,500</td>
<td></td>
<td></td>
<td></td>
<td>$3,500</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>Johnson, Jill</td>
<td>R</td>
<td>P</td>
<td>12</td>
<td>F</td>
<td>$90,900</td>
<td>$95,300</td>
<td>$4,400</td>
<td></td>
<td></td>
<td></td>
<td>$4,400</td>
<td>4.8</td>
<td></td>
</tr>
<tr>
<td>Aberdeen, Denise</td>
<td>R</td>
<td>P</td>
<td>12</td>
<td>F</td>
<td>$74,400</td>
<td>$78,600</td>
<td>$2,700</td>
<td></td>
<td></td>
<td></td>
<td>$2,700</td>
<td>4.9</td>
<td></td>
</tr>
<tr>
<td>Fey, Tina</td>
<td>R</td>
<td>P</td>
<td>12</td>
<td>F</td>
<td>$76,600</td>
<td>$81,700</td>
<td>$3,800</td>
<td>$1,900</td>
<td></td>
<td></td>
<td>$5,700</td>
<td>7.5</td>
<td></td>
</tr>
<tr>
<td>Hickey, Joy</td>
<td>R</td>
<td>P</td>
<td>12</td>
<td>F</td>
<td>$74,900</td>
<td>$74,900</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Employee Type Subtotal: $556,900 $662,900 $4,600 $23,100 $18,300 $46,000
Appointment Type Subtotal: $556,900 $602,900 $4,600 $23,100 $18,300 $46,000

<table>
<thead>
<tr>
<th>Name</th>
<th>Appt Type</th>
<th>Empl Type</th>
<th>BOS</th>
<th>Gen</th>
<th>2011-12 Salary</th>
<th>2012-13 Salary</th>
<th>Promotion</th>
<th>Disc/Ind Equity</th>
<th>Merit</th>
<th>Special Increase</th>
<th>Total Increase</th>
<th>Zero Flag</th>
<th>Percent Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farley, Chris</td>
<td>T</td>
<td>P</td>
<td>12</td>
<td>M</td>
<td>$164,700</td>
<td>$172,100</td>
<td>$7,400</td>
<td></td>
<td></td>
<td></td>
<td>$7,400</td>
<td>4.5</td>
<td></td>
</tr>
</tbody>
</table>

Employee Type Subtotal: $164,700 $172,100 $7,400 $7,400
Appointment Type Subtotal: $164,700 $172,100 $7,400 $7,400

Department Total: $721,600 $775,000 $4,600 $50,500 $18,300 $53,400

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.
Salary Increase Summary Report (HRMSR314)

This report provides a summary by department of salary increases.

<table>
<thead>
<tr>
<th>User</th>
<th>USERNAME</th>
<th>2011-12 Salary</th>
<th>2012-13 Salary</th>
<th>Promotion</th>
<th>Disc/Ind Equity</th>
<th>Merit</th>
<th>Special Increase</th>
<th>Total Increase</th>
<th>Percent Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1601</td>
<td>Dean of Vet Medicine</td>
<td>$2,055,010</td>
<td>$2,200,594</td>
<td>$0</td>
<td>$0</td>
<td>$145,578</td>
<td>$0</td>
<td>$145,578</td>
<td>7.08%</td>
</tr>
<tr>
<td>1602</td>
<td>CVMB5 Finance &amp; Strategic Services</td>
<td>$813,380</td>
<td>$848,000</td>
<td>$0</td>
<td>$0</td>
<td>$34,620</td>
<td>$0</td>
<td>$34,620</td>
<td>4.26%</td>
</tr>
<tr>
<td>1620</td>
<td>Vet Teaching Hospital</td>
<td>$295,000</td>
<td>$303,800</td>
<td>$0</td>
<td>$0</td>
<td>$8,800</td>
<td>$0</td>
<td>$8,800</td>
<td>2.93%</td>
</tr>
<tr>
<td>1644</td>
<td>Diagnostic Lab- Ft. Collins</td>
<td>$282,812</td>
<td>$295,312</td>
<td>$0</td>
<td>$0</td>
<td>$12,700</td>
<td>$828</td>
<td>$13,528</td>
<td>4.79%</td>
</tr>
<tr>
<td>1678</td>
<td>Clinical Sciences</td>
<td>$9,553,238</td>
<td>$10,047,448</td>
<td>$329,960</td>
<td>$0</td>
<td>$406,422</td>
<td>$19,485</td>
<td>$512,867</td>
<td>5.02%</td>
</tr>
<tr>
<td>1680</td>
<td>Biomedical Sciences</td>
<td>$5,396,776</td>
<td>$5,833,156</td>
<td>$2,750</td>
<td>$206,895</td>
<td>$269,045</td>
<td>$0</td>
<td>$269,045</td>
<td>4.99%</td>
</tr>
<tr>
<td>1682</td>
<td>Micro, Immunol &amp; Path</td>
<td>$10,924,448</td>
<td>$11,540,529</td>
<td>$4,600</td>
<td>$0</td>
<td>$530,500</td>
<td>$16,400</td>
<td>$546,900</td>
<td>5.04%</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$28,320,470</td>
<td>$30,913,839</td>
<td>$37,560</td>
<td>$2,750</td>
<td>$1,459,515</td>
<td>$36,713</td>
<td>$1,536,538</td>
<td>5.24%</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Dept</th>
<th>PID</th>
<th>Name</th>
<th>Zero Inc</th>
<th>Flag</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td></td>
<td>Steinnart, Ruth</td>
<td></td>
<td>C</td>
<td>No increases because responsibility for XXXXXXXXX has been transferred to another unit</td>
</tr>
<tr>
<td>1235</td>
<td></td>
<td>Altman, Bea</td>
<td></td>
<td>C</td>
<td>No longer working for University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gimbel, Ben</td>
<td></td>
<td>C</td>
<td>Merit increase is $2,000; equity increase of $3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Macy, Ron</td>
<td></td>
<td>C</td>
<td>Part-time retired faculty - no increase due to employment status.</td>
</tr>
<tr>
<td>2346</td>
<td></td>
<td>Acme, Wiley</td>
<td></td>
<td>C</td>
<td>Special Increase = 7% Internal equity adjustment; retention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Merit Increase = 5.2%</td>
</tr>
<tr>
<td>2314</td>
<td></td>
<td>Bloomingdale, Fred</td>
<td></td>
<td>C</td>
<td>No increase; resigning position effective 6/15/XX</td>
</tr>
<tr>
<td>3456</td>
<td></td>
<td>Cerveen, Milo</td>
<td></td>
<td>C</td>
<td>$2,500 in equity from Dean’s Office. Hired at low salary. Consistently high ratings. Not in line with other assoc profs in dept.</td>
</tr>
<tr>
<td>3778</td>
<td></td>
<td>Nordstrom, Nick</td>
<td></td>
<td>C</td>
<td>Retirement 6/30/XX</td>
</tr>
<tr>
<td>3985</td>
<td></td>
<td>Lord, Jack</td>
<td></td>
<td>B</td>
<td>No increase - Poor Performance</td>
</tr>
<tr>
<td>4358</td>
<td></td>
<td>Taylor, Elizabeth</td>
<td></td>
<td>C</td>
<td>Employee hired mid year and salary set at that time was intended to cover new raise for fiscal year.</td>
</tr>
<tr>
<td>5789</td>
<td></td>
<td>Suk, Fred</td>
<td></td>
<td>C</td>
<td>Has accepted a new position outside the University</td>
</tr>
<tr>
<td>5889</td>
<td></td>
<td>Belk, Kathryn</td>
<td></td>
<td>C</td>
<td>Continuance with restructuring of contract for next fiscal year.</td>
</tr>
<tr>
<td>6346</td>
<td></td>
<td>Kohl, George</td>
<td></td>
<td>A</td>
<td>Removed from salary exercise; paid from NIH-KOS; current salary is to remain in effect through 3/31/XX. New salary will be $45,020.</td>
</tr>
<tr>
<td>6670</td>
<td></td>
<td>Foley, Frank</td>
<td></td>
<td></td>
<td>Promotion of $4,500 plus merit increase of $3,200 totals $7,700 (10.6%)</td>
</tr>
<tr>
<td>7123</td>
<td></td>
<td>Lerner, Leoma</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>7345</td>
<td></td>
<td>Penney, Jaycee</td>
<td></td>
<td></td>
<td>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%</td>
</tr>
<tr>
<td>7789</td>
<td></td>
<td>Teller, Bovwit</td>
<td></td>
<td></td>
<td>Due to the FSNEP project contract year, this employee should receive a $1,500 increase 10/1/XX NOT on 7/1/XX</td>
</tr>
</tbody>
</table>
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 SALX screen consists of the following elements:

The Heading identifies the name of the screen and the user currently logged in. The toolbar appears here.

The Message Line messages are often specific to the field in which your cursor resides. Error messages also show up here. An error can occur when: an invalid value is entered; an attempt to change records for which you are not authorized is made; an internal error condition occurs. Keep your eye on this line as it can provide useful information.

The Status Line also provides information as follows:

<List> Identifies whether there is a list of values provided for the field in which the cursor currently resides

Enter Query This appears only when the screen is in query mode (explained below)

As data is entered into a field, it is verified to immediately provide feedback on the status line if any problem is detected. If an invalid value is entered into a field, you will not be able to leave the field until a valid value has been entered.
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:

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.

<table>
<thead>
<tr>
<th>Function Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F11</td>
<td>Enter Query</td>
</tr>
<tr>
<td>Ctrl + F11</td>
<td>Execute Query</td>
</tr>
<tr>
<td>F4</td>
<td>Exit/Cancel</td>
</tr>
<tr>
<td>F5</td>
<td>Clear Field</td>
</tr>
<tr>
<td>F6</td>
<td>Clear Record</td>
</tr>
<tr>
<td>F8</td>
<td>Clear Form</td>
</tr>
<tr>
<td>Ctrl + E</td>
<td>Edit (use to open up comment field)</td>
</tr>
<tr>
<td>Ctrl + L</td>
<td>List of Values</td>
</tr>
<tr>
<td>Ctrl + S</td>
<td>Commit</td>
</tr>
</tbody>
</table>