Salary Administration

Logging In:

1. Log in to the Duke@Work website—work.duke.edu—using your NetID, password, and multi-factor authentication.

2. Select the Compensation tab.

3. Helpful Links on the right side of the page provides access to:
   - Pay Administration HR Support page.
   - Salary Setting Spreadsheet Template.
   - Links to training materials for Salary Setting.

4. In the Compensation section, click on the link related to the function you wish to perform
   - Salary Administration: For all salary setting functions, including performance ratings.
   - Salary Approvals: Salary Administration approvers will use this link to review and approve their assigned Organizational Units.

NOTE: The Salary Setting portal is integrated on a real time basis with HR-Payroll functions and iForms functions. The portal reports represent the most current set of employees for the selected Org Unit and Personnel Subareas. The set of employees displayed reflects new hires, terminations, and transfers as these actions are entered into iForms and related systems.

NOTE for SOM/N Users: Salary Setting for all faculty positions will be managed through the Faculty Institutional Based Salary Administration Tool. Faculty positions whose salary is managed through the Faculty Institutional Based Salary Administration tool will display in the Salary Setting tool for their organizational unit; however, data cannot be changed in the Salary Setting tool. Salary adjustments for faculty positions are reflected in the Salary Pool information displayed in the Salary Setting tool.
Salary Administration

On the **Annual Cycle** screen:

1. Select the **Salary Year** by choosing the year from the drop down menu.
2. Select the **Affiliate** by choosing the division from the drop down menu.
3. Enter the eight-digit Organizational Unit number in the **Org Unit** field—OR—search for an Organizational Unit number as outlined below.
   - Click on the drop down button in the Org Unit field.
   - In the Search: Org Unit window, use the Expand Node arrows to open the levels of the Org Unit hierarchy.
   - Click through the hierarchy to find the Org Unit you will be working with. The organizations for which you can set salaries are determined by your payroll security access.
   - Once you have found the desired Org Unit, click once on the Org Unit number and then click on the **Continue (Enter)** button.

4. To choose **all Personnel Subareas**, leave the PSA field blank.
5. **OPTIONAL:** Select a **Personnel Subarea (PSA)** by choosing a PSA from the drop down menu.
6. Click the **Enter** button.

**NOTE:** When you select a PSA (or multiple PSAs) in an Org Unit, this action will “lock” the PSA from other users working with it while you are working with it. This locking function is set at the PSA level. This means that one user could be working with one PSA from an Org Unit, say Faculty, while another user works with a separate PSA, say Exempt.
Salary Administration

On the Salary Administration Annual Cycle screen:

**Upper Left**

![Salary Administration Annual Cycle](image)

This section of the screen shows selection criteria from the Annual Cycle screen and other information as follows:

- **Salary Year** = Salary Year, Company Code, and Salary Year date ranges
- **Affiliation** = Company Code designation
- **Organizational Unit** = eight-digit (HR/PR) Organization Unit number and name
- **Personnel Subarea** = List of Personnel Subareas selected and displayed
- **User/Role** = Your user name; your role in the Salary Administration portal
- **Approval Level** = Level of current approval: 1=Salary Administrator; 2=Department; 3=Management Center; 4=Budget Office

**Upper Right**

<table>
<thead>
<tr>
<th>Salary Pool</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Pool %: 2.50</td>
<td>Current Annual: 752,991.88</td>
</tr>
<tr>
<td>Salary Pool Amount: 18,824.80</td>
<td>Now Annual: 50,746.12</td>
</tr>
<tr>
<td>Approved Salary Budget (filled): 739,477.98</td>
<td>Change Annual Amount: 702,245.76-</td>
</tr>
<tr>
<td>Approved Salary Budget (vacant): 20,910.00</td>
<td>Change Annual %: 93.26-</td>
</tr>
<tr>
<td>Approved Salary Budget (total): 760,387.98</td>
<td></td>
</tr>
<tr>
<td>Pool Variance (Salary Pool): 721,070.55</td>
<td></td>
</tr>
<tr>
<td>Pool Variance (Salary Pool Budget): 709,641.85</td>
<td>Total Move to Min: 2,852.68</td>
</tr>
<tr>
<td></td>
<td>Total Market Rate Adjustment: 0.00</td>
</tr>
</tbody>
</table>

This section of the screen shows the Salary Pool data:

- **Salary Pool %** = Percentage increase for the new salary year set by your Management Center for the PSA(s) selected (See note below.)
- **Salary Pool Amount** = Total dollar change in salary pool amount; Current Annual Salary X Salary Pool Amount
- **Approved Salary Budget (filled)** = Amount of salary dollars budgeted on positions that are filled.
Salary Administration

- **Approved Salary Budget (unfilled)** = Amount of salary dollars budgeted on positions that are unfilled.
- **Approved Salary Budget (total)** = Total dollar amount of salary approved for department’s new fiscal year budget, including Filled and Unfilled budgeted positions; amount taken from Budget Tool
- **Pool Variance (Salary Pool)** = Indicates the amount of the calculated Salary Pool allotted to the employees listed; changes as you enter salaries
- **Pool Variance (Salary Pool Budget)** = Indicates the amount of the approved Salary Pool Budget allocated to the employees listed, based on the Approved Salary Budget; changes as you enter salaries
- **Current Annual** = Total of Current Rate column figures; total amount of salary for current salary year
- **New Annual** = Running total of dollars in New Annual column; changes as you enter salaries
- **Change Annual Amount** = New Annual total less Current Annual total
- **Change Annual %** = Total percent of change between New Annual and Current Annual totals
- **Total Move to Min** = The total of dollars that will move the salary from the current amount to the specified minimum amount. NOTE: This amount will not be deducted from the Salary Pool, but will be included in the department’s budget. It is calculated by central offices and cannot be edited.
- **Total Market Rate Adjustment** = The total of dollars that will move the salary from the current amount to the specified market rate. NOTE: This amount will not be deducted from the Salary Pool, but will be included in the department’s budget. It is calculated by central offices and cannot be edited.

**Function Buttons**
Clicking the function buttons will perform various tasks or show helpful information.

1. **Approve to Next Level**: Use this button to submit the new salaries to the next level for approval. Once Salary Administrators approve new salaries to the next level, they cannot edit the salary information.
2. **Save Changes**: Click to save entered data. After saving, review confirmation messages in the dialog box below the button. Users should save often.
3. **Upload**: This button begins the process of uploading a spreadsheet into the Salary Setting tool. For details on this process, see Appendix B.
4. **Download to Excel:** This button begins the process of downloading data from the Salary Setting tool to an Excel spreadsheet. For details on this process, see Appendix B.

5. **Back:** Returns to the Annual Cycle criteria selection screen without saving data.

6. **Close:** Closes the Salary Setting tool without saving data.

7. **Guidance % Ranges:** A hyperlink that opens a window providing institutional guidance on salary increases related to performance ratings. Management Centers will provide detailed instructions.

8. **View:** Use the drop-down menu to select the Standard View layout OR to select user-specific layouts you have created and saved for your use.

9. **Exception:** With an employee’s line highlighted, click to see the details of exceptions that show conditions that require detailed review during the Salary Setting process. Exception codes are shown in the Exception column. The codes are explained in Appendix A.

10. **Increase Components:** Presents the specific components of an employee’s salary increase. For a detailed explanation, see the following section of this guide.

11. **Fill:** Use this function to enter a percentage increase for all employees shown in the grid. Enter an amount in the Percentage field and click the Save button.

**IMPORTANT NOTE:** It is strongly recommended that you begin setting salaries by using the Fill function. This is an efficient and time-saving way to set a base from which to work. Once you have used Fill, use other functions to make adjustments to salary increases.

12. **History:** Opens a box that shows all salary changes for the employee.

### Increase Components

The Increase Components function allows users to review and set all the components of an employee’s salary increase. While most employees will receive only merit increases, others may receive increases for other reasons that are effective July 1.

1. Highlight the employee whose **Increase Components** you wish to see.

2. Click the **Increase Components** button.
3. Review the data presented in the white, editable fields. Make any desired changes. Notice a percentage, rate, or annual payment amount can be entered. Management Centers will provide instructions on how Increase Components should be used.

- **Merit**: Base salary increase based on the annual performance rating. **Note**: Using the Fill function explained below is a preferred method for setting Merit increases.

- **Equity**: Salary increase associated with a review of pay for employees in similar classifications with similar qualifications relevant to their respective job.

- **Promotion**: Job level increase, which may also include a salary increase, associated with a change in classification that occurs effective July 1.

- **Retention**: Salary increase associated with ensuring employees critical to the mission of the organization remain in their current roles in light of an immediate potential risk of departing, e.g., a competing job offer.

- **Administrative**: Salary increase to coincide with change in FTE status that occurs effective July 1, e.g., returning from leave.

- **Other**: Any increase in the “Other” category must be accompanied by a comment to explain the increase.

4. Review the data in the gray fields. These data may not be edited; they are loaded based on external reviews by the Management Center or a corporate administrative office.

- **Move to Minimum of Range**: Increase that will raise the employee’s salary to the minimum salary of the position’s range.

- **Market Rate Adjustment**: Increase that will raise the salary to a competitive market rate for the position.
Salary Administration

Grid
Default columns to view and input data for the employees chosen as follows.

**Note:** The editable input columns are shown in white. You cannot enter or change data in the gray columns.

- **I/E** – Selecting “E” will Exclude the employee from the salary setting process. **Make sure to push ENTER after changing status.** The employee’s data will appear on the grid, but no salary setting action will take place. For instance, an employee who was recently hired may not be eligible for a salary increase at this time and should be excluded. Some employees will be excluded based upon Exceptions, such as Terminations that are in process or zero rates of pay. If an employee is manually Excluded, the employee’s Current Rate will be copied into the New Rate column. “I” indicates that the employee will be included in salary setting action.

- **Exception** – This column will indicate if the employee has an Exception that requires detailed review during the Salary Setting process and may result in the person being excluded from Salary Administration processing. If an employee has multiple Exceptions, “Multiple” will display and users can select the hyperlink to see the list of Exceptions which apply to the employee. **NOTE:** A full list of Exceptions is included in this guide as Appendix A.

- **DUID** – the Duke Unique ID for the employee.
- **First Name**
- **Last Name**
- **Current Rate ($)** – the monthly or hourly rate of pay for the current salary year.
- **Annual Rate ($)** – the employee’s current annual salary.
- **Review Rating** – the input column for the employee’s performance rating. If your Org Unit uses the portal-based Performance Management Tool, the rating will appear in this column when the report is opened the first time.
- **Annual Increase Amt ($)** – the input column used to enter an increase amount in dollars.
- **Increase (%)** – the input column used to enter a percentage change.
• **New Annual ($)** – the input column used to enter a new total annual salary amount. Non-Exempt salaries equal the hourly rate times 2080 hours.

  **NOTE:** If an employee’s percentage increase is outside the recommended guidance based on the Performance Review Ratings, the line will have a yellow highlight. For example, an employee who has a rating of 1 but receives a 2.5 percent increase will have a highlighted line on the grid.

• **New Rate ($)** – the input column used to enter either a new monthly or hourly rate.

  **NOTE:** For Faculty, salary setting may be used to reduce an individual’s salary based upon someone type of change in status or work schedule. Salary can be decreased without receiving an error message for the following Faculty Personal Subareas: 0009, 0010, 0011, 0019, 0020, 0021.

• **One Time % and One Time ($)** - When an annual increase will move the employee’s salary above the maximum for the pay range, the system will present two options for the for the increase:
  1) Add the increase-over-range amount as a one-time payment; or
  2) Add the increase-over-range amount to the base salary.

  If you choose the first option, the One Time % and One Time ($) columns will populate with the increases.

  If you choose the second option, these columns will continue to show 0.00 and the entire increase-over-range will show in the Annual Increase Amt ($) column. Employees that are over the maximum will not have this option; check with your Management Center if these employees are eligible for a one-time payment.

• **Comment** – Clicking on the gray square will allow you to enter a comment about this line item. Comments are limited to 140 characters.

**Additional Columns**

Additional columns may be added to the grid by clicking on the Open Settings Dialog box.

![Additional Columns](image)
These columns include:

- **Org. Unit** – Number of the Organizational Unit.
- **PSubarea** – Personnel subarea.
- **Job** – Four-digit job code number.
- **Cont Service Date** – The employee’s Continuous Service Date.
- **Min. grade level** – minimum hourly rate or annual amount for the job.
- **Max. grade level** – maximum hourly rate or annual amount for the job.
- **Full Time Equivalent** – shows the percent FTE, based on the work schedule.
- **Status** – Salary setting approval level.
- **Msg Type** – Indicates type of message if one displays – S=Success, E=Error, W=Warning, I=Information, A=Abort.
- **Message** – Detailed text describing a displayed message.
- **Relative Position %** – indicates the percentage of the new salary within the position salary range.
- **BFR Number** – The ten-digit BFR number assigned to the Org Unit.
- **Org Description** – name of the Organizational Unit.
- **P.subarea text** (Personnel Subarea text) – name of the Personnel Subarea.
- **Position Budget** – The amount for the New Annual salary budgeted in, and imported from, the budget tool.
Salary Administration

- **Move to Min** – The total dollars needed to move the salary to the minimum for the range.
- **Market Rate Adj** – The total dollars needed to move the salary to a determined market rate.
- **Job Level** – level of the job.
Adding Additional Columns to the Grid

1. Click on the **Open Settings Dialog** box.

2. In the **Settings** window, review the **Hidden Columns** and the **Displayed Columns**.

   **NOTE:** The first two Displayed Columns on the grid are fixed in place and cannot be removed. They are designated with green text.

3. Select the **Hidden Column** you wish to move onto the grid by clicking on the button to the left of its name. Holding the Shift key will allow you to select a group of consecutive columns. Holding the Ctrl key will allow you to select a group of non-consecutive columns.

4. To select the location of the added column on the grid, select the **Displayed Column** you wish to appear to the right of the added **Hidden Column**.

5. Click on that **Displayed Column**'s button.

6. Click on the **Add** button in the center. Notice that the **Hidden Column** has moved to the **Displayed Column** list.

7. Click the **Apply** button. Notice the placement of the added column on the grid.

8. If this view is one you like and plan to use again, you may save it by clicking the **Save as...** button, naming it in the **Save View as** box, and clicking **OK**. You may return to this new view by selecting it from the **View** menu.

9. Close the **Settings** window by clicking on the **Close Settings Dialog** button.
Salary Administration

Sorting and Filtering Columns

1. Click on the desired column heading you wish to sort or filter.

2. From the resulting menu, select the sort you wish to use, Ascending Order or Descending Order.

3. From the column heading menu, select the item you wish to filter on. Notice the funnel icon appears in the heading column.

4. To remove the filter, click on the menu and select (All). The column will now show all the values in that column based on the original search.

**NOTE:** If the Fill function is used when a filter is being used, the Fill function will only apply to the subset of employees included in the filter.
Salary Administration

To see employee details

1. Click on the DUID corresponding to the employee.

2. When you have finished reviewing the data in the window, click on the X in the upper right hand corner.

To enter performance ratings:

Departments that use the Performance Management Tool will have performance ratings loaded prior to the Salary Setting process. If that has occurred, the ratings will appear in the Review Rating column when the Salary Administration tool is opened.

NOTE: Performance ratings must be entered before the new salaries may be approved to the next level.

1. Click in the Review Rating column for the desired employee.

2. Enter the rating in the field manually OR use on the drop down menu and select the correct rating:

   - 0: Not Applicable. Used for employees not eligible for performance ratings, such as new employees.
   - 1: Needs Improvement
   - 2: Successful
   - 3: Exceptional
   - 4: Not Required. Some employees, notably faculty, are not required to be rated using this scale.
Salary Administration

To enter salary using the Fill function

IMPORTANT NOTE: It is strongly recommended that you begin setting salaries by using the Fill function. This will be an efficient and time-saving way to set a base from which to work. Once you have used Fill, use other functions to make adjustments to salary increases. If you filter data prior to using the Fill function, a Fill Percentage will only be populated for those employees included in the filter.

1. Click on the Fill button.

2. In the Fill Percentage box, enter the increase in the Percentage field.

3. Click Save.

4. Notice the increases in the editable columns.

5. If the increase takes the salary over the maximum range, the system will present two options for the for the increase:
   1) Add the increase-over-range amount as a one-time payment; or
   2) Add the increase-over-range amount to the base salary.

6. Click the Save Changes button.
You may now evaluate each increase and make changes on an individual basis.

**Increase Components function**

Some salaries may have been adjusted prior to Salary Setting for one of the following reasons:

1. **Move to Minimum** – The current salary is below the minimum for the salary range.
2. **Market Rate Adjustment** – Some salaries have been adjusted to reach a determined market rate.

The salary amounts for these adjustments will not be deducted from the Salary Pool, but will be included in the department's budget.

You can identify those employees whose salaries have been adjusted for these reasons because their data fields are highlighted with gray. To view the salary components, highlight the employee’s line on the grid and click on the Increase Components button.

The Move to Minimum and Market Rate Adjustment figures are calculated by central offices and cannot be edited.

To make any other adjustments to these employees, follow the steps listed below.
Salary Administration

To increase salary using the Increase Components function

NOTE: Making changes to salary in the Increase Components field will make the salary fields on the grid not editable. As a result, any future changes to salaries made using Increase Components will have to be made in that field.

1. Highlight the employee’s line on the grid and click on the Increase Components button.

![Increase Components window]

2. To increase salary, enter either the percentage in the % column, the rate in the Rate column, or the new annual salary in the Annualized column of the desired component(s).

3. Click the Calculate button.

4. Click the Save button.

5. If the increased components take a salary over the maximum range, the system will present two options for the increase:
   1) Add the increase-over-range amount as a one-time payment (“Yes” to the question in the dialog box); or
   2) Add the increase-over-range amount to the base salary (“No”).

![Calculate One-Time payment]

The option you choose will be calculated automatically and placed in the appropriate column.
Salary Administration

To add a note:

1. Click on the gray button in the Comment column on the line where you wish to add a note. Comments are limited to 140 characters.
2. In the resulting Comments screen, enter the note and click on the Save button. Notice that the Comments box now has a pencil-and-paper icon.

3. To delete a note, open the note and delete the text. Then click Save. The pencil-and-paper icon will disappear after you save changes and return to the view again.

To approve to the next level

1. After entering the Salary Setting and Performance Rating data, make sure the data are saved.
2. Click the Approve to Next Level button. This will generate an email to the approver requesting that he or she review and approve the new salaries.
3. To log out of the Salary Administration screen, click the Close button.

To verify and take corrective action after files are loaded

After Salary Setting files have been fully processed by Corporate Payroll Services in late June, Salary Administrators should return to the Salary Administration tool and check for Exception messages. This will allow departments to determine any errors that have been processed so that corrective action can be taken.

Corporate Payroll Services will send all Salary Administrators an email when this should take place.

NOTE: This access should be used by all departments to confirm that the Salary Setting file loaded as expected and serves as the report to validate employee salaries. No additional reports are provided as part of the Salary Setting process.

To perform this check:

1. Log in to the Duke@Work website—work.duke.edu—using your NetID, password, and multi-factor authentication.
2. Click on the Compensation tab.
3. Click on the Salary Administration link.
4. Select criteria on the Annual Cycle screen and execute the report.
5. On the Salary Administration Annual Cycle screen, click on the Download to Excel button and select Download.
6. Open the spreadsheet.
7. Enable editing for the spreadsheet.

8. Resort the spreadsheet by following these steps:
   a) Click the Select All button.
   b) Select the **Data** tab.
   c) Click the **Sort** button.
   d) In the **Sort** dialog box, select **Column Sort by** Salary Setting Exception Code, **Sort On** Values, and **Order** A-Z. Click **OK**.
9. On the resorted spreadsheet, review the **Salary Setting Exception Code** column.

10. Check for posting errors, which will be designated by an Exception Code beginning with the letters “PO.”

11. Review new salary rates to confirm accuracy.

12. If you identify any corrective action that must be taken, submit the appropriate iForm or Payroll transaction.

13. Contact your Management Center if you have questions or need assistance.
## APPENDIX A: Exceptions

For the open Salary Setting cycle, each employee’s master data file will be analyzed for certain criteria that may exclude him or her from Salary Setting for various reasons.

The process for determining Exceptions will run periodically. When an Exception is detected, a record will be created with an Exception code in the second column of the Salary Setting grid. If an employee has multiple Exceptions, “Multiple” will display in the Exception column and selecting the associated hyperlink will display each Exception. Additionally where the tool includes or excludes (I or E) the employee from the salary load and whether or not that can be changed by the administrator (Y or N) is also included.

The list of Exceptions includes the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Exception</th>
<th>Default</th>
<th>Edit Default</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple</td>
<td>Multiple Exceptions Apply to employee</td>
<td>I or E</td>
<td>Y or N based on messages</td>
<td>Select hyperlink to display messages. Will be Included or Exclude based on the Exceptions that apply to the employee.</td>
</tr>
<tr>
<td>MANUAL</td>
<td>Manual Change for Salary Setting</td>
<td>I</td>
<td>Y</td>
<td>Display anytime a salary setting administrator decides to exclude a person.</td>
</tr>
<tr>
<td>PC_SSDATE</td>
<td>Pay Change on Salary Setting Effective Date</td>
<td>E</td>
<td>N</td>
<td>Employee has a future dated pay change that is effective ON the Salary Setting effective date, July 1. This record will not load. Complete an iForm after Salary Setting loads if a change is necessary.</td>
</tr>
<tr>
<td>IP-TERM</td>
<td>In-Process iForm – Termination</td>
<td>E</td>
<td>Y</td>
<td>An in-process Termination iForm exists for the employee. The row is defaulted to Exclude, has a gray highlight, and cannot be edited.</td>
</tr>
<tr>
<td>MD-CSD</td>
<td>Continuous Service Date &lt; 3 months</td>
<td>E</td>
<td>Y</td>
<td>Continuous Service date is less than three months. In most cases, employees in the probationary period are not eligible for salary administration. The row is defaulted to Exclude but may be Included using the I/E function.</td>
</tr>
<tr>
<td>MD-OVERMAX</td>
<td>Annual Pay &gt;= range maximum</td>
<td>I</td>
<td>Y</td>
<td>Employee’s pay is greater than or equal to the range maximum.</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>Indicator</td>
<td>Effect</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>FD-Transfer</td>
<td>Employee has a Transfer with a future effective date greater than the Salary Setting effective date.</td>
<td>I</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>MD-UNDERMIN</td>
<td>Employee's pay is BELOW the pay grade level lower limit. The system will automatically calculate the Move to Minimum increase component.</td>
<td>I</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>FD-PAYCHANGE</td>
<td>Employee has a future dated pay change that is effective AFTER the Salary Setting effective date, July 1. This record will be overlaid by Salary Setting. The user may choose to change the person's row to Exclude in order to keep the pay change in place —OR— Include to set the salary using Salary Setting. If you choose to use salary setting to set the salary, please submit another iForm to adjust the rate again on the effective date of the change after July 1 if necessary.</td>
<td>I</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>IP-R&amp;S</td>
<td>Employee has a pending iForm that MAY change pay. The user may display the form by selecting the row, clicking the Exception button to launch the Exception Details window, and clicking on the iForm link.</td>
<td>I</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>IP-TRANSFER</td>
<td>Employee has a pending Transfer iForm. The user may display the form using the exception details window.</td>
<td>E</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>MD-CSDPRO</td>
<td>Employee’s continuous service date is after the probationary ends, but not more than six months with respect to the cycle effective date, July 1. Most employees falling into this category will receive half of the merit increase.</td>
<td>I</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>MD-JOBCHANGE</td>
<td>Employee has a job code change sometime in the prior six months.</td>
<td>I</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>I</td>
<td>Y</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---</td>
<td>------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>MD-PAYCHANGE</td>
<td>Pay Change in the past six months</td>
<td>I</td>
<td>Y</td>
<td>Employee has a pay change that occurred sometime in the prior six months.</td>
</tr>
<tr>
<td>MD-LEAVE</td>
<td>Employee is on unpaid leave.</td>
<td>E</td>
<td>N</td>
<td>Employee is in an inactive status due to an unpaid leave of absence.</td>
</tr>
<tr>
<td>FD-TERM</td>
<td>Future Dated Termination</td>
<td>E</td>
<td>Y</td>
<td>Employee has a future dated termination action.</td>
</tr>
<tr>
<td>FD-LEAVE</td>
<td>Future dated unpaid leave</td>
<td>I</td>
<td>Y</td>
<td>Employee will become inactive at some future date.</td>
</tr>
<tr>
<td>PG Level Out of sync</td>
<td>Pay Grade Cycle Out of Synch</td>
<td>I</td>
<td>Y</td>
<td>Employee’s Base Pay Grade Level is out of sync with the Job Code Pay Grade Level</td>
</tr>
<tr>
<td>PS/PG Type out of sync</td>
<td>PS/PG Type out of sync</td>
<td>E</td>
<td>Y</td>
<td>Employee’s base pay “pay scale type” is inconsistent with the Job Code planned compensation pay grade type; therefore pay range is not correct. Investigate and work with Rewards and Recognition.</td>
</tr>
<tr>
<td>MD-PC-SSC</td>
<td>Pay change during salary setting</td>
<td>I</td>
<td>Y</td>
<td>Pay change occurring during the salary setting cycle. Should be investigated to determine impact.</td>
</tr>
</tbody>
</table>
APPENDIX B: Downloading and Uploading Data Using a Spreadsheet

Important Note: The steps in downloading and uploading data into the Salary Administration tool are very precise and must be followed as outlined in this section.

**Downloading to a Spreadsheet**

1. Select the desired criteria and execute the report on Administration Annual Cycle.
2. Click the Download to Excel button and choose Select Fields from the menu.

3. In the Select Fields to Download window, select **ONLY** the following fields by clicking the Select button next to the Fieldname:
   - Pernr
   - Current Rate
   - Current Annual
   - New Annual
   - New Rate
   - Merit Increase
   - Equity Adjustment
   - Promotion
   - Retention
   - Administrative
   - Other
   - Review Rating
Salary Administration

- Comment
  You will need to scroll down to see all the fields to select.

4. Click the Save button. This will save these Field selections for future use.
5. Click the Download button.
6. Open the export file that was downloaded.

**Preparing the Spreadsheet for New Annual or New Rate Data**

**NOTE:** Any upload must contain data in either the New Annual or New Rate column.

**NOTE:** You may only upload one column of salary data using the spreadsheet. At this point, decide if you wish to enter EITHER New Annual data – OR – New Rate data, but not both.

1. Enable the editing the feature on the spreadsheet.

2. Enter the New Annual or New Rate data.
3. Delete the data contained in the column you did not choose.

   For instance, if you entered data in the New Annual column, then delete the data in the New Rate column.

4. **You MUST delete the entire Current Rate and Current Annual columns, not just the data in them.**
5. You may enter the appropriate 0-4 Ratings in the Review Rating column.
6. You may also enter text in the Comment column.
7. **Save the spreadsheet as a CSV (Comma delimited) document.**

   **NOTE:** You must use the CSV type when saving the document.
Preparing the Spreadsheet for Increase Components Data

**NOTE:** When using the Increase Components data fields, upload only the New Rate column.

1. Enable the editing the feature on the spreadsheet.
2. In the first New Rate cell, enter a formula that includes the following elements:
   \[
   \text{Current Rate} + \text{Merit Increase} + \text{Equity Adjustment} + \text{Promotion} + \text{Retention} + \text{Administrative} + \text{Other}
   \]
3. Copy the formula into the remaining New Rate cells.
4. Enter values into each of the Increase Components Fields appropriate to each employee: Current Rate; Merit Increase; Equity Adjustment; Promotion; Retention; Administrative; Other
5. Highlight the entire spreadsheet by clicking the button in the top left corner.
6. Use your pointer to right click anywhere on the spreadsheet.
7. In the resulting menu, select Copy.
8. Right click again.
9. In the resulting menu, select Paste Special → Paste Values (first icon).

![Image showing Excel paste options]

This action, highlighting and pasting, takes the values entered in the various Increase Components fields, as well as the total in the New Rate fields, and pastes them over the original entries.

10. Delete the data contained in the New Annual column.

11. **You MUST delete the entire Current Rate and Current Annual columns, not just the data in them.**

12. You may enter the appropriate 0-4 Ratings in the Review Rating column.

13. You may also enter text in the Comment column.

14. Save the spreadsheet as a CSV (Comma delimited) document.

**NOTE:** You must use the CSV file type when saving the document.

### Uploading the Spreadsheet

1. On the Salary Administration Annual Cycle screen, click the Upload button.
2. In the Upload File window, click the Choose File button.
3. Using the directory of your computer, locate the spreadsheet you wish to upload.
4. Returning to the Upload File window, verify that the name of the file.
5. Click the Upload button.
6. Verify that the spreadsheet data appear in the designated columns.
7. If the upload results in error messages, attempt to correct the errors or upload the spreadsheet again.
8. Click the Save Changes button to save the upload.
APPENDIX C: Salary Approvals

Once Salary Administrators have entered new Salary and Review Ratings data, they will send the data to department approvers for their review and advancing in workflow.

1. On the Compensation tab, click the Salary Approvals link.
2. On the Approver Overview screen, click the Salary Setting Cycle you wish to approve.
3. Click on the Org Unit with Submitted Status.
4. On the Salary Administration Cycle screen, review the data submitted.
5. Review any Comments, denoted with a pencil-and-paper icon in the Comment column.
6. Make any changes you deem necessary, clicking the Save Changes button after entering.
7. Once you have completed your review and made any changes, click the Approve to the Next Level button.
8. Click the Close button.
Once the Salary Setting file is loaded into SAP, access the Salary Setting Tool in Duke@Work to confirm that all changes are appropriate. You will notice the status column has changed to “P” indicating “Processed”. The exception messages may appear and will result in the employee being excluded from the salary setting load. Please review and work with your management center on any necessary actions. An iForm will be needed in each of the situations listed below if it is appropriate for the employee to receive a salary adjustment. Below is a list of the exception messages, listed in the priority order and the required action.

<table>
<thead>
<tr>
<th>Code</th>
<th>Exception</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO-WITHDRAWN</td>
<td>No update was made because the employee is withdrawn after salary setting closed.</td>
<td>No action required.</td>
</tr>
<tr>
<td>PO-INACT</td>
<td>A failure occurred while attempting to update an employee who is Inactive.</td>
<td>No action required unless employee impacted should be active. Process an iForm to correct status and an iForm to correct rate if necessary.</td>
</tr>
<tr>
<td>PO-Zero</td>
<td>New Rate is Zero</td>
<td>Notify the appropriate Management Center.</td>
</tr>
<tr>
<td>PO-TRANSFER</td>
<td>No update was made because the employee transferred after salary setting closed</td>
<td>Review impact and process an iForm to correct if necessary.</td>
</tr>
<tr>
<td>PO-LOCK</td>
<td>A failure occurred while attempting to update an employee whose employee record is locked.</td>
<td>Review impact and process an iForm to correct.</td>
</tr>
<tr>
<td>PO-0008</td>
<td>A failure occurred while attempting to update the employee's Base Pay record</td>
<td>Review impact and process an iForm to correct if necessary.</td>
</tr>
<tr>
<td>PO-9001</td>
<td>A failure occurred while attempting to update the employee’s Secondary position pay.</td>
<td>Notify the appropriate Management Center.</td>
</tr>
<tr>
<td>PO-00041</td>
<td>A failure occurred while attempting to update the employee’s Date specification record.</td>
<td>Notify the appropriate Management Center.</td>
</tr>
<tr>
<td>PO-LUMPSUM</td>
<td>No One Time Payment was uploaded due to a failure.</td>
<td>Notify the appropriate Management Center.</td>
</tr>
<tr>
<td>PO-NEWORG</td>
<td>Transfer Outside of Affiliate</td>
<td>Notify the appropriate Management Center.</td>
</tr>
<tr>
<td>PO-N08</td>
<td>No update was made because the employee has no active base pay record.</td>
<td>Notify the appropriate Management Center.</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>PO-PAXFR</td>
<td>Payroll Area Changes</td>
<td>Review impact and process an iForm to correct.</td>
</tr>
</tbody>
</table>