Display the Salary Adjustments

Note: The Salary Adjustments button opens a new window and allows you to view adjustments to the salary component of the projection. In addition, effort percentages used in the standard projection calculation may also be viewed on this screen.


Note: The Non-Salary Adjustments window MUST BE CLOSED in order to open the Non-Salary Adjustments window from the Detail Report or a lock message will display. A message will display indicating data is locked and showing your own NetID. Both screens cannot be open and used at once. If you are already in the Non-Salary Adjustments screen, use the Salary Adjustments button in the header of that screen which automatically closes the Non-Salary Adjustments screen and opens the Salary Adjustments screen. If you lock the data, then simply close one of the open screens to unlock the data.
In the resulting Salary Adjustments window:

2. Review the general information in the **Header** section about the Fund Code selected (same as the Header for the Single Fund Code Detail Projection Report).

3. Review the **Staffing as of (prior Month)** section that shows **everyone funded** on the cost object per the cost distribution in the SAP R/3 system at the close of the previous fiscal period.
4. Use the **Salary Adjustments (by User)** section to view adjustments to effort of existing staff, as well as for new staff funding - done by Grants Manager per one of the following methods:

   - **Modify the future effort of an employee** – entered a percentage of effort for an employee in this section to override the existing cost distribution. Used the Comments field to add notes as needed.

   - **Add Employee (ID Known)** – clicked on the Add Employee (ID Known) button to add a new employee to the grant in one of the projection periods. A new line appeared in the Salary Adjustments section where the Grants Manager entered the employee’s Duke Unique ID (DUID), Salary, Cost Element & % Effort as appropriate in the Projection period input fields. Used the Comments field to add notes as needed.

   - **Add Employee (ID Unknown)** – clicked on the Add Employee (ID Unknown) button to add an employee that is not known to the grant, for example, if the Grants Manager anticipated hiring someone, but did not yet know who that would be, like a post doc would be hired. A new line will appear in the Salary Adjustments section where the Grants Manager added a descriptor in the Employee Name field, Salary Type (drop down for options – each represents a different fringe category), Monthly Salary, Cost Element & % Effort as appropriate in the Projection period input fields.

     **Note:** *These changes DO carry over to subsequent months until either the projection period is now in the past, or a change is made by the Grant Manager.*

5. Use the **Salary Adjustments (Summary)** to view the effort that will be picked up for the Projection periods on the Detail Report.

6. Use the **Fringe Benefits** to view a summary of the fringe benefits that will be used on the Detail Report.

   **Note:** *If you use the Non-Salary Adjustments button in the header at the top of the screen to navigate from the Salary Adjustments to the Non-Salary Adjustments, you will not lock the data. Using the button closes the Salary Adjustments and opens the Non-Salary Adjustments all at once.*