Human Resources

Web Salary Review Application

Users Manual
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Security

The Web Salary Review Application has built in security which assures that highly confidential information is not viewed by someone it was not intended for. To gain access to this application you must be in one of the following groups:

- Fund Managers
- Designees

The Designees list is maintained by Human Resources and is intended to grant access for employees who are not Fund Managers. There are two cases in which you would make such a request to HR:

- If you have an employee who is a supervisor but not a Fund Manager and want them to use the system directly. Note that when a supervisor gains entry to the system, he/she will be able to review data for anyone below them in the administrative hierarchy. This includes employees for any supervisors that report to them.
- If you have an employee such as an administrative assistant who you want to do the data entry for you (NOT RECOMMENDED).

You always have the ability to review and edit the figures entered by any supervisors below you in the administrative hierarchy.
Logging In

1. Logging in to the Salary Application is done through the Banner Web for Employees system. To log in:

   - Open your Browser and go to the site: www.admin.wpi.edu
   - Click on the Banner Web (SelfService) link

The following screen will appear:

![Banner Web Login Screen](image-url)
2. To get to the Salary Request Menu:

- Click the Employee tab
- Select Salary Request Menu

The Salary Request Menu will appear:

- Click the top link ‘Salary Request Form’ to open the first page of the application.
Salary Request Form

This is the first screen of the Salary Review Form. The information listed at the top of the screen serves as an overview for completing the process. The increase phases that are currently active (Merit, Promo, Equity and None) will also be displayed on the screen. During the ‘NONE’ increase phase, data is viewable only.

Use the drop-down boxes to:
- Choose the method you prefer for entering data (either Dollars or Percentages).
- View employees by Supervisor.

Then click on Open Salary Page.

**MERIT Increase Phase**

<table>
<thead>
<tr>
<th>Entry Method:</th>
<th>Percent</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supervisor Filter:</th>
<th>All</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee Types:</th>
<th>All</th>
<th>Faculty Only</th>
<th>Staff only</th>
</tr>
</thead>
</table>

Open Salary Page

3. **Choose Entry Method**

- Use the Entry Method drop down box to select the manner in which you would like to edit the salary review values.
- ‘Percent’ will enable the percentage field on the next screen. The adjoining dollar values will automatically be calculated for you when your changes are processed.
- ‘Dollars’ will enable the dollar fields on the next screen while the percentage values will be automatically calculated for you.

4. **Filter by Supervisor**

- The Supervisor Filter drop down box allows you to further define which records you would like to work with.
- The list displayed is all supervisors who work directly or indirectly for you.
- Entering ‘All’ will cause the main data page to display all employees who are under you in the administrative hierarchy. Use this option only when necessary
- Employee Types Options - If you are a supervisor of both faculty and staff, you can use this option to filter records by employee type, allowing you to work with the records separately.

When you have made your selections in both drop down boxes, click the ‘Open Salary Page’ button to open the main data page.
The following is a review of the information text at the top of the page:

- Proposed salary and totals will not show changes until saved. To see your changes, click Recalculate and Save.
- Position numbers that begin with Zxxxxx are Soft Money Funded.
- ** Indicates a Benchmark Figure that is proportionate to the salary.
  - Positions less than 12 months
  - Less than full-time FTE
  - Split positions (two position numbers)
- Position numbers are highlighted in blue for positions that are funded from more than one FOAPAL. (Percentages of the first FOAPAL are in parentheses)

There is a 40 minute time out period for secured web pages. It is highly recommended that you save your changes frequently. If the 40 minute limit is reached, all unsaved changes to your data will be lost.
5. To make edits to your selected salary records, enter the appropriate dollar or percentage figure into the available Merit, Equity, or Promotion column, then click the ‘Recalculate and Save’ button. All values will be automatically recalculated for you when you return to this screen.

- For exceptional merit, enter the recommended percentage in the EXMerit column.

**Entering Comments**

- The last column on the screen is the Justification column, where comments can be added to support the exceptional merit recommendation.
- The Justification column will display one of two values: ‘Yes’ or ‘No’. This value indicates if there is a comment already entered for this employees’ salary record.
- To Add, Edit or Review a comment, click on the word ‘Yes’ or ‘No’ in the column, and it will open a new browser window.
- The new window will display a detail of that employee's salary history record and the Account Comments box.
If you plan to be working with comments for many records, keep this browser window open. Clicking on comment links from the main data page will always display the comment page in this window, so you can position the windows on your desktop to see all information at once.

When you open the Salary Request Form again, and the comments have been saved, “Yes” will appear in the Justification column.
The system will notify you on this screen if your changes have been saved.

The top portion of the screen operates exactly like the Criteria Selection Page. By default the system will display your original criteria from the first page. At this point you can click 'Back to Salary Page' to review your changes. All values and totals will be updated. You can also change your criteria if you want to use a different entry method or work with a different set of records.
Creating a Spreadsheet

Click Back to Salary Page to view your changes -- or -- select a new query.

Your changes have been saved.

<table>
<thead>
<tr>
<th>Entry Method:</th>
<th>Percent ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Filter:</td>
<td>▼</td>
</tr>
<tr>
<td>Employee Types:</td>
<td>□ All</td>
</tr>
<tr>
<td></td>
<td>□ Faculty Only</td>
</tr>
<tr>
<td></td>
<td>□ Staff only</td>
</tr>
<tr>
<td></td>
<td>Open Salary Page</td>
</tr>
</tbody>
</table>

The following criteria will be applied to your spreadsheet:

<table>
<thead>
<tr>
<th>Entry Method:</th>
<th>Percent ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Filter:</td>
<td>▼</td>
</tr>
<tr>
<td>Employee Types:</td>
<td>□ All</td>
</tr>
<tr>
<td></td>
<td>□ Faculty Only</td>
</tr>
<tr>
<td></td>
<td>□ Staff only</td>
</tr>
<tr>
<td></td>
<td>Create Spreadsheet</td>
</tr>
</tbody>
</table>

The bottom portion of the screen operates exactly like the Criteria Selection Page. By default the system will display your original criteria from the first page. You can also change your criteria if you want to use a different entry method or work with a different set of records. Click on 'Create Spreadsheet' and the following dialog box will be displayed:
The following criteria will be applied to your spreadsheet:

- **Entry Method:** Percent
- **Supervisor Filter:** (empty)
- **Employee Types:**
  - All
  - Faculty Only
  - Staff Only

![Create Spreadsheet button highlighted](image)

Click ‘Save’ in the File Download dialog box and the following window will pop up:

![File Download dialog box](image)

Would you like to open the file or save it to your computer?

- [ ] Open
- [x] Save
- [ ] Cancel
- [ ] More Info

- [x] Always ask before opening this type of file

![Save As dialog box](image)
• Navigate to the folder or location that you want the spreadsheet to be saved to and click the ‘Save’ button in the bottom right. It is usually easiest to save the file on your desktop.

• You can also change the name of the file in the File Name dropdown box, but make sure not to change the extension (.csv). The default name for the file is hwwksalary.csv.

• The spreadsheet is formatted in a similar way to the main data page and includes calculations for percentages or dollars depending on your entry method selection from the processing page.

Support Information

If you are not sure how to do something:

• Review the appropriate section in this manual.
• Contact Human Resources

If you encounter an error or major functional problem:

• Thoroughly Document the error. Screen Prints are helpful.
• Contact Human Resources