MSS Salary Increase Event
Manager Self Service
Quick Reference Guide

Questions? Contact WORKFORCE SYSTEMS
# TABLE OF CONTENTS

1. MSS Salary Increase Event Request and Manage .......................................................... 3
   1.1 Roles and Approval steps ...................................................................................... 3
   1.2 Navigation – MSS Employment/Request Salary Event ........................................ 3
   1.4 Using Group Properties ....................................................................................... 5
   1.5 Employee/Job Information .................................................................................... 6
   1.6 Manual Entries ..................................................................................................... 7
   1.7 Submitting the Salary Increase Event Request ..................................................... 7
   1.8 Managing Salary Increase Event ......................................................................... 7
   1.9 Approving Salary Increases ................................................................................ 8
   1.10 Comments .......................................................................................................... 10
   1.11 Error/warning messages .................................................................................... 11
2. 9Pay12 Employees ....................................................................................................... 11
3. Frequently Asked Questions - FAQ’s ........................................................................ 12
1. MSS SALARY INCREASE EVENT REQUEST AND MANAGE

This guide outlines the process to initiate and approve Salary Increase Events utilizing Manager Self Service (MSS) within UAccess Employee.

1.1 ROLES AND APPROVAL STEPS

Similar to other MSS requests, the Position Cross Reference role gives you the ability to initiate transactions. The department Job Data Change and/or college approval role provisioning will determine the number of approval steps for each transaction.

1.2 NAVIGATION – MSS EMPLOYMENT/REQUEST SALARY EVENT

1) UA Manager Self Service Homepage > Request MSS transactions > Employment and Job > Request UA Salary Event

2) Select Event Code– Active Event
   a. FY22 - FY22 Salary Increase – This fall submission period is a continuation of the program that began at the end of FY 2021. If your college/division has already completed this process in July, you do not need to take any further action.

   b. Event Rules: The MSS FY22 Salary Increase Event has the following program eligibility rules:
      i. Included:
         1. Benefit Eligible and Non-Benefit Eligible Faculty and Staff
         2. Employees in an active status, including employees on short work break status (See FAQs for employees on Sabbatical and Leave with Pay)
3. **Must be actively employed as of August 17, 2020** – employees hired after this date will also appear. The request will allow you to submit a request for them. However, if a salary increase request is submitted for employees who do not meet the hire date requirement, previous VP approval via the program narrative should have taken place.

ii. **Excluded:**

1. Students, Graduate Students, Limited Term Adjuncts, Clinical Faculty and Pharmacy Residents
2. Any position that does not contribute to the employee's FTE (e.g. Supplemental Comp, Summer Sessions, and Other Professional Services)

The FY22 MSS Salary Increase Event data set includes all employees meeting the above eligibility rules. Please use the FY2022 Salary Increase Program in UAaccess Analytics (UAaccess Analytics > Dashboards > Employee > Compensation > FY2022 Salary Increase Program) to reference your full eligibility list.

3) Enter any search criteria that applies to your desired population, such as entering the Dept ID to help manage the volume of returned search results to a single department

4) Click on **Search** Button
   
c. Each search result list should be treated as its own transaction
1.4 USING GROUP PROPERTIES

1) Apply All functionality

![Group Properties](image)

a. Select All -
   i. The default for the Select All toggle is set to ‘No’. This allows you the ability to individually select which employee(s) from the search results to request an increase.
   ii. If you wish to request increases for all employees in the search results, change the Select All toggle to ‘Yes’

b. Effective date - These dates will default based on the event rules established by administration.
   i. Fiscal Employees – will default with an effective date of 12/27/2021
   ii. Academic Employees – will default with an effective date of 01/03/2021
   iii. 9pay12 Employees – will default with an effective date of 12/27/2021 due to their pay schedule, please see section 2 for additional instructions

c. Adjustment - Multiple increases can be given using different adjustment types, different increase types according with the FY22 Salary Increase Guidelines
   i. Across the Board
   ii. Merit
   iii. Market

d. Salary Amount – This function can be used when applying a set ‘salary amount’ increase to ALL employees under your search results - Example: $500 Across the Board
   i. The increase amount will populate salaried employees only

e. Hourly Amount – This function can be used when applying a set ‘hourly amount’ increase to ALL employees under your search results – Example: .25 cents Across the Board
   i. The increase amount will populate hourly employees only

f. Rate – The rate percentage function will populate a rate percentage to ALL employees under your search results - Example: 1% Across the Board

Multiple combinations can be applied for the same request – Example:

- 1<sup>st</sup> – Adjustment selection is Across the Board and entered 1% rate (apply selected) which populates both hourly and salaried employees. It adjusts the ‘amounts’ accordingly to the comp rate, whether they are hourly or salaried.
- 2<sup>nd</sup> – Adjustment selection is changed to Merit and $500 is entered in the Salary Amount and .25 cents in the Hourly Amount and click on Apply Selected for both. This populates $500 Merit for all salaried employees and a $.25 cent Merit for all hourly employees.

***NOTE: When selecting a Rate or Amount the system will round up to the nearest dollar amount for Annualized Salaried Employees and will round to the nearest 3<sup>rd</sup> decimal for hourly employees.***
1.5 EMPLOYEE/JOB INFORMATION

1) All employees from the search criteria will appear
   a. Sort Options – function allows you to sort the full list
   b. When a department has more than 50 employees, there will be multiple pages appearing on the page; ‘Show’ and ‘Prev Page/Next Page’ allows you to navigate through your list of employees
   c. There are two scroll bars within the Salary Increase Request
      i. Scroll for the full page/screen
      ii. Scroll for the list of employees within the page/screen
   d. Employee/Employee ID and Employee Record
   e. Position Number/Jobcode-Title
   f. Default info –
      i. Effective Date – defaults according to the contract length for that person
      ii. Proposed IBS – calculates after an increase amount is added
      iii. Current IBS
      iv. Comp Rate Code – defaults according to the comp rate code for the employee as SAL, SAL9 or HRLY
1.6 MANUAL ENTRIES

If you decide not to use the Group Properties section, you can enter all desired changes manually by going down the list appearing on your search results.

1.7 SUBMITTING THE SALARY INCREASE EVENT REQUEST

1) Select the employee(s) that is/are targeted to receive the salary increase. Once changes have been made and you are ready submit, click on the **Submit** button.

![Salary Increase Event Table]

*Note: Employees who have a value entered (amount or percentage), but are not selected must have their values reset to zero to submit the transaction. Employees not selected will not trigger an increase salary request.*

2) After the request has been submitted, each selected employee’s record will show “Transaction is being processed

   a. The system will create a Group Number. Please take note of this number in the case you need to search for this Salary Increase Event. **You can also find this Group Number under Group Properties section > Submitted Group Number**

![Submitted Group Number]

*Note: Initiators do not have a ‘save for later’ function but can submit one or multiple employees at the same time. They do not need to select the full list in order to proceed.*

1.8 MANAGING SALARY INCREASE EVENT

1) Like all other Manager Self-Service requests, initiators and approvers can view submitted requests via the Manage UA Salary Event page

   a. UA Manager Self Service Dashboard > Manage MSS Transactions > Employment and Job > Manage UA Salary Event

2) Search for the Group Number of the request
3) Users can check the next approvers for the request after the request has been submitted. To check for the approval path -
   a. Click on the record for a link on the left-hand side. It starts with TXN####
   b. Users can see if a request is fully approved when the ‘Systems Control’ step is approved.

1.9 APPROVING SALARY INCREASES

1) After the request has been submitted, the Salary Increase Event will route to the appropriate approvers
   a. These requests will appear on the MSS Workcenter & Approvals tile
   b. Since the transaction is a Job Change, it will be shown in the pagelet as “Job Change – Salary Increase”
   c. The ‘count’ will be based on the number of employees pending with you
   d. The Salary Increase Request will be categorized by Group Number
      i. Click on group number to open the salary increase request.
2) Mass Approvals
   a. The Department Approver/College Approver is able to mass approve the Salary Increase requests by moving the Toggle Button “Select All” to ‘Yes’
   b. The Department approver/College approver is able to Select Deny/Approve by clicking on the drop-down Approval Action Menu and click on Apply Selected
   c. An approver can ‘deselect’ any employee on their group ID, if a few are not ready for final approval
   d. After the selection has been made, click on “Submit Selected Rows”

3) Single/Individual Approvals/Denials
   a. An employee must be selected in order to approve/deny a request for that person
   b. Action from the drop-down must be selected
      i. Approve
      ii. Deny
   c. After the Selection has been made, click on “Submit Selected Rows”
Note: The full list does NOT need to be approved at the same time; a user will have the ability to come back to the remaining pending requests. Users will be able to approve/deny the desired number of employees at a time.

### 1.10 COMMENTS

1) Comments can be added while initiating or approving the request.
   a. Click on the ‘Comments’ link

2) Comments exists when the ‘Comment’ link includes a number
3) Required Comments:
   a. Salary increase is greater than 5%
      i. When a salary increase percentage is greater than 5% (not including Federal/State Min Wage or Bring to Minimum) – for University Staff, Classified Staff and Administrators
   b. At the time an initiator withdrawing the request
      i. At mass withdraw or by clicking the ‘comment’ link for an individual employee

1.11 ERROR/WARNING MESSAGES

1) Error or warning messages will appear while initiating requests to assist with the process
   a. To view full error/warning message, hover the mouse cursor over the error comment - Usually highlighted red.

2. 9PAY12 EMPLOYEES

1) 9pay12 employees are academic employees receiving their academic salary distributed over the 12-month fiscal year calendar. They will default with the 12/27/21 effective date.
2) In order to process their payment correctly, you will need to submit their request with a different effective date (breakeven point)
   a. Search criteria –
      i. Dept ID – enter your department number
      ii. Paygroup – change the search drop down from ‘equals’ to ‘In List’
         1. Enter Paygroups (no spaces) – FAC, APP, USE
iii. Rate Code – select ‘Salaried’

![Search filter](image)

3) Group Properties
   a. Select All – toggle bar to ‘Yes’
   b. Effdt Fisc – Change the effective date from 12/27/2021 to 12/30/21
   c. Apply Selected – click button
      i. This will update all of your 9pay12s effective dates from 12/27 to 12/30

![Group Properties](image)

3. FREQUENTLY ASKED QUESTIONS - FAQ’S

1. What are the effective dates for Salary Increase Events?
   Salary increase effective deadlines and timelines can be found on the Human Resources Webpage.

2. Having issues submitting transactions using Internet Explorer?
   Internet Explorer is not supported by Peoplesoft, we recommend using Chrome or Firefox when working on MSS Salary Increase Events.

3. Will I be able to submit a salary increase for myself as an initiator?
   No, initiators cannot initiate a salary increase request for themselves; they will not see their name on the list. Their college representative or a different initiator will need to submit the increase as an individual request or different Salary Increase Event group number.

4. Can I submit a salary increase when then employee is already above the maximum of their paygrade?
No. For University Staff employees, you will not be able to submit a salary increase request for an employee who is already above the maximum of their paygrade. You will also not be able to submit a salary increase request that pushes the employee above the maximum of their paygrade. Any increase needed above the maximum is to be processed as a lump sum payment. To process a lump sum payment, view the training guide MSS Exception - Lump-Sum Payments.

5. What if an increase would bring an employee above the maximum of their position’s assigned pay grade?

Increases for University Staff, should not bring the employee above the maximum of the pay grade. You may apply any portion of the increase to base pay up to the maximum of the pay grade, and any amount over the maximum is to be provided as a lump sum payment. To process a lump sum payment, view the training guide MSS Exception - Lump-Sum Payments.

6. My employee is on an Unpaid Leave of Absence or Sabbatical (Paid Leave of Absence), Can I still submit an increase for them?

Yes, however, these employees will not appear on your list for processing due to their status. You will need to submit an MSS Exception – Leaves – Unpaid or Sabbaticals request. Process the increase or any other change via a PAF.

7. Where can I find more information about Salary Increase Events?

Additional guidance on this process is available and can be found on the Human Resources Webpage. You will be able to review important deadlines, implementation instructions, and frequently asked questions.

8. What other resources are available?

The FY2022 Salary Increase Program report in UAccess Analytics (UAccess Analytics > Dashboards > Employee > Compensation > FY2022 Salary Increase Program) can be used to reference your full employee eligibility list.

9. Can I submit an increase to components of pay?

No. Employees with components of pay will appear on your search criteria but you may submit only increases to their base pay through the Salary Increase Event Request. If you need to process an increase to the components of pay or other changes to the position in addition to an increase to base pay, we recommend you do not process an increase through a Salary Increase Event Request group and instead process a regular MSS Job Change Request.

10. When applying multiple types of increases, what order are the salary increases calculated?

Increases are calculated and applied in the following order: 1) Across the Board, 2) Merit, 3) Market.

Example: If an employee earning $40K receives a 2% Across the Board increase and then a 3% Merit increase, the 2% increase is calculated on the $40K which adds $800 and then the 3% Merit is calculated on the $40,800 amount (total of original salary plus the 2% Across the Board).