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 ............................................................................................................. 9
   1.11 Error/warning messages ....................................................................................... 10
2. 9Pay12 Employees .............................................................................................................. 11
3. Bring to Minimum ............................................................................................................. 11
   3.1 Bring to Minimum Amount .................................................................................... 11
4. 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 UAaccess 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 Salary Increase Event

2) Select Event Code – Active Event
   a. FY23 Salary Increase - FY23 Salary Increase Program

b. Event Rules: The MSS FY23 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 16, 2021 – employees hired after this date also appear, the event 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 at .025FTE
   3. Any position that does not contribute to the employee's FTE (e.g. Supplemental Comp, Summer Sessions, and Other Professional Services)
   4. Individuals in Athletics (Dept: 1402) on multi-year contracts

Please use the FY2023 Salary Increase Program in UAccess Analytics (UAccess Analytics > Dashboards > Employee > Compensation > FY2023 Salary Increase Program) to reference your full eligibility list.

3) Search
   a. 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
   b. Click on Search Button
   iii. Each search result list should be treated as its own transaction
1.4 USING GROUP PROPERTIES

1) Apply All functionality

- 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'.

- Effective date - These dates will default based on the event rules established by administration.
  i. Fiscal Employees – will default with an effective date of 07/01/2022
  ii. Academic Employees – will default with an effective date of 08/15/2022
  iii. 9pay12 Employees – will default with an effective date of 07/01/2022 due to their pay schedule, please see section 2 for additional instructions.

- Adjustment - Multiple increases can be given using different adjustment types, different increase types according with the FY23 Salary Increase Guidelines
  i. Market - Bring to Minimum
  ii. Across the Board (General Adjustment)
  iii. Merit (Merit-Non-Legislated)
  iv. Market (Market-Non-Legislated)

- 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

- 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

- 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:
  - 1st – 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.
  - 2nd – 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 (no cents are added) and will round to the nearest 3rd decimal for hourly employee (e.g.$20.255).
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.

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

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
b. Add comments in text box
c. Click ‘Done’
d. If additional comments need to be added, click ‘plus’ sign

2) Comments exists when the ‘Comment’ link includes a number

3) Required Comments:
   a. At the time an initiator withdraws 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.
   a. They will default with the 07/01/2022 effective date.

2) Search criteria (how to identify your 9pay12 population)
   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’

3. BRING TO MINIMUM

1) The University Staff pay structure is being reviewed on an annual basis. Recommendations to adjust the pay structure are made in accordance with external market movement.

2) Ensure that an employee is paid an amount appropriate to their pay grade.

3) Resources:
   a. University Staff Pay Structure (FY23) can be found under the HR Compensation webpage.
   b. University Pay Structure Report can be located in UAccess Analytics (Analytics> Employee> Compensation> University Pay Structure Report)
      i. Positioning ‘Below Min’ will display all employees under the new pay grade minimum
      ii. NOTE: Academic employees need additional review (different calculations)

3.1 BRING TO MINIMUM AMOUNT

1) Bring-to-minimum increases must occur before across-the-board and merit increases.
a. The change amount to bring the employee up to the minimum of their new paygrade base compensation can be entered in the salary increase event for individuals who are eligible for the FY23 Salary Increase Program.

b. Bring-to-minimum will also take effect using the same effective date of the Across the Board, Merit and Market increase.

2) Individuals who are not eligible for the FY23 Salary Increase Program, but are under the new pay grade minimum will be processes by Workforce Systems.

a. An individual MSS Job Change request will not be needed.

4. FREQUENTLY ASKED QUESTIONS - FAQ'S

1. What are the effective dates for Salary Increase Events?

Salary increase effective deadlines, timelines and additional details can be found on the Human Resources Webpage.

2. Having issues submitting transactions using Internet Explorer?

Internet Explorer is a discontinued web browsers that is no longer supported. We recommend using Chrome, Firefox or Edge when working in UAccess Employee - 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. What if I don’t see a person on my list that is eligible for the Salary Increase Program?

If you cannot see an employee who is eligible on your employee search results, this individual might have a MSS Job Change request in a pending status. Review MSS Manage Job Change, request for this to be withdrawn or fully approved, in order for you to initiate the request via the Salary Increase Event.

5. 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.

6. 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.

7. 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.

8. **Where can I find more information about Salary Increase Program?**

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.

9. **What other resources are available?**

The FY2023 Salary Increase Program report in UAccess Analytics ([UAccess Analytics > Dashboards > Employee > Compensation > FY2023 Salary Increase Program](#)) can be used to reference your full employee eligibility list.

10. **How is the Salary Increase Event request calculating percentages? What order?**

Increases are applied in the following order: 1) Bring to minimum, 2) Across the Board, 3) Merit, 4) Market. As each increase it applied, the system calculates another new IBS upon which the next increase type is based. For example, in a salary increase event where there is an across-the-board raise percentage, a merit raise percentage, and a market raise percentage, the system will multiply the original IBS times the first percentage, then take the RESULT of that calculation times the second percentage, then take the RESULT of the second calculation times the third percentage to determine the total increase and new IBS.

11. **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.

12. **What if I need to submit other job changes effective 07/01 or 08/15 for my employee? Can I exclude them from the salary increase event and submit the MSS Job Change to include the Bring to Min, Across the Board, Merit or Market increases?**

Yes. If additional changes are needed, other than the salary increases, you can skip these employees in the salary increase events and submit all changes via the MSS Job Change requests.