

Annual Salary Administration Manager's Guide



Salary Administration Guide

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Salary Administration Process Map

2015

Requestor/Initiator

Request Salary Increase for Employee(s)

Note: This role must be a direct report of a VP

Deny

Deny

Vice President

Review Requested Salary Increases

Approve/Deny

Human Resources

Review Requested Salary Increases Approved by VP

Approve

Approve/Deny

Approve

System is Updated with New Salary Data

A. Salary Administration Guidelines:

Review Periods:

July 1 – June 30: Full-time & Part Time Employees

- Effective Date of New Salary: July 1, (YYYY)

October 1 – September 30: Leadership

- Effective Date of New Salary: Oct 1, (YYYY)

November 1 – October 31: Vice President Level & Up

- Effective Date of New Salary: Nov 1, (YYYY)

Eligibility:

In order to be eligible for merit consideration an employee must:

- Have been hired on or before 90 days prior to the end of the performance review period.
 - Employees will be eligible for prorated increases if their date of hire occurred during the current merit cycle.
- Have received an overall rating of satisfactory performance in the last review cycle

Budget Parameters:

The salary increase budget is 2.5% for the fiscal year 2015-2016. This means that most pay increases will fall between 1.5% and 3.0%.

Helpful Considerations:

Please consider the following factors to ensure differentiation based on employee performance while also adhering to budget allotment.

- **Performance Score or Overall Ranking:** This essentially rates the employee against his/her own job description and specific personal and professional goals.
- **Range Step:** Consider where this individual is in relation to the midpoint on the pay scale (compa-ratio).
- **Comparative Ranking:** Compared to other employees in the work unit, how does this person's performance rate in comparative terms? And how does his or her salary compare to others with similar duties in your department?
- **The "Makes Sense" Test:** Consider all the increases as a team in light of all the factors. Does it make sense and hold together? Remember, this is an art, not a science.

Performance Level	Compa-ratio 70-90%	Compa-ratio 91-110%	Compa-ratio 111% -130%	Compa-ratio 131% +
Outstanding Substantially exceeds all job performance expectations	3.25 - 3.75	2.75 – 3.25	2.25 – 2.75	Individual Review
Above Expectations Meets all and exceeds many job performance expectations	2.50 -3.00	2.00 - 2.50	1.50 -2.00	Individual Review
Meets Expectations Meets all necessary job performance expectations	2.00 - 2.50	1.50 - 2.00	1.00 - 1.50	Individual Review
Below Expectations Meets some, but not all, necessary job performance expectations	1.00	1.00	0	Individual Review
Unacceptable Regularly fails to meet job performance expectations	0 Review in 3 - 6 months			

Communication:

Please do not communicate anything regarding the salary increase to your employees until your manager and HR have approved your salary recommendation in HCM.

B. Resources:

1. **Completed Performance Reviews** for all employees being considered for a salary increase – **current reviews should be completed and approved prior to any salary recommendations.**
2. **Updated Job Descriptions** for each position.
3. **Salary Increase Planning Worksheet** roster of employees and management responsible for requesting and approving salary increases – provided to Vice Presidents.
4. **Salary Administration Menu** provided through Manager Self-Service found on MyMoody – see picture below:



5. **Timeline** – timing is crucial to provide HR and Payroll all the necessary components to ensure employees receive their salary increase. Timelines for performance review and salary administration will be provided by HR and will vary slightly year to year.

C. Making Salary Recommendations through HCM:

All salary recommendations must be approved by two parties:

1. Vice President Overseeing your Area
2. Human Resources

The approval structure in HCM is such that only those leaders who report to a VP are permitted to submit salary recommendations online via HCM. This means that those leaders who report to VPs are responsible for all direct and indirect reports underneath them – please refer to the Salary Increase Planning Worksheet to see your area of responsibility.

Please be advised that there will be no e-mail notifications in relation to these transactions online and therefore you are responsible to check the system for updates that may require your attention.

1. In order to begin recommending salary increases login to www.my.moody.edu.
2. From the Staff Tab select 'Manager Self-Service' on the left hand side.

myMOODY

Mon, May 11, 15

Favorites Main Menu

Directory by Department
Directory by Subject
Policies
Forms

New employees start here

Employee Self-Service

- My Account**
View paystubs and time benefit accruals, review or update personal information
- Payroll Time Entry**
Fill out time card and check time benefits
- View Moody Jobs**
- Manager Self-Service**

Quicklinks

Use Quicklinks to go directly to Moody's most-used site programs. If the information needed is not included in the Directory by Subject or Directory by Department loc navigation menu.

- Astra Scheduler**
Reserve classrooms or meeting and event space
- Campus Solut**
Access the admini
- Chicago Campus Chapel Audio**
Recordings of chapel audio from Chicago campus chapels
- The Common**
View today's menu
- Corporate Calendar**
View Moody's main calendar
- CRM**
Access the People system
- Departmental Directory**
View a list of departmental phone numbers
- Facilities Serv Requests**
Submit work order related requests
- IS Help Desk**
Submit computer hardware and software-related requests
- Oracle E-Busi**
Log in to Oracle
- Password Reset**
Reset your Moody password
- Payroll Time t**
Fill out time card a benefits
- P-Card**
Look here to handle food and
- Phone Book**
Check the online

3. You will be navigated to your Manager Dashboard in Oracle.
4. You will see a Menu titled 'Salary Administration' within your dashboard.
5. Select '**Request Salary Change**' to begin your salary recommendations.

ORACLE Go Hawks!

All Search Advanced Search

Alerts

Annual Review-July/June Due on 06/05 for Candia Garrett

Objective Alignment

There are currently no Business Objectives.

Performance Management

Create Performance Documents
Create performance documents for your direct reports.

Current Performance Documents
Update or view your employee's performance documents for the current period.

Direct Line Reports

No direct reports
Headcount Analytics

Salary Administration

- Request Salary Change**
Request a salary change for employees.
- View Salary Change Status**
View salary change transaction details and approval status.
- Approve Salary Change Request**
Approve or deny pending salary change requests.

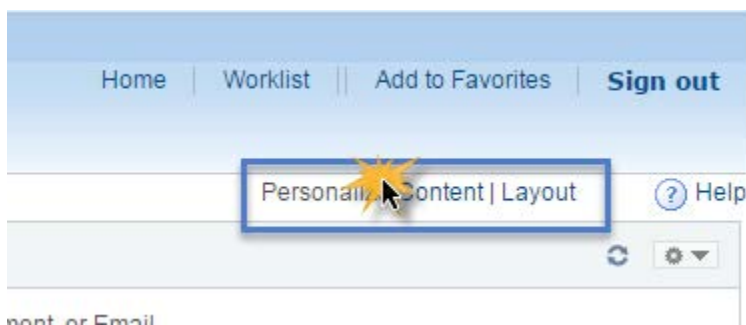
My Applicant Lists

List Access



FAQ: What if I don't have the Salary Administration Menu on my Manager Dashboard?

- From the top right of your Manager Dashboard, select Personalize: Content.



- Be sure that Salary Administration is checked.



- Hit 'Save' and then return to home. Your Menu should have appeared.

6. You should now see a list of your direct and indirect reports, select those employees (Full-time only) that you wish to request salary increases for by checking the box beside their name and select 'continue'.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Compensation and Stock](#) > [Request Ad Hoc Salary Change](#)

ORACLE
 Search

Request Ad Hoc Salary Change

Employee Selection Criteria

Select the employee for whom you'd like to request ad hoc salary change. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date

Select Your Job

[Find Employee](#)

Ludwig L. Anderson's employees							Personalize <input type="button" value="21"/>	First 1-2 of 2 Last
Select	Name	Empl ID	Job	HR Status	Job Title	Department		
<input type="checkbox"/>	[REDACTED]	4144372	0	Active	HR Generalist Training & Comp	Human Resources		
<input type="checkbox"/>	[REDACTED]	4052511	1	Active	PT Training Assistant	Learning & Development		

[Select All](#)
[Deselect All](#)

[Return to MBI_NC_SALARY_ADMINISTRATION](#)

7. You will then see your salary request page for the first employee in your list, follow these steps on the page:
- 1) Change effective date to either 7/1 or 10/1.
 - 2) Input % increase you are recommending for selected employee.
 - 3) Select 'Calculate New Total' in order to see resulting salary.
 - 4) Review the summary of your recommendation – make comments if desired.
 - 5) Select 'Next' to move to next employee in your selection list.
 - 6) Select 'Submit All' once you are ready to submit all recommendations for every employee in your selection list.

Favorites ▾


Main Menu ▾ > Manager Self Service ▾ > Compensation and Stock ▾ > Request Ad Hoc Salary Change

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All ▾ Search

>>Advanced Search

Request Ad Hoc Salary Change



.....
HR Generalist Training & Comp
Actions ▾

Previous

2 of 2 Employees

Next **5**

Instructions

1 Salary Change Date

05/11/2015

2

Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Type	Frequency
Default NA Annual		0.000	0.000000		USD	Flat Amount Annual

3 Calculate New Total

\$ -

Comp-Ratio - 0.97

Minimum

Midpoint

Maximum

4

New Information

Current Information

Monthly Salary

Annual Rate

Comments

USD

USD

USD

USD

6

Submit All

Return to Select Employees

8. Look for the confirmation page to ensure successful submission.

Favorites ▾

Main Menu ▾ > Manager Self Service ▾ > Compensation and Stock ▾ > Request Ad Hoc Salary Change


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All ▾ Search

>>Advanced Search

Salary Change

Submit Confirmation

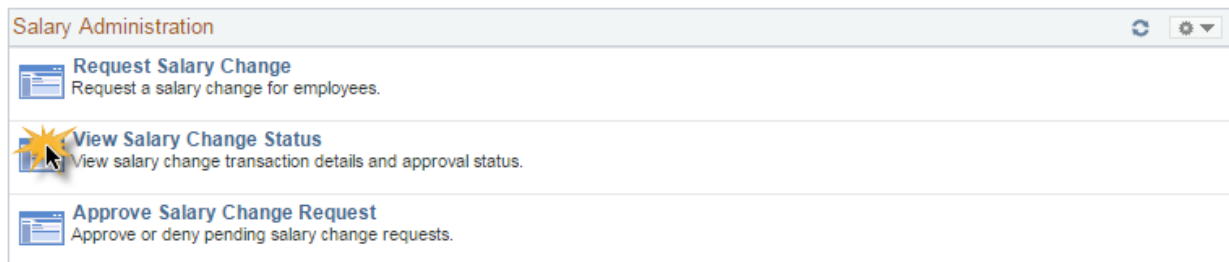


The Submit was successful.

OK

10

9. To check the status of a salary recommendation you can revisit your Salary Administration on MyMoody and select 'View Salary Change Status' from your menu options.



10. You will then find a summary of all submitted salary recommendations with their details. Click the numbered link at the top of transaction summary details to see approval status.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Compensation and Stock](#) > [View Ad Hoc Salary Chg Status](#)

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View Ad Hoc Salary Change Status

The hyperlinks below indicate groups for which you are a participant in the approval process. Select a hyperlink to see details about the status of each transaction contained in the group



[Hoc Salary Change 2](#)

Submitted By Ludwig L. Anderson

Submitted Date 03/24/2015

Data					
Personalize Find 1 of 1					
Empl ID	Name	Job Title	Last Process Action	Status Indicator	Last Processed By
		PTrainAst	Approve	Success	Candra Garrett



[Hoc Salary Change 3](#)

Submitted By Ludwig L. Anderson

Submitted Date 03/24/2015

Data					
Personalize Find 1 of 1					
Empl ID	Name	Job Title	Last Process Action	Status Indicator	Last Processed By
		PTrainAst	Approve	Success	Candra Garrett

Go To

[Return To Manager Self Service](#)

[Return to Compensation and Stock](#)

11. Scroll down to area titled Process Detail to see a summary of all transactions. You will need to see approval by your Manager and a Compensation Administrator before your recommendation is fully approved.

Process Detail			
Name	Role Name	Process Action	Process Action Date
	Originator	Submit	03/24/2015
	Manager	Approve	03/24/2015
	Compensation Administrator	Approve	03/24/2015

D. Approve Requested Salary Increases

1. To approve requested salary increases for your area access the Salary Administration Menu on your Manager Dashboard.

The screenshot displays the myMOODY Manager Dashboard. At the top, the myMOODY logo is on the left, and the date 'Mon, May 11, 15' is on the right. Below the header, there are links for 'Favorites' and 'Main Menu'. The main content area is divided into several sections. On the left, there is a 'Directory by Department', 'Directory by Subject', 'Policies', and 'Forms' section. In the center, there is a 'New employees start here' button. To the right of this, there is an 'Employee Self-Service' menu with options: 'My Account', 'Payroll Time Entry', 'View Moody Jobs', and 'Manager Self-Service'. The 'Manager Self-Service' option is highlighted with a blue box and a mouse cursor. On the far right, there is a 'Quicklinks' section with various links like 'Astra Scheduler', 'Campus Solut', 'Chicago Campus Chapel Audio', 'The Common', 'Corporate Calendar', 'CRM', 'Departmental Directory', 'Facilities Serv Requests', 'IS Help Desk', 'Oracle E-Busi', 'Password Reset', 'Payroll Time t', 'P-Card', and 'Phone Book'. Below the main dashboard, there is a 'Salary Administration' window with three options: 'Request Salary Change', 'View Salary Change Status', and 'Approve Salary Change Request'. The 'Approve Salary Change Request' option is highlighted with a blue box and a mouse cursor.

2. Select the menu option titled **'Approve Salary Change Request'**.
- 3.. You will see all transactions awaiting your approval, click the numbered linked above each transaction detail to review.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Compensation and Stock](#) > [Approve Ad Hoc Salary Change](#)

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Select Transaction to Approve

The hyperlinks below indicate groups of employees which require your participation in an approval process. Select a hyperlink to see details about what needs to be approved for each employee contained in the group



[Hoc Salary Change 4](#)

Submitted By Ludwig L. Anderson

Submitted Date 04/28/2015

Data					
Personalize Find 1 of 1					
Empl ID	Name	Job Title	Last Process Action	Status Indicator	Last Processed By
		HRGen	Submit	In Approval Process	Ludwig L. Anderson



[Hoc Salary Change 5](#)

Submitted By Ludwig L. Anderson

Submitted Date 05/11/2015

Data					
Personalize Find 1-2 of 2					
Empl ID	Name	Job Title	Last Process Action	Status Indicator	Last Processed By
		PTrainAst	Submit	In Approval Process	Ludwig L. Anderson
		HRGen	Submit	In Approval Process	Ludwig L. Anderson


Go To [Return To Manager Self Service](#)
[Return to Compensation and Stock](#)

4. Review the details of the requests including any comments made by the originator of the request in the comments section underneath salary request summary.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Compensation and Stock](#) > [Approve Ad Hoc Salary Change](#)

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Approve Ad Hoc Salary Change


Carolina Garcia
 HR Generalist: Training & Comp
 Actions ▾

Instructions

Salary Change Date 04/28/2015

Compensation Details

Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	Type	Frequency
Default NA Annual	50,000.00	10.850%	5,425.00	55,425.00	USD	Flat Amount Annual

Minimum ———— Midpoint ———— Maximum
 - Comp-Ratio - 0.99

New Information

Monthly Salary 55,425.00 USD
 Annual Rate 665,100.00 USD

Current Information

Monthly Salary 50,000.00 USD
 Annual Rate 600,000.00 USD

Comments

Approve / Deny

Process Detail

Name	Role Name	Process Action	Process Action Date
Carolina Garcia	Originator	Submit	04/28/2015
Carolina Garcia	Manager		
Carolina Garcia	Compensation Administrator		
Carolina Garcia	Compensation Administrator		

5. Select from your choices on the dropdown menu title Approve/Deny to make your selection for each transaction.

Approve / Deny

Approve
 Deny

6. Click 'Next Employee' on the top right to move through each request awaiting your approval. Once you have finished your list you may select 'Submit All'.

7. For those requests you approve HR will be prompted to provide the final decision regarding the request. Note: A merit increase is not fully approved until the Compensation Administrator approves the request.

8. Select the 'Return to Approval/Status List' link at the bottom of the screen to see remaining requests for your approval.

Approve / Deny

Approve

Process Detail			
Name	Role Name	Process Action	Process Action Date
Employee	Originator	Submit	05/11/2015
Manager	Manager		
Compensation Administrator	Compensation Administrator		
Compensation Administrator	Compensation Administrator		
Compensation Administrator	Compensation Administrator		
Compensation Administrator	Compensation Administrator		
Compensation Administrator	Compensation Administrator		
Compensation Administrator	Compensation Administrator		
Compensation Administrator	Compensation Administrator		
Compensation Administrator	Compensation Administrator		
Compensation Administrator	Compensation Administrator		

Comments

Approve All

Deny All

Submit All

Return to Approval/Status List