



Salary Admin: Managing Groups

The Salary Administration Module (SAM) is used for allocating salary pools, updating, approving and submitting salary increases, and managing groups and employees in those groups. As a vice president, dean, chair, senior director/manager, or designee, you may have access to multiple departments or groups.

You will receive an e-mail when HR or your VP, dean, chair, director or area head distributes your pool to you.

Logging In

1. Open your browser, and enter the URL www.princeton.edu/selfservice.
2. Click the **Log in** menu option, or the [Log in here](#) link, enter your NetID and then your password, and if prompted, answer your security question.
3. Navigate to **Manager Self Service > Salary Admin Module** and close the menu by clicking the menu close  button.

Tip! You can re-open the menu at any time by clicking the Expand Menu  button.

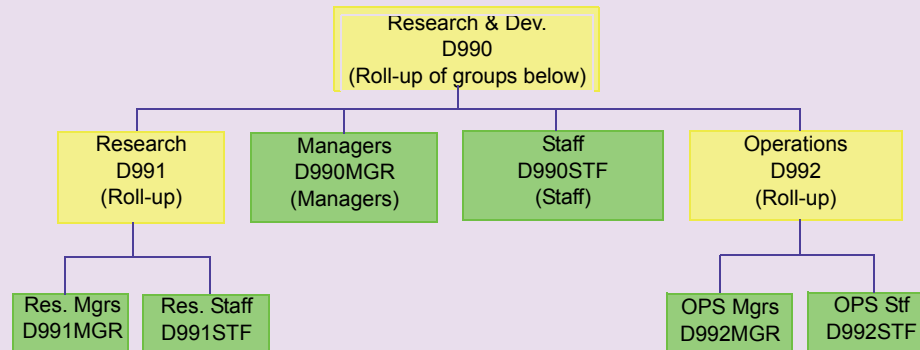
Viewing Groups and Employees

You can review your groups and the employees in each group at any point during the salary increase process.

What Is a Group?

There are four types of groups: rollup, manager, staff, and union. In the example at right, the groups in yellow are rollup groups, which include other groups but no employees. The groups with employees are green. In this example, the VP for R&D has managers and staff who report directly to her (D990MGR and D990STF). She also has two units that report to her, each of which has managers (D991MGR and D992MGR) and their employees (D991STF and D992STF).

You will be able to move people from one of your groups to another, if necessary. To assign a group manager, contact your HR office.



To get started:

1. In the Salary Admin Module, click on **Manage Pool & Salary Increases**.
2. If you are responsible for groups in multiple SAM cycles, select the desired cycle/group and click OK.
3. On the Group Summary page, review the Group Status codes to see where your groups are in the salary administration cycle (see the "Salary Administration Basics" quick reference card for a list of Group Status codes).
4. Click on the Group link in the first column of the Sub Group Information grid.
 - If you clicked on an employee group (MGR, STF, or union), the Employee Detail page is displayed. (For more information, see the "Salary Administration Basics" quick reference card.)
 - If you clicked on a roll-up group, the group page is displayed.



The values in the increase fields will be filled in when the manager allocates and submits increases.

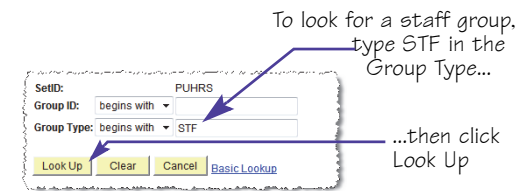
The navigation path (breadcrumbs), displayed above the Group Information grid, will change as you navigate between your groups. To return to a higher-level group, click the link in the breadcrumbs, or the [Return to Parent Group](#) link at the top right.



Moving People from Group to Group

If you need to move someone from one of your groups to another, you can do so using the People Mover. If you need a new group, or if you need to inactivate an empty group, contact Human Resources.

To move a person to a different group:

1. In the Salary Admin Module, click on **People Mover**.
2. In the *Group ID* field on the left, enter the group code for the group the person is in now. If you know the code, you can type it in. If you have fewer than 10 groups, you can select the group from the drop-down list. If you have more than 10 groups:
 - a) Click the Lookup  button next to the field. The Look Up Group ID page is displayed.
 - b) You can filter the list by entering a *Group Type* (STF, MGR, or UN), or the beginning of the *Group ID*, and then clicking the Look Up  button.



- c) Locate the group you want in the Search Results list, and click on any link in that row.
3. In the *Group ID* field on the right, enter the group code for the group you want to move the person into, as described in Step 2.
 4. Locate the person you want to move, and click the checkbox to the left of the name.
 5. Click the arrow between the two group grids to move the person into the new group, and then click the Save  button to save your changes. If you don't want to save the changes, click the Cancel  button to undo the change.

Important! You *must* click Save to move the person to the new group.
 6. Verify your group by clicking the **Manage Pool & Salary Increases** menu option, and navigating to the group.



Salary Admin: Managing Increases

Distributing Allocations

The Merit Increase Program begins with planning. You will be given a salary pool percentage and a total salary pool amount based on the total of your employees' current base salaries. You can then distribute the amounts among the groups that report to you.

1. Navigate to **Manage Pool & Salary Increases**. On the Group Summary page, all columns are now displayed on one page automatically.

2. To see information about a group, click the *Group* code link in the first column. To see the employees in a subgroup, click the *Group* code of the subgroup.

Note: Groups *must* be in **PLANNING** Status for you to distribute their pool.

3. Determine whether to distribute your pool to your entire organization, or only to your direct reports:

- To distribute to your direct reports so they can distribute their own pool,
 - a) type the percentage (3.5 for 3.5%) in the **Default %** field, and click the **APPLY DEFAULT** button.
 - b) Adjust percentages in the **Allocated Incr %** field for any group for which you want a different allocation.
 - c) Click the **Select or deselect all** checkbox above the Save button and click the **DISTRIBUTE** button near the bottom of the screen. **Warning:** This action is final.
- To distribute the same percentage to your entire organization (all direct reports, and all of their departments/groups):

Warning! Taking this action is final, and **cannot be reversed**. It distributes the same percentage of your pool to every department/group under your direct reports to the lowest level of your organization.

type the percentage in the **Default %** field, and click the **DISTRIBUTE ALL** button.

Those to whom you have distributed allocations will receive an email notification that they have received their pool.

What's on the Group Summary Page?

Information about the group, the action being taken, and the Salary Admin status.

Allocation summary, showing salary pool balances in percent and dollars. This data will change when increases are submitted by your reports.

Your groups are listed here, sorted by Group Code. To sort by another field, such as Status, click the column header.

To see subgroups and group managers, click the Group code link.

When you have distributed allocations to a group, the Status is **UPDATE** and the distributed amounts are indicated.

Buttons for saving, distributing, approving, and returning allocations.

Click to display a summary report.

You can enter a default percentage here for all of your groups

Clicking this button is **not** reversible! Use caution!

If you have more than 10 groups, use the navigation aids in the header to find a group or view all groups.

To download the grid as an Excel spreadsheet, click Download.

Once the groups have all been approved, these three buttons are no longer displayed, and the Submit button appears here.

Group	Type	Department	Manager	Status	Select	Allocated Incr %	Allocated Incr Amt	Actual Incr %	Actual Incr Amt	Curr Base	New Base	#Empls
D102MGR	HR Managers	Administration - MGR		PLANNING	<input type="checkbox"/>					\$160,550,000	\$160,550,000	2
D102STF	HR Staff	Administration - STF	Jackson, Marina	PLANNING	<input type="checkbox"/>					\$291,436,078	\$291,436,078	5
D103STF	HR Staff	Admin & Fin - STF	Lazio, Narime	UPDATE	<input type="checkbox"/>	3.00	\$6,748,717			\$224,957,238	\$231,705,955	4

Approving/Returning Allocations

You will receive an e-mail notification when one of your managers has submitted their salaries to you. After you review them, you may make changes to the salaries, return the group to the manager for revision, or approve the increases.

To review submitted salaries:

On the Group Summary page, click the *Group* code link for the group you want to review. If desired, you can make changes on the Employee Detail page, and click the [Return to Parent Group](#) link.

Click the [Summary Report](#) link to see how the increase percentages are distributed.

To return a group to a manager:

On the Group Summary page, click the *Select* checkbox for the group you want to return, then click the **RETURN TO SUBMITTER** button.

To approve increases:

On the Group Summary page, click the *Select* checkbox for the group(s) you want to approve, then click the **APPROVE** button. Once all groups are approved, click the **SUBMIT** button.

Your manager(s) will receive an e-mail notification when you approve their increases; also, your VP, dean, chair, director, area head, or HR will receive an e-mail notification when you submit your group increases.

