

Salary Administration Basics

The Salary Administration Module (SAM) in PeopleSoft HCM is used to view the salary pool for your employees, assign salary increases to employees in your group, review a summary report of the assigned salaries, and submit those salary increases for approval.

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 > Manage Pool & Salary Increases**.
4. If you see a grid listing multiple groups, you must select the group with which you want to work by clicking the radio button next to the Salary Cycle Name.
5. If you are responsible for multiple groups, the Group Summary page is displayed. Click on the Group code link to open the Employee Detail page for that group.

Tip! If you are responsible for only one group, the *Employee Detail page opens automatically.*

Things You Should Know

Before beginning, verify (near the top of the page) that the Group Status is **UPDATE**, and (in the Group Information section) that your Salary Pool % is greater than zero.

Possible Group Status values include:

- | | |
|------------------|---|
| Planning | Your supervisor has not allocated your salary pool, and you cannot enter increases. |
| Update | You may enter salary increases. |
| Submitted | You have entered all salaries and submitted the group increases for approval. |
| Approved | Salaries have been approved by your VP, dean, chair, director, or head of area. |
| Final | HR has approved salaries in all departments. |
| Closed | Salaries were updated on the employees' JOB records. |

You will receive an e-mail when

- your salary pool is distributed to you,
- a group is returned to you for corrections,
- an employee's salary increase is corrected after you have submitted your group salaries,
- an employee has had a change of status, job, or salary while your group is in **Update** status, and

- your supervisor approves your increases.

Your VP, dean, chair, director, or area head will also receive an e-mail when you submit your group increases.

The action update audit trail for the group is displayed at the bottom of the page.

What's on the Employee Detail Page?

Information that identifies the group and the action being taken.

Status of group.

Enter an increase percentage here and click **Apply Default** to apply to all employees.

Tips!
To find a specific employee, click **Find** and enter the last name.

To see more than 10 employees, click **View All**.

To download the grid as an Excel spreadsheet, click

Allocated increase pool and total current base.

A running balance is displayed.

Click the Job Info tab to see job data.

The Salary Info tab shows current FTE salary and base salary for each employee in your group. A link at the end of the row provides Salary History.

The employees are sorted by grade. To change the sort, click on a column title.

The **Save** button lets you save entries and come back later to make changes.

The **Undo** button reverses entries processed since the last **Save**.

Submit sends your group for approval, and is final.

Click to display a summary report.

Employee Detail
 SelID: PUHRS Salary Cycle: MAIN_CAMP_HR_STF
 Group ID: D104STF Business Admin - STF
 Group Type: HR Staff
 Effective Date: 07/01/2012
 Action Reason: Annual Increase
 Group Status: UPDATE

Group Information Summary:
 Salary Pool %: 3.00 Salary Pool \$: \$16,200.84 Total Current Base: \$540,027.91
 Spent %: 1.16 Spent \$: \$6,279.76 Total New Base: \$546,307.68
 Balance %: 1.84 Balance \$: \$9,921.08

Name	Dept	Sal Plan	Grade	Duty Time	# of Pays	Current FTE	Current Base	Incr %	Incr Amt	*New Base	New FTE Salary	Exception
Wilson, Shanika	339	ADM	050	100.000	12	\$65,550.00	\$65,550.00	2.00	\$1,311.000	\$66,861.000	\$66,861.000	Sal Hist
Fung, Mack	339	ADM	040	95.000	12	\$63,736.00	\$60,549.20	2.20	\$1,332.082	\$61,881.282	\$65,138.200	Sal Hist
Dannson, Anne	339	ADM	040	100.000	12	\$52,000.00	\$52,000.00	3.00	\$1,560.000	\$53,560.000	\$53,560.000	Sal Hist
Jennings, Liza	339	ADM	030	100.000	12	\$51,780.08	\$51,780.08	1.80	\$932.041	\$52,712.126	\$52,712.130	Sal Hist
Cranton, Jude	339	ADM	030	70.000	12	\$51,100.00	\$35,770.00	3.20	\$1,144.640	\$36,914.640	\$52,735.200	Sal Hist
Ladd, Quinn	339	ADM	010	100.000	12	\$47,800.00	\$47,800.00	0.00	\$0.000	\$47,800.000	\$47,800.000	Sal Hist
Addelsy, Wen-zi	339	AIT	020	80.000	12	\$71,384.02	\$57,107.21	0.00	\$0.000	\$57,107.213	\$71,384.020	Sal Hist
Roberts, Clem	339	ASR	020	100.000	12	\$76,100.00	\$76,100.00	0.00	\$0.000	\$76,100.000	\$76,100.000	Sal Hist
McCray, Stu	339	ASR	020	100.000	12	\$55,500.00	\$55,500.00	0.00	\$0.000	\$55,500.000	\$55,500.000	Sal Hist
Wartle, Sue	339	ASR	020	100.000	12	\$0.00	\$0.00	0.00	\$0.000	\$0.000	\$0.000	EXPCDTD Sal Hist

Buttons: SAVE, UNDO, SUBMIT

Employee salary is below Salary Grade minimum annual rate

Enter the increase for each employee by typing the percentage.

...the amount of the increase, ...or the new base salary.

Exception codes allow you to flag special cases, for example, to provide the reason for an employee not receiving an increase.

The other fields will be updated along with the New FTE Salary field, when you tab out of the field where you entered a value.



Salary Admin: Processing Increases

Reviewing Job and Salary History

On the Employee Detail page, review the information about each employee on the Salary Info tab.

To see an employee's five-year salary history, click the [Sal Hist](#) link on the Salary Info tab. A new window (in IE) or a new tab (in Firefox) opens, showing the Job & Salary Information tab.

Reason for salary change

EffDt	EffSeq	Action	Action Reason	Sal Plan	Grade	Duty Time	Actual Pay Pds	Base Salary
07/01/2011	0	Pay Rate Change	Annual Increase	ADM	040	95.000	12	\$58,710.000
09/01/2010	1	Promotion	HR Reclassification	ADM	040	95.000	12	\$57,000.000
07/01/2010	0	Pay Rate Change	Annual Increase	ADM	030	95.000	12	\$53,998.000
07/01/2009	0	Pay Rate Change	Annual Increase	ADM	030	95.000	12	\$53,200.000
08/10/2008	0	Pay Rate Change	Change Duty Time/Number Pays	ADM	030	95.000	12	\$51,855.750
07/01/2008	0	Pay Rate Change	Annual Increase	ADM	030	100.000	12	\$54,585.000
07/01/2007	0	Pay Rate Change	Annual Increase	ADM	030	100.000	12	\$53,000.000

The salary fields are on the right end of each row.

Salary fields - Base, Hourly, & FTE

Duty Time	Actual Pay Pds	Base Salary	Hourly Rate	FTE Salary	FTE Change Amt	FTE Change %
95.000	12	\$58,710.000	32.782766	\$61,800.000	\$1,800.000000	3.000
95.000	12	\$57,000.000	31.827928	\$60,000.000	\$3,160.000000	5.559
95.000	12	\$53,998.000	30.151702	\$56,840.000	\$840.000000	1.500
95.000	12	\$53,200.000	29.706111	\$56,000.000	\$1,415.000000	2.592
95.000	12	\$51,855.750	28.955508	\$54,585.000	\$4,000.000000	7.713
100.000	12	\$54,585.000	28.957560	\$54,585.000	\$1,585.000000	2.991
100.000	12	\$53,000.000	28.116732	\$53,000.000	\$1,353.730000	2.621

When you are finished with the 5-Year Employee Salary History page, if the page opened in a new window, close that window. If the page opened in a new tab, close the tab, not the window.

If you want to see the person's hire date, years in grade, position title, or department, click the Job Info tab.

Click Job Info to see more information

Name	EmpID	Current Hire Dt	Years In Grade	Curr Position in Range	Job Code	Position Number	Position Title	Department
Wilson,Shanita	960014854	01/07/2002	0.63	0.48	3211	00002491	Sr Asst Manager	Admin
Yung,Mack	960019083	01/14/2002	1.83	0.60	3210	00004555	Business Manager	Admin
Dannson,Anne	960760443	10/24/2011	0.69	0.27	3210	00005549	Systems Admin	Admin

Entering Salary Increases

As a starting point, you can use the Apply Default % feature to apply the same percentage increase to all of your employees. You can then adjust the increase for any employees who should receive a different percentage.

Important! Applying a default increase to all employees removes any previously entered increase amounts and percentages.

To apply the same increase percent to all:

1. On the Employee Details page, enter the increase percentage in the *Default %* field.
2. Click the Apply Default **APPLY DEFAULT** button.

To apply individual increases:

1. On the Employee Details page, enter the increase amount in any of three ways:
 - type the increase percentage in the *Incr %* field
 - type the increase amount in the *Incr Amt* field
 - type the new base salary in the **New Base* field

The other fields will be adjusted automatically when you tab out of the field where you entered a value.

Tip! The Group Information pool balances above the Employees grid will also adjust automatically as you allocate increases, showing the percentage and amount spent, and the percentage and amount remaining to be allocated.

2. If you need to flag a person as an exception for this salary cycle, select one of the following reasons in the *Exception* field:

- EXPTEDTERM** The person is expected to terminate or retire before the salary increase date.
- HIREINELIG** The person was hired after the eligibility date and is not eligible for an increase.
- HIRE_ELIG** The person was hired before the eligibility date, and may be eligible for an increase.
- LTD** The person is on long term disability and is not eligible for an increase.
- NEW2GRP** The person transferred into the group and may be eligible for an increase.

- P4P_0** The person is not eligible for an increase for performance reasons.
- POSTPONE** The person is not eligible for an increase now, but may be later.
- PROMOINEL** The person was promoted after the eligibility date and is not eligible for an increase.
- RETIRE** The person is retiring on or before the salary increase date.
- TERM** The person is terminating or resigning on or before the salary increase date.
- TRNSFINELG** The person transferred after the eligibility date, and is not eligible for an increase.
- XAATHLETIC** For use by Athletics only.

Tip! When you select an Exception code that flags the person as ineligible, the increase and new base fields are closed for entry, and the value displayed is zero. If you change the Exception back to an eligible value, the fields are re-opened. In either case, the pool is adjusted accordingly.

3. If you need to interrupt your session, you can save the work you have already done by clicking the **SAVE** button. Then you can come back later to finish entering salaries.

Note: The system times out after two hours.

4. When you have entered all the increases, click the [Summary Report](#) link to see how you've distributed your increase percentages. If necessary, make any adjustments and rerun the report. When you are satisfied, print the report, and close the report tab or window. (**Tip!** To print the report in Internet Explorer, under **File >Print Preview**, and in the toolbar select **Landscape** orientation and **Shrink to Fit at 85%**.)
5. When you are ready to submit the increases for approval, click the **SUBMIT** button.

When the page is refreshed, the fields are closed to input, and the Group Status is changed to **SUBMITTED**.

6. If a group is returned to you for correction or change, make your adjustments by repeating the steps above.

