

2023-2024 Salary Review Process

Procedure Examples and Instructions

These examples provide explanations and instructions for entering salary increases. Screenshots are displayed that demonstrate how to use the SAP Salary Review transaction.



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Before starting the Transaction:

- Know your Personnel Assignment number. Employees have been grouped under the managers (i.e. department heads) to whom they report. To access the Salary Review entry screen for your employees, you will enter your Personnel Assignment number when directed. To access the Salary Review entry screen for your employees, you will enter your Personnel Assignment number when directed. SAP Transaction code, **ZELST** - Employee List, will list personnel assignment numbers for your organizational unit.


Reviews by Deans and Assistant/Associate Vice Presidents:

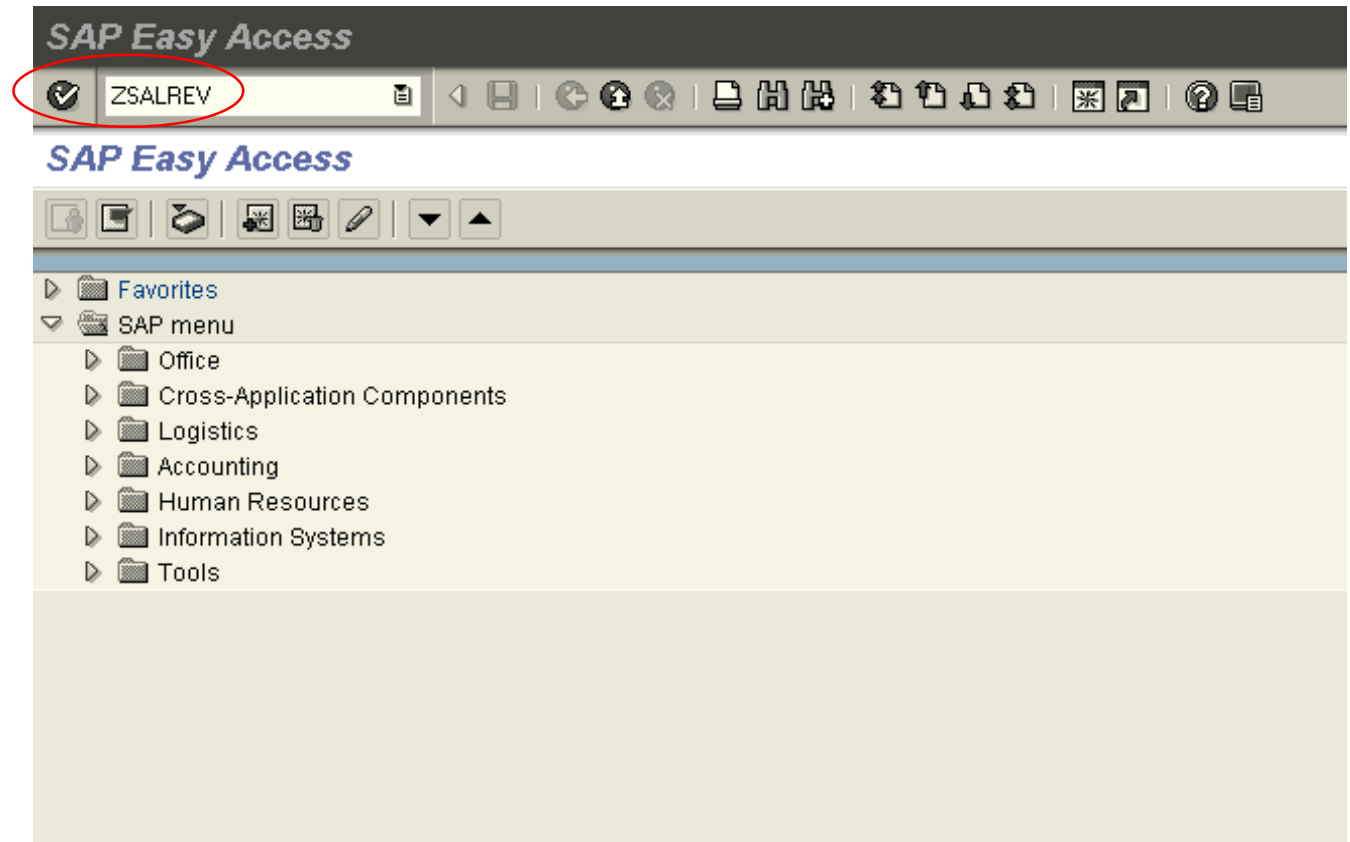
- [See page 21](#)

Reviews and Approvals by Vice Presidents:

- [See page 23](#)

Login Instructions

1. Logon to the SAP system, preferably using SAP GUI.
2. At the SAP Easy Access screen enter transaction **ZSALREV**
3. Click the Enter  button.





4. The Texas State Salary Review page will show up.


5. In the **Primary Manager** section, enter the **Personnel Number** of the manager responsible for entering salary review information.

Example: 3078

 Do not change the *Validity dates* or *Effective Date*.

 The “*Finalize list on save*” box (Finalize list on save) is reserved for the *President and Vice Presidents* to indicate final approval of the increases entered for the employees assigned to an individual manager. Once this box is checked, the system will not allow any additional entries/changes for these employees.

6. Click the **Execute**  button.



The screenshot shows the 'Texas State Salary Review' web application interface. At the top, there is a browser title bar and a toolbar with various icons. Below the title bar, the page header reads 'Texas State Salary Review'. The main content area is divided into several sections:

- Primary Manager**: A section with a 'Personnel Number' input field containing a value and a checkmark icon.
- Validity dates**: A section with 'Valid From' (09/01/2006) and 'End Date' (08/31/2007) input fields.
- Effective Date**: A section with 'Use Salary as of.' (09/01/2006) input field.
- Finalize list**: A section with a 'Finalize list on save' checkbox, which is currently unchecked.

Blue arrows from the text on the left point to the 'Finalize list on save' checkbox and the 'Execute' button icon.

7. This screen will show up

Texas State Salary Review									
Texas State Salary Review									
Update list									
Manager: Ryan, Betty									
Allocated Fund: Method Fnds 3002001006 2024091006									
Original allocated amount: 4,107.00 1,170.00 1,756.44									
Amount remaining for distribution: 4,107.00 1,170.00 1,756.44									
* - Denotes possible basic pay change after last save									
TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,622.49
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00	12.00	1,932.00	1,932.00
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc	01 Staff Merit	0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00	12.00	3,250.00	3,250.00
273788	00001911	Compton, Jake	Sr Ar En Asc	01 Staff Merit	0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00	12.00	4,555.86	4,555.86
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk	01 Staff Merit	0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00	12.00	1,498.65	1,498.65
479004	00005746	Euling, Martin	Suvey Asst	01 Staff Merit	0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00	12.00	1,731.27	1,731.27
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch	01 Staff Merit	0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00	12.00	4,879.05	4,879.05
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			

Description of Terms

- **Allocated Fund** – The specific funding source for employee salaries.
 - Primary Fund Group (PFG) are those accounts funded by appropriations, tuition, or designated tuition.
 - Other funds displayed are income generating or fee based and exclude grants and gift funds.
- **Original allocated amount** – Displays the amount allocated to the manager for Staff merit increases. This amount will fund increases for employees whose cost distribution reflects full or partial funding from the identified fund(s).
- **Amount remaining for distribution** – The amount will decrease as increases are entered.
- **Name column** – Employees are listed alphabetically. Although six lines are listed for each employee (allowing for six types of increase), one line will be used for Staff in the 2022-2023 fiscal year salary review process.
- **TxStID column** – Lists the Person ID number of each employee.
- **Pernr column** – Lists the Personnel Assignment number of each employee.
- **Position column** – Abbreviations of position titles are listed.
- **Reason column** – Lists the types of increases available.
- **PctIncr column** – Used to enter increases by percentage amount (i.e., 2.00 %).
- **DollarIncr column** – Used to enter increases by dollar amount per month (i.e., \$25.50).
- **NumMoWork column** – 12 months is displayed for each employee. **Modify this number if necessary**, to correctly display the number of months to be budgeted for an employee. The number in this column is used to calculate the total cost of any increase entered in the PctIncr or DollarIncr columns.
- **CurrPayMonth column** – Displays the employee's permanent monthly salary as of June 1, 2023 before merit increases. This includes other increases (2% for those less than \$100,00 and equity to \$30,000 (if applicable) based on 100% FTE). It does not include State Longevity and Hazardous Duty Pay, University Longevity Pay or any other salary changes received after the June 1, 2023 salary freeze date.
- **ProposedMonth column** – Displays the employee's revised monthly salary as increases are given.
- Update list button () (upper left of screen) – Clicking this button after entering one or more increases updates the Amount remaining for distribution

Example of entering a 3% merit increase

8. Select one Staff employee and enter a merit increase on the **01 Staff Merit line**. (01 Staff Merit is displayed in the **Reason** column.)

*Example: Arnold Anderson is a 12-month employee and is to receive a 3% merit increase. On Arnold's **01 Staff Merit line** find the **0.00** in the **PctIncr** column. Change it to **3.00**.*

9. Click the Update list button () in the upper left part of the screen.

Note: Click Update list button **after entering each employee's increase**.

- If several employees' increases are entered before this button is clicked, and the sum of the increases exceeds one or more of the Amount remaining for distribution figures, it may be difficult to determine which employee's increase caused the amount(s) to be exceeded.

Texas State Salary Review

Manager: Ryan, Betty

Method	Fnds	3002001006	2024091006
Allocated Fund:			
Original allocated amount:	4,107.00	1,170.00	1,756.44
Amount remaining for distribution:	2,802.96	1,170.00	1,756.44

* - Denotes possible basic pay change after last save

TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,731.16

10. Texas State Salary Review

Texas State Salary Review									
Update list									
Manager:		Ryan, Betty							
Allocated Fund:		Method Fnds		3002001006		2024091006			
Original allocated amount:		4,107.00		1,170.00		1,756.44			
Amount remaining for distribution:		2,802.96		1,170.00		1,756.44			
* - Denotes possible basic pay change after last save									
TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,731.16

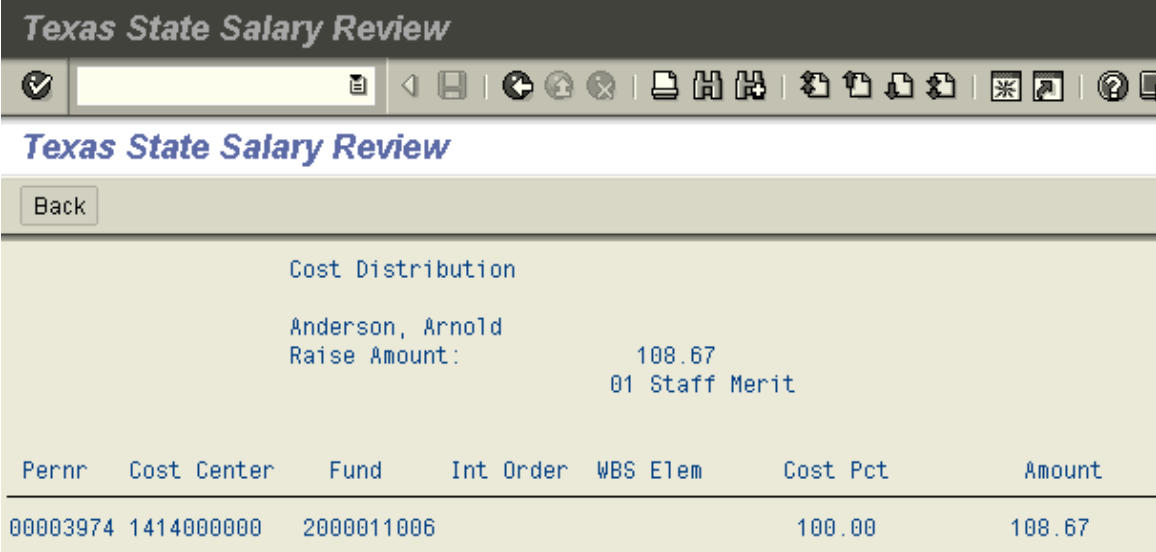
Notes:

- Percentage increases are calculated using the salary displayed in the **CurrPayMonth** column. Arnold's monthly salary before the merit increase was \$3,622.49.
- The dollar value of the 3% merit increase is displayed as \$108.67 per month ($\$3,622.49 \times 3\% = \108.67).
- A \$108.67 per month merit increase for 12 months' costs \$1,304.04 per year.
 - Since Arnold's cost distribution reflects 100% PFG funding, the Amount remaining for distribution has been reduced by \$1,304.04.
 - Had the cost distribution been less than 100% PFG funding, the Amount remaining for distribution would have been reduced by a proportionate amount.
 - For example, if the funding was split 75% PFG and 25% 3002001006, the Amount remaining for distribution for each fund would be reduced as follows: PFG by \$978.03 ($\$1,304.04 \times 75\%$) and 3002001006 by \$326.01 ($\$1,304 \times 25\%$).

Checking an employee's cost distribution

11. To check the cost distribution for an employee, double click the employee's name.


Example: Double clicking Arnold Anderson's name provides the following display, which indicates that 100% of his 3% (\$108.67 /month) merit increase will be charged to the Fund listed.



The screenshot shows a web browser window titled "Texas State Salary Review". The browser's address bar is empty, and the toolbar contains various navigation icons. Below the browser window, the application displays the title "Texas State Salary Review" and a "Back" button. The main content area shows the following text:

Cost Distribution
Anderson, Arnold
Raise Amount: 108.67
01 Staff Merit

Pernr	Cost Center	Fund	Int Order	WBS Elem	Cost Pct	Amount
00003974	1414000000	2000011006			100.00	108.67

Note: Click on the Back button () to return to the salary review screen.

Changing a previously entered increase

12. Making changes to increases **after** the Update list button () has been clicked:

- a. Once a **percentage** increase has been entered and the Update list button has been clicked, the dollar value of the percentage increase is displayed in the DollarIncr column. **Be aware** that the system will **not** allow you to change and update the figure in the DollarIncr column.
 - To change the amount of the percentage increase, go to the PctIncr column, change the percentage, and click the Update list button. The amount in the DollarIncr column will change automatically.
 - To change the increase from a percentage-based increase to a dollar-based increase, you must first change the amount in the PctIncr column to **0.00** and click the Update list button. Then you can enter an amount in the DollarIncr column and click the Update list button.
- b. To increase or decrease a dollar increase entered in the DollarIncr column, enter the new dollar amount and click the Update list button.
- c. To change a **dollar** increase entered in the DollarIncr column to a **percentage** increase, enter the percentage in the PctIncr column and click the Update list button.

Example of an employee not eligible for merit based on date hired

13. Employees hired **after** March 6, 2023 are not eligible for merit increases. While these employees will be displayed, no increase can be entered in either the PctIncr column or the DollarIncr column.

Example: Bonnie Ashton was hired on March 7, 2023. She is not eligible for a merit increase.

Texas State Salary Review

Update list

Manager: Ryan, Betty

Method Fnds	3002001006	2024091006
Original allocated amount:	4,107.00	1,756.44
Amount remaining for distribution:	2,802.96	1,170.00

* - Denotes possible basic pay change after last save

TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,731.16
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00	12.00	1,932.00	1,932.00

Note: In the Reason column for Ashton, the 01 Staff Merit option is not displayed.

Example of entering a \$50/month merit increase and changing the number of months worked from 12 to 9

14. Select the next Staff employee to receive a merit increase and enter the increase on the 01 Staff Merit line.

Example: John Berry is a 9-month employee and is to receive a \$50 per month merit increase. On John's 01 Staff Merit line find the 0.00 in the DollarIncr column. Change it to 50.00. In the NumMoWork column change the 12 to 9.

Texas State Salary Review

Texas State Salary Review

Update list

Manager: Ryan, Betty

Allocated Fund:	Method Fnds	3002001006	2024091006
Original allocated amount:	4,107.00	1,170.00	1,756.44
Amount remaining for distribution:	2,802.96	720.00	1,756.44

* - Denotes possible basic pay change after last save

TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,731.16
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00	12.00	1,932.00	1,932.00
394373	00008259	Berry, John	Arch Eng Asc	01 Staff Merit	0.00	50.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00	9.00	3,250.00	3,300.00

15. Click the Update list button (Update list).

16. Note:

- John's cost distribution reflects fund 3002001006.
- A \$50 per month increase for 9 months costs \$450 per year.
- From an Original allocated amount of \$1,170, the Amount remaining for distribution from this fund has been reduced to \$720 ($\$1,170 - 450 = \720).

Example of entering a 6% merit increase

17. Select the next Staff employee to receive a merit increase and enter the increase on the 01 Staff Merit line.

Example: Jake Compton is a 12-month employee and is to receive a 6% merit increase. On Jake's 01 Staff Merit line find the 0.00 in the PctIncr column. Change it to 6.00.

18. Click the Update list button ().

Texas State Salary Review

Update list

Manager: Ryan, Betty

Allocated Fund: Method Fnds 3002001006 2024091006
 Original allocated amount: 4,107.00 1,170.00 1,756.44
 Amount remaining for distribution: 2,802.96 720.00 1,756.44

* - Denotes possible basic pay change after last save

TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028					0.00	0.00			
434028					0.00	0.00			
434028					0.00	0.00			
434028					0.00	0.00			
434028					0.00	0.00	12.00	3,622.49	3,731.16
522530					0.00	0.00			
522530					0.00	0.00			
522530					0.00	0.00			
522530					0.00	0.00			
522530					0.00	0.00			
522530					0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00	12.00	1,932.00	1,932.00
394373	00008259	Berry, John	Arch Eng Asc	01 Staff Merit	0.00	50.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00	9.00	3,250.00	3,300.00
273788	00001911	Compton, Jake	Sr Ar En Asc	01 Staff Merit	6.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00	12.00	4,555.86	4,555.86

What to do if the allocation is exceeded?

Texas State Salary Review

Update list

Manager: Ryan, Betty

Method	Fnds	3002001006	2024091006
Original allocated amount:	4,107.00	1,170.00	1,756.44
Amount remaining for distribution:	2,802.96	720.00	1,756.44

▲ - Denotes possible basic pay change after last save

TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028		Information			0.00	0.00			
434028					0.00	0.00			
434028					0.00	0.00			
434028					0.00	0.00			
434028					0.00	0.00	12.00	3,622.49	3,731.16
522530					0.00	0.00			
522530					0.00	0.00			
522530					0.00	0.00			
522530					0.00	0.00			
522530					0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00	12.00	1,932.00	1,932.00
394373	00000259	Berry, John	Arch Eng Asc	01 Staff Merit	0.00	50.00			
394373	00000259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00000259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00000259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00000259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00000259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00000259	Berry, John	Arch Eng Asc		0.00	0.00	9.00	3,250.00	3,300.00
273788	00001911	Compton, Jake	Sr Ar En Asc	01 Staff Merit	6.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00	12.00	4,555.86	4,555.86

19. Note:

- The dollar value of a 6% increase would be \$273.35 per month (\$4555.86 X 6%).
- A \$273.35 per month increase for 12 months would cost \$3,280.20 per year (\$273.35 X 12).
- Jake's cost distribution is attached to fund 2000011006, which is considered PFG. The Amount remaining for distribution from PFG Funds is \$2,802.96.
- Since the 12-month cost of Jake's 6% merit increase (\$3,280.20) exceeds the Amount remaining for distribution (\$2,802.96), the entry will not be accepted for update. An Information box is displayed, indicating that the PFG allocation has been exceeded.

20. Click the Continue (Enter) button on the information box.

Texas State Salary Review



Texas State Salary Review

Update list

Manager: Ryan, Betty

Allocated Fund:	Method Fnds	3002001006	2024091006
Original allocated amount:	4,107.00	1,170.00	1,756.44
Amount remaining for distribution:	2,802.96	720.00	1,756.44

* - Denotes possible basic pay change after last save

TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,731.16
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00	12.00	1,932.00	1,932.00
394373	00008259	Berry, John	Arch Eng Asc	01 Staff Merit	0.00	50.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00	9.00	3,250.00	3,300.00
273788	00001911	Compton, Jake	Sr Ar En Asc	01 Staff Merit	6.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00	12.00	4,555.86	4,555.86
494953	00006180	Crenshaw, Corey	Mapping Clk	01 Staff Merit	0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00	12.00	1,498.65	1,498.65
479004	00005746	Euling, Martin	Suvey Asst	01 Staff Merit	0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00	12.00	1,731.27	1,731.27
004923	00000370	Fromeyer, David	Ast Dir Arch	01 Staff Merit	0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00	12.00	4,879.05	4,879.05

Allocation over expended

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21. Note:

- a. An "Allocation over expended" (Allocation over expended) error message is displayed at the bottom left of the screen.
- b. With an Amount remaining for distribution of \$2,802.96, either Jake's increase must be reduced, or one or more increases entered for other PFG employees must be reduced.


22. Reduce Jake's increase to 5%.

23. Click the Update list button ().


24. Note:

- a. Jake's increase has been accepted and the Amount remaining for distribution reduced to \$69.48.
- b. Additional entries or changes to PFG employees may be made in order to allocate the remaining \$69.48.

Saving Salary Review entries

25. Continue entering increases. When all increases and changes have been entered, click the Save button ().



Remember to click the Save button () prior to leaving the transaction or all entries made since the last Save action will be lost.

Texas State Salary Review

Update list

Manager: Ryan, Betty

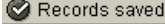
Allocated Fund: Method Fnds 3002001006 2024091006

Original allocated amount: 4,107.00 1,170.00 1,756.44



Amount remaining for distribution: 69.48 720.00 1,756.44

* - Denotes possible basic pay change after last save

TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,731.16
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00	12.00	1,932.00	1,932.00
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc	01 Staff Merit	0.00	50.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00	9.00	3,250.00	3,300.00
273788	00001911	Compton, Jake	Sr Ar En Asc	01 Staff Merit	5.00	227.79			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00	12.00	4,555.86	4,783.65

27. A “Records saved” message () appears at the bottom of the screen and the salary review transaction is complete.

Note: Further entries and changes may be made after saving the transaction.

 Once again, remember to click the Save button () prior to leaving the transaction or all entries made since the last Save action will be lost.

The transaction is complete.

If you desire to print a copy of the salary review entries, follow the instructions on the next two pages.

Texas State Salary Review


Texas State Salary Review

Update list

Allocated Fund: Method Fnds 3002001006 2024091006
 Original allocated amount: 4,107.00 1,170.00 1,756.44
 Amount remaining for distribution: 69.48 720.00 0.00

* - Denotes possible basic pay change after last save

TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974	Anderson, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,731.16
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00			
522530	00011602	Ashton, Bonnie	Actg Clk II		0.00	0.00	12.00	1,932.00	1,932.00
394373	00008259	Berry, John	Arch Eng Asc	01 Staff Merit	0.00	50.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00			
394373	00008259	Berry, John	Arch Eng Asc		0.00	0.00	9.00	3,250.00	3,300.00
273788	00001911	Compton, Jake	Sr Ar En Asc	01 Staff Merit	5.00	227.79			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00			
273788	00001911	Compton, Jake	Sr Ar En Asc		0.00	0.00	12.00	4,555.86	4,783.65
494953	00006180	Crenshaw, Corey	Mapping Clk	01 Staff Merit	0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00	12.00	1,498.65	1,498.65
479004	00005746	Euling, Martin	Suvey Asst	01 Staff Merit	0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005746	Euling, Martin	Suvey Asst		0.00	0.00	12.00	1,731.27	1,731.27
004923	00000370	Fromeyer, David	Ast Dir Arch	01 Staff Merit	3.00	146.37			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00	12.00	4,879.85	5,025.42
521026	00009541	Green, Noragene	Mail Carrier	01 Staff Merit	0.00	0.00			

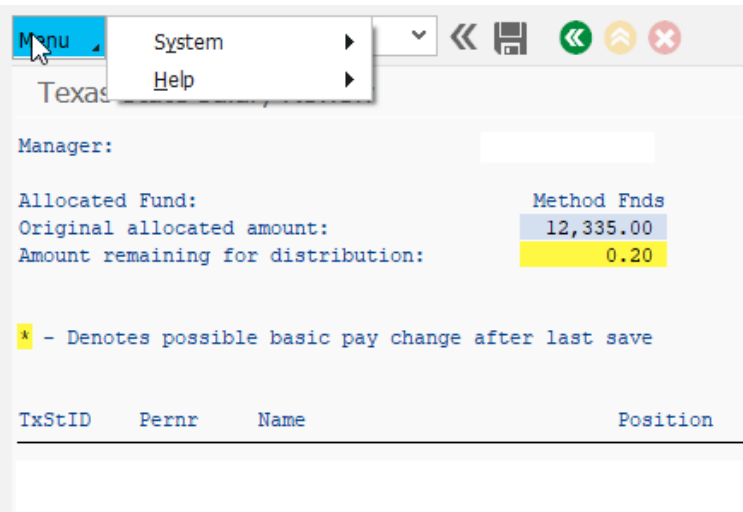
 Records saved

ZSALREV

Printing a copy of the salary review entries

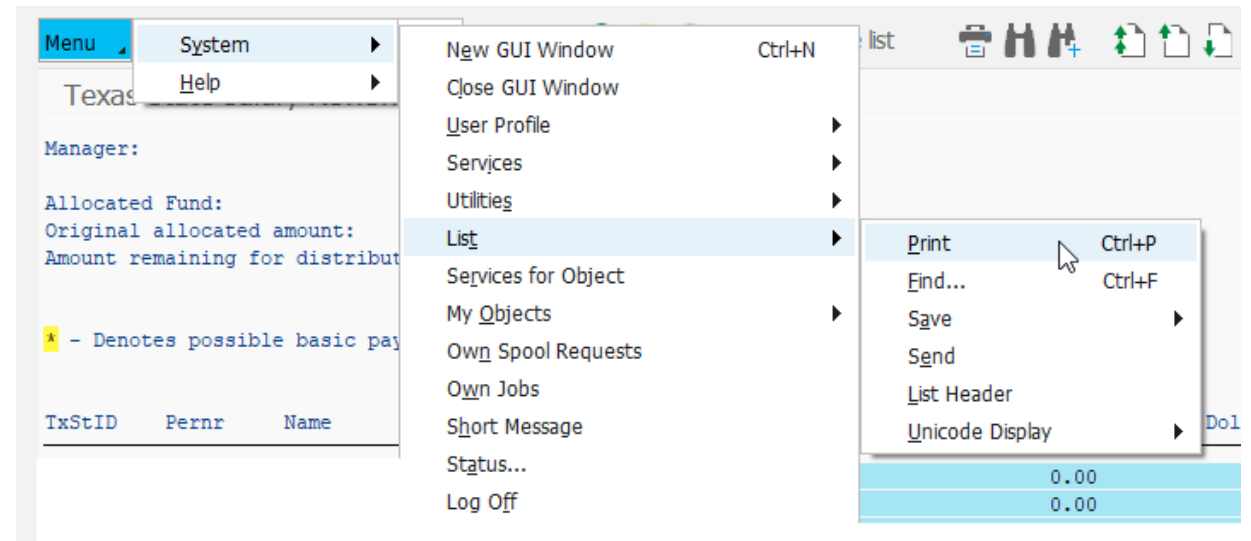
28. Click **Menu** in the upper left corner of the screen.

29. A dropdown box of options will appear:

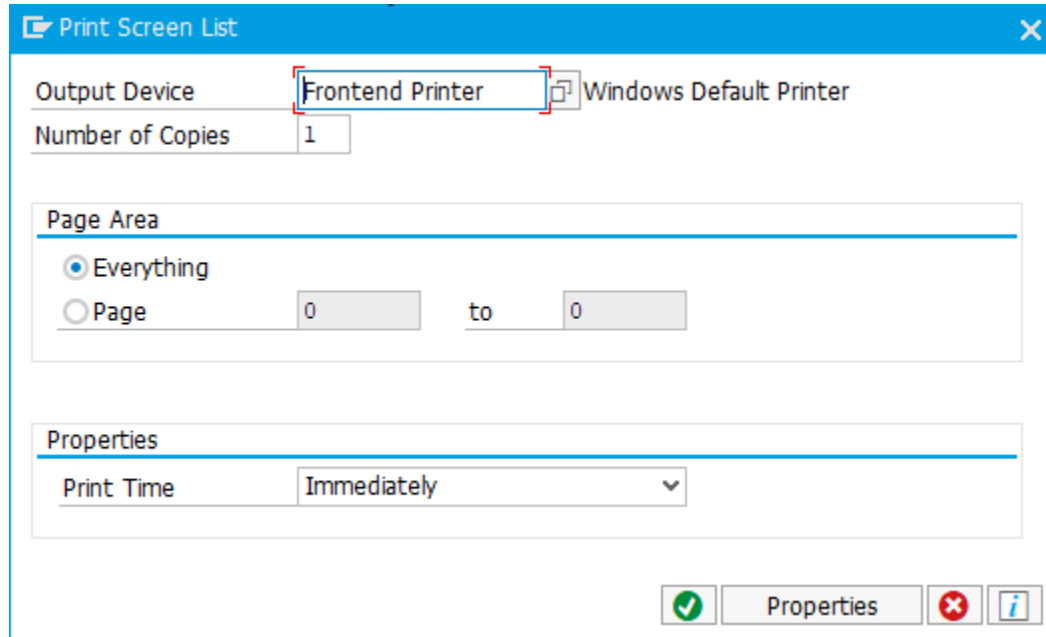


30. Place your cursor on **System**, then **List**, and an additional box of options will appear.

31. Click **Print** **Ctrl+P**



32. A Print Screen List box will appear.:



33. Verify/enter the name of the Output Device (i.e., printer).

34. Click the Continue (Enter) button () on the information box.

Printing is complete.



Reviews by Deans and Assistant/Associate Vice Presidents

1. You will need the Personnel Assignment number of each of your direct reports. To review the entries made by your managers for their employees, use the transaction described on slides 3-18 above.

To display the entries made by a particular manager, enter that manager's Personnel Assignment number on the initial Texas State Salary Review:

The screenshot shows the 'Texas State Salary Review' application window. At the top, there is a title bar with the text 'Texas State Salary Review' and a standard Windows-style toolbar. Below the title bar, the application content is organized into several sections:

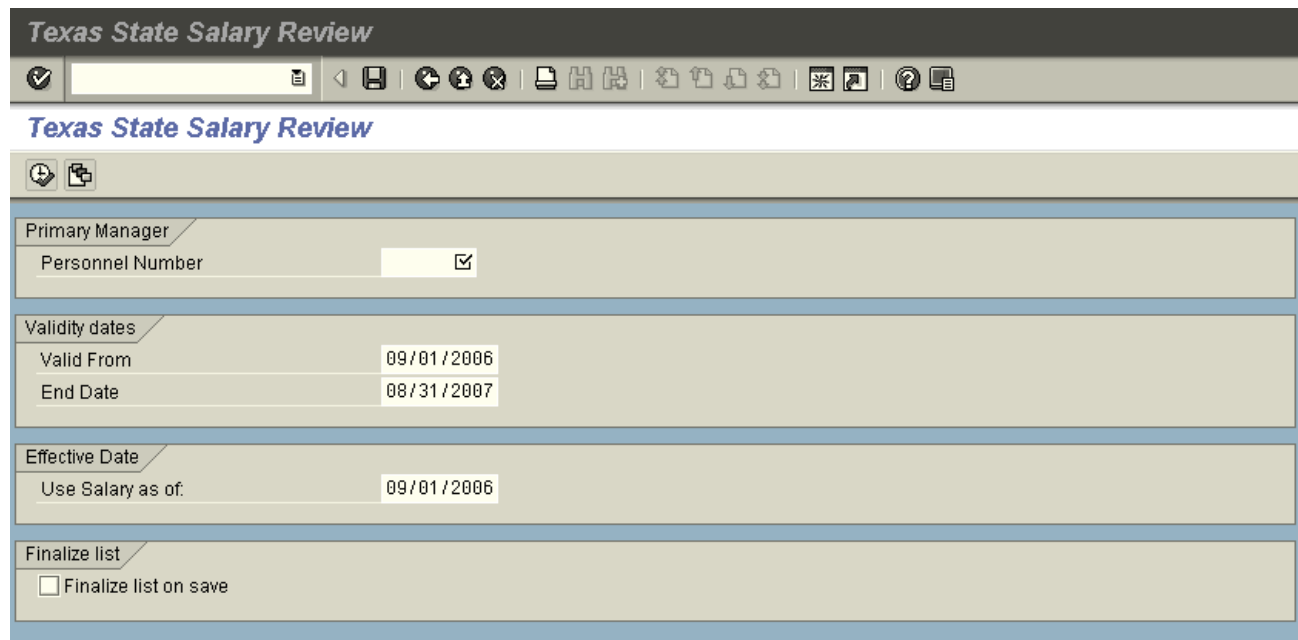
- Primary Manager:** A section containing a 'Personnel Number' field with a dropdown arrow and a checkmark icon.
- Validity dates:** A section containing two fields: 'Valid From' with the value '09/01/2006' and 'End Date' with the value '08/31/2007'.
- Effective Date:** A section containing a 'Use Salary as of:' field with the value '09/01/2006'.
- Finalize list:** A section containing a checkbox labeled 'Finalize list on save' which is currently unchecked.

2. You may change the Staff Merit amounts entered by each of your managers. Remember, however, that any changes you enter for a PFG employee will be limited by the remaining merit pool allocation for that group of employees. The system will not allow you to overspend the original allocated amount for that group.
3. If you change any of the entries made by a manager, remember to click the Update List button () to implement your changes. Then save your entries by clicking the Save button () before you close the transaction.
4. Notify your Vice President when you have completed reviews of the entries made by your direct reports.

Reviews and Approvals by Vice Presidents

1. You will need the Personnel Assignment number of each manager in your division who made Salary Review entries. To review the entries made by your managers for their employees, use the transaction described on slides 3-18 above.



To display the entries made by a particular manager, enter that manager's Personnel Assignment number on the initial Texas State Salary Review:




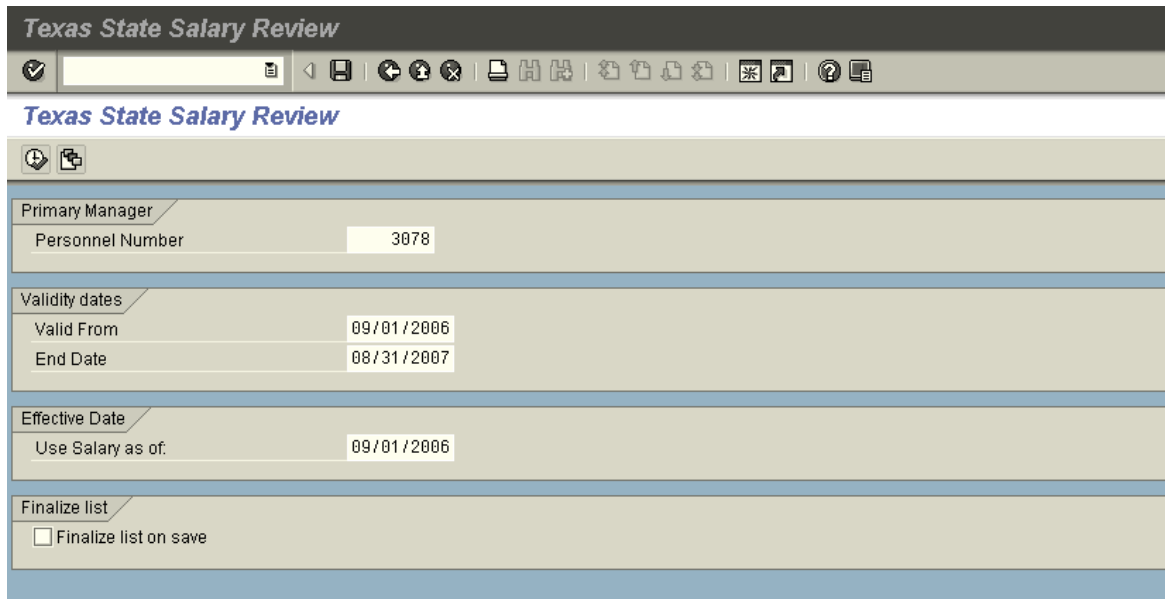
The screenshot shows the 'Texas State Salary Review' application window. The title bar reads 'Texas State Salary Review'. Below the title bar is a standard Windows-style toolbar with various icons. The main content area is titled 'Texas State Salary Review' and contains several sections:

- Primary Manager:** A section with a 'Personnel Number' field containing a yellow box and a checkmark icon.
- Validity dates:** A section with two fields: 'Valid From' set to '09/01/2006' and 'End Date' set to '08/31/2007'.
- Effective Date:** A section with a 'Use Salary as of:' field set to '09/01/2006'.
- Finalize list:** A section with a checkbox labeled 'Finalize list on save' which is currently unchecked.

2. You may change the Staff Merit amounts entered by each of your managers. Remember, however, that any changes you enter for a PFG employee will be limited by the remaining merit pool allocation for that group of employees. The system will not allow you to overspend the original allocated amount for that group.

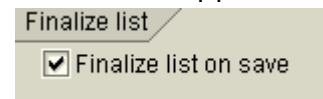
3. If you change any of the entries made by a manager, remember to click the Update List button () to implement your changes. Then save your entries by clicking the Save button () before you close the transaction.

4. Final Approval of a Manager's List. To indicate your final approval of a manager's list and prevent any further changes/entries for the employees assigned to the manager, use the Back button () to return to the initial Texas State Salary Review screen. Verify that the manager's Personnel Number is displayed in the Primary Manager section:



5. Click on the Finalize list on save box (Finalize list on save).

6. A checkmark will appear, confirming that this manager's list has been locked:



7. Click the Execute button ().

8. Click the Save button ().

9. Enter another manager's Personnel Number to initiate review of entries or close the transaction.

The review and approval process is complete.

Contacts

Merit pools or other budgetary issues:

Budget Office | 512-245-2376 | budget@txstate.edu

Grant Funded Positions:

Office of Sponsored Programs | 512-245-2102 | grants@txstate.edu

Staff Salary Review Questions:

Human Resources | 512-245-2557 | hr@txstate.edu

Faculty Salary Review Questions:

Faculty and Academic Resources | 512-245-2786 | FacultyResources@txstate.edu

