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:

o <u>See page 21</u>

Reviews and Approvals by Vice Presidents:

o <u>See page 23</u>

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.

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	9	ZSALREV	
3	SA	P Easy Access	
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- 4. The Texas State Salary Review page will show up.
- 5. In the <u>Primary Manager</u> section, enter the <u>Personnel Number</u> 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 \bigoplus button.

Texas State Salary Review

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Texas State Salary Review

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Primary Manager /	
Bersonnel Number	
1 ersonner (difficer	
Validity dates	
Valid From	09/01/2006
End Data	09/21/2007
End Date	0073172007
Effective Date	
Use Salary as of	09/01/2006
Finalize list	
Finalize list on save	

7. This screen will show up

Texas	State Sa	lary Review							
0		1 I I I I	© ⓒ ⊗ ⊒ (1) (1) (1) (1)		0 B				
Texas	State Sa	lary Review							
Update I	list								
Manager:			Ryan, Betty						
Allocated Original Amount ro * - Denot	d Fund: allocated emaining fo tes possibl	amount: r distribution: e basic pay change	Method Fnds 300200 4,107.00 1,17 4,107.00 1,17 after last save	1006 20240910 0.00 1,756. 0.00 1,756.	06 44 44				
TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434928	00003974	Anderson Arrold	Survey Surv	01 Staff Merit	0.00	0.00			
434028	00003974	Anderson, Arnold	Survey Supv	or ocarr norre	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	Actq Clk II		0.00	0.00	12.00	3,022.43	0,022.40
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 LIK II		0.00	0.00	12 00	1 022 00	1 022 00
394373	00008259	Berry, John	Arch Eng Asc	01 Staff Merit	0.00	0.00	12.00	1,352.00	1,352.00
394373	00008259	Berry, John	Arch Eng Asc	or ocarr norre	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	40.00	2 050 00	2 250 00
394373 273788	00008259	Compton Jake	Sr Ar En Asc	01 Staff Morit	0.00	0.00	12.00	3,250.00	3,250.00
273788	00001911	Compton, Jake	Sr Ar En Asc	or ocarr nerre	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	000001911	Compton, Jake	Sr Ar En Asc	04 Stoff Monit	0.00	0.00	12.00	4,555.86	4,555.86
494953	00000180	Crenshaw, Corey	Mapping Cik	or scarr heric	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	04 Ctoff Monit	0.00	0.00	12.00	1,498.65	1,498.65
479004	00005746	Euling, Martin	Suvey Asst Suvey Acct	01 Statt 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	04 04 44 14 11	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	12.00	4,879.05	4,879.05

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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.
 - \circ 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 (Update list) (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 <u>01 Staff Merit line</u>. (<u>01 Staff Merit is displayed in the Reason</u> column.) Example: Arnold Anderson is a 12-month employee and is to receive a 3% merit increase. On Arnold's <u>01 Staff Merit line</u> find the <u>0.00</u> in the <u>PctIncr</u> column. Change it to <u>3.00</u>.

9. Click the Update list button (Update list) 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 amounts(s) to be exceeded.

Texas	State Salary Review						
0		C 🖸 🕲 🗅 (1) (1) (1) (1)					
Texas	State Salary Review						
Update I	ist						
Manager:		Ryan, Betty					
Allocated Original Amount re	d Fund: allocated amount: emaining for distribution:	Method Finds 3002001 4,107.00 1,170 2,802.96 1,170	2024091006 0.00 1,756.44 0.00 1,756.44				
* - Denot	es possible basic pay change	after last save					
TxStID	Pernr Name	Position	Reason Pc	tIncr DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028 434028	00003974 Anderson, Arnold 00003974 Anderson, Arnold	Survey Supv	81 Staff Merit	3.00 108 67			
434028	00003974 Anderson, Arnold	Survey Supv					
434028	00003974 Anderson, Arnold 00003974 Anderson, Arnold	Survey Supv Survey Supv		0.00 0.00 0.00 0.00	12.00	2 622 40	2 721 46
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 R	eview							
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Texas	State Salary R	eview							
Update I	ist								
Manager:			Ryan, Betty						
Allocated Original Amount re	H Fund: allocated amount: emaining for distr	ibution:	Method Fnds 300200 4,107.00 1,17 2,802.96 1,17	11006 20240916 '0.00 1,756. '0.00 1,756.	006 44 44				
<mark>*</mark> - Denot	es possible basic	pay change a	fter last save						
TxStID	Pernr Name		Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974 Anders	on, Arnold	Survey Supv	01 Staff Merit	3.00	108.67			
434028	00003974 Anders	on, Arnold	Survey Supv		0.00	0.00			
434028	00003974 Anders 00003974 Anders	on, Arnold on Arnold	Survey Supv		0.00	0.00			
434028	00003974 Anders	on, Arnold	Survey Supv		0.00	0.00			
434028	00003974 Anders	on, 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 X 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 <u>Amount remaining for distribution</u> has been reduced by \$1,304.04.
 - Had the cost distribution been less than 100% PFG funding, the <u>Amount remaining for distribution</u> would have been reduced by a proportionate amount.
 - □ For example, if the funding was split 75% PFG and 25% 3002001006, the <u>Amount remaining for distribution</u> for each fund would be reduced as follows: PFG by \$978.03 (\$1,304.04 X 75%) and 3002001006 by \$326.01 (\$1,304 X 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.

Texas	State Sala	ary Revieu	V			
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Texas	State Sala	nry Revieu	v			
Back						
		Cost Distri	bution			
		Anderson, An Raise Amoun	rnold t:	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 <u>after</u> the Update list button (Update list) has been clicked:
- a. Once a **percentage** increase has been entered and the <u>Update list</u> 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 <u>DollarIncr</u> column.
 - To change the amount of the percentage increase, go to the PctIncr column, change the percentage, and click the <u>Update list</u> button. The amount in the <u>DollarIncr</u> 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 <u>PctIncr</u> column to 0.00 and click the <u>Update list</u> button. Then you can enter an amount in the <u>DollarIncr</u> column and click the <u>Update list</u> 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 <u>PctIncr</u> column and click the <u>Update list</u> 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 Sa	lary Review							
0			© ⓒ ⊗ ⊒ (1) (1) (2) (1	1.0 20 🛒 🖉	0				
Texas	State Sa	lary Review							
Update I	list								
Manager:			Ryan, Betty						
Allocated Original Amount re	d Fund: allocated emaining fo	amount: r distribution:	Method Fnds 300200 4,107.00 1,17 2,802.96 1,17	1006 20240910 0.00 1,756. 0.00 1,756.	06 44 44				
* - Denot	tes possibl	e basic pay change	after last save						
TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028 434028 434028 434028 434028	00003974 00003974 00003974 00003974 00003974	Anderson, Arnold Anderson, Arnold Anderson, Arnold Anderson, Arnold Anderson, Arnold	Survey Supv Survey Supv Survey Supv Survey Supv Survey Supv	01 Staff Merit	3.00 0.00 0.00 0.00	108.67 0.00 0.00 0.00			
434028 522530 522530 522530 522530 522530 522530	00003974 00011602 00011602 00011602 00011602 00011602	Anderson, Arnold Ashton, Bonnie Ashton, Bonnie Ashton, Bonnie Ashton, Bonnie Ashton, Bonnie	Survey Supv Actg Clk II Actg Clk II Actg Clk II Actg Clk II Actg Clk II Actg Clk II		0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	12.00	3,622.49	3,731.16
522530	00011602	Ashton, Bonnie	Actq Clk II		0.00	0.00	12.00	1,932.00	1,932.00

Note: In the <u>Reason</u> column for Ashton, the <u>01 Staff Merit</u> 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 <u>01 Staff Merit line</u>. *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.*

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Texas	: State Sa	alary Review								1
Update	list									
Manager:	:		Ryan, Betty							1
Allocato	d Eurod		Mothod Ende 200200	1006 20240040	106					-
Original	l allocated	amount:	4,107.00 1,170	0.00 <u>20240910</u>	.44					а
Amount r	remaining f	or distribution:	2,802.96 720	9.00 1,756.	.44					۲.
										D
* - Deno	otes possib	le basic pay change	after last save							
TxStID	Pernr	Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth	С
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	40.00	0.000.40	0 704 40	
434028	00003974	Anderson, Arnold	Survey Supv		0.00	0.00	12.00	3,622.49	3,731.16	
522530	00011002	Ashton, Bonnie	ACUG UIK II Acta Cik II		0.00	0.00				
522530	00011002	Ashton Bonnie	ACLY CIN II Acta Cik II		0.00	0.00				
522530	00011002	Ashton Bonnie	Acta Clk II		0.00	0.00				
522530	00011602	Ashton Bonnie	Acta Clk II		0.00	0.00				
522530	00011602	Ashton Bonnie	Acta 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	.2.00	1,002.00	1,002.00	
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	

L5. Click the Update list button (Update list).

l6. Note:

- a. John's cost distribution reflects fund 3002001006.
- b. A \$50 per month increase for 9 months costs \$450 per year.
- c. 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 <u>01 Staff Merit line</u>. *Example: Jake Compton is a 12-month employee and is to receive a 6% merit increase. On Jake's <u>01 Staff Merit line</u> find the <u>0.00</u> in the <u>PctIncr</u> column. Change it to <u>6.00</u>.*

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

Texas	State Salary Review							
0		CCQILHH120		0				
Texas	State Salary Review							
Update li	ist							
Manager:		Ryan, Betty						
Allocated Original Amount re	f Fund: allocated amount: maining for distribution:	Method Fnds 300200 4,107.00 1,170 2,802.96 720	006 20240910 0.00 1,756 0.00 1,756	996 .44 .44				
<mark>*</mark> - Denot	es 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	L= Information			0.00	0.00			
434028	Baserda net undeted Alless	tion over everended for		0.00	0.00			
434028	Records not updated. Alloca	ition over expended for		0.00	0.00			
434028	METHOD			0.00	0.00	10.00	2 622 40	0 704 46
434028				0.00	0.00	12.00	3,022.49	3,731.10
522530				0.00	0.00			
522530				0.00	0.00			
522530				0.00	0.00			
522530	✓ (2)			0.00	0.00			
522530	00011602 Ashton Bornie	Acta Clk II		0.00	0.00	12 00	1 932 00	1 932 00
394373	AAAAA259 Berry John	Arch Eng Asc	01 Staff Merit	0.00	50.00	12.00	1,002.00	1,002.00
394373	00008259 Berry John	Arch Eng Asc	or ocarr norre	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?

Image: Ryan, Betty Allocated Fund: Method Finds 3002001006 2024001006 Original allocated amount: 4,107.00 1,756.44 Allocated fund: Method Finds 3002001006 2024001006 Original allocated amount: 4,107.00 1,756.44 Anount remaining for distribution: 2,002.96 720.00 1,756.44 - Denotes possible basic pay change after last save 1.756.44 1.756.44 - Addeese Pernr Name Position Reason Pclincr Dollarincr NumNoWork CurrPayMonth ProposedMonth 434020 Officination over expended for 0.00 0.00 0.00 0.00 434020 Officination over expended for 0.00 0.00 0.00 12.00 3,622.49 3,731.16 522530 Officination Actor Eng Asc 0.00 0.00 0.00 1.932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,	Texas	State Salary Review						
Texas State Salary Review Update list Nanager: Ryan, Betty Allocated Fund: Nethod Finds 3082001006 2024891006 Original allocated asount: 4,107,00 1,756.44 Allocated fund: Nethod Finds 3082001006 1,756.44 Anount resaining for distribution: 2,882.98 720.00 1,756.44 - Denotes possible basic pay change after last save 1 1,756.44 1x51D Pernr Name Position Reason Pctincr Dollarincr NumMoWork CurrPayHonth ProposedMonth 440209 Information Nembodied Allocation over expended for 0.00 1086.67 0.00 0.00 440208 Information 0.00 0.00 0.00 0.00 0.00 440208 Information NetHod Finds Survey Supv 0.00 1086.67 0.00 0.00 440208 Information NetHod Finds 0.00 0.00 0.00 0.00 440208 Information 0.	0		CCCIEHHE12000					
Update ist Wanager: Ryan, Betty Allocated Fund: Method Fnds 3002001006 2024091006 Original allocated anount: 41,073.00 1,756.44 Anount resaining for distribution: 2,802.96 720.00 1,756.44 Anount resaining for distribution: 2,802.96 720.00 1,756.44 * - Denotes possible basic pay change after last save 1 1,756.44 * - Denotes possible basic pay change after last save 0.00 0.00 9.00 TXStID Pernr Name Position Reason Pctincr Dollarincr NumNoWork CurrPayMonth ProposedMonth 434028 Unformation 0.00 0.00 0.00 0.00 0.00 0.00 434028 Information 0.00 0.00 0.00 0.00 0.00 0.00 434028 Information 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Texas	State Salary Review						
Update ist Nanager: Ryan, Betty Allocated Fund: Nethod Fnds 2002001006 2024091006 Original allocated acount: Nanager: 2,802.96 1,778.08 Amount remaining for distribution: 2,802.96 720.00 1,756.44 Amount remaining for distribution: 2,802.96 720.00 1,756.44 * - Denotes possible basic pay change after last save 1x51D Pern Name Position Reason Pctincr Dollarincr NumMoWork CurrPayMonth ProposedMonth 434028 00003974 Anderson, Arnold Survey Supv 01 Staff Herit 3.00 108.67 434028 00003974 Anderson, Arnold Survey Supv 01 Staff Herit 3.00 108.67 434029 Image: Records not updated. Allocation over expended for 0.00 0.00 0.00 12.00 3,622.49 3,731.16 522530 Image: Records not updated. Allocation over expended for 0.00 0.00 0.00 1.90 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00	TOXUO .							
Manager: Ryan, Betty Allocated Fund: Hethod 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	Update li	st						
Allocated Fund: Driginal allocated amount: A,107.08 1,170.08 1,756.44 Amount remaining for distribution: 2,802.96 720.09 1,756.44 * - Denotes possible basic pay change after last save TxStID Pernr Name Position Reason Position Reason PotIncr DollarIncr NumMoWork CurrPayMonth ProposedMonth 434028 00003274 Anderson, Arnold Survey Supv 01 Staff Merit 3.00 0	Manager:		Ryan, Betty					
Image: basic pay change after last save TxStID Pern Name Position Reason PctIncr DollarIncr NumMoWork CurrPayMonth ProposedMonth 434028 00003974 Anderson, Arnold Survey Supv 01 Staff Merit 3.00 100.07 434028 00003974 Anderson, Arnold Survey Supv 01 Staff Merit 3.00 100.07 434028 0000374 Anderson, Arnold Survey Supv 01 Staff Merit 3.00 100.07 434028 0000374 Anderson over expended for 0.00 0.00 0.00 434028 000 0.00 0.00 0.00 0.00 0.00 METHOD 0.00 0.00 0.00 0.00 0.00 0.00 522530 00011602 Ashton, Bonnie Actg Clk 11 0.00 0.00 0.00 12.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00 1,932.00	Allocated Original Amount re	Fund: allocated amount: maining for distribution:	Method Fnds 3002001006 4,107.00 1,170.00 2,802.96 720.00	2024091006 1,756.44 1,756.44				
TXStID Pern Name Position Reason PctIncr DollarIncr NumMoWork CurrPayMonth ProposedMonth 434028 00003974 Anderson, Arnold Survey Supv 01 Staff Merit 3.00 100.67 434028 Cinformation 0.00 0.00 0.00 0.00 0.00 434028 Records not updated. Allocation over expended for 0.00 0.00 0.00 0.00 434028 Retords not updated. Allocation over expended for 0.00 0.00 0.00 0.00 434028 Records not updated. Allocation over expended for 0.00 0.00 0.00 0.00 434028 Records not updated. Allocation over expended for 0.00 0.00 0.00 0.00 522530 Composition Records not updated. Allocation over expended for 0.00 0.00 0.00 522530 Composition Records not updated. Allocation over expended for 0.00 0.00 0.00 522530 Composition Records not updated. Allocation over expended for 0.00	<mark>*</mark> - Denot	es possible basic pay change	after last save					
434028 00003974 Anderson, Arnold Survey Supv 01 Staff Merit 3.00 108.67 434028 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 434028 0.00 0.00 0.00 0.00 522530 0 0.00 0.00 0.00 522530 0 0.00 0.00 0.00 522530 0 0.00 0.00 0.00 522530 0 0.00 0.00 0.00 522530 0 0.00 0.00 0.00	TxStID	Pernr Name	Position Reas	son PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028 Information B .00 C C Records not updated. Allocation over expended for METHOD Records not updated. Allocation over expended for METHOD Records not updated. Allocation over expended for Records not updated. Alloc	434028	00003974 Anderson, Arnold	Survey Supv 01 S	Staff Merit 3.00	108.67			
434028 0.00 0.00 0.00 434028 0.00 0.00 0.00 434028 0.00 0.00 0.00 434028 0.00 0.00 0.00 434028 0.00 0.00 0.00 434028 0.00 0.00 0.00 434028 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 394373 00008259	434028	🗁 Information	X	0.00	0.00			
434028 Records not updated. Allocation over expended for 0.00 0.00 434028 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.0011602 Ashton, Bonnie Actg C1k II 0.00 0.00 524373 00008259 Berry, John Arch Eng Asc 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00	434028			0.00	0.00			
434028 METHOD 0.00 0.00 0.00 3,622.49 3,731.16 522530 0.00 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 0.00 522530 0.0011602 Ashton, Bonnie Actg Clk II 0.00 0.00 1,932.00 1,932.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 </td <td>434028</td> <td>🛛 🕕 🛛 Records not updated. Alloc</td> <td>ation over expended for</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td></td>	434028	🛛 🕕 🛛 Records not updated. Alloc	ation over expended for	0.00	0.00			
444028 0.00 0.00 12.00 3,522.49 3,731.16 522530 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 522530 0.00 0.00 0.00 0.00 0.00 522530 0.0011602 Ashton, Bonnie Actg Clk II 0.00 0.00 1,932.00 1,932.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc </td <td>434028</td> <td>METHOD</td> <td></td> <td>0.00</td> <td>0.00</td> <td>40.00</td> <td>0.000.40</td> <td>0.704.40</td>	434028	METHOD		0.00	0.00	40.00	0.000.40	0.704.40
022530 522530 522530 522530 522530 522530 522530 522530 522530 0.00	434028			0.00	0.00	12.00	3,622.49	3,731.16
022530 522530 522530 522530 522530 0.00 0	522530			0.00	0.00			
322330 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.00 0.00 0.00 522530 0.0008259 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 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 394373 00008259 Berry, John Arch Eng Asc 0.00 0.00 394373 0008259 Berry, John Arch Eng Asc 0.00 0.00 394373 00082	522530			0.00	0.00			
322330 Image: Constraint of the sector of the	522530			0.00	0.00			
S22530 00011602 Ashton, Bonnie Actg Clk II 0.00 0.00 1.00 1.00 1.932.00 1.932.00 394373 00008259 Berry, John Arch Eng Asc 01 Staff Merit 0.00 50.00 1.932.0	522530	✓ (2)		0.00	0.00			
394373 00008259 Berry, John Arch Eng Asc 01.00 50.00 10.00 <th10.00< th=""> <th10.00< th=""> <th10.00< t<="" td=""><td>522530</td><td>AAA11602 Ashton Bonnie</td><td>Acta Cik II</td><td>0.00</td><td>0.00</td><td>12 88</td><td>1 932 00</td><td>1 932 00</td></th10.00<></th10.00<></th10.00<>	522530	AAA11602 Ashton Bonnie	Acta Cik II	0.00	0.00	12 88	1 932 00	1 932 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 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 A1 9	Staff Merit 0.00	50.00	.2.00	.,002.00	1,002.00
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 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 3.250.00 3.250.00 3.300.00	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	394373	00008259 Berry, John	Arch Eng Asc	0.00	0.00			
394373 AAAA8259 Berry John Arch Eng Asc A AA A A A A A A A 3 250 AA 3 300 AA	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 01 S	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	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			

19. Note:

- a. The dollar value of a 6% increase would be \$273.35 per month (\$4555.86 X 6%).
- b. A \$273.35 per month increase for 12 months would cost \$3,280.20 per year (\$273.35 X 12).
- c. Jake's cost distribution is attached to fund 2000011006, which is considered PFG. The <u>Amount remaining for</u> <u>distribution</u> from PFG Funds is \$2,802.96.
- d. Since the 12-month cost of Jake's 6% merit increase (\$3,280.20) exceeds the <u>Amount remaining for distribution</u> (\$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) Subtract button on the information box.

Texas State Salary Review

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Texas State Salary Review

Update list			
fanager :	Ryan, Betty		
Allocated Fund: Original allocated amount: Amount remaining for distribution:	Method Fnds 4,107.00 2,802.96	3002001006 1,170.00 720.00	2024091006 1,756.44 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 Ulk		0.00	0.00			
494953	00006180	Crenshaw, Corey	Mapping Clk		0.00	0.00			1 100 05
494953	00006180	Crenshaw, Corey	Mapping Cik		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	40.00	4 704 07	4 704 07
479004	000005740	Euring, Hartin	Suvey Asst	Of Charles Manual	0.00	0.00	12.00	1,731.27	1,731.27
004923	00000370	Fromeyer, David	ASU DIR Arch	er starr merrit	0.00	0.00			
004923	00000370	Enomoyon Dovid	ASC DIE ALCH		0.00	0.00			
004923	00000370	Fromeyer, David	ASU DIF AFCh		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Din Arth		0.00	0.00			
004923	00000370	Fromeyer, David	Ast Dir Arch		0.00	0.00	12.00	4 970 95	4 970 95
004323	00000370	riomeyer, baviu	NOC UTE ALCH		0.00	0.00	12.00	4,078.00	4,078.00
🛞 Alloc	ation over exp	ended 💙							ZSALREV
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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 <u>Amount remaining for distribution</u> 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 (Update list).

24. Note:

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

16

Saving Salary Review entries

Texas State Salary Review

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.

0	1	😋 🕢 🔛 🗎 🛗 🖓 🏝 1		2				
Texas	Texas State Salary Review							
Update	Update list							
1anager :		Ryan, Betty						
Method Finds 3002001006 2024091006 Driginal allocated amount: 4,107.00 1,170.00 1,756.44 Amount remaining for distribution: 69.48 720.00 1,756.44								
- Deno	tes possible basic pay chan	ge after last save						
ſxStID	Pernr Name	Position	Reason	PctIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
434028	00003974 Anderson, Arnol	d Survey Supv	01 Staff Merit	3.00	108.67			
34028	00003974 Anderson, Arnol	d Survey Supv		0.00	0.00			
434028	00003974 Anderson, Arnol	d Survey Supv		0.00	0.00			
434028	00003974 Anderson, Arnol	d Survey Supv		0.00	0.00			
134028	00003974 Anderson, Arnol	a Survey Supv		0.00	0.00	40.00	0 000 40	2 724 46
434028 200500	00003974 Anderson, Arnot	u survey supv		0.00	0.00	12.00	3,022.49	3,731.10
522530 522530	00011002 ASILON, BONNIE 00011602 Ashton Bonnie	Acty CIN II Acty Clk II		0.00	0.00			
522530 522530	00011002 Ashton Bonnie	Acta Clk II		0.00	0.00			
522530 522530	00011602 Ashton Bonnie	Acta Clk II		0.00	0.00			
22530	00011602 Ashton Bonnie	Acta Clk II		0.00	0.00			
522530	00011602 Ashton, Bonnie	Acta 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	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 (Records saved) 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

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Texas State Salary Review

Update list									
Allocate	ed Fund:		Method Fnds 300200	1006 20240910	106				
Amount r	remaining fo	amount: or distribution:	4,107.00 1,17 69.48 72	0.00 1,756. 0.00 0.	44 00				
* - Deno	otes possibl	le basic pay change	after last save						
TxStID	Pernr	Name	Position	Reason	PotIncr	DollarIncr	NumMoWork	CurrPayMonth	ProposedMonth
424020	00000074	Indoncon Innold	Cupucu Cupu	04 Ctoff Monit	2.00	400.67			
434028	00003974	Anderson, Arnold	Survey Supv	of Start Merit	3.00	108.07			
434020	00003374	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	Benny, John	Arch Eng Asc		0.00	0.00			
394373	00000239	Berry, John Bonny, John	Arch Eng Asc		0.00	0.00	0.00	2 250 00	2 200 00
272700	00000209	Compton Jake	Sn in Englise	01 Stoff Marit	5.00	227.70	3.00	3,200.00	3,300.00
273788	00001911	Compton, Jake	Sr år En åer	or acarr herre	9.00	227.73			
273788	00001011	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			
4/9004	00005746	Euling, Martin	Suvey Asst		0.00	0.00			
479004	00005740	Euling, Martin	Suvey Asst		0.00	0.00	40.00	4 704 07	4 704 07
479004	00005740	Euring, nartin Enomoyon, Dovid	auvey Assi	01 Ctoff Monit	2.00	146.27	12.00	1,731.27	1,731.27
004923	00000370	Fromever David	Ast Dir Arch	or scarr nerit	0.00	140.37			
004923	00000370	Fromeyer David	Ast Dir Arch		0.00	0.00			
004020	00000370	Fromeyer David	Ast Dir Arch		0.00	0.00			
004020	00000370	Fromever David	Ast Dir Arch		0.00	0.00			
004923	00000370	Eromever David	Ast Dir Arch		0.00	0.00	12 00	4 879 05	5 825 42
521026	00009541	Green, Noragene	Mail Carrier	01 Staff Merit	0.00	0.00		.,	0,000.42
		and a start of the							
Reco	ords saved								Z ZSALREV

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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:

Mynu System Texas Help	3 (2) 12				
Manager:					
Allocated Fund: Original allocated amount: Amount remaining for distribution:	Method Fnds 12,335.00 0.20				
* - Denotes possible basic pay change after last save					
TxStID Pernr Name	Position				

31. Click <u>P</u>rint Ctrl+P 會自然 約1100 list System Ctrl+N New GUI Window <u>H</u>elp Close GUI Window Texas User Profile ► Manager: Services • Utilities ► Allocated Fund: Original allocated amount: List • <u>P</u>rint Ctrl+P \square Amount remaining for distribut Services for Object Find... Ctrl+F My Objects . Save * - Denotes possible basic pay Own Spool Requests Send Own Jobs List Header Dol TxStID Pernr Name Short Message Unicode Display Status... 0.00 Log Off 0.00

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

32. A Print Screen List box will appear:.

🖙 Print Screen List		×
Output Device Number of Copies	Frontend Printer	
Page Area		
 Everything Page 	0 to 0	
Properties		
Print Time	Immediately ~	
	Properties) <u>i</u>

- **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:

Texas State Salary Review							
Texas State Salary Review	Texas State Salary Review						
•							
Primary Manager /							
Personnel Number	R						
Validity dates /							
Valid From	09/01/2006						
End Date	08/31/2007						
Effective Date							
Use Salary as of:	09/01/2006						
Finalize list							
Finalize list on save							

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 (Update list) 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:

Texas State Salary Review					
Texas State Salary Review	r				
•					
Primary Manager					
Personnel Number					
Validity dates					
Valid From	09/01/2006				
End Date	08/31/2007				
Effective Date					
Use Salary as of:	09/01/2006				
Finalize list on save					

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 (Update list) to implement your changes. Then save your entries by clicking the Save button (🔲) before you close the transaction.

4. <u>Final Approval of a Manager's List</u>. 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:

Texas State Salary Review	5. Click on the Finalize list on save box (Finalize list on save).			
Texas State Salary Review Primary Manager	6. A checkmark will appear, confirming that this manager's list has been locked: Finalize list Finalize list on save			
Personnel Number 3078 Validity dates	7. Click the Execute button 🕒.			
Effective Date Use Salary as of: 09/01/2006	8. Click the Save button 🕒 .			
Finalize list	9. Enter another manager's Personnel Number to initiate review of entries or close the transaction.			

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 | <u>hr@txstate.edu</u>

Faculty Salary Review Questions:

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



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