Annual Merit Compensation Process (AMCP)
Human Resources
Agenda

Overview and updates
Navigation & AMCP Pages
Reports
Security
Review & Exception Processing
Additional Resources
Appendix A: Overview of Business Process
Salary planning will occur in Peoplesoft
Navigational paths remain the same as last year
No procedural changes from last year
System access should be checked due to SOD
Overview (cont’d)

Included in process are active Regular (non-Health System) employees with the following Account Codes:

- 60022 - 9-Month Regular Faculty
- 60025 - 9-Month Research Track Faculty
- 60026 - 9-Month Clinical Track Faculty
- 60033 - 12-Month Regular Faculty
- 60035 - 12-Month Research Track Faculty
- 60036 - 12-Month Regular Clinical Track Faculty
- 60044 - Unclassified Regular >=50%
- 60046 - County Agent Distribution
- 60055 - Classified Regular Salaried/Hourly >=50%
Overview of Online Navigation

Menu ➔ Workforce Administration ➔ Plan Salaries

Plan Salaries

- Freeze Salary Plan by Dept
- Sal Freeze Tbl Insert Update
- Plan by Dept and Title Group
Salary Plan

Menu ➔ Workforce Administration ➔ Plan Salaries ➔ Plan by Dept and Title Group

Plan by Dept and Title Group
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: [dropdown]
VP-College ID: [dropdown] begins with
Department-Level Organization: [dropdown] begins with
Department: [dropdown] begins with
Classified/Unclassified Indc: [dropdown]
EmpID: [dropdown] begins with
Empi Red Nbr: [dropdown]
Name: [dropdown] begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria
### Salary Plan (cont’d)

Menu – Workforce Administration – Plan Salaries – Plan by Dept and Title Group

<table>
<thead>
<tr>
<th>Smith, Mark Edward</th>
<th>ID: 85001153</th>
<th>Red#: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version ID: FY07/08</td>
<td>Class Indicator: Unclassified</td>
<td></td>
</tr>
<tr>
<td>Department: 54140 Athletics</td>
<td>Sal Plan: A&amp;P Admin &amp; Prof</td>
<td></td>
</tr>
<tr>
<td>Job Code: 5852 Manager-Video Services</td>
<td>Sal Grade: 64 A&amp;P 64</td>
<td></td>
</tr>
<tr>
<td>Position: 00034133 Athletic Videography Mgr.</td>
<td>Appt Length: 12/12 Mth</td>
<td></td>
</tr>
<tr>
<td>1St: N Atc N We N Sp: N 2St: N</td>
<td>Freq: M</td>
<td></td>
</tr>
</tbody>
</table>

### Incremental Changes

<table>
<thead>
<tr>
<th>Incr Type</th>
<th>Change %</th>
<th>Annual Change Amnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.500</td>
<td>2,178.96</td>
</tr>
</tbody>
</table>

### Total Annual Change Amount: 3.500 2,178.96

<table>
<thead>
<tr>
<th>Eff Date: 10/01/2006</th>
<th>Comp Rate: 5,188.130 62,257.56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed</td>
<td>Difference</td>
</tr>
<tr>
<td>10/01/2007</td>
<td>5,369.710 64,436.52</td>
</tr>
<tr>
<td>Eligibility: EL</td>
<td>Eligible</td>
</tr>
<tr>
<td>Vice Pres/Col Deans:  N</td>
<td>Opr ID:</td>
</tr>
</tbody>
</table>
Salary Plan (cont’d)

Increase types

- Annual Merit (A)
- Counter Offer (W)
- Employment Agreement (X)
- Major Equity (Z)
- Other Approved Exception (E)
- Contract (C)
- Faculty Promotion/Distinguished Teaching Award (P)
Salary Plan (cont’d)

Vice-President/College Dean flag – will default in as “N”; only OHR can update

Eligibility – defaults in and only OHR Payroll can update

- Eligible (EL) included in aggregate
- Eligible-Probation (EP) included in aggregate
- Ineligible (IE) not included in aggregate
Salary Plan (cont’d)

Operator ID will be displayed on AMCP page

Salary changes entered by annual amount or percent

Annual Change Amount values are divisible by 12 (monthly) or 2080 (hourly) and rounded up to the nearest cent
### Proposed/Current JED

#### Menu ➔ Workforce Administration ➔ Plan Salaries ➔ Plan by Dept and Title Group

#### PeopleSoft.

### Proposed Job Compensation

<table>
<thead>
<tr>
<th>Earnings Distrib Type</th>
<th>Comp Rate</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Percent</td>
<td>5,369.710</td>
<td>64,436.52</td>
</tr>
</tbody>
</table>

### Current Job Compensation

<table>
<thead>
<tr>
<th>Earnings Distrib Type</th>
<th>Comp Rate</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Percent</td>
<td>5,188.130</td>
<td>62,257.56</td>
</tr>
</tbody>
</table>

### Proposed JED

<table>
<thead>
<tr>
<th>Code</th>
<th>REQ</th>
<th>Regular</th>
<th>Percent</th>
<th>Account</th>
<th>Function</th>
<th>Project</th>
<th>Comp Rate</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 54366</td>
<td>1</td>
<td>1</td>
<td>100.000</td>
<td>60044</td>
<td>60044</td>
<td>60044</td>
<td>5,369.7100000</td>
<td>64,436.520</td>
</tr>
</tbody>
</table>

### Current JED

<table>
<thead>
<tr>
<th>Code</th>
<th>REQ</th>
<th>Regular</th>
<th>Percent</th>
<th>Account</th>
<th>Function</th>
<th>Project</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 54366</td>
<td>1</td>
<td>1</td>
<td>100.000</td>
<td>60044</td>
<td>60044</td>
<td>60044</td>
<td>62,257.560</td>
</tr>
</tbody>
</table>
Proposed/Current JED (cont’d)

Current JED defaults as Proposed JED.
As in previous years:

JED changes CANNOT be made in AMCP panels.

Changes should be made in Job Data panels.

By Amount option only available for monthly employees

- When using By Amount, enter monthly Comprate
### Cash Award

#### Menu ➔ Workforce Administration ➔ Plan Salaries ➔ Plan by Dept and Title Group

<table>
<thead>
<tr>
<th>Smith, Mark Edward</th>
<th>ID: 85001153</th>
<th>RCD: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department ID: 54140</td>
<td>Annual Rate: 62,257.56</td>
<td>Proposed Annual Rate: 64,436.52</td>
</tr>
</tbody>
</table>

#### Earnings

- **Effective Date**
  - **Earn Begin Date:** 1/01/2007
  - **Pay Period:** 2,000.00
  - **Total Earnings:** 2,000.00

- **Unit:** UNIV
  - **Org:** 54140
  - **Fund:** 011000
  - **Account:** 60111
  - **Function:** 60111
  - **Project:** Program
  - **Program:** User Def
  - **User Def:** BY
  - **Opr ID:** ALL

- **Comment:** AMCP Performance Bonus.
Cash Award (cont’d)

Use Cash Awards for:
- Fiscal year increase paid in cash
- Cash in lieu of available annual rate
- Award for outstanding performance
- A contractual one-time payment

Two Earnings Codes available
- SON (60121)
- SNR (60111)
Cash Award (cont’d)

Select SON when award is performance driven
  calculated as percent of salary
  retirement withheld

Select SNR for all other circumstances
  no retirement withheld

Consult OHR Payroll if you are not sure which code to use.

One award for each earnings code
Cash Award (cont’d)

Earnings Begin Date defaults in as first day of employee’s appointment year

Contact Payroll for adjustments

Earnings End Date defaults in but can be changed by user (must be a pay end date)

Cash Awards load into Additional Pay

User ID displayed for each Cash Award JED
# Summary

**Menu ➔ Workforce Administration ➔ Plan Salaries ➔ Plan by Dept and Title Group**

---

### Salary Plan

**Salary Plan Summary**

<table>
<thead>
<tr>
<th>ID: 85001153</th>
<th></th>
</tr>
</thead>
</table>

**Proposed Effective Date:** 10/01/2007

**Monetary Rate**

- **Current Salary: $5,100.130**
- **Proposed Salary Increase: $2,000.00**
- **Proposed Salary Increase - Percent:** 3.500%
- **Proposed Salary Increase - Amount:** $3,500

**Annual**

- **Current Salary: $62,257.56**
- **Proposed Salary Increase:** $2,178.96
- **Proposed Salary Increase - Amount:** $64,436.52

**Proposed Cash Award**

- **Proposed Cash Award - Amount:** $2000.00

---

### Proposed Salary JED

<table>
<thead>
<tr>
<th>Earn Code: SNR</th>
<th>Earn Begin Date: 10/01/2007</th>
<th>Earn End Date: 10/31/2007</th>
<th>Total Earnings: 2000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 54140</td>
<td>011000</td>
<td>60111</td>
<td>ALL</td>
</tr>
</tbody>
</table>

---

### Proposed Cash Award JED

<table>
<thead>
<tr>
<th>Earn Code: SNR</th>
<th>Earn Begin Date: 10/01/2007</th>
<th>Earn End Date: 10/31/2007</th>
<th>Total Earnings: 2000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 54140</td>
<td>011000</td>
<td>60111</td>
<td>ALL</td>
</tr>
</tbody>
</table>
Freeze

Menu ➤ Workforce Administration ➤ Plan Salaries ➤ Freeze Salary Plan by Department

Search by: VP-College ID begins with

Search Advanced Search
Freeze Salary Plan by Dept
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by:  
- VP-College ID
  - begins with MATHCOL

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-100 of 300</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP-College ID</td>
<td>Department-Level Organization</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0600</td>
<td>06000</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0600</td>
<td>06001</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0600</td>
<td>06002</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0600</td>
<td>06003</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0600</td>
<td>06004</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0600</td>
<td>06005</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0614</td>
<td>06140</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0614</td>
<td>06141</td>
<td></td>
</tr>
<tr>
<td>MATHCOL</td>
<td>D0614</td>
<td>06144</td>
<td></td>
</tr>
</tbody>
</table>
### Freeze Salary Plan by Department

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Company</th>
<th>Version ID</th>
<th>VP-College ID</th>
<th>Exec Dean Of Arts And Sciences</th>
<th>D-Level Org</th>
<th>Freeze Dept</th>
<th>FO Submit to OHR</th>
<th>OHR Freeze</th>
<th>OHR Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>07060</td>
<td>OSU</td>
<td>FY07/08</td>
<td>ARTSCIENCE</td>
<td>Exec Dean Of Arts And Sciences</td>
<td>D0706</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07090</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42220</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VP College User**

- Freeze All
- UnFreeze All

**OHR User**

- UnFreeze All
- Approve All
- Freeze All

**Tools**

- Save
- Return to Search
- Previous in List
- Next in List
- Notify
Freeze

Approval level in HR System and AMCP must be the same

- College level approval in HR system will have access to freeze at the college level in AMCP
- Department level approvers in the HR system will have access to freeze at the department level in AMCP

Can search by VP/College, Department ID or Department Level Organization

Organization values pre-populated
Freeze (cont’d)

Department Approvers
- Can click the Freeze Dept checkbox
  Department user can no longer enter data

College Approvers
- Can click (On/Off) the Freeze Dept Checkbox
- Can click the Freeze ALL or UnFreeze All button
- Can click the FO Submit to OHR checkbox
  Daily Initiate/Update temporarily suspended
  College user can no longer enter data
  Must contact OHR if need to uncheck
Freeze (cont’d)

OHR Approvers

- Can click (On/Off) the Freeze Dept checkbox
- Can click (On/Off) the FO Submit to OHR checkbox
- Can use the OHR Unfreeze button
- Can click the OHR Approval checkbox
- Can click the OHR Freeze checkbox
Reports Overview

10 reports in the AMCP and AMCP Prerun-Batch report categories

- 3 Batch reports
- 2 Parameterized reports
- 5 Insight reports
  - 3 reports have Ad Hoc (AH) and Approved (APR) versions

Hyperion reports provide several outputs

- Display
- Print
- Export
- Pivot table
# AMCP Reports (cont’d)

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>AMCP Roster Report – HRB810AH/HRB810APR</th>
</tr>
</thead>
</table>
| **Purpose**      | **AH:** Provides a) a list of individuals who are in Salary Planning; b) a tool to proof data entry.  
|                  | **APR:** Provides a list of individuals with increases approved by OAA/OHR, for signature by Dean/VP (copy must be retained in the Dean/VP office). Documentation of final data loaded into Job Data. |
| **Frequency**    | On demand |
| **Type**         | Insight |
| **Key Information** | Individuals with Cash Awards are denoted with a # (pound sign). For details, refer to the Cash Award pivot table or the AMCP data entry page. |
### AMCP Reports (cont’d)

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>Split JED Roster Report – SAP112OS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Provides a list of employees who have multiple funding sources on the AMCP Proposed/Current JED page.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>Once at start of AMCP</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>AMCP Prerun Batch</td>
</tr>
<tr>
<td><strong>Key Information</strong></td>
<td>Users should coordinate Annual Salary Adjustments and Cash Awards with those areas during AMCP.</td>
</tr>
</tbody>
</table>
AMCP Reports (cont’d)

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>Up to Minimum Report – SAP155OS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Provides a list of individuals whose current compensation rate is below the minimum of the pay range for the new fiscal year.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>Daily</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>AMCP Prerun Batch</td>
</tr>
<tr>
<td><strong>Key Information</strong></td>
<td>Up to Minimum salary adjustment is inserted into Salary Plan with an Increase Type of ‘A.’</td>
</tr>
</tbody>
</table>
## AMCP Reports (cont’d)

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>Initiate/Update Report – SAP262OS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Provides a list of individuals who have a transaction entered into Job Data that must be included in the AMCP process.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>On demand; run at least once per week</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Parameterized</td>
</tr>
<tr>
<td><strong>Key Information</strong></td>
<td>When an organization is frozen at the college level, the daily Initiate/Update process will be temporarily suspended. Once the college level is unfrozen, the Initiate/Update process resumes. Some Job Data updates overwrite AMCP entries. <strong>AMCP entries must then be reentered.</strong></td>
</tr>
</tbody>
</table>
# AMCP Reports (cont’d)

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>AMCP Aggregates Report – HRB830AH/HRB830APR</th>
</tr>
</thead>
</table>
| **Purpose**      |     **AH:** Provides aggregate percent of increases and Cash Awards by Organization, Department and VP/College.  
                 |     **APR:** Provides aggregate percent of increases and Cash Awards by Organization, Department and VP/College from data approved by OAA/OHR. Documentation of final data loaded into Job Data. |
| **Frequency**    | On demand                                   |
| **Type**         | Insight                                     |
| **Key Information** | Report has 3 components:  
                 | - Annual Merit  
                 | - Cash Award  
<pre><code>             | - Annual Merit + Cash Award |
</code></pre>
<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>AMCP Summary Report – HRB840AH/HRB840APR</th>
</tr>
</thead>
</table>
| **Purpose**     | **AH:** Provides a summary of increases a) within ranges of distribution; and b) by aggregate and average percent.  
                      **APR:** Provides a summary of increases a) within ranges of distribution; and b) by aggregate and average percent, using the data approved by OAA/OHR. Documentation of final data loaded into Job Data. |
| **Frequency**   | On demand                                 |
| **Type**        | Insight                                   |
| **Key Information** | Use this report to ensure compliance with the Salary Budget Process Guidance document.  
                      Report has 3 components:  
                      - Annual Merit  
                      - Cash Award  
                      - Annual Merit + Cash Award |
# AMCP Reports (cont’d)

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>AMCP Audit Report – HRB820</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Provides a variety of options to audit AMCP entry prior to final review by OAA/OHR.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>On demand</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Insight</td>
</tr>
</tbody>
</table>
| **Key Information** | OHR will run this report to audit for employees who are:  
- Ineligible  
- Eligible and have $0 for Annual Merit increase  
- Eligible and will receive < guideline percent in Annual Merit  
- Receiving > guideline percent in total Annual Merit and Exception-Other increases  
- Eligible with a Promotional increase type  
- Receiving a Cash Award that is > guideline amount or > the guideline percent  
- College Dean/Vice President who will receive a Cash Award regardless of the amount |
# AMCP Reports (cont’d)

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>Minimum Pay Increase Load to Job - SAP1070S</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Provides a list of individuals not included in AMCP whose current compensation rate is below the minimum of the pay range for the new fiscal year.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>Once at end of AMCP</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>AMCP Prerun Batch</td>
</tr>
<tr>
<td><strong>Key Information</strong></td>
<td></td>
</tr>
</tbody>
</table>
**AMCP Reports (cont’d)**

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>Future Job Report – SAP116OS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Identifies individuals who have Job Data rows with effective dates beyond the AMCP effective date.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>Once at end of AMCP</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Parameterized</td>
</tr>
<tr>
<td><strong>Key Information</strong></td>
<td>This report should be used to identify necessary changes on the future effective dated Job Data row.</td>
</tr>
</tbody>
</table>
### AMCP Reports (cont’d)

<table>
<thead>
<tr>
<th>Report Name / ID</th>
<th>AMCP Freeze Summary - HRB850</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Identifies areas that are frozen or approved along with the dates of those actions.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>Ad hoc throughout the AMCP process</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Parameterized</td>
</tr>
<tr>
<td><strong>Key Information</strong></td>
<td>This report should be used to identify areas who have frozen or been approved as well as those who have not.</td>
</tr>
</tbody>
</table>
## Parameter Inputs (Dept, D-Level, VP/College)

<table>
<thead>
<tr>
<th>Online Pages</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data entry pages:</strong></td>
<td>Prerun -Batch Reports:</td>
</tr>
<tr>
<td>Department ID (e.g., 25001)</td>
<td>• Department (e.g., 25001)</td>
</tr>
<tr>
<td>D-Level Org (e.g., D2500)</td>
<td>• D-Level Org (e.g., D2500)</td>
</tr>
<tr>
<td>VP/College (e.g., 25000)</td>
<td>• VP/College (e.g., MEDCOL)</td>
</tr>
<tr>
<td><strong>Freeze Page:</strong></td>
<td><strong>Parameterized Reports:</strong></td>
</tr>
<tr>
<td>Department ID (e.g., 25001)</td>
<td>• Department (e.g., 25001)</td>
</tr>
<tr>
<td>D-Level Org (e.g., D2500)</td>
<td>• D-Level Org (e.g., D2500)</td>
</tr>
<tr>
<td>VP/College (e.g., 25000)</td>
<td>• VP/College (e.g., MEDCOL)</td>
</tr>
<tr>
<td><strong>Hyperion Reports:</strong></td>
<td><strong>Finance Organization Tree</strong></td>
</tr>
<tr>
<td>(DENORM table)</td>
<td>(DENORM table)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Security

No row level security

Must have AMCP role to access online pages and reports

Fiscal Officers should review HR User Report for their college located in eReports to verify department/college users.

To Change User Access, send an e-mail to access@osu.edu
Additional Resources

ASSIST procedures

Job aids for every report

New user hands-on training (available upon request)

Salary Budget Guidance document

OHR Payroll Processing document
Key Dates

April 2013 - Provost Compensation Guidance

July 1, 2013 - Merit pool other than guidance exception approval submission

July 8, 2013 - Initial Rosters available in the eReports Portal

July 8 – July 31, 2013 - AMCP pages will be available for Department and College entry of FY’13 salary increases
Initiate update process runs nightly

July 8 – July 31, 2013 - Submit proposed FY’13 salaries to OHR

July 19, 2013 - Last day to submit these salary exceptions to OHR and/or OAA for approval increases exceeding 10% all cash awards

July 31, 2013 - Last day to submit FY’13 AMCP information to OHR

July 29 – August 9, 2013 - Provost Review and approval of College/VP Unit Salary Information

August 9, 2013 - AMCP information will load back into Job Data

Late August - Final Salary Rosters available in eReports portal

August 25, 2013 - Biweekly effective date for new salaries (Paid 9/20/2013)

September 1, 2013 - Monthly effective date for new salaries (Paid 9/30/2013)
Required Documentation

Salary exceptions > 10% (sum of Annual Merit, Major Equity, and Other Approved Exceptions)

Cash Awards > $1,000 or 2%, whichever is greater or in lieu of

Zero increases – to remain in the College/VP unit
Appendix A: Business Process Flow

Before Freeze

- Active Regular Employees Identified in Job Data
- Initial Load of Data into AMCP
- AMCP Pages Populated; Employees Adjusted for Below Pay Range Minimums

Run Roster, Split JED, Up to Minimum and Initiate/Update Reports

Enter Employee Increases & Cash Awards (AMCP Pages)

Run Audit, Roster, Aggregates, & Summary Rpt. & Freeze Summary

Click Appropriate Level on Freeze Page

See Next Slide
Appendix A: Business Process Flow

During Freeze

1. OHR Reviews
   - Daily Update Suspended for College
   - OHR Runs Audit, Aggregates & Summary Reports; Recommends Approval
   - OHR Clicks on Approval & Unfreezes College on Freeze Page
   - Approved Data Saved

See Next Slide
Appendix A: Business Process Flow (cont’d)

After Freeze

- Run Roster, Aggregates, & Summary Reports with Approved Data
- Sign & Retain Roster Reports With Approved Data
- Daily Updates Resume for College
- All Colleges Approved
- OHR Freezes University

Run University Wide Analysis From Approved Saved Data

Make Necessary Job Data Changes

Run Future Job, Salary Adjustments for Non-AMCP Employees & Minimum Pay Increase Load to Job Reports

Run Ad Hoc Roster Report

Update Job Data For Employees Not in AMCP

Load AMCP Data Into Job Data & Additional Pay