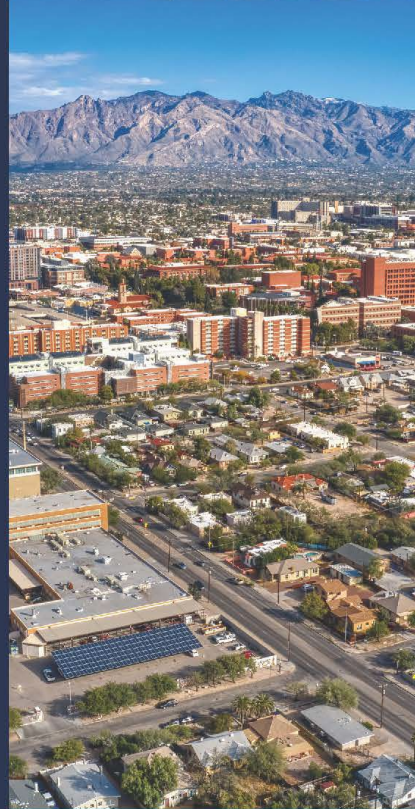




THE UNIVERSITY OF ARIZONA
HR Workforce Systems

MSS Salary Increase Event

MANAGER SELF SERVICE
QUICK REFERENCE GUIDE



QUESTIONS?

WORKFORCE SYSTEMS

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1. MSS SALARY INCREASE EVENT REQUEST AND MANAGE

This guide outlines the process to initiate and approve Salary Increase Events utilizing Manager Self Service (MSS) within UAccess Employeee.

1.1 ROLES AND APPROVAL STEPS

Similar to other MSS requests, the Position Cross Reference role gives you the ability to initiate transactions. The department Job Data Change and/or college approval role provisioning will determine the number of approval steps for each transaction.

1.2 SALARY INCREASE EVENT RULES AND ELIGIBILITY

The MSS FY24 Salary Increase Event has the following program eligibility rules:

Included:

1. Benefit Eligible and Non-Benefit Eligible – Staff, Administrators, Academic Professionals, and Service Professionals
2. Employees in an active status, including employees on short work break status (*See FAQs for employees on Sabbatical and Leave with Pay*)
3. Must be actively employed as of August 15, 2022 – **employees hired after this date also appear and the event will allow you to submit a request for them. However, if a salary increase request is submitted for employees who do not meet the hire date requirement, previous VP approval via the program narrative should have taken place.**

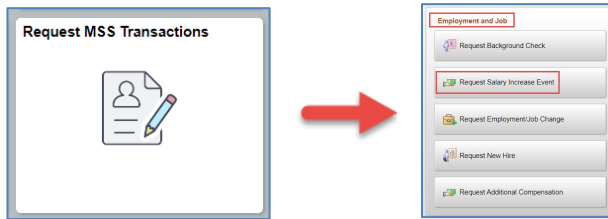
Excluded:

1. Students, Graduate Students, Limited Term Adjuncts, Clinical Faculty and Pharmacy Residents
2. Any position at .025FTE
3. Any position that does not contribute to the employee's FTE (e.g., Supplemental Comp, Summer Sessions, and Other Professional Services)
4. Individuals in Athletics (Dept: 1402) on multi-year contracts

Please use the FY2024 Salary Increase Program dashboard in UAccess Analytics (*UAccess Analytics > Dashboards > Employee > Compensation > FY2024 Salary Increase Program*) to reference your full eligibility list.

1.3 NAVIGATION – MSS EMPLOYMENT/REQUEST SALARY EVENT

- 1) UA Manager Self Service Homepage > Request MSS transactions > Employment and Job > Request Salary Increase Event



- 2) Select **Event Code– Active Event**
 - a. **FY24 Salary Increase** – includes University Staff, Classified Staff, Administrators, Academic Professionals, and Service Professionals; or

This screenshot shows the 'Request Salary Increase' event code selection interface. At the top, the 'Event Code' is set to 'FY24 Salary Increase'. Below this, 'Event Rules' are listed: 'FTE at or above .026, Jobcode not 'U01068 Pharmacy Resident', Class Ind not '5 Clinical Faculty', Paygroup not 'SUP Supplemental Compensation', EE Status not ('L Leave of Absence', 'P Leave With Pay'), ABOR not ('DOC Postdoctoral Scholar', 'FAC Faculty', 'GRA Graduate Assistant/Associate', 'STU Student Worker')'. A 'Search' section contains several dropdown menus: 'Dept Id' (set to 'Equals'), 'ABOR Code' (set to 'Equals'), 'Pay Group' (set to 'Equals'), 'Job Code' (set to 'Not Equals'), 'Title Code' (set to 'Not Equals'), 'Rate Code' (set to 'Equals'), and 'Contract Len' (set to 'Equals'). Each dropdown has a search icon to its right. At the bottom are 'Search' and 'Clear' buttons.

- b. **FY24 Faculty/PostDoc** – includes Faculty and PostDocs only.

This screenshot shows the 'Request Faculty/PostDoc' event code selection interface. At the top, the 'Event Code' is set to 'FY24 Faculty/PostDoc'. Below this, 'Event Rules' are listed: 'FTE at or above .026, Jobcode not 'U01068 Pharmacy Resident', Class Ind not '5 Clinical Faculty', Paygroup not 'SUP Supplemental Compensation', EE Status not ('L Leave of Absence', 'P Leave With Pay'), ABOR not ('ACP Academic Professional', 'ADM Administrative', 'CLS Classified Staff', 'GRA Graduate Assistant/Associate', 'SRP Service Professional', 'STU Student Worker', 'UNS University Staff')'. A 'Search' section contains several dropdown menus: 'Dept Id' (set to 'Equals'), 'ABOR Code' (set to 'Equals'), 'Pay Group' (set to 'Equals'), 'Job Code' (set to 'Not Equals'), 'Title Code' (set to 'Not Equals'), 'Rate Code' (set to 'Equals'), and 'Contract Len' (set to 'Equals'). Each dropdown has a search icon to its right. At the bottom are 'Search' and 'Clear' buttons.

3) Search

- a. Enter any search criteria that applies to your desired population, entering a Dept ID will help manage the volume of returned search results
- b. Click on **Search** Button
 - i. Each search result list should be treated as its own transaction

1.4 USING GROUP PROPERTIES

1) Apply All functionality

- a. Select All -
 - i. 'No' – toggle default allows you the ability to individually select which employee(s) from the search results to request an increase
 - ii. 'Yes' toggle is selected to request increases for **all** employees in the search results
- b. Effective date - dates will default based on the event rules established by administration.
 - i. Fiscal Employees – default effective date of 07/01/2023
 - ii. Academic Employees – default effective date of 08/14/2023
 - iii. 9pay12 Employees – default effective date of 07/01/2023 due to their pay schedule, *please see section 2 for additional instructions*
- c. Adjustment - multiple increases can be given using different adjustment types, different increase types according with the FY24 Salary Increase Guidelines
 - i. Across the Board (General Adjustment)
 - ii. Merit (Merit-Non-Legislated)
- d. Salary Amount – this function can be used when applying a set 'salary amount' increase to **all** employees under your search results - Example: \$500 Across the Board

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- i. The increase amount will populate salaried employees only
- e. Hourly Amount – this function can be used when applying a set 'hourly amount' increase to **all** employees under your search results – Example: .25 cents Across the Board
 - i. The increase amount will populate hourly employees only
- f. Rate – The rate percentage function will populate a rate percentage to **all** employees under your search results - Example: 1% Across the Board

Multiple combinations can be applied for the same request – Example:

- 1st – Adjustment selection is Across the Board and entered 1% rate (apply selected) which populates both hourly and salaried employees. It adjusts the 'amounts' accordingly to the comp rate, whether they are hourly or salaried.
- 2nd – Adjustment selection is changed to Merit and \$500 is entered in the Salary Amount and .25 cents in the Hourly Amount and click on Apply Selected for both. This populates \$500 Merit for all salaried employees and a \$.25 cent Merit for all hourly employees.

***NOTE: When selecting a Rate% or Amount the system will round up to the nearest dollar amount for Annualized Salaried Employees (no cents are added) and will round to the nearest 3rd decimal for hourly employee (e.g.\$20.255).

The screenshot displays the 'Request Salary Increase Event' interface. The 'Group Properties' section is highlighted with a red box, showing the following fields:

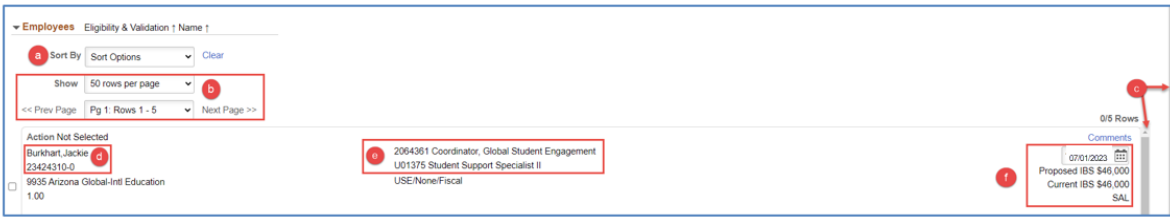
- Event Code: NEWTCO
- Event Rules: FTE at or above .025, EE Status not 'L', Leave of Absence, Class Ind not 'S', Clinical Faculty, Paygroup not 'SUP', Supplemental Compensation, Jobcode not 'U01008 Pharmacy Resident, ABOR not (ORA Graduate Assistant/Associate, 'STU Student Worker)
- Search: Group Properties
- Select All: Yes
- Effct Acad: 08/14/2023 (Apply Selected)
- Effct Finc: 07/01/2023 (Apply Selected)
- Adjustment: Market
- Salary Amount: (Apply Selected)
- Hourly Amount: (Apply Selected)
- Rate: 10.000 (Apply Selected)

The 'Employees' section shows a table with the following columns: Adjustment, Amount, Rate, and Compensation. The table is filtered to show 3 rows:

Adjustment	Amount	Rate	Compensation
Across the Board	\$ 0	% 0.000	\$50,000.000
Merit	\$ 0	% 0.000	\$50,000.000
Market	\$ 5,000	% 10.000	\$65,000.000
Total	\$5,000.000	10.000%	\$65,000.000

1.5 EMPLOYEE/JOB INFORMATION

- 1) All employees from the search criteria will appear



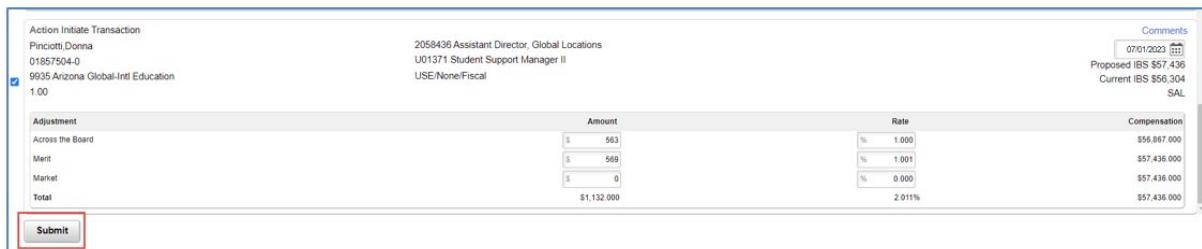
- a. Sort Options – function allows you to sort the full list
- b. When a department has more than 50 employees, there will be multiple pages appearing on the page; ‘Show’ and ‘Prev Page/Next Page’ allows you to navigate through your list of employees
- c. There are two scroll bars within the Salary Increase Request
 - i. Scroll for the full page/screen
 - ii. Scroll for the list of employees within the page/screen
- d. Employee/Employee ID and Employee Record
- e. Position Number/Jobcode-Title
- f. Default info –
 - i. Effective Date – defaults according to the contract length for that person
 - ii. Proposed IBS – calculates after an increase amount is added
 - iii. Current IBS
 - iv. Comp Rate Code – defaults according to the comp rate code for the employee as SAL, SAL9 or HRLY

1.6 MANUAL ENTRIES

If you decide not to use the Group Properties section, you can enter all desired changes manually by going down the list appearing on your search results

1.7 SUBMITTING THE SALARY INCREASE EVENT REQUEST

- 1) Select the employee(s) that is/are targeted to receive the salary increase. Once changes have been made and you are ready submit, click on the **Submit** button.



Note: Employees who have a value entered (amount or percentage), but are not selected must have their values reset to zero to submit the transaction. Employees not selected will not trigger an increase salary request.

- 2) After the request has been submitted, each selected employee’s record will show “Transaction is being processed.”
 - a. The system will create a Group Number. Please take note of this number in the case you need to search for this Salary Increase Event. *You can also find this Group Number under Group Properties section > Submitted Group Number*

The screenshot shows a record for Donna Pincotti, Assistant Director. The status is 'Transaction is being processed'. A table of adjustments is shown below:

Adjustment	Amount	Rate	Compensation
Across the Board	\$563	1.000%	\$56,887.000
Merit	\$569	1.001%	\$57,436.000
Market	\$0	0.000%	\$57,436.000
Total	\$1,132.000	2.011%	\$57,436.000

At the bottom, the 'Submitted Group Nbr' is 5.

Note: Initiators do not have a ‘save for later’ function but can submit one or multiple employees at the same time. They do not need to select the full list in order to proceed.

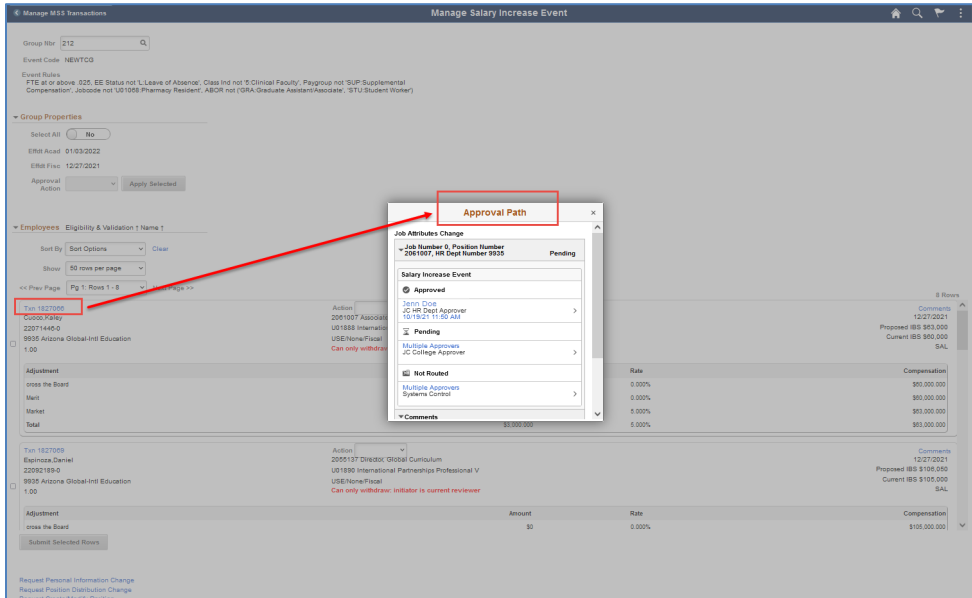
1.8 MANAGING SALARY INCREASE EVENT

- 1) Like all other Manager Self-Service requests, initiators and approvers can view submitted requests via the Manage UA Salary Event page
 - a. UA Manager Self Service Dashboard > Manage MSS Transactions > Employment and Job > Manage UA Salary Event
- 2) Search for the Group Number of the request

The screenshot shows a search bar labeled 'Group Nbr' with a magnifying glass icon, set against a dark blue header with the text 'Manage Salary Increase Event'.

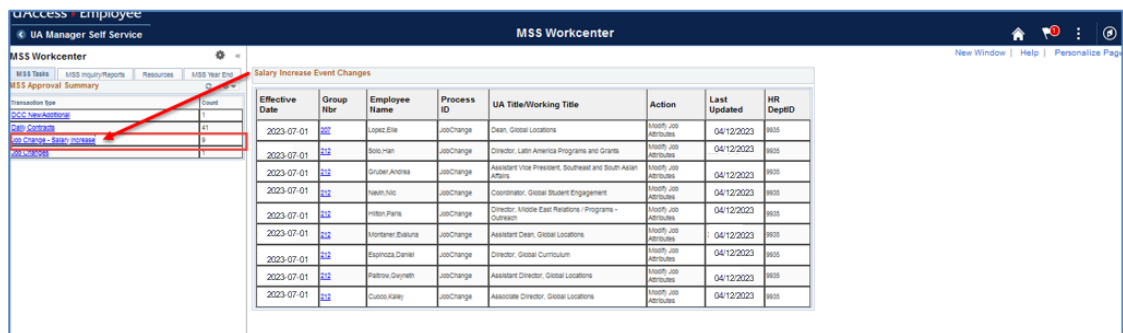
- 3) Users can identify the approval routing for the request after the request has been submitted. To review the approval path:
 - a. Click on the record for a link on the left-hand side. It starts with **TXN#####**
 - b. Users can see if a request is fully approved when the ‘Systems Control’ step is approved.

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1.9 APPROVING SALARY INCREASES

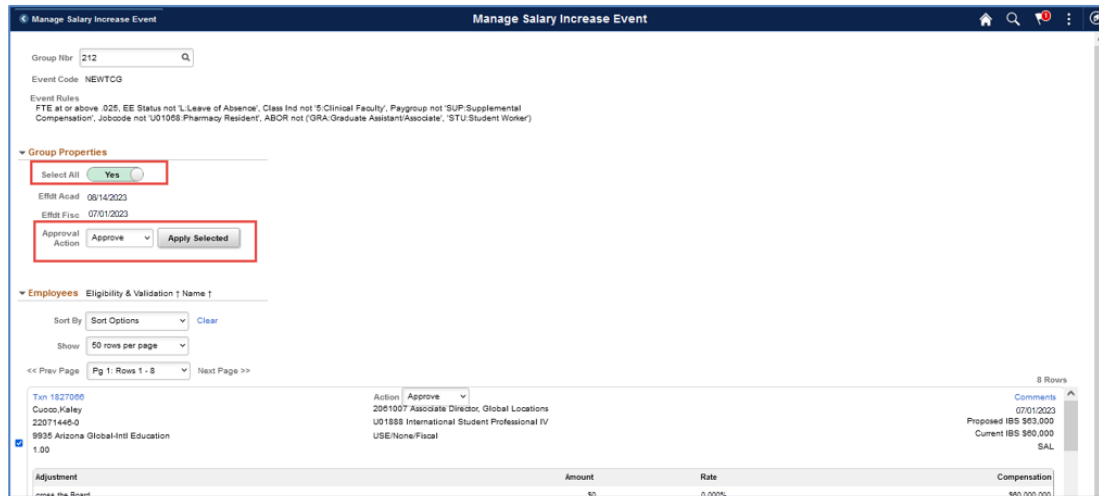
- 1) After the request has been submitted, the Salary Increase Event will route to the appropriate approvers
 - a. These requests will appear on the MSS Workcenter & Approvals tile
 - b. Since the transaction is a Job Change, it will be shown in the pagelet as “Job Change – Salary Increase”
 - c. The ‘count’ will be based on the number of employees pending with you
 - d. The Salary Increase Request will be categorized by Group Number
 - i. Click on group number to open the salary increase request.



2) Mass Approvals

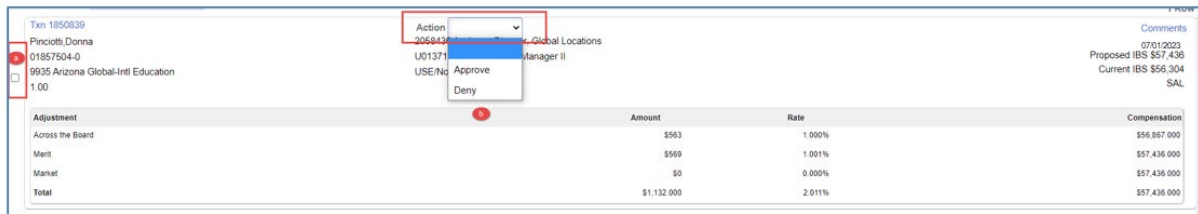
- a. The Department Approver/College Approver is able to mass approve the Salary Increase requests by moving the Toggle Button “Select All” to ‘Yes’
- b. The Department approver/College approver is able to select Deny/Approve by clicking on the drop-down Approval Action Menu and click on Apply Selected
- c. An approver can ‘deselect’ any employee on their group ID if a few are not ready for final approval

- d. After the selection has been made, click on “Submit Selected Rows”



3) Single/Individual Approvals/Denials

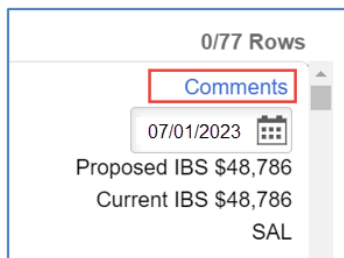
- a. An employee must be selected in order to approve/deny a request for that person
- b. Action from the drop down must be selected
 - i. Approve
 - ii. Deny
- c. After the Selection has been made, click on “Submit Selected Rows”



Note: The full list does NOT need to be approved at the same time. A user will have the ability to come back to the remaining pending requests. Users will be able to approve/deny the desired number of employees at a time.

1.10 COMMENTS

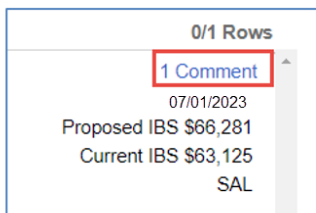
- 1) Comments can be added while initiating or approving the request.
 - a. Click on the ‘Comments’ link



- b. Add comments in text box
- c. Click 'Done'
- d. If additional comments need to be added, click 'plus' sign

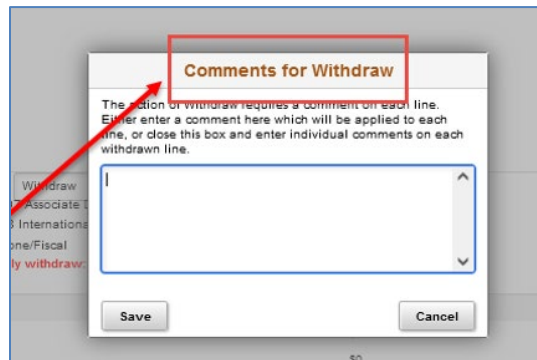


2) Comments exists when the 'Comment' link includes a number



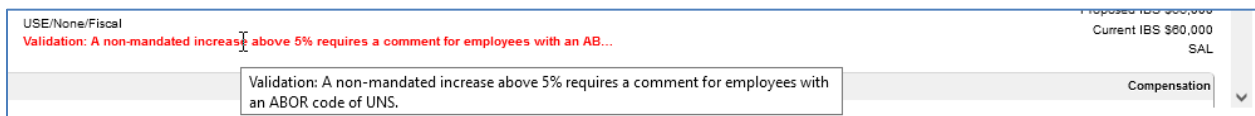
3) Required Comments:

- a. At the time an initiator withdraws the request
 - i. At mass withdraw or by clicking the 'comment' link for an individual employee



1.11 ERROR/WARNING MESSAGES

- 1) Error or warning messages will appear while initiating requests to assist with the process
 - a. To view full error/warning message, hover the mouse cursor over the error comment
 - Usually highlighted red.



2. 9PAY12 EMPLOYEES

- 1) 9pay12 employees are academic employees receiving their academic salary distributed over the 12-month fiscal year calendar.
 - a. They will default with the 07/01/2023 effective date.
- 2) Search criteria (how to identify your 9pay12 population)
 - i. Dept ID – enter your department number
 - ii. Paygroup – change the search drop down from ‘equals’ to ‘In List’
 1. Enter the following Pay Groups (no spaces): FAC,APP,USE
 - iii. Rate Code – select ‘Salaried’

Note: For employees enrolling in or withdrawing from the 9/12 pay plan effective July 1, please submit a regular MSS Job Change effective July 1 that includes the 9/12 pay option change and salary increases.

- [9 Pay 12 Job Request Quick Reference Guide](#) – How to enter the pay option change for enrollment or withdraw
- Addendum A (below) – How to enter multiple increases on the same job change

3. MINIMUM WAGE

The University has decided to adopt a new \$15.00 minimum wage for staff effective 07/01/2023

- 1) Minimum Wage will prepopulate for all hourly employees who are currently under \$15 per hour and cannot be removed
- 2) A request cannot be submitted with a minimum wage increase only
 - a. If an individual is not eligible for the salary increase program and an increase is not added via the event, Workforce Systems will process the minimum wage increase as of 07/01/2023.

Adjustment	Amount	Rate	Compensation
Min Wage	\$0.650	4.530%	\$15.000
Bring to Minimum	\$0.000	0.000%	\$15.000
Across the Board	\$ 0.000	% 0.000	\$ 15.000
Merit	\$ 0.000	% 0.000	\$ 15.000
Total	\$0.650	4.530%	\$15.000

4. BRING TO MINIMUM INFORMATION

- 1) The University Staff pay structure is being reviewed on an annual basis. Recommendations to adjust the pay structure are made in accordance with external market movement.
- 2) Ensure that an employee is paid an amount appropriate to their pay grade.
- 3) Resources:
 - a. University Staff Pay Structure (FY24) can be found under the [HR Compensation webpage](#).
 - b. The University Pay Structure Report can be located in UAccess Analytics (Analytics> Employee> Compensation> University Staff Pay Structure Report)
 - i. Positioning 'Below Min' will display all employees under the new pay grade minimum
 - ii. **NOTE: Academic employees need additional review (different calculations)**

4.1 BRING TO MINIMUM AMOUNT

- 3) Bring-to-minimum increases will prepopulate based on the employees' current pay grade

The screenshot shows a compensation adjustment interface for an employee. At the top, it displays 'Action Not Selected' and a progress bar from 0 to 1.00. Employee details include ID 2058292, name Locksmith, and position U09501 Locksmith II (USP/None/Fiscal). The current rate is \$16,760 HRLY, and the proposed rate is \$20,328. The interface includes a table of adjustments:

Adjustment	Amount	Rate	Compensation
Min Wage	\$0.000	0.000%	\$16,760
Bring to Minimum	\$1,548	0.243%	\$20,328
Across the Board	\$ 0.000	% 0.000	\$ 20,328
Merit	\$ 0.000	% 0.000	\$ 20,328
Total	\$1,548	0.243%	\$20,328

- a. The bring to minimum amount/compensation for the employee cannot be deleted or removed for fiscal employees
NOTE: academic employees will have their bring to minimum amount pre-populated, however, it will be available for adjusting due to the manual calculation needed
- b. A request can be submitted for individuals who are not eligible for the FY24 Salary Increase Program, but are under the new pay grade minimum, but is it not required. Workforce Systems will process bring to minimum amounts as of 07/01/2023.

5. FREQUENTLY ASKED QUESTIONS - FAQ'S

1. What are the effective dates for Salary Increase Events?

Salary increase effective deadlines, timelines and additional details can be found on the [Human Resources Webpage](#).

2. Having issues submitting transactions using Internet Explorer?

Internet Explorer is a discontinued web browsers that is no longer supported. We recommend using Chrome, Firefox or Edge when working in UAccess Employee - MSS Salary Increase Events.

3. Will I be able to submit a salary increase for myself as an initiator?

No, initiators cannot initiate a salary increase request for themselves; they will not see their name on the list. Their college representative or a different initiator will need to submit the increase as an individual request or different Salary Increase Event group number.

4. What if I don't see a person on my list that is eligible for the Salary Increase Program?

If you cannot see an employee who is eligible on your employee search results, this individual might have a MSS Job Change request in a pending status. Review MSS Manage Job Change and determine if the request can be withdrawn or fully approved in order for you to initiate the request via the Salary Increase Event.

5. Can I submit a salary increase when an employee is already above the maximum of their paygrade?

No. For University Staff employees, you will not be able to submit a salary increase request for an employee who is already above the maximum of their paygrade. You will also not be able to submit a salary increase request that pushes the employee above the maximum of their paygrade. Any increase needed above the maximum is to be processed as a lump sum payment. To process a lump sum payment, view the training guide [MSS Exception - Lump-Sum Payments](#).

6. What if an increase would bring an employee above the maximum of their position's assigned pay grade?

Increases for University Staff should not bring the employee above the maximum of the pay grade. You may apply any portion of the increase to base pay up to the maximum of the pay grade and any amount over the maximum is to be provided as a lump sum payment. To process a lump sum payment, view the training guide [MSS Exception - Lump-Sum Payments](#).

7. My employee is on an Unpaid Leave of Absence or Sabbatical (Paid Leave of Absence), Can I still submit an increase for them?

Yes, however, these employees will not appear on your list for processing due to their status. You will need to submit an MSS Exception – Leaves – Unpaid or Sabbaticals request. Process their increase(s) or any other change(s) effective on the same date by completing and attaching a PAF to the MSS Exception.

8. Where can I find more information about Salary Increase Program?

Additional guidance on this process is available and can be found on the [Human Resources Webpage](#) You will be able to review important deadlines, implementation instructions, and frequently asked questions.

9. What other resources are available?

The FY2024 Salary Increase Program report in UAccess Analytics (***UAccess Analytics > Dashboards > Employee > Compensation > FY2024 Salary Increase Program***) can be used to reference your full employee eligibility list.

10. How is the Salary Increase Event request calculating percentages? What order?

Increases are applied in the following order: 1) Bring to minimum, 2) Across the Board, 3) Merit, 4) Market. As each increase is applied, the system calculates another new IBS upon which the next increase type is based. For example, in a salary increase event where there is an across-the-board raise percentage, a merit raise percentage, and a market raise percentage, the system will multiply the original IBS times the first percentage, then take the RESULT of that calculation times the second percentage, then take the RESULT of the second calculation times the third percentage to determine the total increase and new IBS.

11. Can I submit an increase to components of pay?

No. Employees with components of pay will appear on your search criteria but you will not be able to submit through the Salary Increase Event Request. These appear with the following warning, *Stipend exists; please submit an Employment/Job Change Request instead.*

See Appendix A for how to enter multiple increases into a MSS Job Change.

12. What if I need to submit other job changes effective 07/01 or 08/14 for my employee? Can I exclude them from the salary increase event and submit the MSS Job Change and include the Bring to Min, Across the Board, Merit or Market increases?

Yes! If additional changes are needed, other than the salary increases, please skip these employees in the salary increase events and submit all changes via the MSS Job

Change requests. *See Appendix A for how to enter multiple increases into a MSS Job Change.*

13. For Faculty or PostDocs, who might receive an equity increase in addition to the salary increase program, how should the equity increase be processed?

Select the Faculty/PostDoc FY24 Salary Increase event code. Staff or others are not part of the FY2024 Salary Increase Program; therefore, they are not available in the MSS FY24 Salary Increase Event transaction. If you need to process an equity increase, we recommend contacting your HR Partner/HR Compensation team.

14. How do we process increases for employees enrolling in or withdrawing from the 9pay12 program?

Submit a MSS Job Change with a July 1 effective date for employees enrolling in or withdrawing from the 9/12 pay program and include their salary increase(s) and all other changes on the same transaction.

For employees enrolling in the 9/12 Pay Option

- Submit a MSS Job Change with a July 1 effective date
- Change their base compensation to the SAL rate code with the reason 'Pay Option Change'.
- Include all the salary increases, and any other known changes all in one transaction.
 - Click on 'Allow Multiple Salary Lines' and add an additional SAL row for each increase. Note: The base pay on the first row may zero out but you will be able to re-enter the base salary and continue to add the rest of the increases.
- Provide detailed comments about the changes requested for the pay option change, increase amounts/reasons and any other changes requested.

For employees withdrawing from the 9/12 Pay Option:

- Submit a MSS Job Change with a July 1 effective date
- Change their base compensation to the SAL9 rate code with the reason 'Pay Option Change'.
- Include all the salary increases and any other known changes all in one transaction.
 - Click on 'Allow Multiple Salary Lines' and add an additional SAL9 row for each increase. Note: The base pay on the first row may zero out but you will be able to re-enter the base salary and continue to add the rest of the increases.
- Include an Expected End date of June 30 with reason Summer Off

- Provide detailed comments about the changes requested for the pay option change, increase amounts/reasons and any other changes requested.
- Workforce Systems will place Workforce Systems place the employee on short work break.

6. APPENDIX A: HOW TO ENTER MULTIPLE INCREASES INTO A MSS JOB CHANGE

These instructions will guide you through the steps to enter multiple salary increases on a regular MSS Job Change.

The job change will allow you to submit up to three different increase types.

1. Enter the Across-the-Board increase (reason is General Adjustment)
2. Click Confirm Compensation

The screenshot shows the 'Compensation' form with the following details:

- Comp Freq: UA_B
- Institutional Base Rate (Actual): 69000.000
- Institutional Base Rate (Proposed): 69000.000

Rate Code	Annualized Salary	Seq	Comp Rate	Chng Amt	Chg %	Reason
SAL	Annualized Salary	0	69000.000		0.000	General Adjustment

Buttons: Confirm Compensation, Allow Multiple Salary Lines? (unchecked), Pay Range

3. Select the 'Allow Multiple Salary Lines?' check box (this will allow you to add additional increase types)

The screenshot shows the 'Compensation' form with the following details:

- Comp Freq: UA_B
- Institutional Base Rate (Actual): 69000.000
- Institutional Base Rate (Proposed): 69000.000

Rate Code	Annualized Salary	Seq	Comp Rate	Chng Amt	Chg %	Reason
SAL	Annualized Salary	0	69000.000		0.000	General Adjustment

Buttons: Confirm Compensation, Allow Multiple Salary Lines? (checked), Pay Range

4. You will now be able to add multiple salary lines

Rate Code	Annualized Salary	Seq	Comp Rate	Chng Amt	Chg %	Reason	
SAL	70725.000	0	70725.000	1725.000	2.500	General Adjustment	+
SAL	70725.000	1	70725.000		0.000	Merit - Nonlegislated	+

5 Confirm Compensation

Allow Multiple Salary Lines?: Yes No

Pay Range

— Retroactive pay increase past 2 pay periods?

1. Click the 'plus' sign
2. Enter a new rate code (should match first row)
3. Select the additional increase reason
4. Enter the change amount for the increase
5. Click '**Confirm Compensation**' to calculate compensation
6. Click the 'plus' sign again for additional rows (follow step 1-5 for all additional rows)

Here's the order the increases should be entered: (not all reasons need to be used/selected, you can submit only those that apply)

1. Bring to Minimum (if you need to bring individuals up to the base pay of their grade)
2. General Adjustments (aka Across the Board)
3. Merit – Non-Legislated
4. Market – Non-Legislated
5. Equity – Non-Legislated (Faculty/Postdocs only)

Note: If more than three salary changes are needed, add detailed comments with the additional salary changes and reasons. Workforce Systems will manually enter the additional salary changes and reasons.