# **WSAM Salary Form Instruction Guide**

**FY2018** 

### Overview

The Wayne Salary Adjustment Module (WSAM) form is designed to enable the University business units to access Banner data regarding their eligible groups of employees, enter merit award data, and track the cumulative total awards entered in comparison to the total Merit Pool. Once the data is completed, the salary increase information will automatically load into the WSAM sub-system and then into Banner.

### <u>Instructions for Data Entry on WSAM Form</u>

NOTE: The WSAM Salary Form will reflect the updated Salary Band Structure for FY 2018.

#### **TO BEGIN**

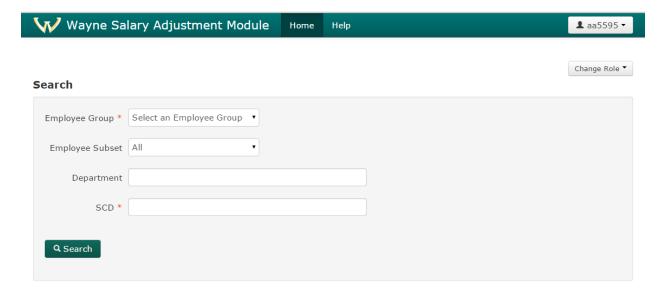
## For optimal performance use Google Chrome or Firefox.

Log into Academica and type WSAM in the search box. You will see Other Services appear under the Links section. Click on Other Services. WSAM will be at the bottom of the list.

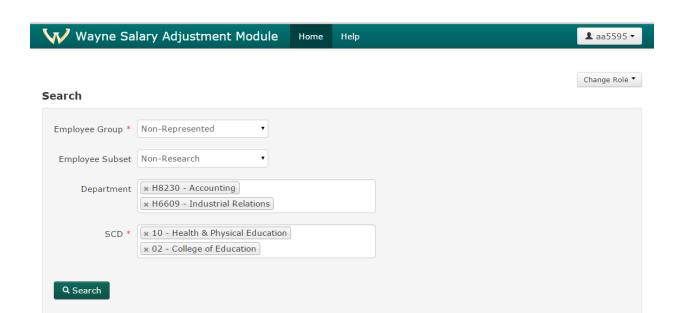
If you need access to the WSAM Salary Form and don't have the appropriate Banner security, please have your authorizing management contact Security Access Management (<a href="https://tech.wayne.edu/kb/security/security/262304">https://tech.wayne.edu/kb/security/security/262304</a>) for information. You will need the RAISESUNITS profile for access to WSAM.

#### **SEARCH FORM INSTRUCTIONS**

Enter EMPLOYEE GROUP (Non Represented), SCD (see SCD Description Code listing included in the mailing), EMPLOYEE SUBSET and DEPARTMENT. Click on the Search icon.



WSAM also allows you to select multiple departments or multiple SCD's. Click in the box for a drop-down list of choices.

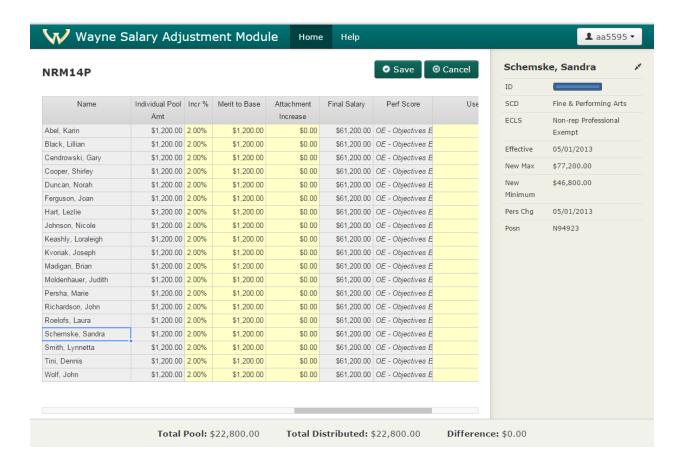


#### MAIN FORM INSTRUCTIONS

The form displays information in two main areas, the main window that initially appears when you enter the form and the sidebar window. The first time entering the form in a given session, the sidebar window may be accessed by clicking in any of the fields in the main window. After that, you need to use the open arrow icon in the top corner of the page to the right of the Cancel button to open the sidebar window. You may close the window by using the minimize arrow in the upper right hand corner of the sidebar screen.

The yellow columns on the main form are your data entry columns.

The form also allows you to sort individually on any column in the main window. Click on the column header to sort in ascending order. Clicking again will sort in descending order.



The BATCHID automatically displays in the upper left-hand corner of the WSAM form.

The SAVE button saves any changes made to the main form. Save often to avoid to avoid losing data.

Use the CANCEL button to exit the form.

The following table describes all the columns in the main form in order of their appearance.

WSAM Form Field	Description			
NAME	Displays employee's name			
DEPT	The name of the department of the employee			
NONREP AS OF	Employee has been in a non-represented			
	position since this date. Only goes back as far			
	as the beginning of Banner (10/1/2001).			
LAST INC DATE	Date of the employee's most recent change in			
	salary from the last MASAL. TERMI and MAEND are coded as N/A.			
LAST INC AMT	Amount of the employee's most recent increase			
EAST INO AWI	in salary from the last MASAL. TERMI and			
	MAEND are coded as N/A.			
LAST INC REASON	Reason for the employee's most recent change			
	in salary from the last MASAL. TERMI and			
FOLACO	MAEND are coded as N/A.			
ECLASS	Displays the employee's Employee Class			
SALARY BAND	Displays the employee's salary band			
APPT PCT	Displays the employee's appointment			
	percentage. If the employee is less than full-time			
	(less than 100% appointment), indicate on the			
	WSAM Salary Form the <b>actual</b> merit award being recommended. Please provide the actual			
	merit amount (not prorated) regardless of the			
	funding source.			
ANNUAL SALARY	Displays current total annual salary (base salary			
	+ attachments)			
ATTACHMENT SALARY	Displays all attachments summed together			
BASE SALARY	Displays base salary only			
INDIVIDUAL POOL AMOUNT	Display Merit Pool dollars for the employee			
INCR %	Enter percentage amount for merit award. The			
	form will calculate the dollar amount of the merit award.			
MERIT TO BASE	Enter the total merit \$ amount. For an employee			
	with an attachment, enter the sum of merit-to-			
	base and the merit-to-attachment \$ amount. The			
	form will calculate the percentage amount of the			
	merit award.			
	If the employee is less than full-time (less than			
	100% appointment), indicate on the WSAM			
	Salary Form the <b>actual</b> merit award being			
ATTAQUIMENT INCORPAGE	recommended, not prorated			
ATTACHMENT INCREASE	Enter the merit-to-attachment \$ amount ONLY.			
	For positions with multiple attachments, please			
	forward an email to Daryl Bowen,			
	aa5595@wayne.edu providing data (in this			

	order): name of employee and ID; current attachment 1 and merit \$ amount; current attachment 2 and merit \$  For employees with attachments, the merit award may be split proportionately to the base salary and the attachment. For example, if an individual's total annual salary is \$50,000 (base salary is \$40,000 and the attachment is \$10,000) and a 1.0% merit is awarded. The base salary should be increased to \$40,400 (1.0%) and the attachment should be increased to \$10,100 (1.0%). The new total annual salary will be \$50,500. For employees who have multiple attachments, the WSAM Salary Form has summed the attachments.			
FINAL SALARY	Calculates the new total annual salary (base salary + attachments)			
PERF SCORE	Performance scores uploaded from Banner form PEAREVW.			
USER COMMENTS	Enter information for any non-routine situation (i.e., an employee who will soon be leaving the University or who has transferred out of Non-Represented employee group).			

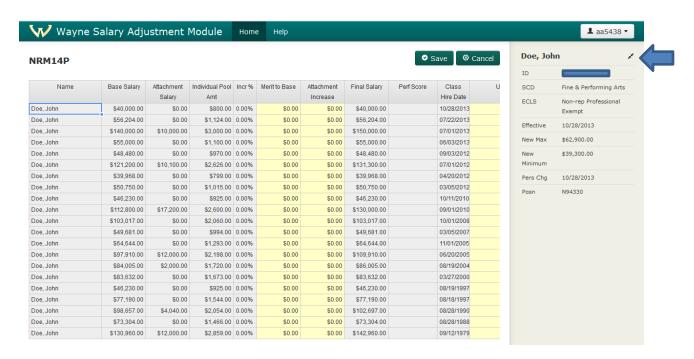
The WSAM Salary Form shows the following boxes at the bottom of the screen. These fields display, for the selected group of employees, running totals to help you monitor the status of your cumulative award distribution compared to the Merit Dollar Pool.

\$0.00	\$925.00	2.88%	\$1,333.00	\$0.00	\$47,563.00	OE - Objectives E	10/11/2010	
\$12,000.00	\$2,859.00	2.00%	\$2,859.00	\$0.00	\$145,819.00	N - Narrative	09/12/1979	
\$10,100.00	\$2,626.00	2.89%	\$3,794.00	\$0.00	\$135,094.00	N - Narrative	07/01/2012	

Total Pool: \$31,521.00 Total Distributed: \$31,521.00 Difference: \$0.00

#### **SIDEBAR WINDOW**

The first time entering the form in a given session, the sidebar window may be accessed by clicking in any of the fields in the main window. After that, you need to use the open arrow icon in the top corner of the page to the right of the Cancel button to open the sidebar window. You may close the window by using the minimize arrow in the upper right hand corner of the sidebar screen.



The sidebar window provides the following additional information for each employee: ID, SCD description, Employee Class description, effective date of the assignment in the pool, new salary band maximum, and new salary band minimum, personnel change date of the assignment in the pool and position number. There are no data entry fields in the sidebar window.

#### SAVE the WSAM Salary Form:

Each time you enter data and complete a work session, you should use the "Save" button.

You can then return to the Form and revise your data up until the due date. After the due date of **March 16, 2018,** you will no longer be able to update the **WSAM Salary Form**.

**CANCEL** to exit WSAM.

### **Instructions for Creating COGNOS Reports**

There are three COGNOS Reports for Non-Represented Employees and the purpose of each report is briefly described below:

- WSAM001 WSAM Wayne Salary Adjustment Module Pool Report creates a spreadsheet for allocating merit awards and tracking the merit pool availability. This is a planning tool only, the final results must be entered in WSAM Salary Form where the data will be uploaded into Banner.
- WSAM002 WSAM Wayne Salary Adjustment Module Increases Report by SCD for Salaried Employees - after merit amounts have been applied, this report can be produced for a final group record of the results for your units after April 14, 2018.
- WSAM003 Notice of WSAM Wayne Salary Adjustment Module Increase for Salaried Employees – after merit amounts are approved and finalized, this report generates individual letters for employees in the specified group, which can be used to communicate merit awards to individual employees. This report may be run after April 14, 2018.

NOTE: Specific to the WSAM process, COGNOS will be refreshed immediately.

The following instructions describe the basic steps for producing any of the COGNOS reports.

- 1) Enter https://bireporting.wayne.edu in to your browser.
- 2) Log on to Enterprise Analytics and Information System
- 3) Under My Content select My home
- 4) Go to Human Resources/Public Folder/Standard Certified Reports/Pay & Classification
- 5) Select WSAM001 WSAM Wayne Salary Adjustment Module Pool Report
- 6) Select a format: use PDF (for hardcopy print-out) or CSV or Excel (for data file)
- 7) Run CSV format for a data file you can manipulate
- 8) Select your parameters: Batch ID, SCD, Dept, Group (same as for WSAM Form)
- 9) Hit the Finish button to run the job
- 10) Select "Open" file
- 11) After the data appears, "Save As" as an EXCEL FILE
- 12) Open your EXCEL FILE, add formulas for sums so you can track the merit pool distribution
- 13) Save EXCEL FILE.