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## 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.

## Instructions for Data Entry on WSAM Form

NOTE: The WSAM Salary Form will reflect the updated Salary Band Structure for FY 2019.

### 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 complete the Business Affairs Officer (BAO) - Access Request Form (available at <http://computing.wayne.edu/banner/banner-access.php>) and submit to [SECURITY@lists.wayne.edu](mailto:SECURITY@lists.wayne.edu). You need to request the RAISESUNITS profile for 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.

The screenshot shows the top navigation bar of the Wayne Salary Adjustment Module. It includes a logo, the title "Wayne Salary Adjustment Module", and links for "Home" and "Help". A user profile icon shows "aa5595". Below the navigation bar is a "Change Role" button. The main content area is titled "Search" and contains a search form with the following fields:

- Employee Group \* (Dropdown menu: Select an Employee Group)
- Employee Subset (Dropdown menu: All)
- Department (Text input field)
- SCD \* (Text input field)

A "Search" button with a magnifying glass icon is located at the bottom left of the form.

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

 **Wayne Salary Adjustment Module** [Home](#) [Help](#) aa5595

[Change Role](#)

### Search

Employee Group \*

Employee Subset

Department

SCD \*

## 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.

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NRM14P

Save
Cancel

Name	Individual Pool Amt	Incr %	Merit to Base	Attachment Increase	Final Salary	Perf Score	Use
Abel, Karin	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Black, Lillian	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Cendrowski, Gary	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Cooper, Shirley	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Duncan, Norah	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Ferguson, Joan	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Hart, Lezlie	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Johnson, Nicole	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Keashly, Loreleigh	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Kvoriak, Joseph	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Madigan, Brian	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Moldenhauer, Judith	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Persha, Marie	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Richardson, John	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Roelofs, Laura	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Schemske, Sandra	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Smith, Lynnetta	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Tini, Dennis	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	
Wolf, John	\$1,200.00	2.00%	\$1,200.00	\$0.00	\$61,200.00	OE - Objectives E	

Total Pool: \$22,800.00
Total Distributed: \$22,800.00
Difference: \$0.00

Schemske, Sandra
✕

ID	<input type="text" value=""/>
SCD	Fine & Performing Arts
ECLS	Non-rep Professional Exempt
Effective	05/01/2013
New Max	\$77,200.00
New Minimum	\$46,800.00
Pers Chg	05/01/2013
Posn	N94923

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 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 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 <u>less than full-time</u> (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 <b>total</b> 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 <u>less than full-time</u> (less than 100% appointment), indicate on the WSAM Salary Form the <b>actual</b> merit award being 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

	<p>order): name of employee and ID; current attachment 1 and merit \$ amount; current attachment 2 and merit \$</p> <p>For employees with <u>attachments</u>, 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 <b>WSAM Salary Form</b> has summed the attachments.</p>
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	

<b>Total Pool:</b> \$31,521.00	<b>Total Distributed:</b> \$31,521.00	<b>Difference:</b> \$0.00
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## 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.

**Wayne Salary Adjustment Module** Home Help aa5438

**NRM14P** Save Cancel

Name	Base Salary	Attachment Salary	Individual Pool Amt	Incr %	Merit to Base	Attachment Increase	Final Salary	Perf Score	Class Hire Date	U
Doe, John	\$40,000.00	\$0.00	\$800.00	0.00%	\$0.00	\$0.00	\$40,000.00		10/28/2013	
Doe, John	\$56,204.00	\$0.00	\$1,124.00	0.00%	\$0.00	\$0.00	\$56,204.00		07/22/2013	
Doe, John	\$140,000.00	\$10,000.00	\$3,000.00	0.00%	\$0.00	\$0.00	\$150,000.00		07/01/2013	
Doe, John	\$55,000.00	\$0.00	\$1,100.00	0.00%	\$0.00	\$0.00	\$55,000.00		06/03/2013	
Doe, John	\$48,480.00	\$0.00	\$970.00	0.00%	\$0.00	\$0.00	\$48,480.00		09/03/2012	
Doe, John	\$121,200.00	\$10,100.00	\$2,626.00	0.00%	\$0.00	\$0.00	\$131,300.00		07/01/2012	
Doe, John	\$39,968.00	\$0.00	\$799.00	0.00%	\$0.00	\$0.00	\$39,968.00		04/20/2012	
Doe, John	\$50,750.00	\$0.00	\$1,015.00	0.00%	\$0.00	\$0.00	\$50,750.00		03/05/2012	
Doe, John	\$46,230.00	\$0.00	\$925.00	0.00%	\$0.00	\$0.00	\$46,230.00		10/11/2010	
Doe, John	\$112,800.00	\$17,200.00	\$2,600.00	0.00%	\$0.00	\$0.00	\$130,000.00		09/01/2010	
Doe, John	\$103,017.00	\$0.00	\$2,060.00	0.00%	\$0.00	\$0.00	\$103,017.00		10/01/2008	
Doe, John	\$49,681.00	\$0.00	\$994.00	0.00%	\$0.00	\$0.00	\$49,681.00		03/05/2007	
Doe, John	\$64,644.00	\$0.00	\$1,293.00	0.00%	\$0.00	\$0.00	\$64,644.00		11/01/2005	
Doe, John	\$97,910.00	\$12,000.00	\$2,198.00	0.00%	\$0.00	\$0.00	\$109,910.00		06/20/2005	
Doe, John	\$84,005.00	\$2,000.00	\$1,720.00	0.00%	\$0.00	\$0.00	\$86,005.00		08/19/2004	
Doe, John	\$83,632.00	\$0.00	\$1,673.00	0.00%	\$0.00	\$0.00	\$83,632.00		03/27/2000	
Doe, John	\$46,230.00	\$0.00	\$925.00	0.00%	\$0.00	\$0.00	\$46,230.00		08/19/1997	
Doe, John	\$77,190.00	\$0.00	\$1,544.00	0.00%	\$0.00	\$0.00	\$77,190.00		08/18/1997	
Doe, John	\$98,657.00	\$4,040.00	\$2,054.00	0.00%	\$0.00	\$0.00	\$102,697.00		08/28/1990	
Doe, John	\$73,304.00	\$0.00	\$1,466.00	0.00%	\$0.00	\$0.00	\$73,304.00		08/28/1988	
Doe, John	\$130,960.00	\$12,000.00	\$2,859.00	0.00%	\$0.00	\$0.00	\$142,960.00		09/12/1979	

**Doe, John**

ID [Redacted]

SCD Fine & Performing Arts

ECLS Non-rep Professional Exempt

Effective 10/28/2013

New Max \$62,900.00

New Minimum \$39,300.00

Pers Chg 10/28/2013

Posn N94330

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 22, 2019**, 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 11, 2019.
- **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 11, 2019.

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.