



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.

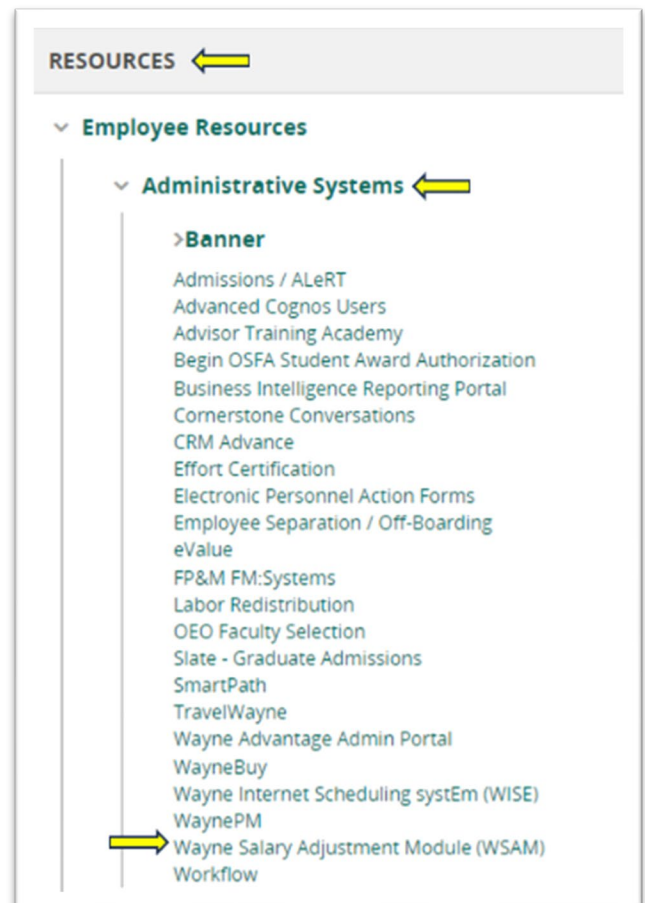
INSTRUCTIONS FOR DATA ENTRY ON WSAM FORM

IMPORTANT NOTES:

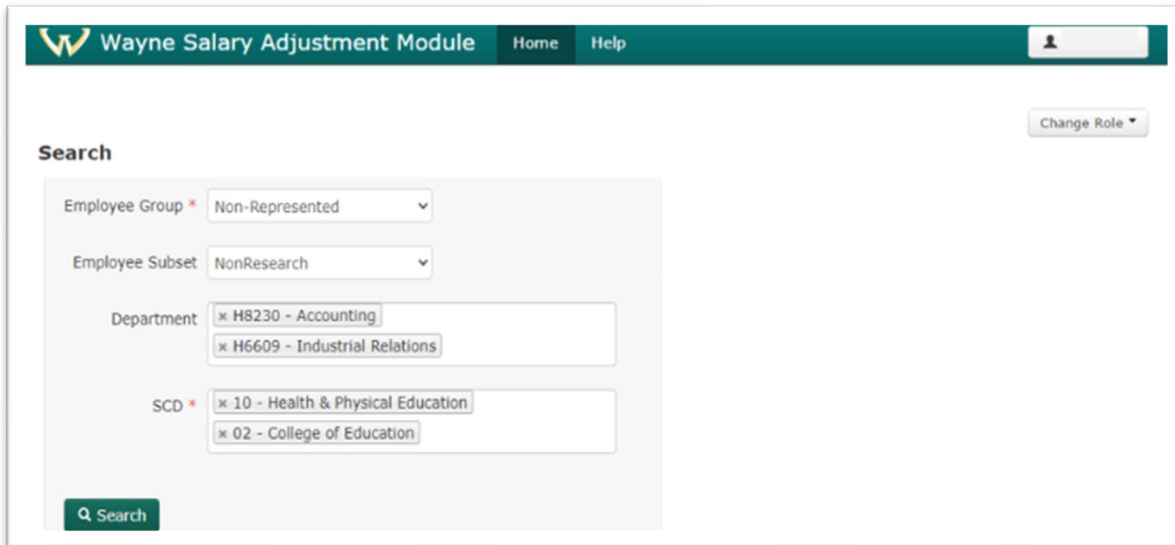
1. The WSAM Salary Form will reflect the updated Salary Band Structure for FY24.
2. WSAM Salary Form is available October 30th through November 10th
3. If you need access to the WSAM Salary Form and do not have the appropriate Banner security, please have your authorizing management complete the Business Affairs Officer (BAO) Access Request Form.
 - The request **MUST** include access to the “**RAISES UNITS**” profile for WSAM.
 - Download Enterprise Applications Access Request Form
<https://tech.wayne.edu/enterpriseapps/access>

TO BEGIN

1. Log in to “Academica” <https://login.wayne.edu/>
2. Once you are logged into Academica, on the left side of the screen, you will see a “Resources” section.
3. Follow the prompt selections below to access the **Wayne State Adjustment Module (WSAM)** Form.
4. Within Academica, follow the links to access the WSAM Form.
5. *Resources* → *Employee Resources* → *Administrative Services* → **Wayne State Adjustment Module (WSAM)**



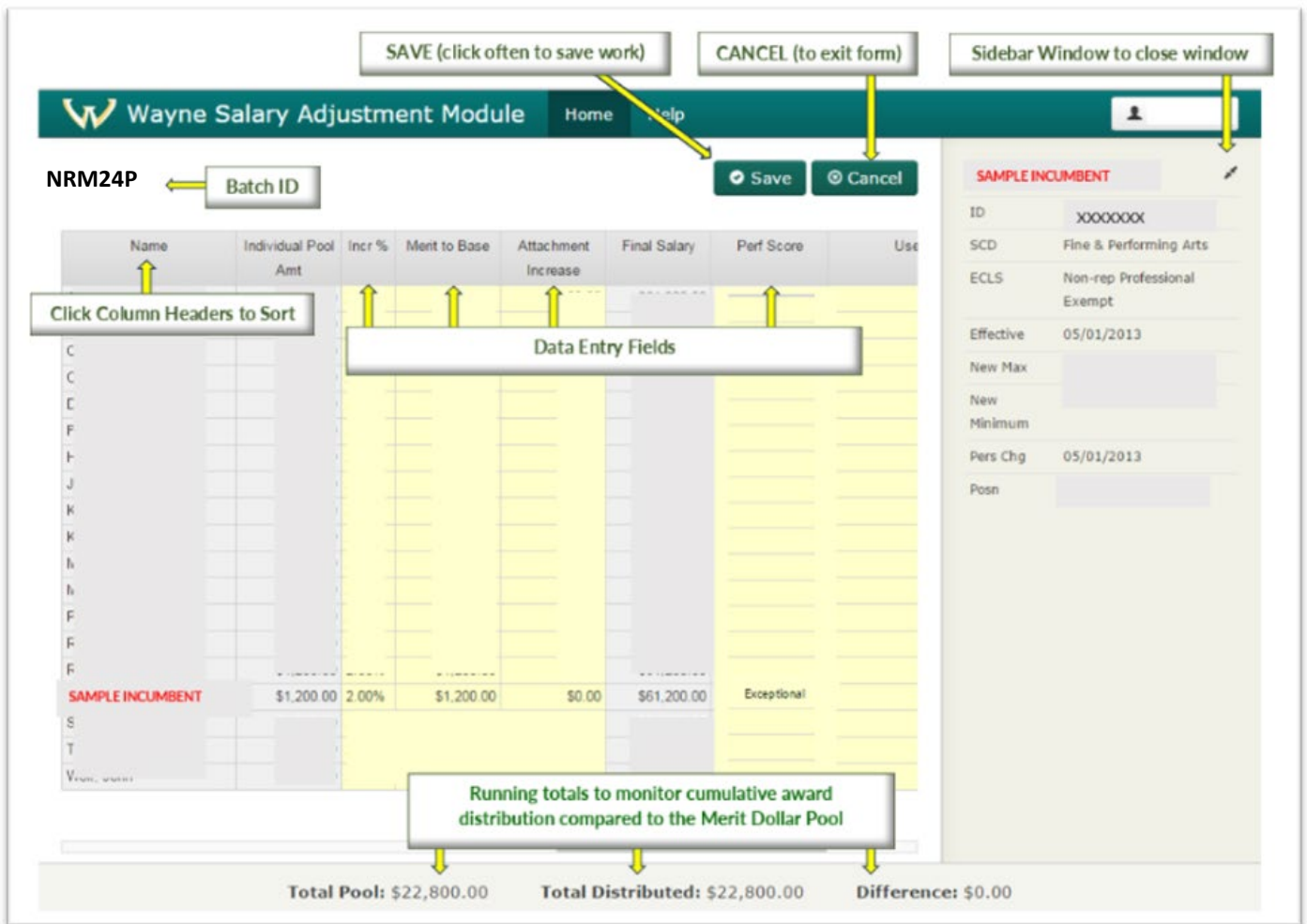
- Once logged into the WSAM module, select report parameters.
Parameter Options:
 - Employee Group → Select “Non-Represented”
 - Employee Subset → Select Subset from drop down menu
 - Department → Click in the box to select Dept from drop down menu
 - SCD → Select SCD from drop down menu
- Click “Search” at bottom left of the screen to run the report.



The screenshot shows the 'Wayne Salary Adjustment Module' interface. At the top, there is a navigation bar with 'Wayne Salary Adjustment Module', 'Home', and 'Help' links, and a user profile icon. Below the navigation bar is a 'Search' section. It contains four input fields: 'Employee Group' with a dropdown menu set to 'Non-Represented'; 'Employee Subset' with a dropdown menu set to 'NonResearch'; 'Department' with a multi-select box containing 'H8230 - Accounting' and 'H6609 - Industrial Relations'; and 'SCD' with a multi-select box containing '10 - Health & Physical Education' and '02 - College of Education'. A 'Change Role' dropdown is located in the top right corner. A 'Search' button is at the bottom left of the search area.

MAIN REPORT NAVIGATION 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 being timed-out by WSAM.
- Use the CANCEL button to exit form.



- 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.

SIDEBAR WINDOW

- The sidebar can be accessed by clicking in any of the fields in the main window and can be hidden by clicking on the minimize icon in the sidebar window.
- 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/CANCEL IN 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 **November 10, 2023**, you will no longer be able to update the WSAM Salary Form.
- Select **CANCEL** to exit WSAM form.



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

WSAM Form Fields	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 actual 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 % (manually entered)	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 <u>less than full-time</u> (less than 100% appointment), indicate on the WSAM Salary Form the actual merit award being recommended, not prorated
ATTACHMENT INCREASE	Enter the merit-to-attachment dollar (\$) amount ONLY . For positions with multiple attachments, please forward an email to Carla Warner at hp8123@wayne.edu providing the following data (in this order) <ol style="list-style-type: none"> 1. Name of employee and ID 2. Current attachment 1 and merit \$ amount 3. Current attachment 2 and merit \$ amount



FINAL SALARY	Calculates the new total annual salary (base salary + attachments)
PERFORMANCE SCORE (manually entered)	Performance scores from Cornerstone need to be added manually in the WSAM batch by selecting from the drop-down menu options. Uploading scores is not available at this time.
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).



Instructions for creating a COGNOS Pre-Merit Adjustment Module Pool Report

- **WSAM001 (WSAM)** → Wayne Salary Adjustment Module Pool Report used to produce an employee report.
 - Report Name: **WSAM001 WSAM – Wayne Salary Adjustment Module Pool Report**
 - Select your parameters: Batch ID (**NRM24P**)
S/C/D (school/College/Division)
Home ORGN Code (Dept)
 - Select “Finish” at bottom of the screen to run the report.
 - To download reports, select the “Run As” icon at the top left of your screen →
 - Select the desired download format (ex: Run PDF, Run Excel, etc.)
 - Then save the report/letters by selecting from the options on the top right of your screen.

ERP Analytics and Information System | WSAM001 WSAM ... Pool Report

Please select batch id:

Please select SCD:

Optionally select department:

Optionally select group:

Cancel Finish



Instructions for Creating COGNOS Salary Increase Reports and Letters


There are two COGNOS processes that will be used to generate reports and letters.

- **WSAM002 (WSAM)** → Wayne Salary Adjustment Module Increase report used to produce an employee **REPORT LISTING** mass salary adjustment for salaried employees.
- **WSAM003 (Notice of WSAM)** → Wayne Salary Adjustment Module generates mass **SALARY LETTERS** used to communicate pay adjustments to salaried employees.


The following steps are used to login and create a COGNOS report.

1. Log in to “Academica”
2. Once you are logged into Academics, on the left side of the screen, you will see a “Resources” section. Follow the prompt selections below to access the COGNOS reports.
3. Under *Resources* → *Employee Resources* → *Administrative Systems* → *Advanced Cognos Users*
4. After selecting *Advanced Cognos Users*, you will be directed to the “ERP Analytics and Information System” dashboard.
5. In the upper right corner of your screen, select one of the following reports.

To **GENERATE A REPORT**, select the **WSAM002** report.

- Report Name: **WSAM002 WSAM-Wayne Salary Adjustment Module Increases Report by SCD for Salaried Employees**
- Select your parameters: Batch ID (NBW24 or N9M24)
 S/C/D (school/College/Division)
 Home ORGN Code (Dept)
- Select “Finish” at bottom left of the screen to run the report.
- To download reports, select the “Run As” icon at the top left of your screen → 
- Select the download format you would like to use (ex: Run PDF, Run Excel, etc.)
- You now can save or print the report by selecting an option from the top right of your screen.

To **GENERATE SALARY LETTERS**, select the **WSAM003** report.

- Report Name: **WSAM003 Notice of WSAM – Wayne Salary Adjustment Module Increases Salaried Employee**
- Select your parameters: Batch ID (NBW24 or N9M24)
 S/C/D (school/College/Division)
 Home ORGN Code (Dept)
- Select “Finish” at bottom left of the screen to run the report.
- To download reports, select the “Run As” icon at the top left of your screen → 
- Select the desired download format (ex: Run PDF, Run Excel, etc.)
- Then save the report/letters by selecting from the options on the top right of your screen.