Summer | 10

# Change Requests

## SAPweb HR Transactions

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## Course Objectives

This course will introduce you to the SAPweb HR Change Transaction requests. Currently, requests for appointment changes, such as Change in Time, Change in Appointment End Date, Transfers, and Promotions are managed by completing a static web form or Excel file, which is routed for approval, and delivered to the HR Payroll Service Center for manual entry in SAP. Benefits of the new SAPweb Change transactions include streamlined processes based on employee eligibility, validation, and enforcement of required fields.

Upon completion of this course you will:

- √ Know when to check with Compensation for any necessary approvals prior to creating a Change request.
- √ Know what data should be gathered for successful completion of a Change transaction.
- √ Be able to select the appropriate Change transaction, Type, and Reason.
- √ Understand SAPweb HR Change transaction authorization roles and approval workflow.
- √ Be able to complete a Change transaction request for an employee within or outside of your area of responsibility.

# 1

# Getting Started with SAPweb Change Transactions

# 1-A : Overview of SAPweb Changes

SAPweb Change transactions are used to modify an MIT employee's current appointment, transfer an employee into a new position in a new DLC, assign an employee to a concurrent position, etc.

You may need to submit more than one Change transaction to effect multiple actions. For example, if an employee with a temporary appointment is being changed to regular staff, and given a salary increase, you will complete **Change in Status**, and **Change in Salary.**

> **NOTE**: Some transaction terminology has changed to better align with existing SAP and Data Warehouse terminology. Please read the list of Change Transactions and descriptions provided below to ensure selection of the correct Transaction.

**Changes (Promotions, Transfers, etc.)** includes transferring employees into your area of responsibility, change in status, change in time, directory title change, reclassification, salary change, change in position (lateral), promotion, delimit appointment (multiple appointments only), and set up concurrent appointment.

**Extend Appointment no salary change** for Non-Academic and Academic appointments. Extend appointment with no change in salary.

**Extend Appointment w/salary increase (Reappoint with salary increase)** Academic appointments only. Extend with a salary increase

**Other Actions** includes Visa changes, Dept. Head appointments, Change in pay basis, Reorganization, Confidential employee action, and Set up concurrent appt – dual.

Change transaction Types and Reasons will be available for selection based on the eligibility of the selected employee appointment (i.e., Academic, Other Academic, Exempt, Non-exempt).

# 1-B : Prior to Creating a Change Transaction

Prior to accessing SAPweb to create a Change request:

- Complete data gathering of data elements required for completion of the specific Change Transaction Type (i.e., Cost Object, Position Title/Number).
- Make sure you have received any required approvals. For example, before submitting a Reclassification for a Non-Academic appointment, a conversation with your Human Resources Officer and/or the Compensation Office must take place so you will have the appropriate information to complete this form.
- Know the correct Change transaction to select for submission. You may be required to process more than one transaction to complete several changes to the appointment.
- If you have any questions, check with your assigned HRO, HR Compensation, or the HR Payroll Service Desk. For a complete list of Change transaction Types that require approval from Compensation, see **Appendix A**.

# 1-C : Authorization Roles and Approvals

There are several Authorization Roles for SAPweb HR Change transactions. Staff with either **Initiator** or **Initiator & DLC Approver** authorization may create a Change request. Change requests submitted by a user with Initiator only authorization will be routed to the DLC Approver for approval. Changes to academic appointments also require approval from the Dean's Office. Many Changes to Non-Academic appointments require approval from HR Compensation. All approvals take place prior to the Change request being sent to the HR-Payroll Service Center for processing.

| | |
|---|---|
| Initiator | • Create Change request<br>• Access HR Transaction Inbox<br>• Correct an HR Transaction<br>• View an HR Transaction |
| DLC Approver | • All of the Initiator functionality<br>• Approve or Reject Change request created by Iniator<br>• Add Comments for Rejection |
| Dean's Office Approver | • Approve or Reject Change request initiated for employee with Academic appointment<br>• Add Comments for Rejection |
| Compensation | • Approve or Reject specific Change Types (see Appendix A)<br>• Add comments for Rejections |
| HRO | • Copied on Change transactions |

# 2

# Change Transactions: Search and Data entry screens

# 2-A : Change Transaction Screens & Process

Each Change transaction (except *Other Actions*) follows the same general screen flow and process:

1. Select Change Transaction Group
2. Search for Employee
3. Select Transaction Type for Changes (Transfers, Promotions, etc) only
4. Enter Transaction Details and Comments
5. Review, Select Approvers & Submit
6. Confirmation and assigned Transaction number.

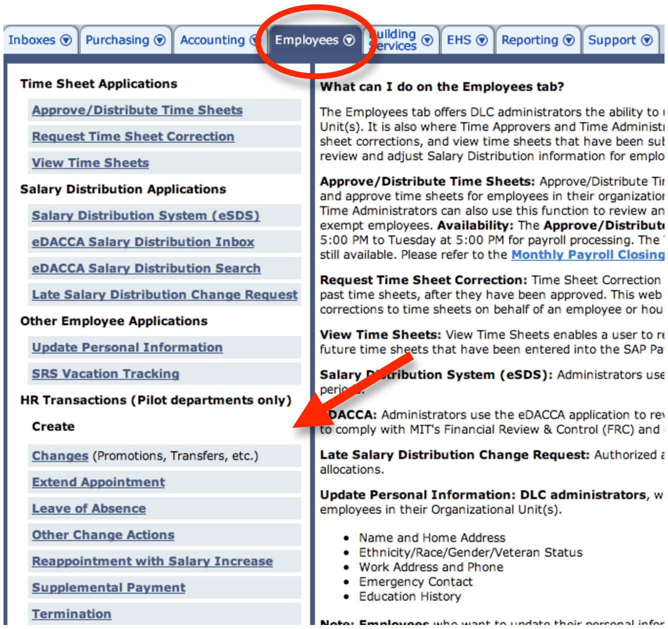
## 2-A.1 : Select Change Transaction Group

Change transactions can be accessed from several links on the SAPweb Employees tab under the following headings:

- **Changes (Promotions, Transfers, etc.)**
- **Extend Appointment no salary change**
- **Extend Appointment w/ salary ind Acad only (Reappoint with Salary Increase)**
- **Other Actions**

### ▶To Select Change Transaction Group :

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to **https://web.mit.edu/sapweb/**
3. Click on the **Employees** Tab.
4. Under the heading "*HR Transactions*", click on the link for the appropriate Change transaction. If prompted, select your MIT personal Certificate.


Inboxes
Purchasing
Accounting
Employees
uilding ervices
EHS
Reporting
Support
Time Sheet Applications
Approve/Distribute Time Sheets
Request Time Sheet Correction
View Time Sheets
Salary Distribution Applications
Salary Distribution System (eSDS)
eDACCA Salary Distribution Inbox
eDACCA Salary Distribution Search
Late Salary Distribution Change Request
Other Employee Applications
Update Personal Information
SRS Vacation Tracking
HR Transactions (Pilot departments only)
Create
Changes (Promotions, Transfers, etc.)
Extend Appointment
Leave of Absence
Other Change Actions
Reappointment with Salary Increase
Supplemental Payment
Termination

**What can I do on the Employees tab?**

The Employees tab offers DLC administrators the ability to Unit(s). It is also where Time Approvers and Time Administ sheet corrections, and view time sheets that have been su review and adjust Salary Distribution information for emplo

**Approve/Distribute Time Sheets:** Approve/Distribute Ti and approve time sheets for employees in their organizatio Time Administrators can also use this function to review an exempt employees. **Availability:** The **Approve/Distribut** 5:00 PM to Tuesday at 5:00 PM for payroll processing. The still available. Please refer to the Monthly Payroll Closing

**Request Time Sheet Correction:** Time Sheet Correction past time sheets, after they have been approved. This web corrections to time sheets on behalf of an employee or hou

**View Time Sheets:** View Time Sheets enables a user to r future time sheets that have been entered into the SAP Pa

**Salary D tribution System (eSDS):** Administrators use peri .

**DACCA:** Administrators use the eDACCA application to re to comply with MIT's Financial Review & Control (FRC) and

**Late Salary Distribution Change Request:** Authorized allocations.

**Update Personal Information: DLC administrators**, w employees in their Organizational Unit(s).

- Name and Home Address
- Ethnicity/Race/Gender/Veteran Status
- Work Address and Phone
- Emergency Contact
- Education History

## 2-A.2 : Search for Employee

After selecting a Change transaction group, you will be presented with the **Search for a person** screen, which allows you to search for an employee and appointment for which you would like to request a Change.

**Note**: *Search for a person* retrieves records for employees with active appointments going back six-months. An employee with multiple appointments in your area of authority will have a separate listing for each appointment. Check to ensure you are selecting the correct employee and appointment.

The *Search for a person* screen options vary based on the selected Change transaction group.

### Extend Appointment
### Reappoint with Salary Increase

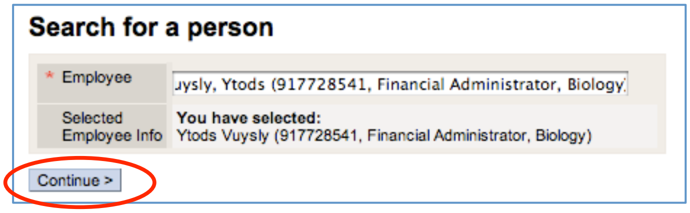
Search allows you to search for an employee with an active appointment within your area of responsibility, excluding yourself, by last name or MIT ID.

The employee must have an appointment that is validated as eligible for the selected transaction type.

| Type | Eligibility |
|---|---|
| **Extend Appointment no salary change** | Active Non-Academic appointment with an End Date.<br>Active Academic appointment with n End Date (no salary change). |
| **Extend Appointment w/ salary chg** | Academic appointment with an End Date (salary increase). |

#### ▶To Search for a person in Extend Appointment and Reappoint with Salary Increase:

1. Type the **Last Name** or **MIT ID** of the person for whom you want to initiate a Change request in the **Employee** textbox.
2. Select the person from the list of auto-complete search results. The *Name, MIT ID, Title*, and *Unit* for the selected person will display.
3. Click the **Continue >** button to create a Changes request for the selected person.



**Search for a person**

| | |
|---|---|
| * Employee | uysly, Ytods (917728541, Financial Administrator, Biology |
| Selected Employee Info | **You have selected:**<br>Ytods Vuysly (917728541, Financial Administrator, Biology) |

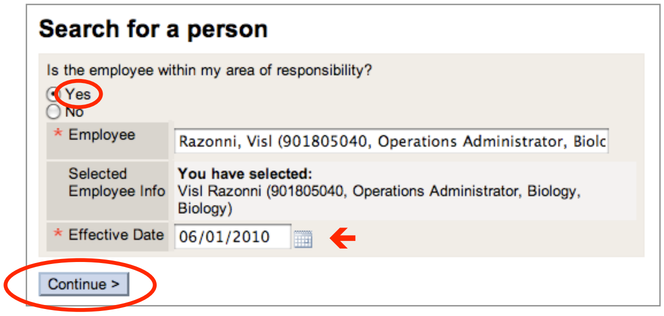
After clicking **Continue >** for *Extend Appointment* or *Reappoint with Salary Increase,* you will receive the Changes for <Name>, MIT ID screen to enter transaction Details and Comments.

## Changes (transfer, promotions, etc)

Search allows you to search for an employee with an active appointment within your area of responsibility, excluding yourself, by last name or MIT ID. You may also search for an employee outside your area of responsibility to request a Transfer or to Set up a concurrent appointment, by entering their MIT ID.

### ▸To Search for a person within your area of responsibility:

1. Click on the **Yes** radio button to indicate the person is within your area of responsibility.
2. Type the **Last Name** or **MIT ID** of the person for whom you want to initiate a Change request in the **Employee** textbox.
3. Select the person from the list of auto-complete search results. The *Name, MIT ID, Title*, and *Unit* for the selected person will display.
4. **Effective Date:** Use the pop-up calendar to enter the date on which the Change will take effect in the required **MM/DD/YYYY format**.
    - Becomes "Begin work date" for an Academic employee's new or changed position (promotion, transfer, concurrent appointment, etc.).
    - Exempt (monthly paid) employees - first day of the month is recommended
    - Non-exempt (weekly paid) employees – Mondays are recommended
5. Click the **Continue >** button to create a Changes request for the selected person.



**Search for a person**

Is the employee within my area of responsibility?

● Yes
○ No

| | |
|---|---|
| * Employee | Razonni, Visl (901805040, Operations Administrator, Biolc |
| Selected Employee Info | **You have selected:**<br>Visl Razonni (901805040, Operations Administrator, Biology, Biology) |
| * Effective Date | 06/01/2010 |

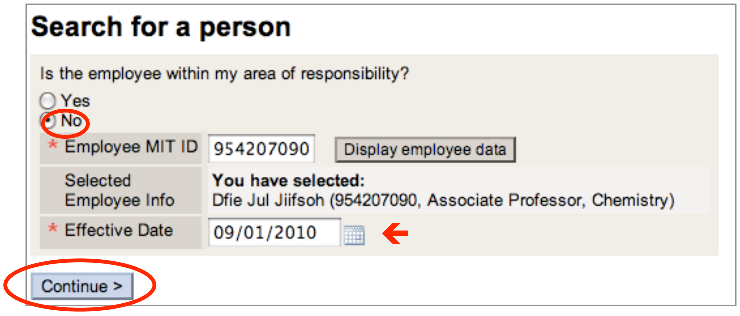
**Note**: *Search for a person* retrieves records for employees with active appointments going back six-months. An employee with multiple appointments in your area of authority will have a separate listing for each appointment. Check to ensure you are selecting the correct employee and appointment.

After clicking **Continue >** for *Changes (transfers, promotions, etc.),* you will receive the Changes for <Name>, MIT ID screen to select the transaction **Type** and **Reason**.

To request a ***Transfer*** or to ***Set up a concurrent appointment***, you may also search for an employee outside your area of responsibility by entering their complete MIT ID.

### ▶To Search for a person outside your area of responsibility:

1. Click on the **No** radio button to indicate the person is not within your area of responsibility.
2. Type the employee's complete **MIT ID** in the **Employee MIT ID** textbox.
3. Click the **Display employee data** button. The *Name, MIT ID, Title*, and *Unit* for the selected person will display.
4. **Effective Date:** Use the pop-up calendar to enter the date on which the Change will take effect in the required **MM/DD/YYYY format**.
    - Becomes "Begin work date" for an Academic employee's new or changed position (promotion, transfer, concurrent appointment, etc.).
    - Exempt (monthly paid) employees - first day of the month is recommended
    - Non-exempt (weekly paid) employees – Mondays are recommended
5. Click the **Continue >** button to create a Changes request for the selected person.



**Search for a person**

Is the employee within my area of responsibility?

○ Yes

● No

| | |
|---|---|
| * Employee MIT ID | 954207090 |
| Selected Employee Info | **You have selected:**<br>Dfie Jul Jiifsoh (954207090, Associate Professor, Chemistry) |
| * Effective Date | 09/01/2010 |

After clicking **Continue >** for *Changes (transfers, promotions, etc.)*, you will receive the Changes for <Name>, MIT ID screen to select the transaction **Type** and **Reason**.

## 2-A.3 : Select Transaction Type and Reason

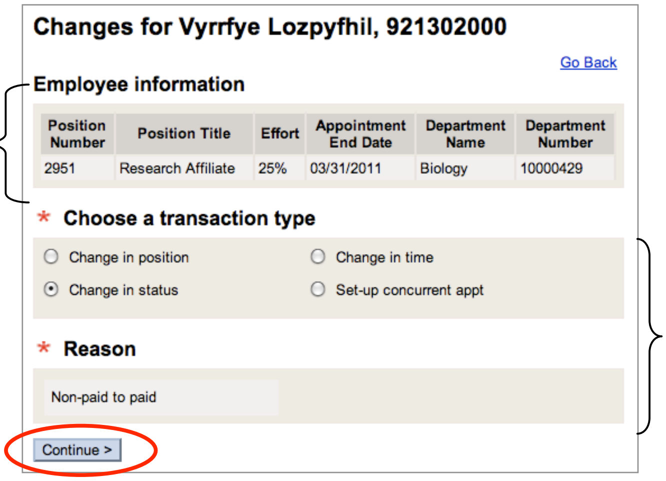
The Changes (transfer, promotion, etc.) transaction group contains many different transfer Types and associated Reasons. Based on the employee appointment you selected, you will be presented with a selection of types/Reasons that match the appointment eligibility criteria.
More specific details are offered in chapter **3 Changes (transfers, promotions, etc.).**

**Note**: *Extend Appointment* and *Reappoint with salary increase* have default transaction Types and Reasons preselected.

### ▶To Select Change Transaction Type and Reason:

1. Review the **Employee information** to ensure you selected the correct person and appointment. Click the *Go Back* link to return to the *Search for a Person* screen to select a different employee.
2. **Choose a Transaction Type** presents a list of transaction Types based on the employee's appointment eligibility. Select the appropriate Type by clicking on the corresponding radio button.
3. Reason codes for the selected Type will display with radio buttons for selection. Click the radio button for the appropriate Reason. Some transaction Types have a default Reason, which will appear listed without a radio button.
4. Click the **Continue >** button.

Employee Appointment information



**Changes for Vyrrfye Lozpyfhil, 921302000**

Go Back

**Employee information**

| Position Number | Position Title | Effort | Appointment End Date | Department Name | Department Number |
|---|---|---|---|---|---|
| 2951 | Research Affiliate | 25% | 03/31/2011 | Biology | 10000429 |

*** Choose a transaction type**

○ Change in position　○ Change in time
● Change in status　○ Set-up concurrent appt

*** Reason**

Non-paid to paid

**Transaction Types & Reasons**
Options displayed are based on appointment eligibility (i.e., Academic, Non-Academic, Exempt, Non-Exempt)

After clicking **Continue >** for *Extend Appointment* or *Reappoint with Salary Increase,* you will receive the Changes for <Name>, MIT ID screen to enter transaction Details and Comments.

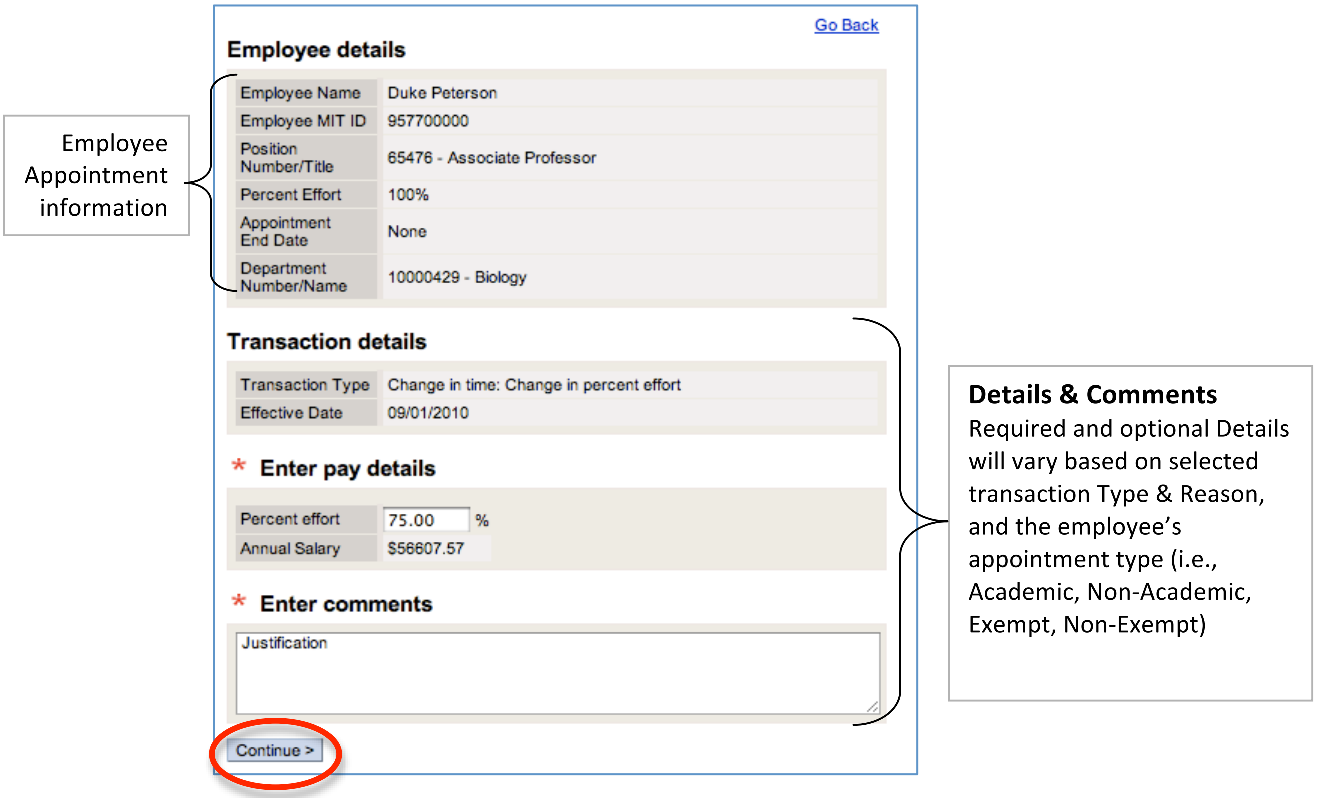
## 2-A.4 : Enter Transaction Details and Comments

Each Change transaction Type and Reason has specific Details that must be completed. Many require Comments to record back-up data and justification for review by approvers and/or HR Compensation.

**For detailed steps on completing the Transaction Details for each transaction Type/Reason, please refer to the specific section of this User Guide.**

### ▶To Complete Transaction Details and Comments:

1. Carefully review the **Employee Details.** Based on the employee's appointment type (i.e., Academic, Non-Academic), and the selected Transaction Type/Reason, data listed will vary. Employee Details includes: **Name Prefix** (Academic), **Name, MIT ID, Position Number/Title, Tenure track** (Academic), **Percent Effort, Appointment End Date, Department, Highest degree** (Academic). If you selected the incorrect employee/appointment, click the *Go Back* link to return to the Search for Person screen.
2. Complete each required section of the Transaction **Details**, and optional fields as needed. See the specific section for each transaction Type/Reason for detailed steps. Details may include Pay, Cost Object, Percent Effort, etc.
3. Enter **Comments** to provide support and justification for the transaction. Comments may be required for certain Types/Reasons.
4. Click **Continue >** to move the next screen to review data entered.



**Employee details**

| | |
|---|---|
| Employee Name | Duke Peterson |
| Employee MIT ID | 957700000 |
| Position Number/Title | 65476 - Associate Professor |
| Percent Effort | 100% |
| Appointment End Date | None |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Change in time: Change in percent effort |
| Effective Date | 09/01/2010 |

* **Enter pay details**

| | |
|---|---|
| Percent effort | 75.00 % |
| Annual Salary | $56607.57 |

* **Enter comments**

Justification

Employee Appointment information

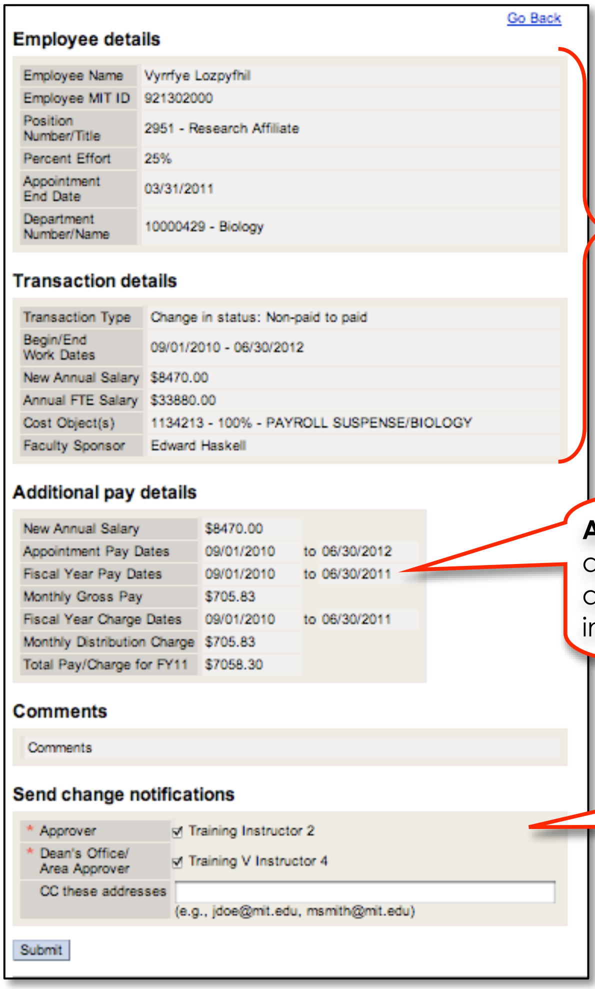
**Details & Comments**
Required and optional Details will vary based on selected transaction Type & Reason, and the employee's appointment type (i.e., Academic, Non-Academic, Exempt, Non-Exempt)

## 2-A.5 : Review, Select Approvers & Submit

After the transaction Details and Comments have been completed, you will be presented with a summary of the transaction details entered on previous screens, and may be required to select Approvers.

### ▶To Review Details and Select Approvers:

1. Carefully review the **Employee Details** and **Transaction Details**, which summarize information entered on previous screens.
2. **Additional Pay Details** displays for Academic appointments that involve a change in salary or percent effort. Calculations include Fiscal Year Pay Dates, and Monthly Gross Pay.
3. If you need to correct any of the information contained in the review, click the **Go Back** link to return to the previous screen.
4. Complete the following sections:
   - **Approvers** – Select one or more Approver listed for each required Approval.
   - **Cc these Addresses** - Enter the email addresses of individuals with a business need to be notified about the Change request. Separate addresses with a comma.
5. Click the **Submit** button for Approval and Processing.



**Employee details**

| | |
|---|---|
| Employee Name | Vyrrfye Lozpyfhil |
| Employee MIT ID | 921302000 |
| Position Number/Title | 2951 - Research Affiliate |
| Percent Effort | 25% |
| Appointment End Date | 03/31/2011 |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Change in status: Non-paid to paid |
| Begin/End Work Dates | 09/01/2010 - 06/30/2012 |
| New Annual Salary | $8470.00 |
| Annual FTE Salary | $33880.00 |
| Cost Object(s) | 1134213 - 100% - PAYROLL SUSPENSE/BIOLOGY |
| Faculty Sponsor | Edward Haskell |

**Additional pay details**

| | | |
|---|---|---|
| New Annual Salary | $8470.00 | |
| Appointment Pay Dates | 09/01/2010 | to 06/30/2012 |
| Fiscal Year Pay Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Gross Pay | $705.83 | |
| Fiscal Year Charge Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Distribution Charge | $705.83 | |
| Total Pay/Charge for FY11 | $7058.30 | |

**Comments**

Comments

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

Carefully Review **Employee Details, Transaction Details, Additional Pay Details** and **Comments**

**Additional Pay Details** displays for Academic appointments with change in salary or percent effort.

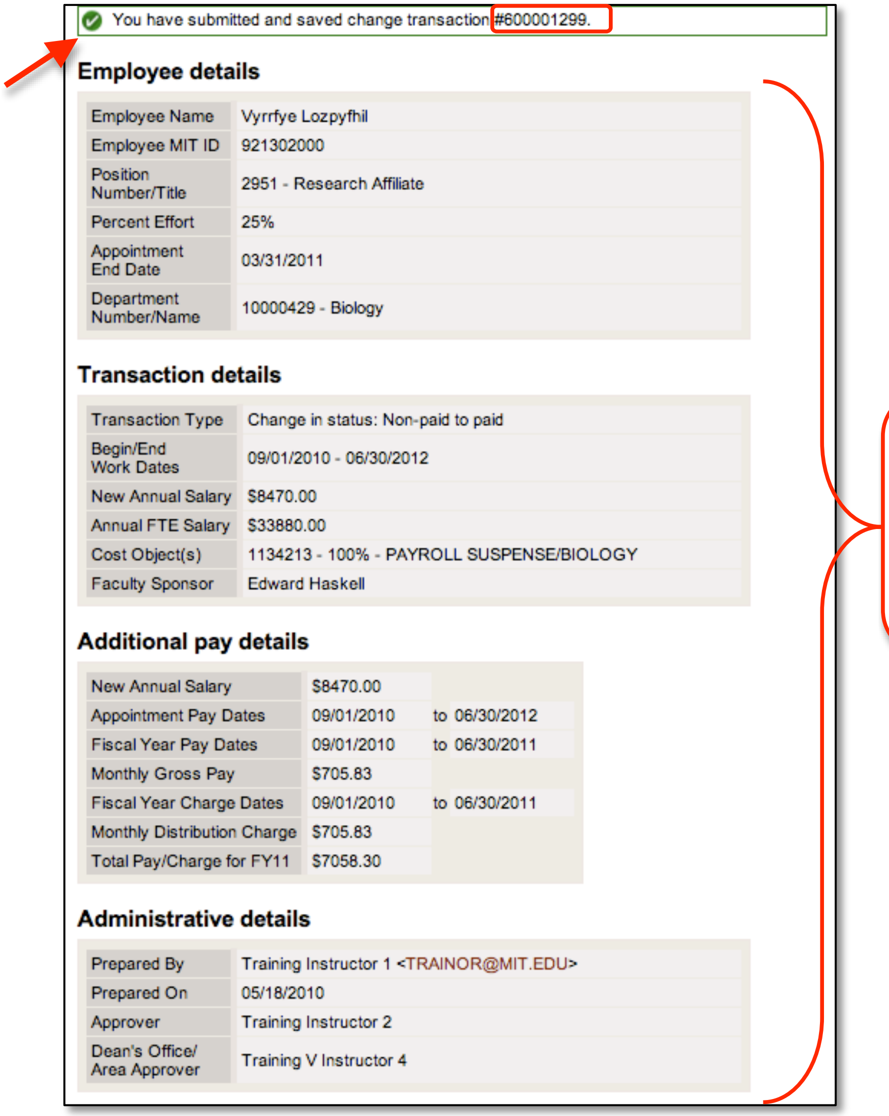
Select required **Approvers**. Add **Cc** notification as needed

## 2-A.6 : Confirmation and Transaction Number

Once you have reviewed and submitted the Change transaction, you will receive a confirmation screen. The Change transaction will appear in your **HR Transaction Inbox** with real-time status, such as *Awaiting Approval*.

### ▶To Review a Change Confirmation:

1. A green checkmark indicates the Change Transaction was successfully submitted for approval and/or processing. An assigned transaction number is provided.
2. Click the **Home** link to return to the SAPweb *Employees* tab.
3. **HR Transaction Inbox** will list the transaction with a real time status. If no action has been taken on the transaction, you may delete it.



✓ You have submitted and saved change transaction #600001299.

**Employee details**

| | |
|---|---|
| Employee Name | Vyrrfye Lozpyfhil |
| Employee MIT ID | 921302000 |
| Position Number/Title | 2951 - Research Affiliate |
| Percent Effort | 25% |
| Appointment End Date | 03/31/2011 |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Change in status: Non-paid to paid |
| Begin/End Work Dates | 09/01/2010 - 06/30/2012 |
| New Annual Salary | $8470.00 |
| Annual FTE Salary | $33880.00 |
| Cost Object(s) | 1134213 - 100% - PAYROLL SUSPENSE/BIOLOGY |
| Faculty Sponsor | Edward Haskell |

**Additional pay details**

| | | |
|---|---|---|
| New Annual Salary | $8470.00 | |
| Appointment Pay Dates | 09/01/2010 | to 06/30/2012 |
| Fiscal Year Pay Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Gross Pay | $705.83 | |
| Fiscal Year Charge Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Distribution Charge | $705.83 | |
| Total Pay/Charge for FY11 | $7058.30 | |

**Administrative details**

| | |
|---|---|
| Prepared By | Training Instructor 1 <TRAINOR@MIT.EDU> |
| Prepared On | 05/18/2010 |
| Approver | Training Instructor 2 |
| Dean's Office/ Area Approver | Training V Instructor 4 |

Carefully Review **Employee Details, Transaction Details, Additional Pay Details** and **Administrative Details**

**Important**: The person who created the Change request may *Delete* the transaction while it has a status of **Pending Approval**.

# 2-B : Common Screen Elements

The SAPweb Change transaction screens include several common elements.

| Element | Description |
|---|---|
| * | Required field |
| ℹ | Detailed Info |
| 📅 | Calendar for inputting date |
| Home | SAPweb Employees tab |
| Help | Content specific help |
| Policies | HR Policy screens |
| Go Back | Return to previous screen |
| ✓ | Transaction submission was successful |
| ❗ | Error. Read error text for specific details. |
| ▲▼ | Sort column for HR Transaction search results. |

# 3

# Changes (Promotions, Transfers, etc.)

# 3-A : Overview

The **Changes (Promotions, Transfers, etc.)** transaction group provides access to the following transaction types and Reasons:

**Changes (Promotions, Transfers, etc.) Transaction Types and Reasons:**

- **Change in Status** – Non-paid to Paid, Paid to Non-paid, Temporary to regular.
- **Change in Time** – Change in percent effort, Change in scheduled work hours, Change in work schedule rule.
- **Change time group** – Change employee’s Time Group assignment
- **Position/Directory title change** – Change the published Directory title
- **Reclassification** – No salary change; Salary increase.
- **Salary Change** – Adjust to minimum contract rate; Exceptional performance; Increase responsibility/complexity; Market/internal equity/dept fund; Market/internal equity/cont fund; New skills/knowledge; Off cycle merit; Salary decrease; Salary increase; Temporary salary increase; End Temporary Salary increase.
- **Change in position** – No salary change; Salary decrease; Salary increase.
- **Promotion** – In level promotion; No salary change; Salary increase.
- **Delimit appointment** – Employees with multiple appointments only; Delimit (End) appointment.
- **End temporary increase**
- **Transfer** – select an employee currently employed outside your area of responsibility; In level promotion (SRS); No salary change; Salary decrease; Salary increase; Promotion and no salary change; Promotion and salary increase.
- **Set up concurrent appointment** – Additional appointment (Academic only)

**Note:** Some Change transaction Types and Reasons have been renamed to more closely match SAP terminology.

# 3-B : Change in Position

If you select Change in Position (Lateral Transfer) for an MIT employee, the three default Reasons listed below will display for selection.

**Note:** Contact your HRO or HR Compensation if you have questions. Refer to the HR Compensation Lateral transfers guidelines for more information - http://web.mit.edu/hr/compensation/transfer.html

| Reason Code | Definition |
|---|---|
| **Change in position: No salary increase**<br>*SAP terminology = Transfer: Same dept No Increase* | Employee moves to:<br>▪ Different job/position within the same DLC<br>▪ Same job level or grade<br>▪ Similar responsibilities<br>▪ Same salary.<br>Example: new position is clearly at the same level of responsibility as the position the employee is leaving. |
| **Change in position: Salary decrease**<br>*SAP terminology = Transfer: Same dept with Salary Decrease* | Employee moves to:<br>▪ Different job/position within the same DLC<br>▪ Same job level or grade<br>▪ Similar responsibilities<br>▪ Lower salary.<br>Academic example: change from a paid position to a Research Affiliate.<br>Non-Academic example: if salary for new position would create an internal equity issue.<br>**For non-academic employees, please discuss with your HRO or HR Comp before proceeding. This action requires HR Comp approval.** |
| **Change in position: Salary increase**<br>*SAP terminology = Transfer: Same dept with Salary Increase* | Employee moves to:<br>▪ Different job/position within the same DLC<br>▪ Same job level or grade<br>▪ Similar responsibilities<br>▪ Higher salary.<br>Example: position the employee is moving into is determined to require new and/or additional skills and is more complex than the position the employee is moving out of, an increase of up to 5% may be appropriate.<br>**Please discuss with your HRO or HR Comp before proceeding.** |

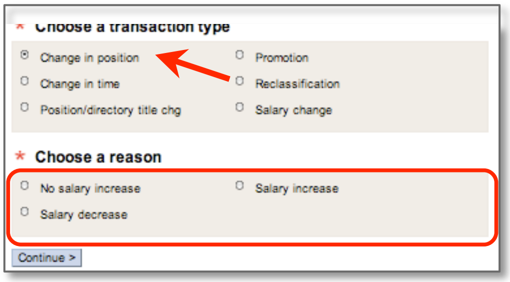
Change in Position follows a basic screen flow for entering details for the three Reason codes: No salary increase, Salary, decrease, and Salary increase. There is slight variation based on the employee's appointment type (Academic, Non-academic).

Pay Details are more specific based on Reason and appointment type. (See specific subheadings).

# 3-B.1 : Change in Position – Detail fields & elements

## ▶To request a Change in Position Reason:

1. Select the **Change in position** radio button.
2. Choose a Reason: Select the appropriate radio button:
    - No Salary increase
    - Salary decrease
    - Salary increase
3. Click **Continue >**.



* Choose a transaction type

● Change in position
○ Change in time
○ Position/directory title chg
○ Promotion
○ Reclassification
○ Salary change

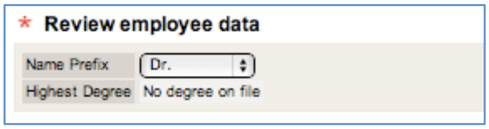
* Choose a reason

○ No salary increase
○ Salary decrease
○ Salary increase

The *Changes for <Name>, MIT ID* screen will display for you to enter the details for the Change in position request. Review the **Employee Details** at the top of the screen to confirm you have selected the correct employee/appointment. Click the Go Back link to return to the *Search for a person* screen.

## ▶To Review Employee Data (Academic only):

1. **Name Prefix**: Pre-populated with information from SAP. Update the employee's Name Prefix if applicable. Options include: Mr., Ms., Dr., Prof., Sir.
2. **Highest Degree:** If education information is in SAP, the highest degree is displayed along with the field of study, e.g., Doctoral degree – Engineering.

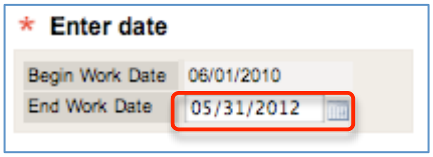


* Review employee data

| | |
|---|---|
| Name Prefix | Dr. |
| Highest Degree | No degree on file |

## ▶To complete the Enter Date fields (Academic):

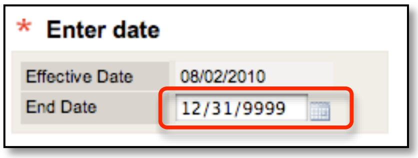
1. **Begin Work Date:** The date entered on *Search for Person screen*, becomes *Begin work date*.
    - Non-MAP appointments – The begin date of the appointment.
    - MAP appointments – typically the start of a term, e.g., 9/1/20XX or 1/31/20XX (6/1 - 8/31 not allowed for MAP appointments). If the appointment begins after the start of an academic year, use the actual date.
2. **End Work Date:** Appointment end date or the end of a term (MAP appointments).
    - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.
    - Non-MAP appointments this is the end date of the appointment.
    - Faculty appointment – has no end date, enter 12/31/9999.
    - MAP appointments – typically end of term (6/1 - 8/31 not allowed for MAP appointments).



Begin Work Date 06/01/2010
End Work Date 05/31/2012

## ▶To complete the Enter Date fields (Non-Academic):

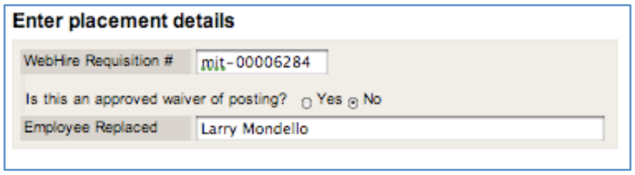
1. **Effective Date:** The date entered on the *Search for a Person* screen becomes the date when the Change in position will be in effect. To revise to this date, click the *Go Back* link.
2. **End Date:** The final appointment end date for limited or short-term positions. For positions without end dates, **12/31/9999** will be the End Date.
    - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.



Effective Date 08/02/2010
End Date 12/31/9999

## ▶To complete Enter Placement Details fields (Non-Academic only):

1. **WebHire Requisition #**: The number created when HR Staffing Services has created a WebHire requisition for the position, e.g., mit-00006284. If there is an approved waiver for posting (see below) you may leave blank.
2. **Is this an approved waiver of posting?**: **Yes** or **No** radio button. *Yes* indicates that DLC requested a waiver form the MIT posting policy (all open positions must be openly posted to ensure equal opportunity recruitment) because they have already identified a preferred candidate whose special skill sets and qualifications best meet their needs.
   - **Yes** – Do not enter WebHire requisition #, but can list the employee replaced by the action (below). Enter reasons for waiver in Comments field.
   - **No** – Default. Enter WebHire requisition #.
3. **Employee replaced:** Name of employee who previously held the position.



**Enter placement details**

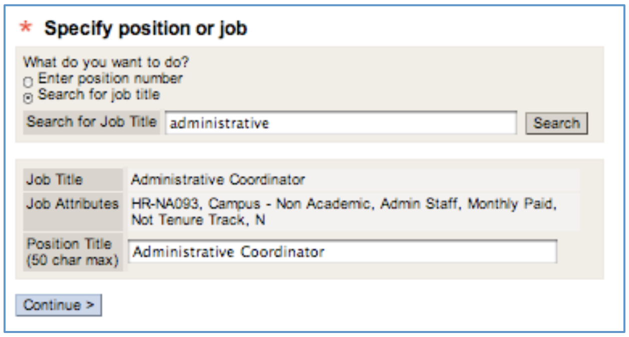
WebHire Requisition # mit-00006284

Is this an approved waiver of posting? ○ Yes ● No

Employee Replaced Larry Mondello

## ▶To Specify Position or Job:

1. Select the appropriate radio button to enter a **Position number** (default for non-academic employees) or to search by **Job Title** (default for Academic employees).
   - **Enter Position Number**: Enter position number and click the **Get position data** button.
   - **Search for Job Title:** Enter all or part of the Job Title and click the **Search** button. Select the appropriate Job Title from the search results screen.
   - Review the **Job Title**, and **Job Attributes** (Personnel area, Pers. Subarea, Employee Subgroup, Tenure Code, and Pay Grade) to ensure selection of correct position/job.
2. **Position Title:** Defaults to the Job Title. Position Title is specific to role within a DLC and may or may not match the Job Title.
   - Edit Position title if appropriate. Max. 50 characters.
   - Affiliate position titles cannot be modified.



*** Specify position or job**

What do you want to do?
○ Enter position number
● Search for job title

Search for Job Title administrative

Job Title Administrative Coordinator

Job Attributes HR-NA093, Campus - Non Academic, Admin Staff, Monthly Paid, Not Tenure Track, N

Position Title (50 char max) Administrative Coordinator

1. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

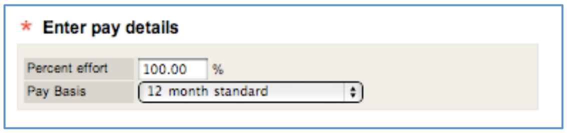
The Pay Details fields for Change in position is specific for each of the three Reasons and appointment type (Academic, Non-Academic Exempt, Non-Academic Hourly pay).
See the following sections (**3-F.2** – **3-F.4**) for detailed instructions.

## 3-B.2 : Change in Position No Salary Increase - Pay Details

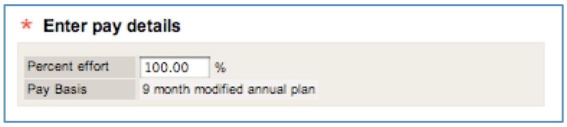
### Change in Position No Salary Increase – Academic

▶To Enter Pay Details (Academic):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Pay Basis**: Pull-down list or display only.
    - Paid appointments: Select 9 month Modified Annual Plan (9-month academic year appointment paid over 12 months), a 9 month standard (9-month academic year appointment paid over 9 months), or a 12-month standard appointment.
    - Unpaid appointments: Select standard 9-month or 12-month appointment.
    - Faculty appointments default to 9 month Modified Annual Plan.


* Enter pay details

| | |
|---|---|
| Percent effort | 100.00 % |
| Pay Basis | 12 month standard |

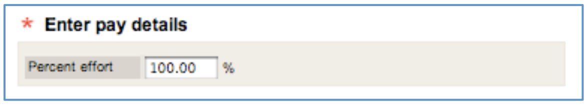

* Enter pay details

| | |
|---|---|
| Percent effort | 100.00 % |
| Pay Basis | 9 month modified annual plan |

### Change in Position No Salary Increase – Non-Academic, Exempt

▶To Enter Pay Details (Non-Academic, Exempt):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.


* Enter pay details

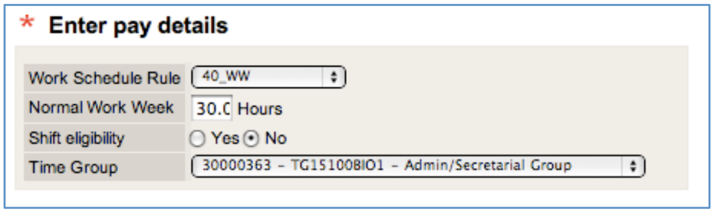
| | |
|---|---|
| Percent effort | 100.00 % |

## Change in Position
## No Salary Increase – Non-Academic, Non-exempt

### ▶To Enter Pay Details (Non-Academic, Non-exempt):

1. **Work Schedule Rule**: Select from the pull-down menu the number of work hours per week that would be expected of the position if it was staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week. Union staff typically have a 40 hour work schedule rate, and some Campus Police have 42 hour work schedules.

2. **Normal Work Week:** Displays the number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police. Not an editable field.
3. **Shift eligibility:** Select Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.
4. **Time Group:** Select a Time Group, used to group non-exempt employees for the purpose of approving time, from the dropdown list of valid time groups for the DLC. If 'Other' is selected from the list, manually enter the Time Group.


* Enter pay details

| | |
|---|---|
| Work Schedule Rule | 40_WW |
| Normal Work Week | 30.C Hours |
| Shift eligibility | ○ Yes ● No |
| Time Group | 30000363 – TG15100BIO1 – Admin/Secretarial Group |

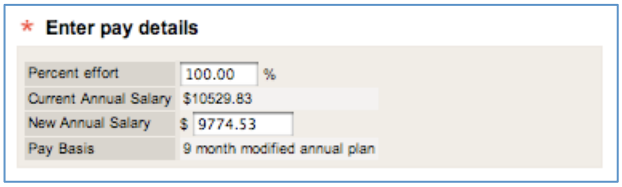
# 3-B.3 : Change in Position Salary Decrease - Pay Details

## Change in Position
## Salary Decrease – Academic

**Note:** Change in Position Salary Decrease for a Non-Academic employee requires approval from Compensation. Enter text supporting this action in the Comments field.

### ▶To Enter Pay Details (Academic):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Current Annual Salary**: Displays the employee's annual salary.
3. **New Annual Salary**: Enter the actual salary the employee will earn annually.
   - Enter dollars and cents (use a decimal if including cents)
   - Omit commas and dollar sign.
4. **Pay Basis**: Displays pay basis.


* Enter pay details

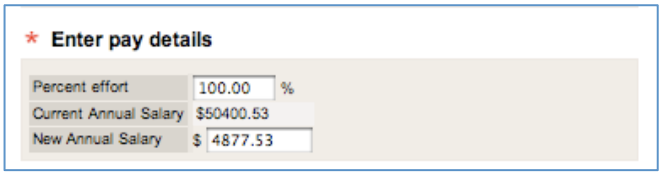
| | |
|---|---|
| Percent effort | 100.00 % |
| Current Annual Salary | $10529.83 |
| New Annual Salary | $ 9774.53 |
| Pay Basis | 9 month modified annual plan |

## Change in Position
## Salary Decrease – Non-Academic, Exempt

**Note:** Change in Position Salary Decrease for a Non-Academic employee requires approval from Compensation. Enter text supporting this action in the Comments field.

### ▶To Enter Pay Details (Non-Academic, Exempt):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Current Annual Salary**: Displays the employee's annual salary.
3. **New Annual Salary**: Enter the actual salary the employee will earn annually. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign.



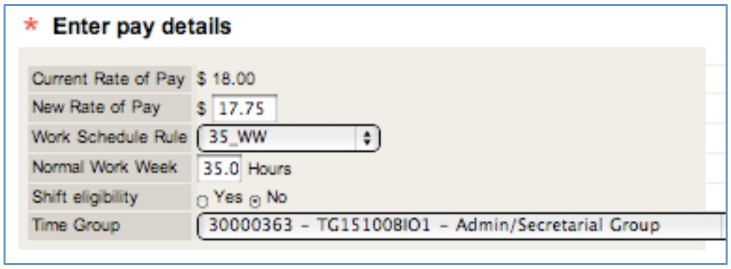
| | |
|---|---|
| Percent effort | 100.00 % |
| Current Annual Salary | $50400.53 |
| New Annual Salary | $ 4877.53 |

## Change in Position
## Salary Decrease – Non-Academic, Non-exempt

**Note:** Change in Position Salary Decrease for a Non-Academic employee requires approval from Compensation. Enter text supporting this action in the Comments field.

### ▶To Enter Pay Details (Non-Academic, Non-exempt):

1. **Current Rate of Pay:** Displays current hourly pay rate.
2. **New Rate of Pay:** Enter new hourly pay rate. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign
3. **Work Schedule Rule**: Select from the pull-down menu the number of work hours per week that would be expected of the position if it was staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week. Union staff typically have a 40 hour work schedule rate, and some Campus Police have 42 hour work schedules.
4. **Normal Work Week:** Displays the number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police. Not an editable field.
5. **Shift eligibility:** Select Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.
6. **Time Group:** Select a Time Group, used to group non-exempt employees for the purpose of approving time, from the dropdown list of valid time groups for the DLC. If 'Other' is selected from the list, manually enter the Time Group.



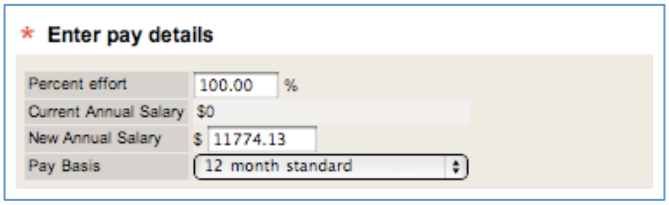
| | |
|---|---|
| Current Rate of Pay | $ 18.00 |
| New Rate of Pay | $ 17.75 |
| Work Schedule Rule | 35_WW |
| Normal Work Week | 35.0 Hours |
| Shift eligibility | ○ Yes ● No |
| Time Group | 30000363 - TG15100BIO1 - Admin/Secretarial Group |

# 3-B.4 : Change in Position Salary Increase - Pay Details

## Change in Position
## Salary Increase – Academic

### ▶To Enter Pay Details (Academic):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Current Annual Salary**: Displays the employee's annual salary.
3. **New Annual Salary**: Enter the actual salary the employee will earn annually.
    - Enter dollars and cents (use a decimal if including cents)
    - Omit commas and dollar sign.
3. **Pay Basis**: Pull-down list or display only.
    - Paid appointments: Select 9 month Modified Annual Plan (9-month academic year appointment paid over 12 months), a 9 month standard (9-month academic year appointment paid over 9 months), or a 12-month standard appointment.
    - Unpaid appointments: Select standard 9-month or 12-month appointment.
    - Faculty appointments default to 9 month Modified Annual Plan.



* **Enter pay details**

Percent effort: 100.00 %

Current Annual Salary: $0

New Annual Salary: $ 11774.13

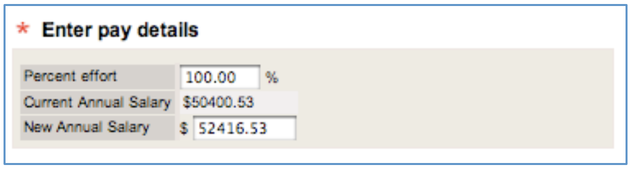
Pay Basis: 12 month standard

## Change in Position
## Salary Increase – Non-Academic, Exempt

When an employee is moving to a position that requires new/additional skills and is more complex than the current position, an increase of up to 5% may be appropriate.
**Non-academic increases greater than 5% require HR Comp approval.** Please discuss with your HRO or HR Comp before proceeding.

### ▶To Enter Pay Details (Non-Academic, Exempt):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Current Annual Salary**: Displays the employee's annual salary.
3. **New Annual Salary**: Enter the actual salary the employee will earn annually. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign.



* **Enter pay details**

Percent effort: 100.00 %

Current Annual Salary: $50400.53

New Annual Salary: $ 52416.53

## Change in Position

## Salary Increase – Non-Academic, Non-exempt

When an employee is moving to a position that requires new/additional skills and is more complex than the current position, an increase of up to 5% may be appropriate.

**Non-academic increases greater than 5% require HR Comp approval.** Please discuss with your HRO or HR Comp before proceeding.

### ▶To Enter Pay Details (Non-Academic, Non-exempt):

1. **Current Rate of Pay:** Displays current hourly pay rate.

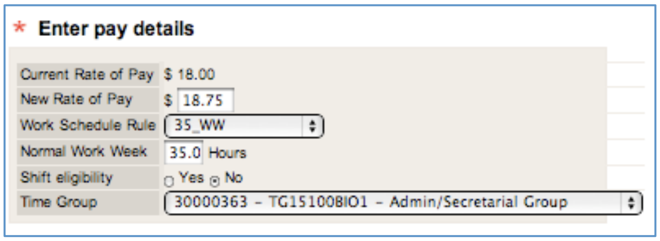
2. **New Rate of Pay:** Enter new hourly pay rate. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign

3. **Work Schedule Rule**: Select from the pull-down menu the number of work hours per week that would be expected of the position if it was staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week. Union staff typically have a 40 hour work schedule rate, and some Campus Police have 42 hour work schedules.

4. **Normal Work Week:** Displays the number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police. Not an editable field.

5. **Shift eligibility:** Select Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.

6. **Time Group:** Select a Time Group, used to group non-exempt employees for the purpose of approving time, from the dropdown list of valid time groups for the DLC. If 'Other' is selected from the list, manually enter the Time Group.



* **Enter pay details**

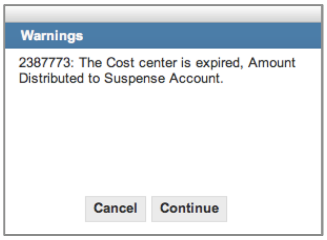
| | |
|---|---|
| Current Rate of Pay | $ 18.00 |
| New Rate of Pay | $ 18.75 |
| Work Schedule Rule | 35_WW |
| Normal Work Week | 35.0 Hours |
| Shift eligibility | ○ Yes ● No |
| Time Group | 30000363 – TG15100BIO1 – Admin/Secretarial Group |

## 3-B.5 : Change in Position Cost Information & Comments

When an employee is moving to a position within the same department (Change in Position), existing cost object information pre-populates the cost object information as the default. You may edit as needed.

### ▶To complete Cost Information:

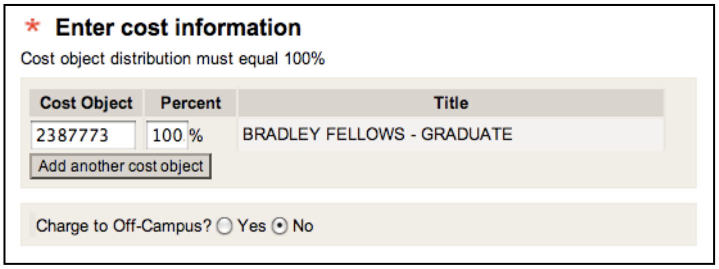
1. **Cost Object(s):** Enter the 7-digit Cost Object number to be charged. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
    - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
    - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.



**Warnings**

2387773: The Cost center is expired, Amount Distributed to Suspense Account.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
    - **No** is selected by default to indicate the employee will work primarily on-campus.
    - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.



*** Enter cost information**

Cost object distribution must equal 100%

| Cost Object | Percent | Title |
|---|---|---|
| 2387773 | 100 % | BRADLEY FELLOWS - GRADUATE |

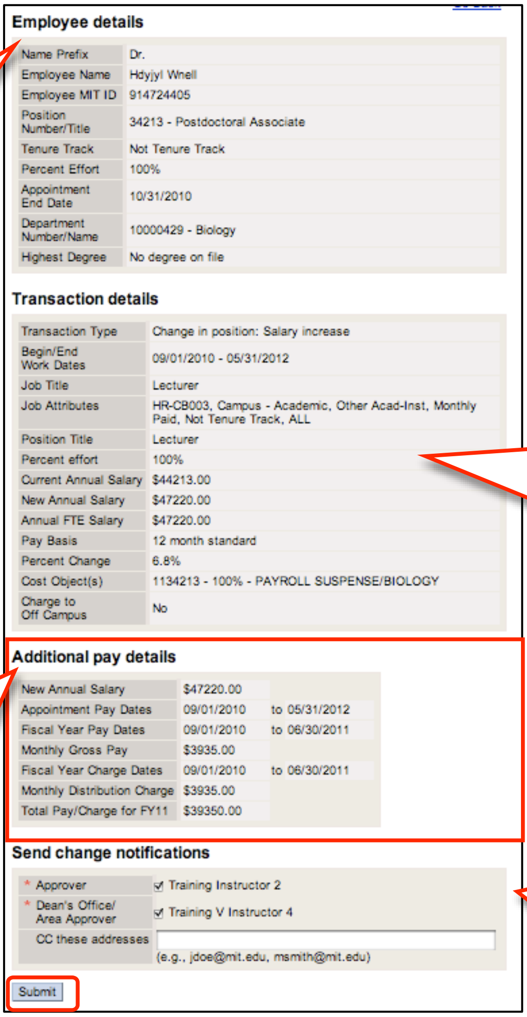
Charge to Off-Campus? ○ Yes ● No

### ▶To enter Comments, and Continue to next screen:

1. **Comments:** Enter comments to support and backup the transaction for approvers and/or compensation. Change in Position – Salary decrease for Non-Academic appointments requires supporting details in the Comments for Compensation.
2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

## 3-B.6 : Review, Details, Select Approvers & Submit

The summary for Change in Position (No salary increase, Salary decrease, or Salary increase) will display. The summary includes **Employee Details**, **Transaction Details**, and **Additional Pay Details** (Academic only). Review the details prior to completing the Send Notifications section.



**Employee details**

| | |
|---|---|
| Name Prefix | Dr. |
| Employee Name | Hdyjyl Wnell |
| Employee MIT ID | 914724405 |
| Position Number/Title | 34213 - Postdoctoral Associate |
| Tenure Track | Not Tenure Track |
| Percent Effort | 100% |
| Appointment End Date | 10/31/2010 |
| Department Number/Name | 10000429 - Biology |
| Highest Degree | No degree on file |

**Transaction details**

| | |
|---|---|
| Transaction Type | Change in position: Salary increase |
| Begin/End Work Dates | 09/01/2010 - 05/31/2012 |
| Job Title | Lecturer |
| Job Attributes | HR-CB003, Campus - Academic, Other Acad-Inst, Monthly Paid, Not Tenure Track, ALL |
| Position Title | Lecturer |
| Percent effort | 100% |
| Current Annual Salary | $44213.00 |
| New Annual Salary | $47220.00 |
| Annual FTE Salary | $47220.00 |
| Pay Basis | 12 month standard |
| Percent Change | 6.8% |
| Cost Object(s) | 1134213 - 100% - PAYROLL SUSPENSE/BIOLOGY |
| Charge to Off Campus | No |

**Additional pay details**

| | | |
|---|---|---|
| New Annual Salary | $47220.00 | |
| Appointment Pay Dates | 09/01/2010 | to 05/31/2012 |
| Fiscal Year Pay Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Gross Pay | $3935.00 | |
| Fiscal Year Charge Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Distribution Charge | $3935.00 | |
| Total Pay/Charge for FY11 | $39350.00 | |

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

**Employee Details** information about the employee's current appointment

**Transaction Details** Information on new position/job, including Effort, salary, new salary, % change, cost objects, etc.

**Additional Pay Details** Academic only. Pay dates, FY pay dates, monthly gross pay, total pay for FY

**Send change notifications** select required approvers, CC email addresses

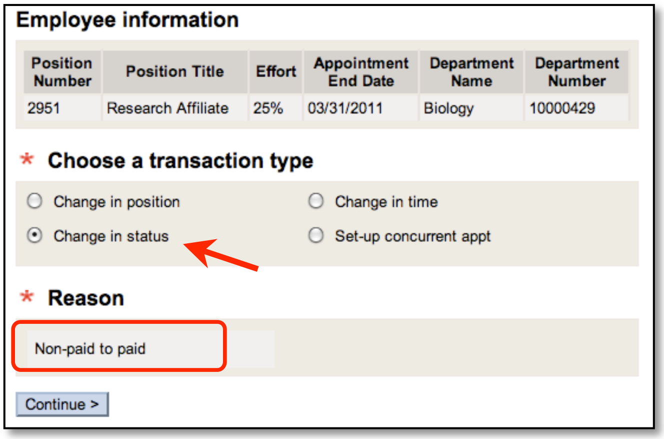
### ▶To select Change Notifications and Submit):

1. Check one or mare for each required approver marked with a red *.
2. Click **Submit**.
3. You will receive a Confirmation screen, including assigned Transaction number.

# 3-C : Change in Status (Other Academic)

Change in Status for an Other Academic employee has two possible default Reason codes that will display based on the employee's appointment pay status:

| Reason | Definition |
|---|---|
| **Non-paid to paid** | An Other Academic employee with a single appointment changes from Non-paid to Paid. This action will likely affect benefits. |
| **Paid to non-paid** | An Other Academic employee with a single appointment changes from Paid to Non-paid. This action will likely affect benefits. |



**Employee information**

| Position Number | Position Title | Effort | Appointment End Date | Department Name | Department Number |
|---|---|---|---|---|---|
| 2951 | Research Affiliate | 25% | 03/31/2011 | Biology | 10000429 |

* **Choose a transaction type**

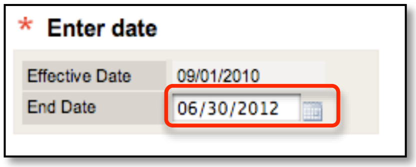
○ Change in position
○ Change in time
● Change in status
○ Set-up concurrent appt

* **Reason**

Non-paid to paid

## ▶To complete the Enter Date fields:

1. **Effective Date:** The date you entered on the Search for Person screen, when the Change will be in effect. To revise to this date, click the *Go Back* link.
2. **End Date:** The final date of the appointment (appointment end date).
   - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.



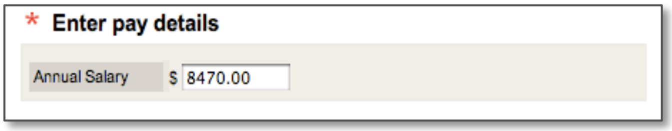
* **Enter date**

| | |
|---|---|
| Effective Date | 09/01/2010 |
| End Date | 06/30/2012 |

## ▶To complete the Pay Details field (Non-paid to Paid):

**Non-paid to Paid** Change in Status requires **Pay details,** which records the Annual Salary for the employee based on the employee's Effort.

1. **Annual Salary:** The actual salary the employee will earn annually.
    - Enter dollars and cents (use a decimal if including cents)
    - Omit commas and dollar sign



* Enter pay details

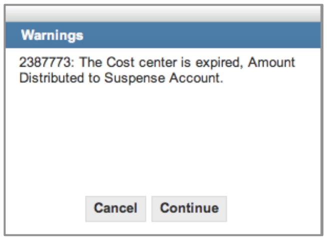
Annual Salary $ 8470.00

## ▶To complete Cost Information:

1. **Cost Object(s):** Enter the 7-digit Cost Object number to be charged. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.

    - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**

    - The Cost Object must be open on the Effective Date. If the Cost Object is closed, you will see a warning message indicating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** on the warning to change the Cost Object or **Continue** to proceed.



Warnings

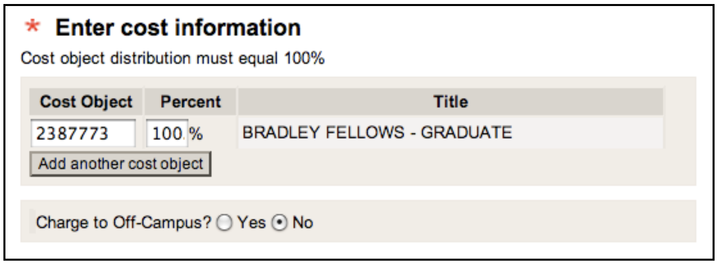
2387773: The Cost center is expired, Amount Distributed to Suspense Account.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.

3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.

    - **No** is selected by default to indicate the employee will work primarily on-campus.

    - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.



* Enter cost information

Cost object distribution must equal 100%

| Cost Object | Percent | Title |
|---|---|---|
| 2387773 | 100 % | BRADLEY FELLOWS - GRADUATE |

Charge to Off-Campus? ○ Yes ● No

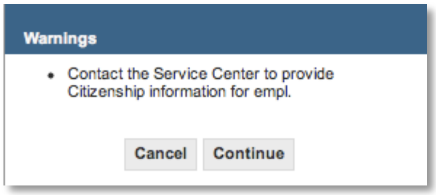
### ▶To enter Sponsor, Comments, and Continue to next screen:

1. **Faculty Sponsor:** For *Non-paid to Paid* change in status. Enter the full name of the Faculty member sponsoring the employee.

2. **Comments:** Enter comments to support and backup the transaction for DLC and Assistant Dean approvers.

3. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

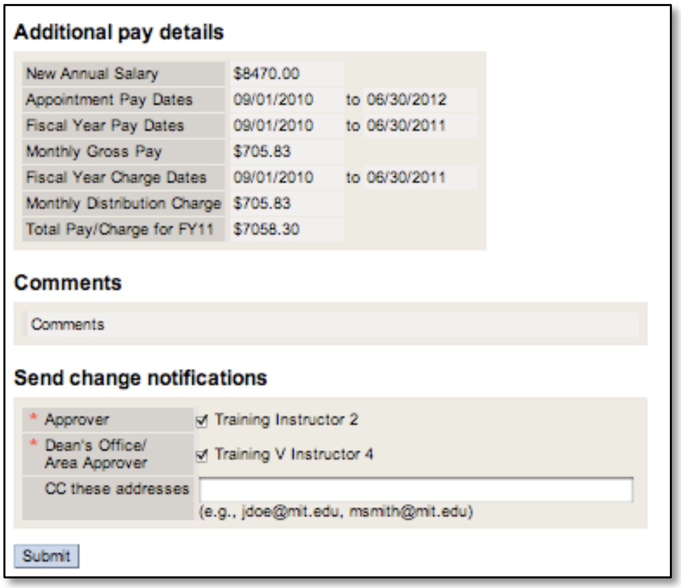
**Note**: If you are changing an employee's status to Paid, you will receive a warning to contact the HR Payroll Service Center with citizenship information. Click **Continue** to move to the next screen.



- Contact the Service Center to provide Citizenship information for empl.

## 3-C.1 : Review Details, Select Approvers & Submit

The summary for Change in Status that impacts pay status will include Additional Pay details in addition to details that were entered on previous screens.



**Additional pay details**

| | | |
|---|---|---|
| New Annual Salary | $8470.00 | |
| Appointment Pay Dates | 09/01/2010 | to 06/30/2012 |
| Fiscal Year Pay Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Gross Pay | $705.83 | |
| Fiscal Year Charge Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Distribution Charge | $705.83 | |
| Total Pay/Charge for FY11 | $7058.30 | |

**Comments**

Comments

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

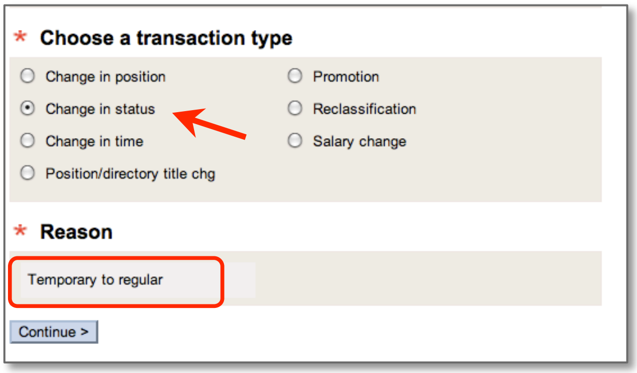
### ▶To select Change Notifications and Submit):

1. Check one or mare for each required approver marked with a red *.
2. Click **Submit**.
3. You will receive a Confirmation screen, including assigned Transaction number.

# 3-D : Change in Status (Temporary to Regular)

If you select Change in Status for an employee with a short-term appointment, the default Reason that will display is **Temporary to regular**.

| Reason | Definition |
|---|---|
| **Temporary to regular** | A short-term appointment is extended to 12/31/9999. To change from regular to temporary, contact your HRO. |



*** Choose a transaction type**

○ Change in position
● Change in status
○ Change in time
○ Position/directory title chg
○ Promotion
○ Reclassification
○ Salary change

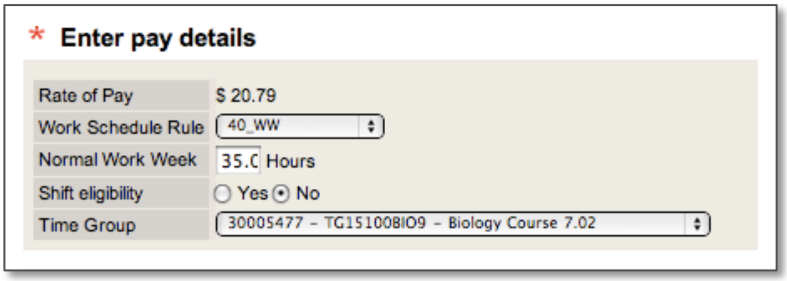
*** Reason**

Temporary to regular

## ▸To complete the Pay Details field (Non-exempt employee):

Non-Exempt (hourly pay) employee **Enter Pay details** fields require the following to calculate employee salary:

1. **Rate of Pay:** Hourly pay rate. May not be edited.
2. **Work Schedule Rule:** Number of work hours per week expected of the position staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week. Union staff typically has a 40-hour work schedule rule, and some Campus Police have 42 hour work schedules.
3. **Normal Work Week:** Number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police.
4. **Shift eligibility:** elect Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.
5. **Time Group**: Time Groups are used to group non-exempt employees for the purpose of approving time.
   - Select a Time Group from the dropdown list of valid time groups for the DLC.
   - If 'Other' is selected from the list, manually enter the Time Group.



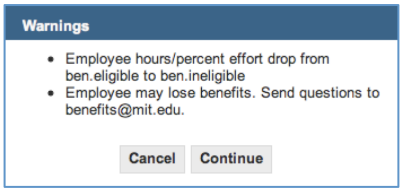
*** Enter pay details**

| | |
|---|---|
| Rate of Pay | $ 20.79 |
| Work Schedule Rule | 40_WW |
| Normal Work Week | 35.0 Hours |
| Shift eligibility | ○ Yes ● No |
| Time Group | 30005477 – TG15100BIO9 – Biology Course 7.02 |

## ▶To complete the Pay Details field (Exempt employee):

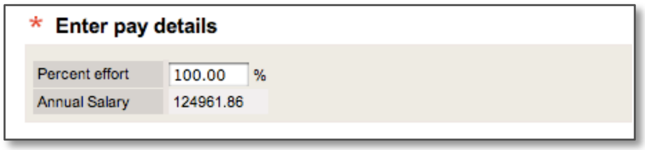
Exempt (monthly) employee **Enter Pay details** fields require the following to calculate salary:

1. **Percent effort:** The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.



- Employee hours/percent effort drop from ben.eligible to ben.ineligible
- Employee may lose benefits. Send questions to benefits@mit.edu.

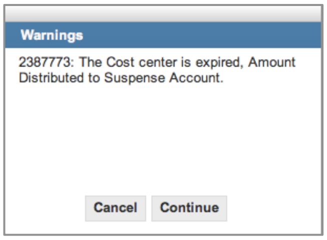
2. **Annual Salary:** Displays the actual salary the employee receives for a full year, adjusted by the Percent Effort.



| | |
|---|---|
| Percent effort | 100.00 % |
| Annual Salary | 124961.86 |

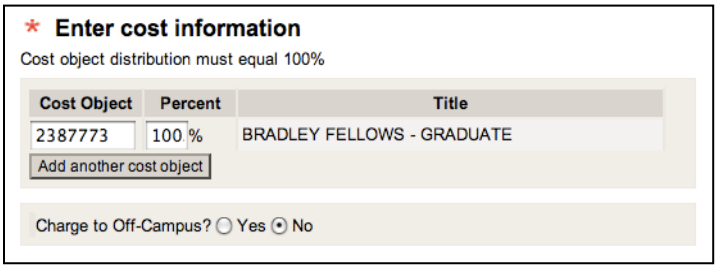
## ▶To complete Cost Information (Non-Exempt and Exempt):

1. **Cost Object(s):** Enter the 7-digit Cost Object number to be charged. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
   - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
   - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.



2387773: The Cost center is expired, Amount Distributed to Suspense Account.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
   - **No** is selected by default to indicate the employee will work primarily on-campus.
   - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.



Cost object distribution must equal 100%

| Cost Object | Percent | Title |
|---|---|---|
| 2387773 | 100 % | BRADLEY FELLOWS - GRADUATE |

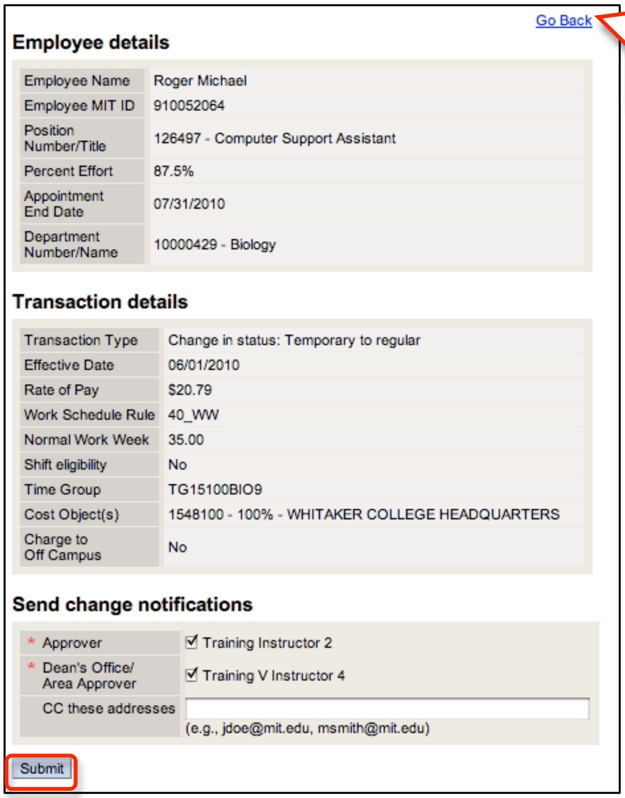
Charge to Off-Campus? ○ Yes ● No

### ▸To enter Comments, and Continue to next screen:

1. **Comments:** Enter comments to support and backup the transaction for approvers.
2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

## 3-D.1 : Review, Details, Select Approvers & Submit

The summary for Change in Status that impacts pay status will include Additional Pay details in addition to details that were entered on previous screens.



Click to return to previous data entry screen for corrections

**Employee details**

| | |
|---|---|
| Employee Name | Roger Michael |
| Employee MIT ID | 910052064 |
| Position Number/Title | 126497 - Computer Support Assistant |
| Percent Effort | 87.5% |
| Appointment End Date | 07/31/2010 |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Change in status: Temporary to regular |
| Effective Date | 06/01/2010 |
| Rate of Pay | $20.79 |
| Work Schedule Rule | 40_WW |
| Normal Work Week | 35.00 |
| Shift eligibility | No |
| Time Group | TG15100BIO9 |
| Cost Object(s) | 1548100 - 100% - WHITAKER COLLEGE HEADQUARTERS |
| Charge to Off Campus | No |

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

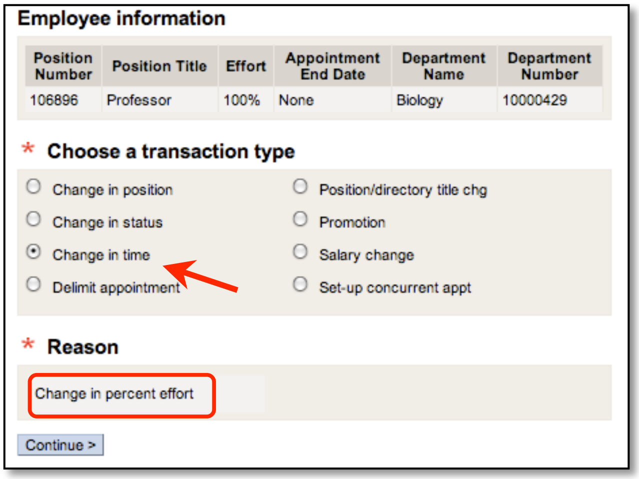
### ▸To select Change Notifications and Submit):

1. Check one or mare for each required approver marked with a red *.
2. Click **Submit**.
3. You will receive a Confirmation screen, including assigned Transaction number.

# 3-E : Change in Time (Academic, Exempt)

When you select an employee with an Academic or Exempt appointment, the *Change in Time* transaction Type will present the following default Reason codes:

| Reason Code | Definition |
|---|---|
| **Change in percent effort** | An increase or decrease in the percent time, work effort, of a monthly paid employee. Full-time is 100%. Changes in Effort will affect an employee's pay and may affect benefits. |



**Employee information**

| Position Number | Position Title | Effort | Appointment End Date | Department Name | Department Number |
|---|---|---|---|---|---|
| 106896 | Professor | 100% | None | Biology | 10000429 |

* **Choose a transaction type**

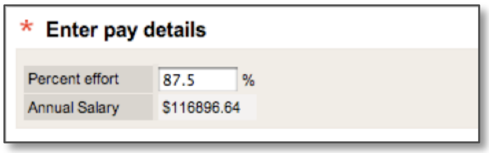
○ Change in position
○ Change in status
● Change in time
○ Delimit appointment
○ Position/directory title chg
○ Promotion
○ Salary change
○ Set-up concurrent appt

* **Reason**

Change in percent effort

## ▸To complete the Enter Pay Details fields:

1. **Percent effort:** The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning when you continue to the next screen.



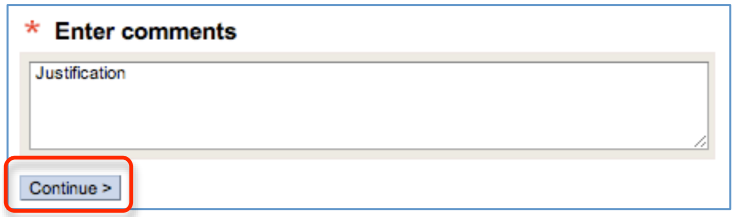
* **Enter pay details**

| | |
|---|---|
| Percent effort | 87.5 % |
| Annual Salary | $116896.64 |

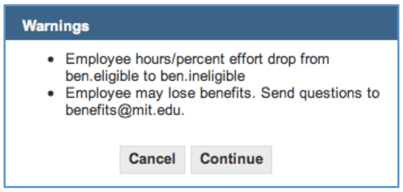
2. **Annual Salary:** Displays the actual salary the employee will receive for a full year. The Annual Salary will change based on the Percent Effort entered.

▶To complete Enter Comments, and Continue to next screen:

1. **Comments:** Enter required comments to support and backup the transaction for approvers.



2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification. A Change in Effort request may result in the warning below, indicating that Benefits may be affected. Click *Cancel* to go back or *Continue* to proceed to the next screen.



- Employee hours/percent effort drop from ben.eligible to ben.ineligible
- Employee may lose benefits. Send questions to benefits@mit.edu.

## 3-E.1 : Review, Select Approvers & Submit

The summary for Change in Status that impacts pay status will include Additional Pay details in addition to details that were entered on previous screens. Review details.

### Academic appointments only

**Additional Pay Details**: New Annual Salary, Appointment pay dates, Fiscal Year pay dates, Monthly gross pay, Fiscal Year Charge dates, Monthly Distribution Charge, and Total pay for Fiscal Year.

▶To select Change Notifications and Submit):

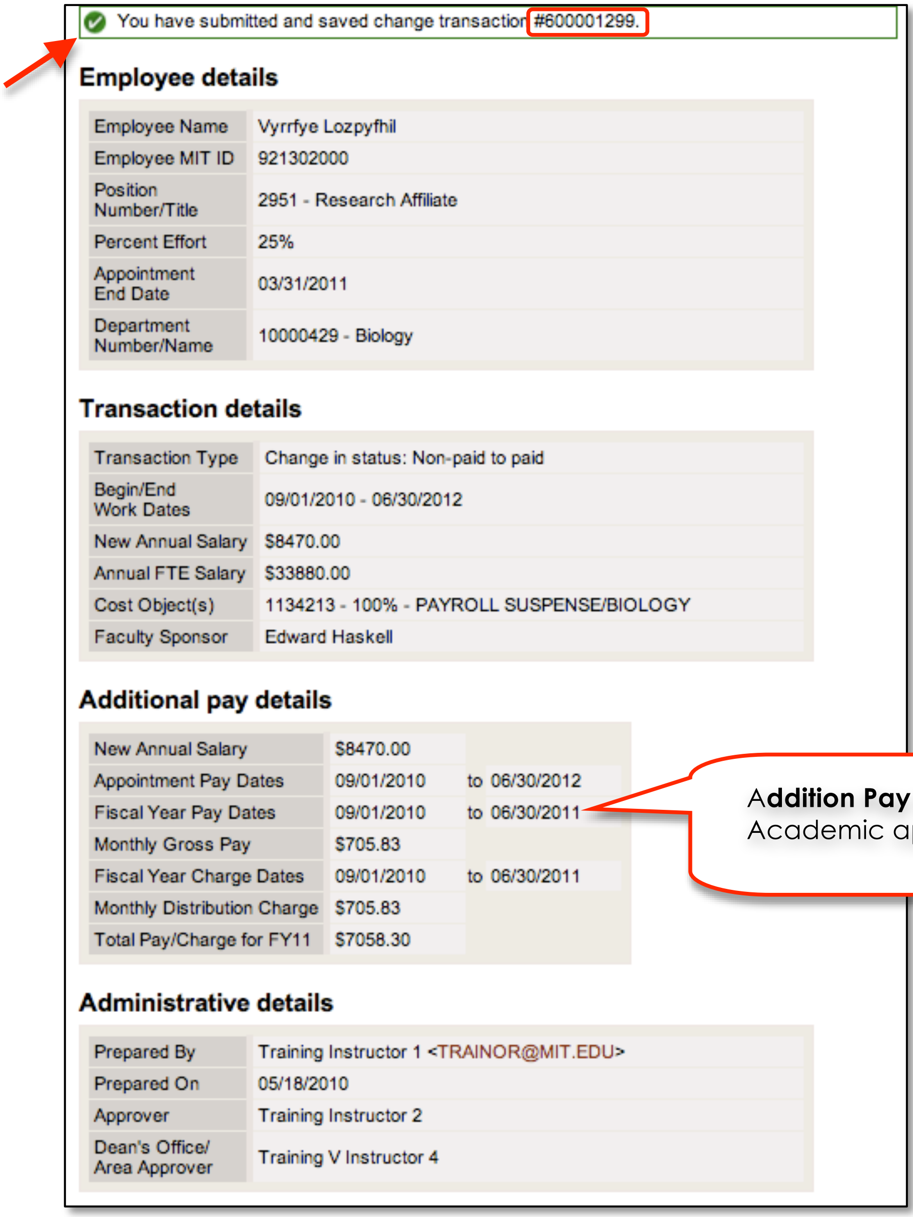
1. **Approvers** – Check one or mare for each required approver marked with a red *.
2. Click **Submit**.
3. You will receive a Confirmation screen, including assigned Transaction number.

## 3-E.2 : Confirmation

Once you have reviewed and submitted the Change transaction details, you will receive a confirmation screen. The Change transaction will appear in your **HR Transaction Inbox** with real-time status, such as *Awaiting Approval*.

### ▶To Review a Change Confirmation:

1. A green checkmark indicates the Change Transaction was submitted for approval and/or processing. An assigned transaction number is provided.
2. Click the **Home** link to return to the SAPweb *Employees* tab.



✓ You have submitted and saved change transaction #600001299.

**Employee details**

| | |
|---|---|
| Employee Name | Vyrrfye Lozpyfhil |
| Employee MIT ID | 921302000 |
| Position Number/Title | 2951 - Research Affiliate |
| Percent Effort | 25% |
| Appointment End Date | 03/31/2011 |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Change in status: Non-paid to paid |
| Begin/End Work Dates | 09/01/2010 - 06/30/2012 |
| New Annual Salary | $8470.00 |
| Annual FTE Salary | $33880.00 |
| Cost Object(s) | 1134213 - 100% - PAYROLL SUSPENSE/BIOLOGY |
| Faculty Sponsor | Edward Haskell |

**Additional pay details**

| | | |
|---|---|---|
| New Annual Salary | $8470.00 | |
| Appointment Pay Dates | 09/01/2010 | to 06/30/2012 |
| Fiscal Year Pay Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Gross Pay | $705.83 | |
| Fiscal Year Charge Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Distribution Charge | $705.83 | |
| Total Pay/Charge for FY11 | $7058.30 | |

**Administrative details**

| | |
|---|---|
| Prepared By | Training Instructor 1 <TRAINOR@MIT.EDU> |
| Prepared On | 05/18/2010 |
| Approver | Training Instructor 2 |
| Dean's Office/ Area Approver | Training V Instructor 4 |

**Addition Pay Details** for Academic appointments only

# 3-F : Change in Time (Non-exempt, hourly paid)

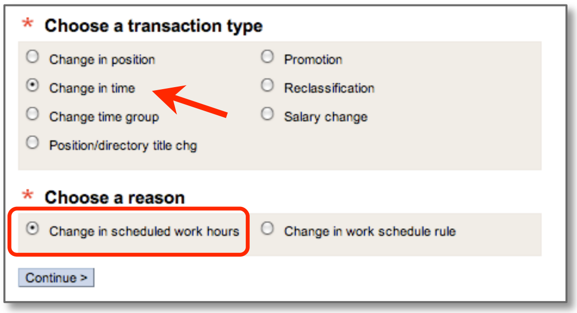
If you select Change in Status for a Non-exempt, hourly paid, employee, the two default Reasons will display for selection.

| Reason Code | Definition |
|---|---|
| **Change in scheduled work hours** | An increase or decrease in normal work week hours of hourly paid employees, for example, from 35 to 40 **hours**. This will affect an employee's pay and may affect benefits. |
| **Change in work schedule rule** | A change in work schedule rule for an hourly paid employee's position. |

## 3-F.1 : Change in Scheduled Work Hours

### ▶To request a Change in Scheduled Work Hours:

1. Select the **Change in scheduled work hours** radio button.
2. Click **Continue>**.



*** Choose a transaction type**

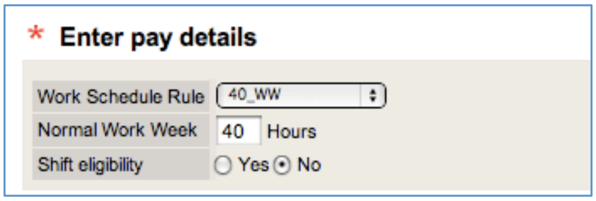
○ Change in position
● Change in time
○ Change time group
○ Position/directory title chg
○ Promotion
○ Reclassification
○ Salary change

*** Choose a reason**

● Change in scheduled work hours
○ Change in work schedule rule

### ▶To complete the Enter Pay Details fields:

1. **Employee details:** Review the Employee Name, Position Number/Title, Percent Effort, and Appointment End Date. Click *Go Back* to search for a different employee/appointment.
2. **Work Schedule Rule**: Select from the pull-down menu the number of work hours per week that would be expected of the position if it was staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week.  Union staff typically have a 40 hour work schedule rate, and some Campus Police have 42 hour work schedules.
3. **Normal Work Week:**  Enter the number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police.
4. **Shift eligibility:**  Select Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.



* **Enter pay details**

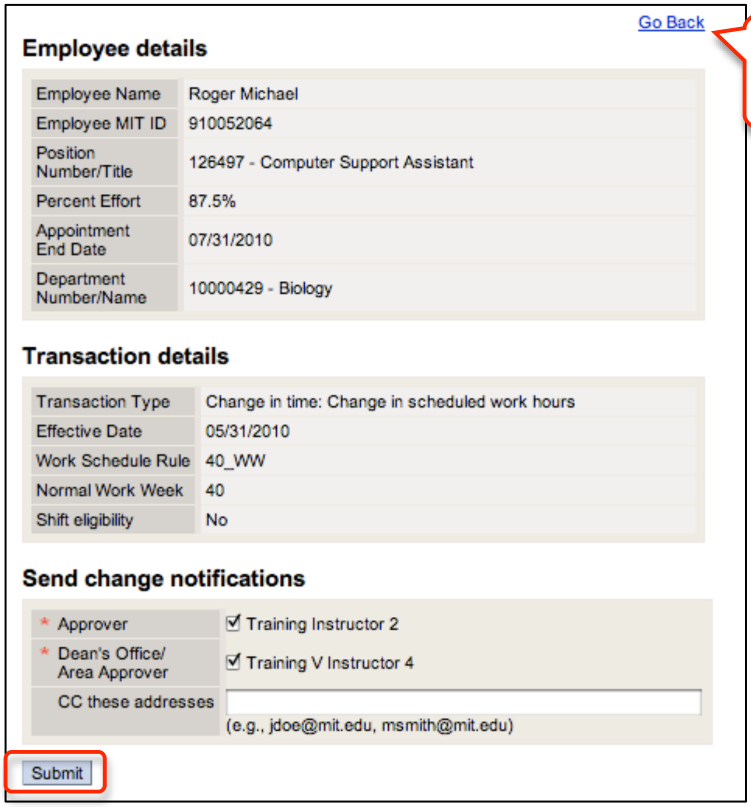
| | |
|---|---|
| Work Schedule Rule | 40_WW |
| Normal Work Week | 40 Hours |
| Shift eligibility | ○ Yes ● No |

## ▶To enter Comments, and Continue to next screen:

2. **Comments:** Enter comments to support and backup the transaction for approvers.
3. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

## ▶To enter Review, Select Approvers, & Submit

1. Review details of the Change transaction.
2. Check one or mare for each required approver marked with a red *.
3. Click **Submit**.
4. You will receive a Confirmation screen, including assigned Transaction number.



Click to return to previous data entry screen for corrections

**Employee details**

| | |
|---|---|
| Employee Name | Roger Michael |
| Employee MIT ID | 910052064 |
| Position Number/Title | 126497 - Computer Support Assistant |
| Percent Effort | 87.5% |
| Appointment End Date | 07/31/2010 |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Change in time: Change in scheduled work hours |
| Effective Date | 05/31/2010 |
| Work Schedule Rule | 40_WW |
| Normal Work Week | 40 |
| Shift eligibility | No |

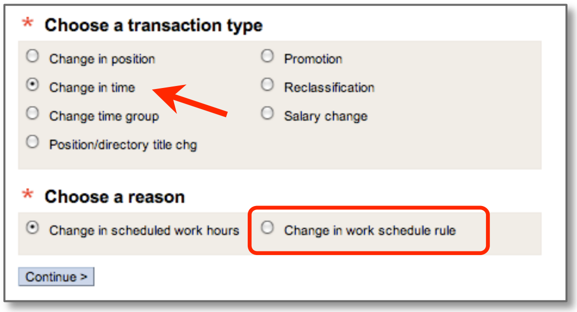
**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

# 3-F.2 : Change in Work Schedule Rule

## ▶To request a Change in Work Schedule Rule:

1. Select the **Change in scheduled work hours** radio button.
2. Click **Continue>**.



* **Choose a transaction type**

○ Change in position ○ Promotion
● Change in time ○ Reclassification
○ Change time group ○ Salary change
○ Position/directory title chg

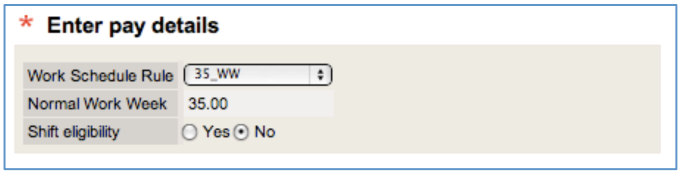
* **Choose a reason**

● Change in scheduled work hours ○ Change in work schedule rule

3. **Employee details:** Review the Employee Name, Position Number/Title, Percent Effort, and Appointment End Date. Click *Go Back* to search for a different employee/appointment.

## ▶To complete the Enter Pay Details fields:

5. **Work Schedule Rule**: Select from the pull-down menu the number of work hours per week that would be expected of the position if it was staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week. Union staff typically has a 40-hour work schedule rate, and some Campus Police have 42-hour work schedules.
6. **Normal Work Week:** Displays the number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police. Not an editable field.
7. **Shift eligibility:** Select Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.



* **Enter pay details**

| | |
|---|---|
| Work Schedule Rule | 35_WW |
| Normal Work Week | 35.00 |
| Shift eligibility | ○ Yes ● No |

## ▶To enter Comments, Select Approvers, and Submit :

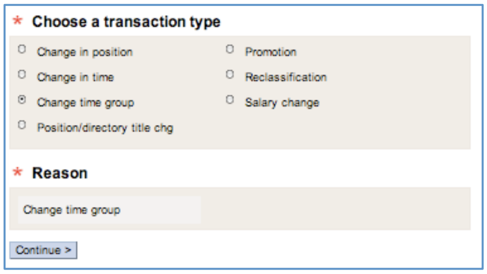
1. **Comments:** Enter comments to support and backup the transaction for approvers.
2. Click the **Continue >** button to advance to the next screen for review and submission.
3. Review details summarizing data entered on previous screens. Click Go Back to make any changes.
4. Check one or mare for each required approver marked with a red *.
5. Click **Submit**.
6. You will receive a Confirmation screen, including assigned Transaction number

# 3-G: Change in Time Group (Non-Exempt, Hourly)

The Change in Time Group Type has one default Reason.

| Reason | Definition |
|---|---|
| **Change in Time Group** | This action changes the employee's time group. |

All non-exempt, hourly paid positions must be linked to a Time Group. Time Groups are used to group non-exempt employees for the purpose of approving time.



* **Choose a transaction type**

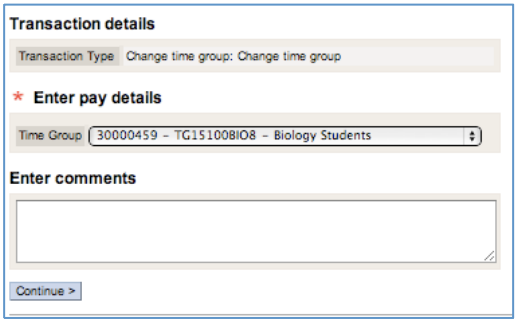
○ Change in position
○ Change in time
● Change time group
○ Position/directory title chg
○ Promotion
○ Reclassification
○ Salary change

* **Reason**

Change time group

### ▸To Enter Pay Details, Comments & Submit (Non-Academic, Non-exempt):

1. **Time Group:** Select a Time Group, used to group non-exempt employees for the purpose of approving time, from the dropdown list of valid time groups for the DLC. If 'Other' is selected from the list, manually enter the Time Group.
2. **Enter Comments:** Enter any comments.
3. Click the **Continue >** button to advance to the next screen for review and submission.



**Transaction details**

Transaction Type: Change time group: Change time group

* **Enter pay details**

Time Group: 30000459 – TG15100BIO8 – Biology Students

**Enter comments**

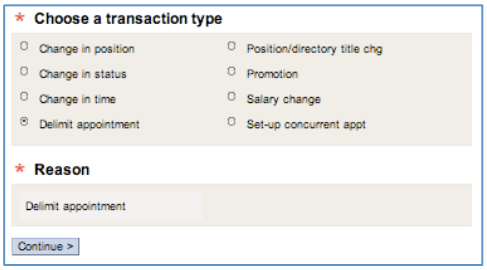
4. Review details summarizing data entered on previous screens. Click Go Back to make any changes.
5. Check one or mare for each required approver marked with a red *.
6. Click **Submit**.
7. You will receive a Confirmation screen, including assigned Transaction number

# 3-H: Delimit Appointment (multiple appointments)

The Delimit Appointment transaction Type is available for selection for employees with multiple appointments only. It has one default transaction Reason:

| Reason | Definition |
|---|---|
| **Delimit appointment** | Delimit or "end" an appointment that has become obsolete. This action only applies to employees with multiple appointments. Typically used to end an appointment before the current end date.<br>**Note: This is not a termination of employment.** |

All non-exempt, hourly paid positions must be linked to a Time Group. Time Groups are used to group non-exempt employees for the purpose of approving time.



* **Choose a transaction type**

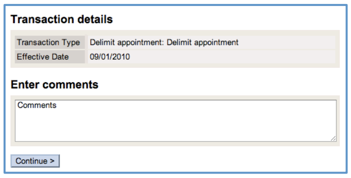
○ Change in position
○ Change in status
○ Change in time
● Delimit appointment
○ Position/directory title chg
○ Promotion
○ Salary change
○ Set-up concurrent appt

* **Reason**

Delimit appointment

### ▶To Enter Comments & Submit :

1. **Enter Comments:** Enter any comments.
2. Click the **Continue >** button to advance to the next screen for review and submission.



**Transaction details**

| | |
|---|---|
| Transaction Type | Delimit appointment: Delimit appointment |
| Effective Date | 09/01/2010 |

**Enter comments**

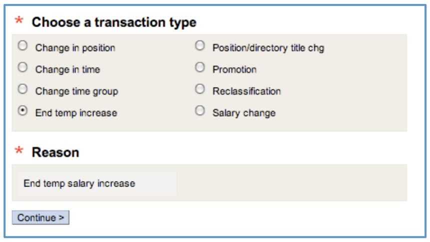
Comments

3. Review details summarizing data entered on previous screens. Click Go Back to make any changes.
4. Check one or mare for each required approver marked with a red *.
5. Click **Submit**.
6. You will receive a Confirmation screen, including assigned Transaction number

# 3-I : End Temp Salary Increase (Non-Academic)

To end an employee's temporary salary increase, you must submit an **End Temp Increase** Change transaction, with the following default Reason:

| Reason | Definition |
|---|---|
| **End temp increase** | This action ends a temporary salary increase. |



* Choose a transaction type

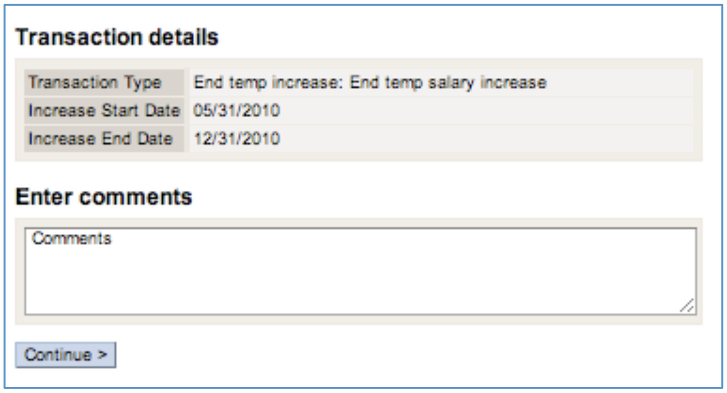
○ Change in position
○ Change in time
○ Change time group
● End temp increase
○ Position/directory title chg
○ Promotion
○ Reclassification
○ Salary change

* Reason

End temp salary increase

## ▶To Review Transaction details, enter Comments & Submit :

1. **Transaction details:** Review Transaction Details:
    - **Increase Start Date** displays the date when the temp salary increase became effective.
    - **Increase End Date** displays the date entered as Effective date; Date when the temp salary increase ends.
2. **Enter Comments:** Enter any comments.
3. Click the **Continue >** button to advance to the next screen for review and submission.



Transaction details

| | |
|---|---|
| Transaction Type | End temp increase: End temp salary increase |
| Increase Start Date | 05/31/2010 |
| Increase End Date | 12/31/2010 |

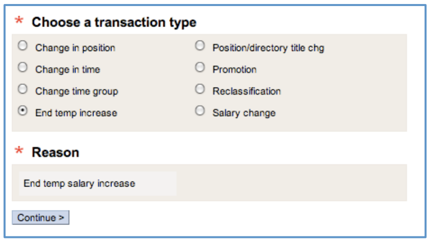
4. Review details summarizing data entered on previous screens. Click *Go Back* to make any changes.
5. Check one or mare for each required approver marked with a red *.
6. Click **Submit**.
7. You will receive a Confirmation screen, including assigned Transaction number.

# 3-J : Position /Directory Title Change

The Position/Directory Title chg transaction Type has the following default Reason:

| Reason | Definition |
|---|---|
| **Position/directory title chg** | This action changes the title that is published in the MIT Directory. This does not change job title or classification. |

Titles are used in SAP to name Jobs and Positions. A Position Title is a specific role within a DLC< which appears in the printed Faculty and Staff Directory and the online directories unless an MIT Directory Title Override is requested. **Note**: Affiliate position titles cannot be changed.



* **Choose a transaction type**

○ Change in position
○ Change in time
○ Change time group
● End temp increase
○ Position/directory title chg
○ Promotion
○ Reclassification
○ Salary change

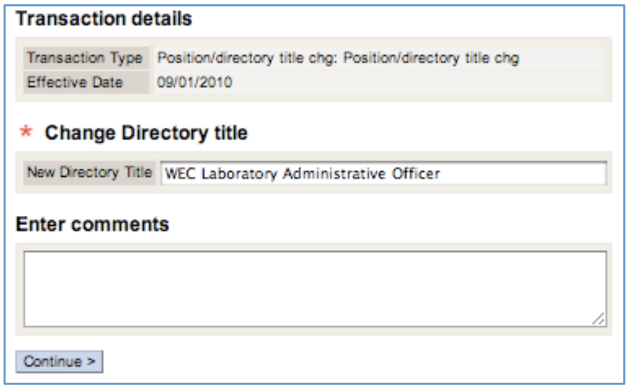
* **Reason**

End temp salary increase

## ▶To Enter Comments & Submit :

1. **New Directory title:** Defaults to current Position Title or Job Title. Edit as necessary.
   - Edit Position title if appropriate. Max. 50 characters.
   - Affiliate position titles cannot be modified

1. **Enter Comments:** Enter any comments.
2. Click the **Continue >** button to advance to the next screen for review and submission.



**Transaction details**

| | |
|---|---|
| Transaction Type | Position/directory title chg: Position/directory title chg |
| Effective Date | 09/01/2010 |

* **Change Directory title**

New Directory Title: WEC Laboratory Administrative Officer

**Enter comments**

3. Review details summarizing data entered on previous screens. Click *Go Back* to make any changes.
4. Check one or mare for each required approver marked with a red *.
5. Click **Submit**.
6. You will receive a Confirmation screen, including assigned Transaction number.

# 3-K : Promotion

The Promotion transaction Type has three possible Reason codes. Based on the employee appointment type you will see one or more of the following options:

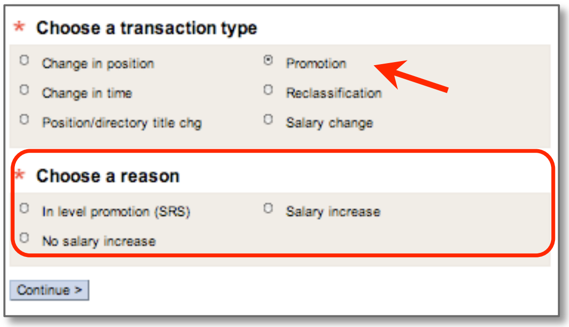
| Reason | Definition |
|---|---|
| **In level promotion (SRS)** | Sponsored Research Staff (SRS) employee moves to a new position within the SRS payroll category at the same job level with greater responsibility in the same department. The position title usually changes. The job title remains the same. |
| **No Salary increase**<br>*SAP terminology = Promotion: Same Dept No Salary Increase* | An employee moves into a higher job level or grade with greater responsibility in the same department with no salary increase, for example, when internal equity is a concern. This is rare and should be discussed in advance with your HRO before proceeding. Refer to the HR Compensation Promotion Guidelines for more information.<br>**Note**: You cannot promote a person to a tenured position using this action. Use *Other Actions* link. |
| **Salary increase**<br>*SAP terminology = Promotion: Same Dept with Salary Increase* | An employee moves into a job in the same department at a higher level or grade, with greater responsibility. Promotional increases should be granted concurrent with the employee's assumption of his or her new responsibilities.<br>Compensation guidelines suggest an increase of 5%-15%. For non-academic employees, increases outside the guidelines will be forwarded to HR Comp for approval. Refer to the HR Compensation Promotion Guidelines for more information.<br>**Note**: You cannot promote a person to a tenured position using this action. Use *Other Actions* link. |

The Promotion transaction Type follows a basic screen flow for entering details for the three Reason codes: In level promotion (SRS), No Salary Increase, and Salary increase. There is slight variation based on the employee's appointment type (Academic, Non-academic, Exempt, and Non-exempt.

## 3-K.1 : Promotion – Detail fields & elements

### ▶To request a Promotion Reason:

1. Select the **Promotion** radio button.
2. Choose a Reason: Select the appropriate radio button:
   - In Level Promotion (SRS)
   - No Salary increase
   - Salary increase
3. Click **Continue >**.



**Choose a transaction type**

| | |
|---|---|
| ○ Change in position | ● Promotion |
| ○ Change in time | ○ Reclassification |
| ○ Position/directory title chg | ○ Salary change |

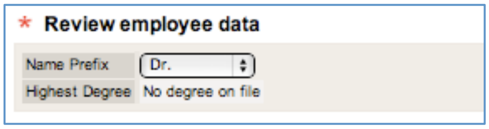
**Choose a reason**

| | |
|---|---|
| ○ In level promotion (SRS) | ○ Salary increase |
| ○ No salary increase | |

The *Changes for <Name>, MIT ID* screen will display for you to enter the details for the Promotion request. Review the **Employee Details** at the top of the screen to confirm you have selected the correct employee/appointment. Click the Go Back link to return to the *Search for a person* screen.

## ▶To Review Employee Data (Academic only):

1. **Name Prefix**: Pre-populated with information from SAP. Update the employee's Name Prefix if applicable. Options include: Mr., Ms., Dr., Prof., Sir.
2. **Highest Degree:** If education information is in SAP, the highest degree is displayed along with the field of study, e.g., Doctoral degree – Engineering.

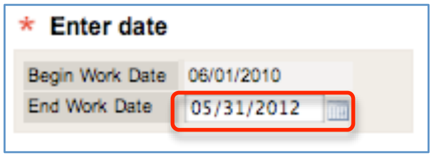


**Review employee data**

| | |
|---|---|
| Name Prefix | Dr. |
| Highest Degree | No degree on file |

## ▶To complete the Enter Date fields (Academic):

1. **Begin Work Date:** The date entered on *Search for Person screen*, becomes *Begin work date*.
    - Non-MAP appointments – The begin date of the appointment.
    - MAP appointments – typically the start of a term, e.g., 9/1/20XX or 1/31/20XX (6/1 - 8/31 not allowed for MAP appointments). If the appointment begins after the start of an academic year, use the actual date.
2. **End Work Date:** Appointment end date or the end of a term (MAP appointments).
    - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.
    - Non-MAP appointments this is the end date of the appointment.
    - Faculty appointment – has no end date, enter 12/31/9999.
    - MAP appointments – typically end of term (6/1 - 8/31 not allowed for MAP appointments).

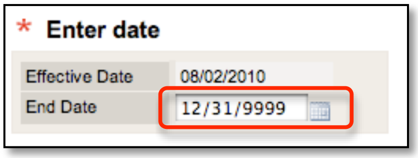


**Enter date**

| | |
|---|---|
| Begin Work Date | 06/01/2010 |
| End Work Date | 05/31/2012 |

## ▶To complete the Enter Date fields (SRS, Non-Academic):

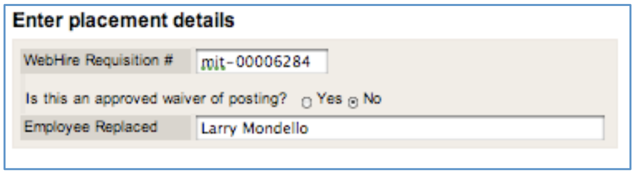
1. **Effective Date:** The date entered on the *Search for a Person* screen becomes the date when the Change in position will be in effect. To revise to this date, click the *Go Back* link.
2. **End Date:** The final appointment end date for limited or short-term positions. For positions without end dates, **12/31/9999** will be the End Date.
    - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.


*** Enter date**

Effective Date: 08/02/2010
End Date: 12/31/9999

## ▶To complete Enter Placement Details fields (SRS, Non-Academic only):

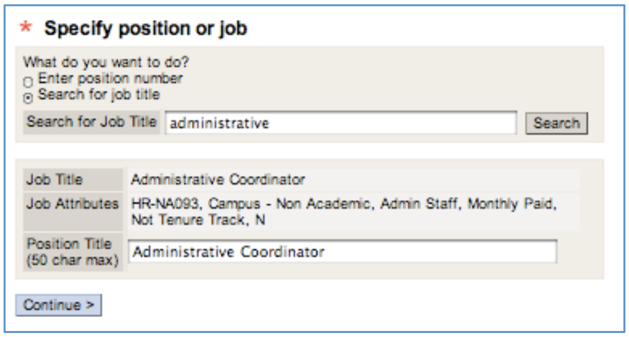
1. **WebHire Requisition #**: The number created when HR Staffing Services has created a WebHire requisition for the position, e.g., mit-00006284. If there is an approved waiver for posting (see below) you may leave blank.
2. **Is this an approved waiver of posting?**: **Yes** or **No** radio button. *Yes* indicates that DLC requested a waiver form the MIT posting policy (all open positions must be openly posted to ensure equal opportunity recruitment) because they have already identified a preferred candidate whose special skill sets and qualifications best meet their needs.
    - **Yes** – Do not enter WebHire requisition #, but can list the employee replaced by the action (below). Enter reasons for waiver in Comments field.
    - **No** – Default. Enter WebHire requisition #.
3. **Employee replaced:** Name of employee who previously held the position.


**Enter placement details**

WebHire Requisition #: mit-00006284
Is this an approved waiver of posting? ○ Yes ● No
Employee Replaced: Larry Mondello

## ▶To Specify Position or Job:

1. Select the appropriate radio button to enter a **Position number** (default for non-academic employees) or to search by **Job Title** (default for Academic employees).
    - **Enter Position Number**: Enter position number and click the **Get position data** button.
    - **Search for Job Title:** Enter all or part of the Job Title and click the **Search** button. Select the appropriate Job Title from the search results screen.
    - Review the **Job Title**, and **Job Attributes** (Personnel area, Pers. Subarea, Employee Subgroup, Tenure Code, and Pay Grade) to ensure selection of correct position/job.
2. **Position Title:** Defaults to the Job Title. Position Title is specific to role within a DLC and may or may not match the Job Title.
    - Edit Position title if appropriate. Max. 50 characters.
    - Affiliate position titles cannot be modified.


* Specify position or job

What do you want to do?
○ Enter position number
● Search for job title

Search for Job Title: administrative

| | |
|---|---|
| Job Title | Administrative Coordinator |
| Job Attributes | HR-NA093, Campus - Non Academic, Admin Staff, Monthly Paid, Not Tenure Track, N |
| Position Title (50 char max) | Administrative Coordinator |

4. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

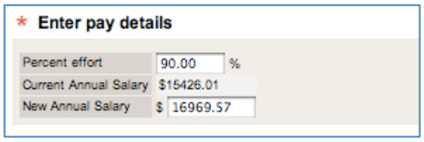
The Pay Details fields for Promotion transactions are specific for each of the three Reasons and appointment type (Academic, Non-Academic Exempt, Non-Academic Hourly pay).
See the following sections (**3-K:2 – 3-K:4**) for detailed instructions.

# 3-K.2 : Promotion, In Level Promotion (SRS) - Pay, Cost, Comments

Promotion – In level promotion (SRS) is only available as an action for Sponsored Research Staff.

### ▶To Enter Pay Details:

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Current Annual Salary**: Displays the employee's annual salary.
3. **New Annual Salary**: Enter the actual salary the employee will earn annually.
    - Enter dollars and cents (use a decimal if including cents)
    - Omit commas and dollar sign.

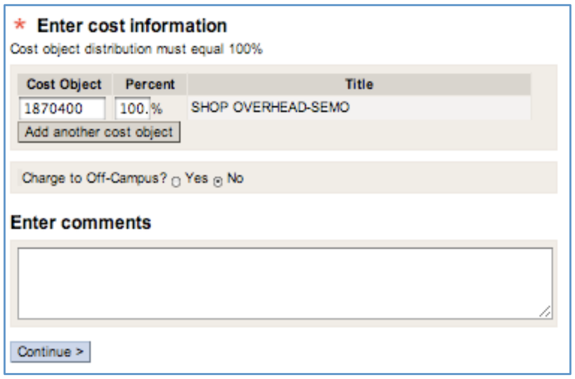


* Enter pay details

| | |
|---|---|
| Percent effort | 90.00 % |
| Current Annual Salary | $15426.01 |
| New Annual Salary | $ 16969.57 |

### ▶To complete Cost Information, enter Comments, and Continue:

1. **Cost Object(s):** Cost object data currently charged for employee's salary displays. Edit as necessary by entering the 7-digit Cost Object number. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
    - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
    - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.
2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
    - **No** is selected by default to indicate the employee will work primarily on-campus.
    - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.
4. **Comments:** Enter comments to support and backup the transaction for approvers.
5. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.



* Enter cost information

Cost object distribution must equal 100%

| Cost Object | Percent | Title |
|---|---|---|
| 1870400 | 100.% | SHOP OVERHEAD-SEMO |

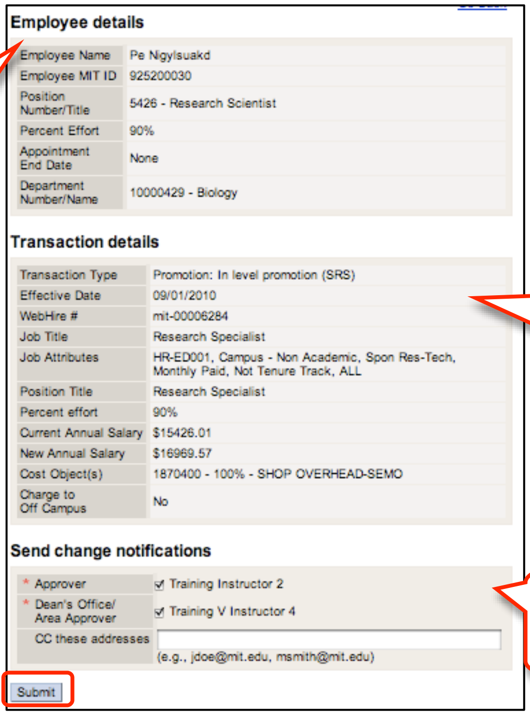
Charge to Off-Campus? ○ Yes ● No

Enter comments

### ▶To select Change Notifications and Submit):

1. Review Employee Details and Transaction Details. If you need to make changes, click the Go Back link.
2. Check one or mare for each required approver marked with a red *.
3. Click **Submit**.
4. You will receive a Confirmation screen, including assigned Transaction number.

Promotion – In Level Promotion (SRS) summary includes **Employee Details**, and **Transaction Details**, Review the details prior to completing the Send Notifications section.



**Employee details**

| | |
|---|---|
| Employee Name | Pe Nigylsuakd |
| Employee MIT ID | 925200030 |
| Position Number/Title | 5426 - Research Scientist |
| Percent Effort | 90% |
| Appointment End Date | None |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Promotion: In level promotion (SRS) |
| Effective Date | 09/01/2010 |
| WebHire # | mit-00006284 |
| Job Title | Research Specialist |
| Job Attributes | HR-ED001, Campus - Non Academic, Spon Res-Tech, Monthly Paid, Not Tenure Track, ALL |
| Position Title | Research Specialist |
| Percent effort | 90% |
| Current Annual Salary | $15426.01 |
| New Annual Salary | $16969.57 |
| Cost Object(s) | 1870400 - 100% - SHOP OVERHEAD-SEMO |
| Charge to Off Campus | No |

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

**Employee Details** information about the employee's current appointment

**Transaction Details** Information on new position/job, including Effort, Current annual salary, New annual salary, cost objects, etc.

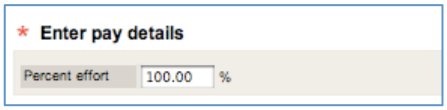
**Send change notifications** select required approvers, CC email addresses

# 3-K.3 : Promotion, No Salary Increase – Pay Details

## Promotion
## No Salary Increase – Non-Academic, Exempt  (Monthly)

### ▶To Enter Pay Details (Non-Academic, Exempt)::

1. **Percent Effort**: The percent of work effort for the employee in this position.  Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.

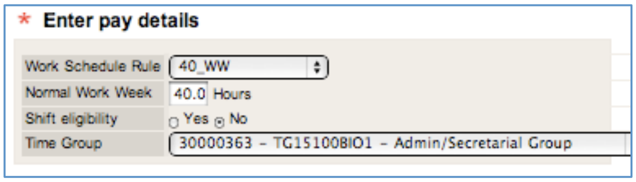


Percent effort 100.00 %

## Promotion
## No Salary Increase – Non-Academic, Non-exempt (Hourly)

### ▶To Enter Pay Details (Non-Academic, Non-exempt):

1. **Work Schedule Rule**: Select the number of work hours per week that would be expected of the position if it was staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week.  Union staff typically have a 40 hour work schedule rate, and some Campus Police have 42 hour work schedules.
2. **Normal Work Week:**  Displays the number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police. Not an editable field.
3. **Shift eligibility:**  Select Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.
4. **Time Group:** Select a Time Group, used to group non-exempt employees for the purpose of approving time, from the dropdown list of valid time groups for the DLC.  If 'Other' is selected from the list, manually enter the Time Group.



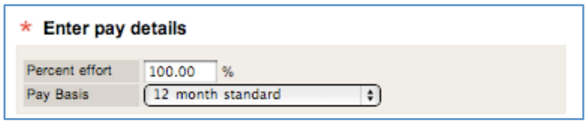
Work Schedule Rule 40_WW
Normal Work Week 40.0 Hours
Shift eligibility ○ Yes ● No
Time Group 30000363 – TG15100BIO1 – Admin/Secretarial Group

## Promotion
## No Salary Increase – Academic

### ▶To Enter Pay Details (Academic):

1. **Percent Effort**: The percent of work effort for the employee in this position.  Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Pay Basis**:  Pull-down list or display only.
    - Paid appointments: Select 9 month Modified Annual Plan (9-month academic year appointment paid over 12 months), a  9 month standard (9-month academic year appointment paid over 9 months), or a 12-month standard appointment.

- Unpaid appointments: Select standard 9-month or 12-month appointment.
- Faculty appointments default to 9 month Modified Annual Plan.



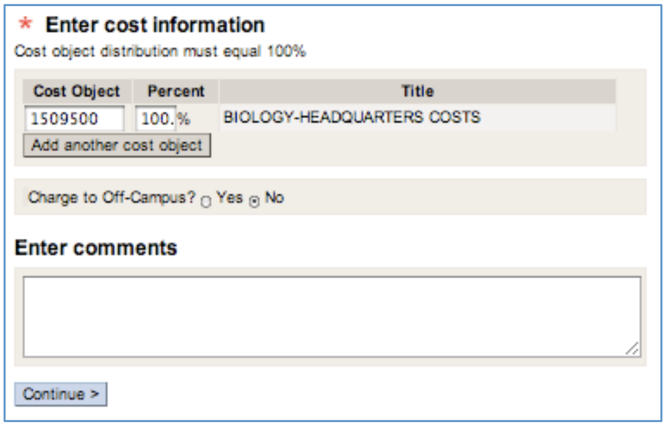
* **Enter pay details**

| | |
|---|---|
| Percent effort | 100.00 % |
| Pay Basis | 12 month standard |

## 3-K.4 : Promotion, No Salary Increase – Cost, Comments & Submit

### ▶To complete Cost Information, enter Comments, and Continue:

1. **Cost Object(s):** Cost object data currently charged for employee's salary displays. Edit as necessary by entering the 7-digit Cost Object number. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
    - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
    - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.
2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
    - **No** is selected by default to indicate the employee will work primarily on-campus.
    - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.
4. **Comments:** Enter comments to support and backup the transaction for approvers.
5. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.



* **Enter cost information**

Cost object distribution must equal 100%

| Cost Object | Percent | Title |
|---|---|---|
| 1509500 | 100.% | BIOLOGY-HEADQUARTERS COSTS |

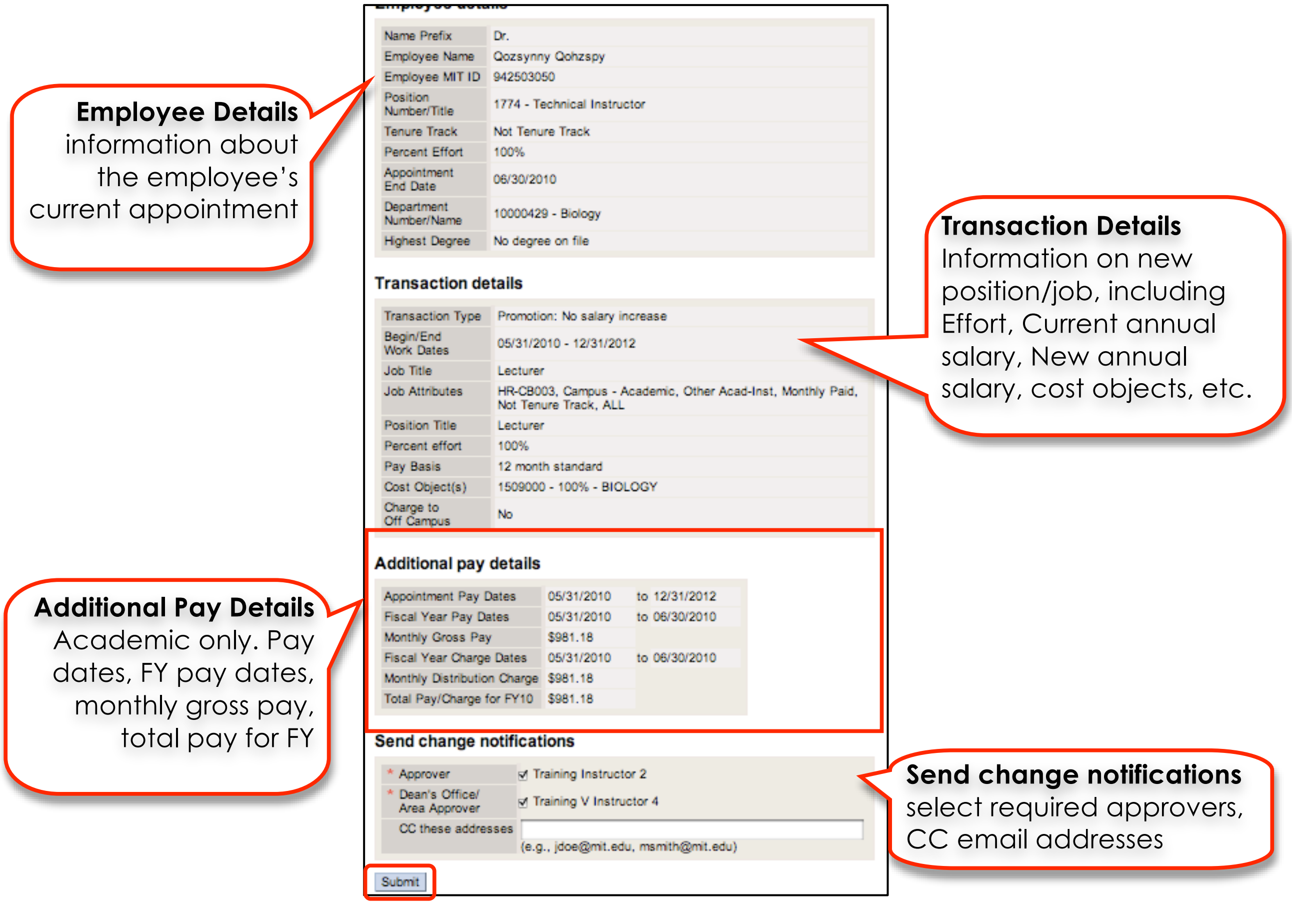
Charge to Off-Campus? ○ Yes ● No

**Enter comments**

### ▶To select Change Notifications and Submit):

1. Review Employee Details and Transaction Details. If you need to make changes, click the Go Back link.
2. Check one or mare for each required approver marked with a red *.
3. Click **Submit**.
4. You will receive a Confirmation screen, including assigned Transaction number.

Promotion – No Salary Increase summary includes **Employee Details**, and **Transaction Details**. Summaries for Academic appointments also include **Additional Pay Details**. Review the details prior to completing the Send Notifications section.



| | |
|---|---|
| Name Prefix | Dr. |
| Employee Name | Qozsynny Qohzspy |
| Employee MIT ID | 942503050 |
| Position Number/Title | 1774 - Technical Instructor |
| Tenure Track | Not Tenure Track |
| Percent Effort | 100% |
| Appointment End Date | 06/30/2010 |
| Department Number/Name | 10000429 - Biology |
| Highest Degree | No degree on file |

**Transaction details**

| | |
|---|---|
| Transaction Type | Promotion: No salary increase |
| Begin/End Work Dates | 05/31/2010 - 12/31/2012 |
| Job Title | Lecturer |
| Job Attributes | HR-CB003, Campus - Academic, Other Acad-Inst, Monthly Paid, Not Tenure Track, ALL |
| Position Title | Lecturer |
| Percent effort | 100% |
| Pay Basis | 12 month standard |
| Cost Object(s) | 1509000 - 100% - BIOLOGY |
| Charge to Off Campus | No |

**Additional pay details**

| | | |
|---|---|---|
| Appointment Pay Dates | 05/31/2010 | to 12/31/2012 |
| Fiscal Year Pay Dates | 05/31/2010 | to 06/30/2010 |
| Monthly Gross Pay | $981.18 | |
| Fiscal Year Charge Dates | 05/31/2010 | to 06/30/2010 |
| Monthly Distribution Charge | $981.18 | |
| Total Pay/Charge for FY10 | $981.18 | |

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

**Employee Details** information about the employee's current appointment

**Transaction Details** Information on new position/job, including Effort, Current annual salary, New annual salary, cost objects, etc.

**Additional Pay Details** Academic only. Pay dates, FY pay dates, monthly gross pay, total pay for FY

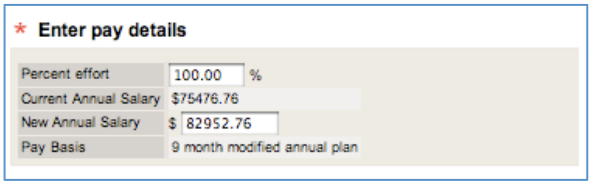
**Send change notifications** select required approvers, CC email addresses

# 3-K:5 : Promotion, Salary Increase - Pay Details

## Promotion
## Salary Increase – Academic

### ▶To Enter Pay Details (Academic):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Current Annual Salary**: Displays the employee's annual salary.
3. **New Annual Salary**: Enter the actual salary the employee will earn annually.
    - Enter dollars and cents (use a decimal if including cents)
    - Omit commas and dollar sign.
4. **Pay Basis**: Pull-down list or display only.
    - Paid appointments: Select 9 month Modified Annual Plan (9-month academic year appointment paid over 12 months), a 9 month standard (9-month academic year appointment paid over 9 months), or a 12-month standard appointment.
    - Unpaid appointments: Select standard 9-month or 12-month appointment.
    - Faculty appointments default to 9 month Modified Annual Plan.


* **Enter pay details**

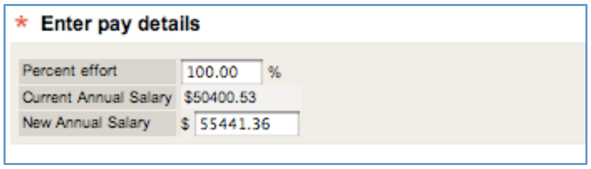
Percent effort 100.00 %
Current Annual Salary $75476.76
New Annual Salary $ 82952.76
Pay Basis 9 month modified annual plan

## Promotion
## Salary Increase – Non-Academic, Exempt

Compensation guidelines suggest an increase of 5%-15%. For non-academic employees, **increases outside the guidelines will be forwarded to HR Comp for approval**. Please discuss with your HRO or HR Comp before proceeding.

### ▶To Enter Pay Details (Non-Academic, Exempt):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Current Annual Salary**: Displays the employee's annual salary.
3. **New Annual Salary**: Enter the actual salary the employee will earn annually. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign.


* **Enter pay details**

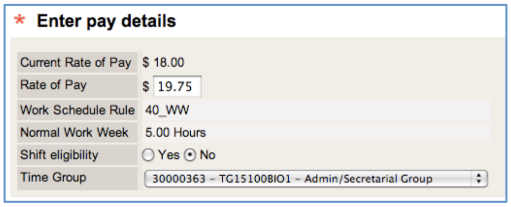
Percent effort 100.00 %
Current Annual Salary $50400.53
New Annual Salary $ 55441.36

## Promotion
## Salary Increase – Non-Academic, Non-exempt

Compensation guidelines suggest an increase of 5%-15%. For non-academic employees, **increases outside the guidelines will be forwarded to HR Comp for approval**. Please discuss with your HRO or HR Comp before proceeding.

### ▶To Enter Pay Details (Non-Academic, Non-exempt):

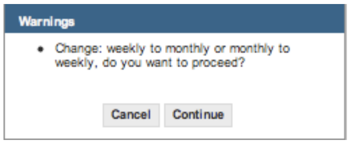
1. **Current Rate of Pay:** Displays current hourly pay rate.
2. **Rate of Pay:** Enter new hourly pay rate. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign
3. **Work Schedule Rule**: Select from the pull-down menu the number of work hours per week that would be expected of the position if it was staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week. Union staff typically have a 40 hour work schedule rate, and some Campus Police have 42 hour work schedules.
4. **Normal Work Week:** Displays the number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police. Not an editable field.
5. **Shift eligibility:** Select Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.
6. **Time Group:** Select a Time Group, used to group non-exempt employees for the purpose of approving time, from the dropdown list of valid time groups for the DLC. If 'Other' is selected from the list, manually enter the Time Group.



*** Enter pay details**

| | |
|---|---|
| Current Rate of Pay | $ 18.00 |
| Rate of Pay | $ 19.75 |
| Work Schedule Rule | 40_WW |
| Normal Work Week | 5.00 Hours |
| Shift eligibility | ○ Yes ● No |
| Time Group | 30000363 – TG15100BIO1 – Admin/Secretarial Group |

If an employee with a Non-Academic Non-Exempt appointment is promoted to an Exempt appointment, you will see a warning. To continue with the promotion, click **Continue** >.

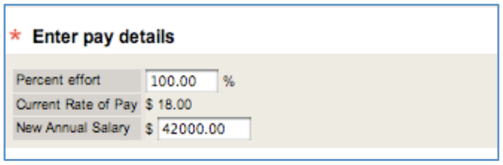


**Warnings**

- Change: weekly to monthly or monthly to weekly, do you want to proceed?

### ▶To Enter Pay Details (Non-Academic, Non-exempt promoted to Exempt):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Current Rate of Pay:** Displays current hourly pay rate.
3. **New Annual Salary**: Enter the actual salary the employee will earn annually. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign.



*** Enter pay details**

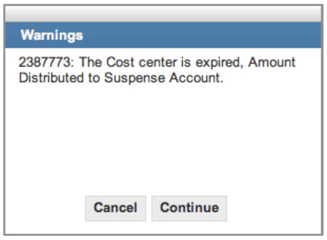
| | |
|---|---|
| Percent effort | 100.00 % |
| Current Rate of Pay | $ 18.00 |
| New Annual Salary | $ 42000.00 |

## 3-K.4 : Promotion, Salary Increase – Cost, Comments & Submit

When an employee is promoted to a position within the same department, existing cost object information pre-populates the cost object information as the default. You may edit as needed.

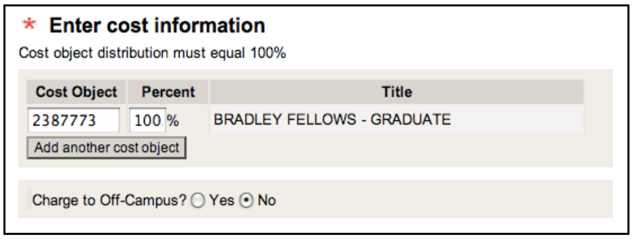
### ▶To complete Cost Information:

1. **Cost Object(s):** Enter the 7-digit Cost Object number to be charged. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
    - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
    - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.



2387773: The Cost center is expired, Amount Distributed to Suspense Account.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
    - **No** is selected by default to indicate the employee will work primarily on-campus.
    - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.



Cost object distribution must equal 100%

| Cost Object | Percent | Title |
|---|---|---|
| 2387773 | 100 % | BRADLEY FELLOWS - GRADUATE |

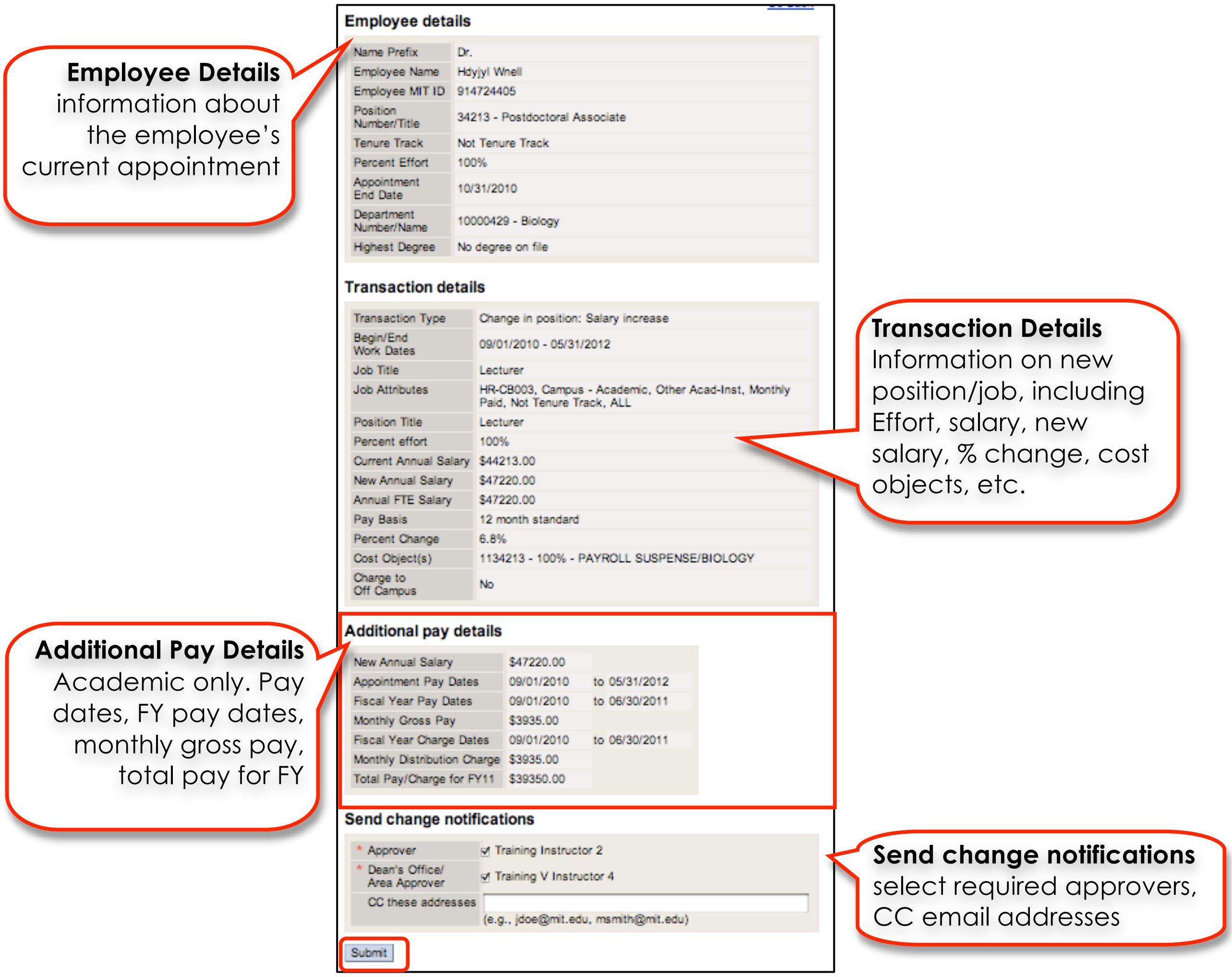
Charge to Off-Campus? ○ Yes ● No

### ▶To enter Comments, and Continue to next screen:

1. **Comments:** Enter comments to support and backup the transaction for approvers and/or compensation. Promotions for Non-Academic employees with a salary increase greater than 15% require approval from Compensation.
2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

## 3-K.5 : Review, Details, Select Approvers & Submit

The summary for Promotion, Salary increase will display. The summary includes **Employee Details**, **Transaction Details**, and **Additional Pay Details** (Academic only). Review the details prior to completing the Send Notifications section.



**Employee details**

| | |
|---|---|
| Name Prefix | Dr. |
| Employee Name | Hdyjyl Wnell |
| Employee MIT ID | 914724405 |
| Position Number/Title | 34213 - Postdoctoral Associate |
| Tenure Track | Not Tenure Track |
| Percent Effort | 100% |
| Appointment End Date | 10/31/2010 |
| Department Number/Name | 10000429 - Biology |
| Highest Degree | No degree on file |

**Transaction details**

| | |
|---|---|
| Transaction Type | Change in position: Salary increase |
| Begin/End Work Dates | 09/01/2010 - 05/31/2012 |
| Job Title | Lecturer |
| Job Attributes | HR-CB003, Campus - Academic, Other Acad-Inst, Monthly Paid, Not Tenure Track, ALL |
| Position Title | Lecturer |
| Percent effort | 100% |
| Current Annual Salary | $44213.00 |
| New Annual Salary | $47220.00 |
| Annual FTE Salary | $47220.00 |
| Pay Basis | 12 month standard |
| Percent Change | 6.8% |
| Cost Object(s) | 1134213 - 100% - PAYROLL SUSPENSE/BIOLOGY |
| Charge to Off Campus | No |

**Additional pay details**

| | | |
|---|---|---|
| New Annual Salary | $47220.00 | |
| Appointment Pay Dates | 09/01/2010 | to 05/31/2012 |
| Fiscal Year Pay Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Gross Pay | $3935.00 | |
| Fiscal Year Charge Dates | 09/01/2010 | to 06/30/2011 |
| Monthly Distribution Charge | $3935.00 | |
| Total Pay/Charge for FY11 | $39350.00 | |

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

**Employee Details** information about the employee's current appointment

**Transaction Details** Information on new position/job, including Effort, salary, new salary, % change, cost objects, etc.

**Additional Pay Details** Academic only. Pay dates, FY pay dates, monthly gross pay, total pay for FY

**Send change notifications** select required approvers, CC email addresses

### ▸To select Change Notifications and Submit):

5. Check one or mare for each required approver marked with a red *.
6. Click **Submit**.
7. You will receive a Confirmation screen, including assigned Transaction number.

# 3-L : Reclassification

Reclassification transactions are created after a formal process to evaluate a job/position has been completed by HR Compensation and your HRO. Refer to the HR Compensation Reclassification Guidelines http://web.mit.edu/hr/compensation/evaluations.html for more information.

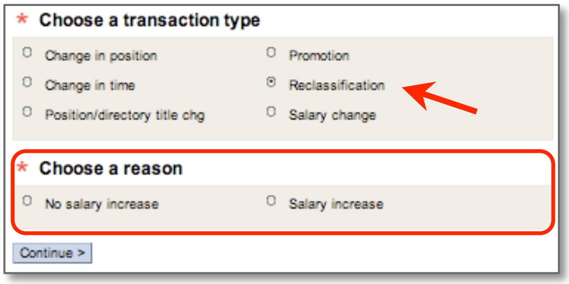
The Reclassification transaction Type is available for Non-Academic appointments only, and has two possible Reason codes:

| Reason | Definition |
|---|---|
| **No Salary increase**<br>*SAP terminology = Reclassification: No Salary Increase.* | Reclassification occurs when a formal request is made to your HRO or the HR Compensation group to evaluate an existing job based on the required duties, responsibilities, qualifications, and skills of a job. The reclassification is done with no salary increase. The action requires HR Comp approval. |
| **Salary increase**<br>*SAP terminology = Reclassification: Salary Increase* | Reclassification occurs when a formal request is made to your HRO or the HR Compensation group to evaluate an existing job based on the required duties, responsibilities, qualifications, and skills of a job. The reclassification is done with a salary increase. The action requires HR Comp approval. |

Reclassification does *not* permit changes to appointment End Date, Percent Effort, Work Schedule Hours, Work Schedule Rule, Time Group, Shift Eligibility, Charge to off-campus, or Cost Object distribution. Additional changes will require a separate Change transaction.

### ▶To request a Reclassification Reason:

1. Select the **Reclassification** radio button.
2. Choose a Reason: Select the appropriate radio button:
   - No Salary increase
   - Salary increase
3. Click **Continue >**.



* **Choose a transaction type**

○ Change in position ○ Promotion
○ Change in time ● Reclassification
○ Position/directory title chg ○ Salary change

* **Choose a reason**

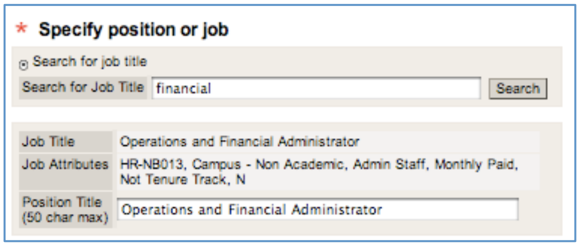
○ No salary increase ○ Salary increase

The *Changes for <Name>, MIT ID* screen will display for you to enter the details for the Reclassification request. Review the **Employee Details** at the top of the screen to confirm you have selected the correct employee/appointment. Click the Go Back link to return to the *Search for a person* screen.

# 3-L.1 : Reclassification, No Salary Increase

## ▶To Specify Position or Job:

1. **Search for Job Title:** Enter all or part of the Job Title and click the **Search** button. Select the appropriate Job Title from the search results screen.
2. Review **Job Attributes** (Personnel area, Pers. Subarea, Employee Subgroup, Tenure Code, and Pay Grade) to ensure selection of correct position/job.
3. **Position Title:** Defaults to the Job Title. Position Title is specific to role within a DLC and may or may not match the Job Title.
   - Edit Position title if appropriate. Max. 50 characters.



Search for Job Title: financial

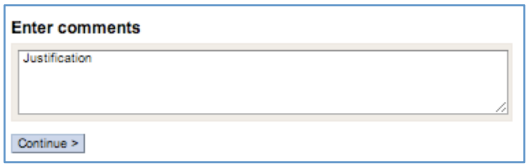
Job Title: Operations and Financial Administrator

Job Attributes: HR-NB013, Campus - Non Academic, Admin Staff, Monthly Paid, Not Tenure Track, N

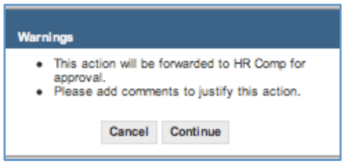
Position Title (50 char max): Operations and Financial Administrator

## ▶To Enter Comments:

1. **Comments:** Comments to justify and support the Reclassification transaction are required.
2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.



3. You will see a Warning informing you that the Reclassification transaction will be forwarded to HR Compensation for approval, and reminding you to include Comments. Click Cancel to edit the Comments section or Continue to move to the next screen.



- This action will be forwarded to HR Comp for approval.
- Please add comments to justify this action.

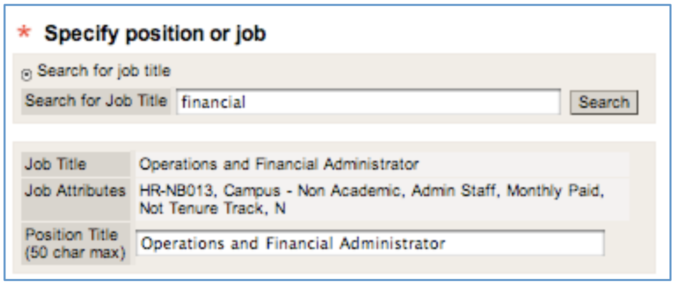
## ▶To select Change Notifications and Submit):

5. Review Employee Details and Transaction Details. If you need to make changes, click the Go Back link.
6. Check one or mare for each required approver marked with a red *.
7. Click **Submit**.
8. You will receive a Confirmation screen, including assigned Transaction number.

# 3-L.2 : Reclassification, Salary Increase

## ▶To Specify Position or Job:

1. **Search for Job Title:** Enter all or part of the Job Title and click the **Search** button. Select the appropriate Job Title from the search results screen.
2. Review **Job Attributes** (Personnel area, Pers. Subarea, Employee Subgroup, Tenure Code, and Pay Grade) to ensure selection of correct position/job.
3. **Position Title:** Defaults to the Job Title. Position Title is specific to role within a DLC and may or may not match the Job Title.
   - Edit Position title if appropriate. Max. 50 characters.



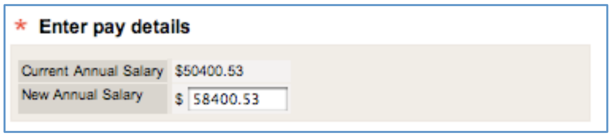
*** Specify position or job**

● Search for job title

| | |
|---|---|
| Search for Job Title | financial |
| Job Title | Operations and Financial Administrator |
| Job Attributes | HR-NB013, Campus - Non Academic, Admin Staff, Monthly Paid, Not Tenure Track, N |
| Position Title (50 char max) | Operations and Financial Administrator |

## ▶To Enter Pay Details (Exempt)

1. **Current Annual Salary**: Displays the employee's annual salary.
2. **New Annual Salary**: Enter the actual salary the employee will earn annually.
   - Enter dollars and cents (use a decimal if including cents)
   - Omit commas and dollar sign.

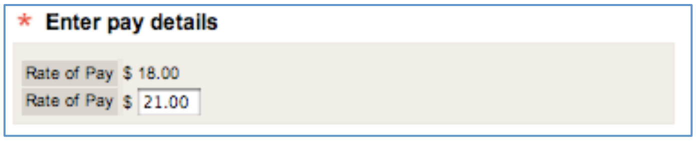


*** Enter pay details**

| | |
|---|---|
| Current Annual Salary | $50400.53 |
| New Annual Salary | $ 58400.53 |

## ▶To Enter Pay Details (Non-Exempt)

1. **Rate of Pay:** Displays current hourly pay rate.
2. **Rate of Pay:** Enter new hourly pay rate. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign

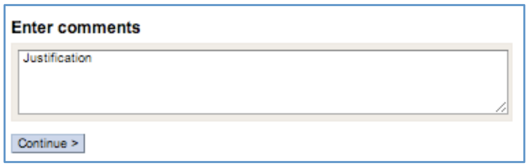


*** Enter pay details**

| | |
|---|---|
| Rate of Pay | $ 18.00 |
| Rate of Pay | $ 21.00 |

### ▶To Enter Comments:

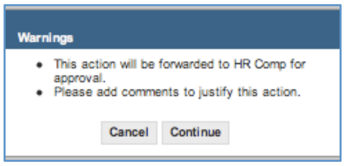
1. **Comments:** Comments to justify and support the Reclassification transaction are required.
2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.



**Enter comments**

Justification

3. You will see a Warning informing you that the Reclassification transaction will be forwarded to HR Compensation for approval, and reminding you to include Comments. Click Cancel to edit the Comments section or Continue to move to the next screen.



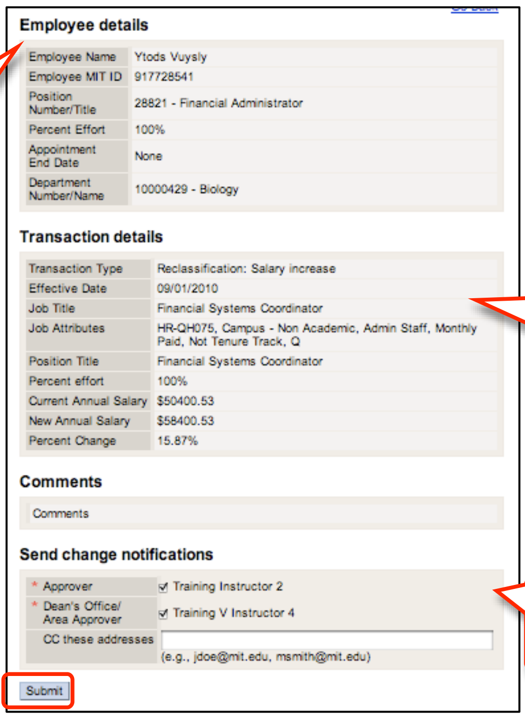
**Warnings**

- This action will be forwarded to HR Comp for approval.
- Please add comments to justify this action.

### ▶To select Change Notifications and Submit):

1. Review Employee Details and Transaction Details. If you need to make changes, click the Go Back link.
2. Check one or mare for each required approver marked with a red *.
3. Click **Submit**.
4. You will receive a Confirmation screen, including assigned Transaction number.

The *Reclassification, Salary increase* summary includes **Employee Details**, and **Transaction Details**, Review the details prior to completing the Send Notifications section.



**Employee details**

| | |
|---|---|
| Employee Name | Ytods Vuysly |
| Employee MIT ID | 917728541 |
| Position Number/Title | 28821 - Financial Administrator |
| Percent Effort | 100% |
| Appointment End Date | None |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Reclassification: Salary increase |
| Effective Date | 09/01/2010 |
| Job Title | Financial Systems Coordinator |
| Job Attributes | HR-QH075, Campus - Non Academic, Admin Staff, Monthly Paid, Not Tenure Track, Q |
| Position Title | Financial Systems Coordinator |
| Percent effort | 100% |
| Current Annual Salary | $50400.53 |
| New Annual Salary | $58400.53 |
| Percent Change | 15.87% |

**Comments**

Comments

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

**Employee Details** information about the employee's current appointment

**Transaction Details** Information on new position/job, including Effort, Current salary, New salary Percent Change.

**Send change notifications** select required approvers, CC email addresses

# 3-M : Salary Change

The Salary transaction Type includes the following Reasons:

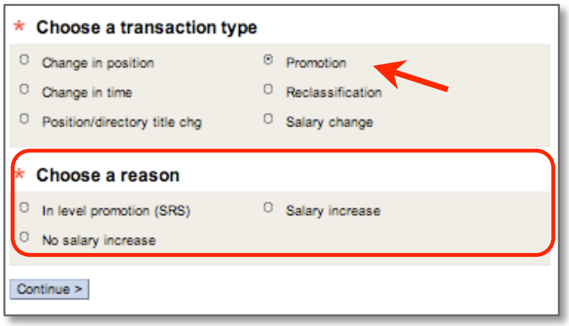
| Reason | Definition |
|---|---|
| **Adj to minimum contract rate** | Used to align a union employee's pay with the minimum rate allowed per union contract. |
| **Exceptional performance** | An employee is recognized for individual accomplishments and performance outside of the annual salary review. This reason should be rarely used. Please discuss this with your HRO or HR Comp before proceeding. This action requires HR Comp approval. |
| **Incr/responsibility/ complexity** | An employee takes on a measurably higher degree of complexity within his or her current role. Compensation guidelines suggest an increase up to 5%. Adjustments greater than 5% require HR Comp approval. Refer to the Compensation Increase in Job/ Position Responsibility Guidelines for more information. |
| **Mkt/internal equity/cont fund** | A market adjustment or internal equity adjustment is determined to be necessary. The adjustment is paid for by the Compensation contingency pool. This action requires HR Comp approval. |
| **Mkt/internal equity/dept fund** | A market adjustment or internal equity adjustment is determined to be necessary. The adjustment is paid for out of the department budget. Adjustments greater than 5% require HR Comp approval. |
| **New skills/knowledge** | An employee has acquired a new skill or obtained additional knowledge while remaining in the same job/position and uses this skill and/or knowledge on a regular basis. Compensation guidelines suggest an increase up to 5%. Adjustments greater than 5% require HR Comp approval. Refer to the Compensation Acquiring and Using New Skills Guidelines for more information. |
| **Off cycle merit** | Used when a new employee is hired after the review eligibility date for his or her payroll/category. Also used when processing a deferred merit. Please discuss with your HRO or HR Comp before proceeding. This action requires HR Comp approval. Refer to the HR Compensation Off Cycle Guidelines or Deferred Merit Guidelines for more information. |
| **Salary decrease** | This action is for a non-review salary decrease. Please discuss this with your HRO or HR Comp before proceeding. This action requires HR Comp approval. |
| **Salary increase** | Academic and service staff non-review salary increase. Use when specific salary change reasons do not apply.<br>Note: The appointment end date will not change for academic employees. |
| **Temporary salary increase** | Additional compensation for an employee who has temporarily assumed major responsibility for, and performance of, a higher level job. Compensation guidelines suggest an increase between 5% and 15%. Adjustments greater than 15% will require HR Comp approval.<br>Note: An End temp increase action must be submitted to end the increase. Refer to the HR Compensation Temporary Salary Increase for more information. |

The *Salary Change* transaction Type follows a basic screen flow for entering details for all of the Reason codes. There is slight variation based on the employee's appointment type (Academic, Non-academic, Exempt, and Non-exempt.

## 3-M.1 : Salary Change

### ▶To request a Salary Change Reason:

1. Select the **Promotion** radio button.
2. Choose a **Reason**: Select the appropriate radio button from the list of options available.
3. Click **Continue >**.



* **Choose a transaction type**

○ Change in position
○ Change in time
○ Position/directory title chg
● Promotion
○ Reclassification
○ Salary change

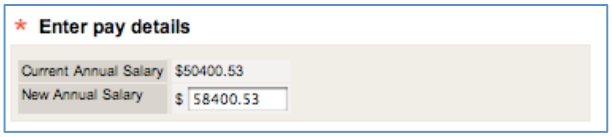
* **Choose a reason**

○ In level promotion (SRS)
○ No salary increase
○ Salary increase

The *Changes for <Name>, MIT ID* screen will display for you to enter the details for the Salary Change request. Review the **Employee Details** at the top of the screen to confirm you have selected the correct employee/appointment. Click the Go Back link to return to the *Search for a person* screen.

### ▶To Enter Pay Details (Exempt, Academic):

1. **Current Annual Salary**: Displays the employee's annual salary.
2. **New Annual Salary**: Enter the actual salary the employee will earn annually.
   - Enter dollars and cents (use a decimal if including cents)
   - Omit commas and dollar sign.

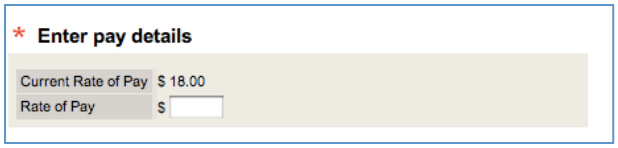


* **Enter pay details**

| | |
|---|---|
| Current Annual Salary | $50400.53 |
| New Annual Salary | $ 58400.53 |

### ▶To Enter Pay Details (Non-Exempt)

1. **Rate of Pay:** Displays current hourly pay rate.
3. **Rate of Pay:** Enter new hourly pay rate. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign

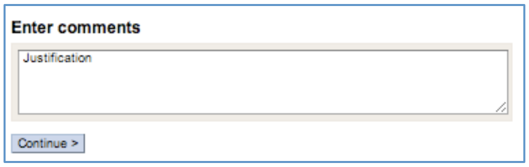


* **Enter pay details**

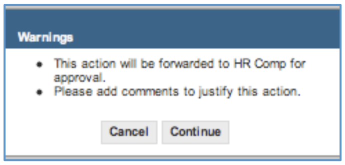
| | |
|---|---|
| Current Rate of Pay | $ 18.00 |
| Rate of Pay | $ |

### ▶To Enter Comments:

1. **Comments:** Comments to justify and support the Salary Change transaction are required.
2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.



3. For specific Salary Change Reasons, you will see a Warning informing you that the Salary Change transaction will be forwarded to HR Compensation for approval, and reminding you to include Comments. Click Cancel to edit the Comments section or **Continue** to move to the next screen.



- This action will be forwarded to HR Comp for approval.
- Please add comments to justify this action.

### ▶To select Change Notifications and Submit):

1. Review Employee Details and Transaction Details. If you need to make changes, click the Go Back link.
2. Check one or mare for each required approver marked with a red *.
3. Click **Submit**.
4. You will receive a Confirmation screen, including assigned Transaction number.

The Salary Change , *Salary increase* summary includes **Employee Details**, and **Transaction Details**, Review the details prior to completing the Send Notifications section.

# 3-N : Set-up Concurrent Appointment

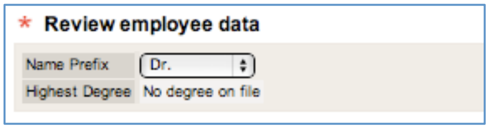
Set-up Concurrent appointment is available for a person within your area of responsibility and outside your area of responsibility.

**NOTE: This action/reason is NOT applicable for Faculty Dual appointments**

| Reason | Definition |
|---|---|
| **Set-up concurrent appointment: Additional appointment** | An academic employee who already has a primary active academic appointment is assigned a new appointment, with the new and existing appointment(s) being active at the same time. Generally used to create joint appointments for Faculty or to create multiple positions for Other Academic employees. The total Percent Effort from all appointments cannot exceed 100%. |

### ▶To Review Employee Data:

1. **Name Prefix**: Pre-populated with information from SAP. Update the employee's Name Prefix if applicable. Options include: Mr., Ms., Dr., Prof., Sir.
2. **Highest Degree:** If education information is in SAP, the highest degree is displayed along with the field of study, e.g., Doctoral degree – Engineering.

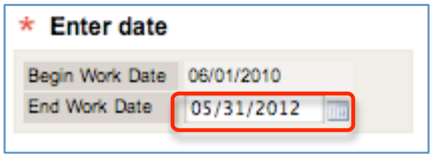


* Review employee data

Name Prefix: Dr.
Highest Degree: No degree on file

### ▶To complete the Enter Date fields (Academic):

1. **Begin Work Date:** The date entered on *Search for Person screen*, becomes *Begin work date*.
    - Non-MAP appointments – The begin date of the appointment.
    - MAP appointments – typically the start of a term, e.g., 9/1/20XX or 1/31/20XX (6/1 - 8/31 not allowed for MAP appointments). If the appointment begins after the start of an academic year, use the actual date.
2. **End Work Date:** Appointment end date or the end of a term (MAP appointments).
    - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.
    - Non-MAP appointments this is the end date of the appointment.
    - Faculty appointment – has no end date, enter 12/31/9999.
    - MAP appointments – typically end of term (6/1 - 8/31 not allowed for MAP appointments).



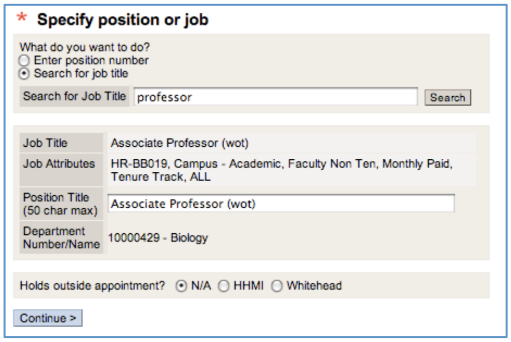
* Enter date

Begin Work Date: 06/01/2010
End Work Date: 05/31/2012

## ▶To Specify Position or Job:

1. Select the appropriate radio button to enter a **Position number** or to search by **Job Title** (default for Academic employees).
    - **Enter Position Number**: Enter position number and click the **Get position data** button.
    - **Search for Job Title:** Enter all or part of the Job Title and click the **Search** button. Select the appropriate Job Title from the search results screen.
    - Review the **Job Title**, and **Job Attributes** (Personnel area, Pers. Subarea, Employee Subgroup, Tenure Code, and Pay Grade) to ensure selection of correct position/job.

2. **Position Title:** Defaults to the Job Title. Position Title is specific to role within a DLC and may or may not match the Job Title.
    - Edit Position title if appropriate. Max. 50 characters.
    - Affiliate position titles cannot be modified.
3. **Holds Outside Appointment?:** Faculty only. Indicate if faculty member will hold an appointment at Howard Hughes Medical Institute or Whitehead Institute.



*** Specify position or job**

What do you want to do?
○ Enter position number
● Search for job title

Search for Job Title: professor

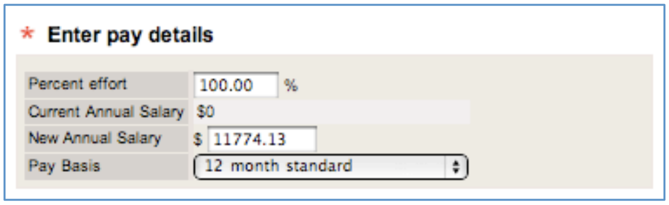
| | |
|---|---|
| Job Title | Associate Professor (wot) |
| Job Attributes | HR-BB019, Campus - Academic, Faculty Non Ten, Monthly Paid, Tenure Track, ALL |
| Position Title (50 char max) | Associate Professor (wot) |
| Department Number/Name | 10000429 - Biology |

Holds outside appointment? ● N/A ○ HHMI ○ Whitehead

5. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

## ▶To Enter Pay Details:

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Annual Salary**: Enter the actual salary the employee will earn annually.
    - Enter dollars and cents (use a decimal if including cents)
    - Omit commas and dollar sign.
4. **Pay Basis**: Pull-down list or display only.
    - Paid appointments: Select 9 month Modified Annual Plan (9-month academic year appointment paid over 12 months), a 9 month standard (9-month academic year appointment paid over 9 months), or a 12-month standard appointment.
    - Unpaid appointments: Select standard 9-month or 12-month appointment.
    - Faculty appointments default to 9 month Modified Annual Plan.

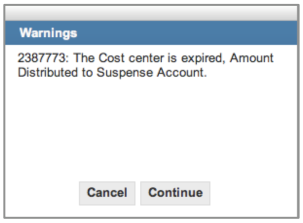


*** Enter pay details**

| | |
|---|---|
| Percent effort | 100.00 % |
| Current Annual Salary | $0 |
| New Annual Salary | $ 11774.13 |
| Pay Basis | 12 month standard |

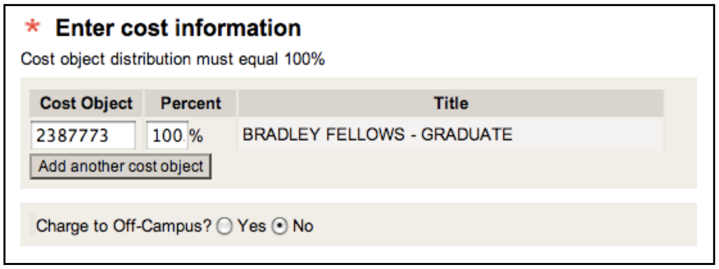
## ▶To complete Cost Information:

1. **Cost Object(s):** Enter the 7-digit Cost Object number to be charged. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
   - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
   - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.



2387773: The Cost center is expired, Amount Distributed to Suspense Account.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
   - **No** is selected by default to indicate the employee will work primarily on-campus.
   - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.



* **Enter cost information**

Cost object distribution must equal 100%

| Cost Object | Percent | Title |
|---|---|---|
| 2387773 | 100 % | BRADLEY FELLOWS - GRADUATE |

Charge to Off-Campus? ○ Yes ● No

## ▶To enter Sponsor, Comments, and Continue to next screen:

1. **Enter Sponsor:** Academic non-faculty only. Enter the name of the faculty member who is sponsoring the person.
2. **Comments:** Enter comments to support and backup the transaction for approvers.
3. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

## ▶To select Change Notifications and Submit):

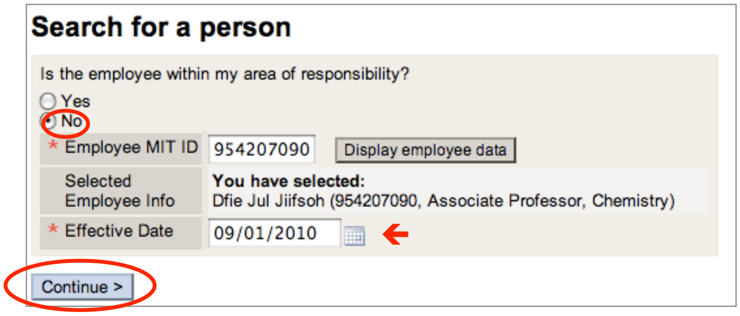
1. Review Employee Details and Transaction Details. If you need to make changes, click the Go Back link.
2. Check one or mare for each required approver marked with a red *.
3. Click **Submit**.
4. You will receive a Confirmation screen, including assigned Transaction number.

# 3-O : Transfer

To select the Transfer transaction, you must select the No option on the *Search for a Person* screen indicating the employee will be transferred into your DLC.

### ▶To Search for a person outside your area of responsibility:

1. Click on the **No** radio button to indicate the person is not within your area of responsibility.
2. Type the employee's complete **MIT ID** in the **Employee MIT ID** textbox.
3. Click the **Display employee data** button. The *Name, MIT ID, Title*, and *Unit* for the selected person will display.
4. **Effective Date:** Use the pop-up calendar to enter the date on which the Change will take effect in the required **MM/DD/YYYY format**.
    - Becomes "Begin work date" for an Academic employee's new or changed position (promotion, transfer, concurrent appointment, etc.).
    - Exempt (monthly paid) employees - first day of the month is recommended
    - Non-exempt (weekly paid) employees – Mondays are recommended
5. Click the **Continue >** button to create a Changes request for the selected person.



**Search for a person**

Is the employee within my area of responsibility?

○ Yes
● No

* Employee MIT ID 954207090

Selected Employee Info **You have selected:**
Dfie Jul Jiifsoh (954207090, Associate Professor, Chemistry)

* Effective Date 09/01/2010

After clicking **Continue >** for *Changes (transfers, promotions, etc.)*, you will receive the Changes for <Name>, MIT ID screen to select the transaction **Type** and **Reason**.

The Transfer transaction has the Reasons listed below based on the employee's eligibility. Completing the Transfer Type and Reason ifollows the same process for Type/Reasons that you would complete for staff within your area of responsibility. For detailed instructions, see the section listed for each Transfer Reason.

| Reason | Definition |
|---|---|
| **In level promotion** | A Sponsored Research Staff (SRS) employee moves to a new position within the SRS payroll category, at the same job level, with greater responsibilities in a new department. The position title usually changes. The job title remains the same.<br>**See section 3-K:2 In level promotion (SRS)** |
| **No salary change**<br>*SAP terminology = Transfer: New Dept No Increase* | An employee moves to a new position at the same job level or grade with similar responsibilities at the same salary in a new department. For example, use this action if the new position is clearly at the same level of responsibility as the position the employee is leaving. Contact your HRO or HR Comp if you have questions.<br>**See section 3-B Change in Position, 3-B:2 No salary change** |
| **Salary decrease**<br>*SAP terminology = Transfer: New Dept with Salary Decrease* | An employee moves to a new position at the same job level or grade with similar responsibilities at a lower salary in a new department. An academic example would be a transfer from a paid position to a Research Affiliate. This action might also be used if the salary of a non-academic employee would create an internal equity issue. For non-academic employees, please discuss with your HRO or HR Comp before proceeding as this action requires HR Comp approval.. Contact your HRO or HR Comp if you have questions.<br>**See section 3-B Change in Position, 3-B:3 Salary Decrease** |
| **Salary increase**<br>*SAP terminology = Transfer: New Dept with Salary Increase* | An employee moves to a new position at the same job level or grade with similar responsibilities in a new department at a higher salary. For example, when it is determined that the position the employee is transferring to requires new and/or additional skills and is more complex than the position the employee is transferring from, an increase of up to 5% may be appropriate. Non-academic increases greater than 5% require HR Comp approval. Contact your HRO or HR Comp if you have questions.<br>**See section 3-B Change in Position, 3-B:4 Salary increase** |
| **Promotion, No salary change**<br>*SAP terminology = Transfer: New Dept Promotion No Increase* | An employee moves into a higher job level or grade with greater responsibility with no salary increase in a new department. For example, use this action if the new position is clearly at the same level of responsibility as the position the employee is leaving. This is rare and should be discussed in advance with your HRO before proceeding.<br>NOTE: You cannot promote a person to a tenured position using this action, use Other Actions link.<br>**See section 3-K Promotion, 3-K:3 No salary change** |
| **Promotion, Salary increase**<br>*SAP terminology = Transfer: New Dept Promotion & Salary Increase* | An employee moves into a higher job level or grade with greater responsibility with a salary increase in a new department. Promotional increases should be granted concurrent with the employee's assumption of his or her new responsibilities. Compensation guidelines suggest an increase of 5%-15%. For non-academic employees, increases outside the guidelines will be forwarded to HR Comp for approval. NOTE: You cannot promote a person to a tenured position using this action, use Other Actions link.<br>**See section 3-K Promotion, 3-K:5 Salary increase** |

# 4

# Extend appointment no salary change

# 4-A : Extend Appointment no salary increase

The Extend Appointment, no salary increase transaction Type has only one default Reason. It can be used for Academic and Non-Academic appointments.

**NOTE: Appointment cannot be extended to 12/31/9999.**

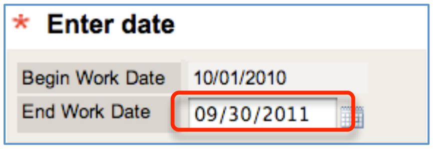
| Appointment type | Definition |
|---|---|
| **Non-academic:**<br>*SAP terminology = Change appointment end date: Appointment extension.* | A non-academic employee's short term appointment is extended with no change in salary. An additional action of Salary change is required if there is a salary change. An additional action of Salary Change is required if there is a salary change. |
| **Academic:**<br>*SAP terminology = Change appointment end date: Reappointment no salary increase* | An academic employee's appointment end date is extended with no change in salary. |

## ▸To Select Change Transaction Group :

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to **https://web.mit.edu/sapweb/**
3. Click on the **Employees** Tab.
4. Under the heading "*HR Transactions*", click on the **Extend Appointment no salary increase** link for the appropriate Change transaction. If prompted, select your MIT personal Certificate.

## ▸To complete the Enter Date fields (Academic):

1. **Begin Work Date:** The date following the current appointment **End Date**.
2. **End Work Date:** Appointment end date or the end of a term (MAP appointments).
    - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.
    - Non-MAP appointments this is the end date of the appointment.
    - Faculty appointment – has no end date, enter 12/31/9999.
    - MAP appointments – typically end of term (6/1 - 8/31 not allowed for MAP appointments).



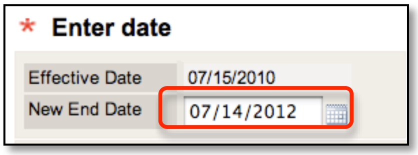
* **Enter date**

Begin Work Date 10/01/2010

End Work Date 09/30/2011

## ▶To complete the Enter Date fields (Non-Academic):

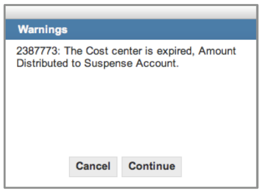
3. **Effective Date:** The date following the current appointment **End Date**.
4. **New End Date:** The new appointment end date (cannot be 12/31/9999 – see Temp to regular).
   - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.



Effective Date 07/15/2010
New End Date 07/14/2012

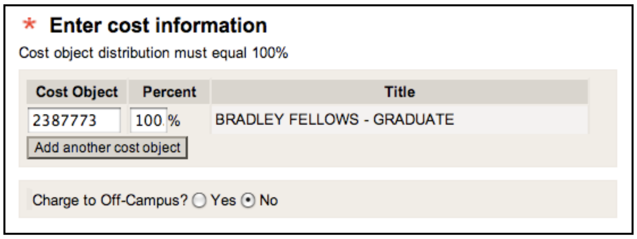
## ▶To complete Cost Information

1. **Cost Object(s):** The Cost object currently charged the employee's salary will display. Edit as needed. Enter the 7-digit Cost Object number to be charged. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
   - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
   - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.



2387773: The Cost center is expired, Amount Distributed to Suspense Account.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
   - **No** is selected by default to indicate the employee will work primarily on-campus.
   - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.



Cost object distribution must equal 100%

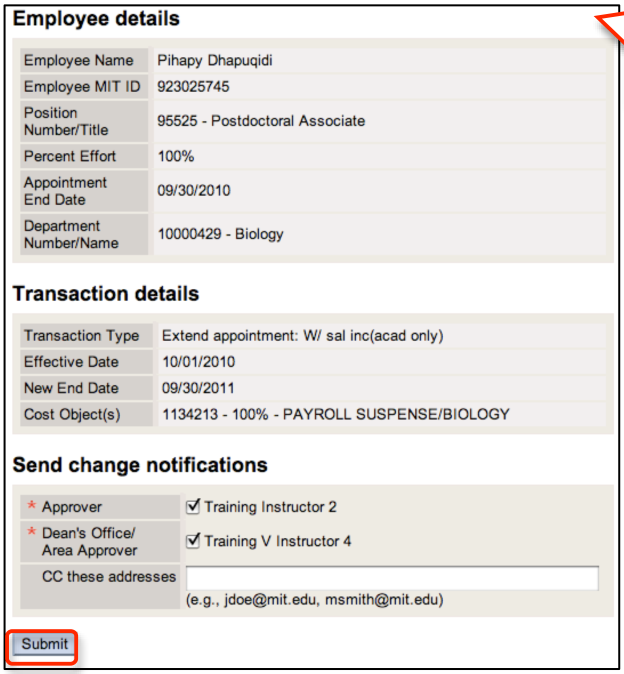
| Cost Object | Percent | Title |
|---|---|---|
| 2387773 | 100 % | BRADLEY FELLOWS - GRADUATE |

Charge to Off-Campus? ○ Yes ● No

## ▶To enter Comments, and Continue to next screen:

1. **Comments:** Enter comments to support and backup the transaction for approvers.
2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

# 4-A.1 : Review, Details, Select Approvers & Submit



**Employee details**

| | |
|---|---|
| Employee Name | Pihapy Dhapuqidi |
| Employee MIT ID | 923025745 |
| Position Number/Title | 95525 - Postdoctoral Associate |
| Percent Effort | 100% |
| Appointment End Date | 09/30/2010 |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Extend appointment: W/ sal inc(acad only) |
| Effective Date | 10/01/2010 |
| New End Date | 09/30/2011 |
| Cost Object(s) | 1134213 - 100% - PAYROLL SUSPENSE/BIOLOGY |

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

Click to return to previous data entry screen for corrections

▸To select Change Notifications and Submit):

4. Check one or mare for each required approver marked with a red *.
5. Click **Submit**.
6. You will receive a Confirmation screen, including assigned Transaction number.

# 5

# Extend appointment w/ salary increase (academic only)

# 5-A : Extend Appointment w/ Salary Change

The Extend Appointment w/ salary change transaction Type has only one default Reason. It can be used for Academic appointments only.

**NOTE: Appointment cannot be extended to 12/31/9999.**

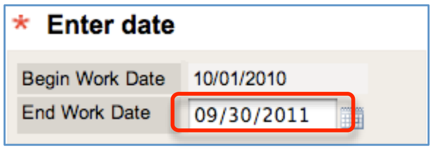
| Reason | Definition |
|---|---|
| **Extend Appointment w/Salary chg:**<br>*SAP terminology = Salary change: Reappointment with salary increase* | An academic employee's appointment end date is extended with a salary increase. |

## ▶To Select Change Transaction Group :

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to **https://web.mit.edu/sapweb/**
3. Click on the **Employees** Tab.
4. Under the heading "*HR Transactions*", click on the **Extend Appointment w/salary chg** link for the appropriate Change transaction. If prompted, select your MIT personal Certificate.

## ▶To complete the Enter Date fields (Academic):

1. **Begin Work Date:** The date following the current appointment **End Date**.
2. **End Work Date:** Appointment end date or the end of a term (MAP appointments).
    - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.
    - Non-MAP appointments this is the end date of the appointment.
    - Faculty appointment – has no end date, enter 12/31/9999.
    - MAP appointments – typically end of term (6/1 - 8/31 not allowed for MAP appointments).

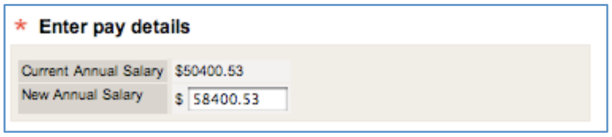


*** Enter date**

| | |
|---|---|
| Begin Work Date | 10/01/2010 |
| End Work Date | 09/30/2011 |

## ▶To Enter Pay Details (Exempt, Academic):

1. **Current Annual Salary**: Displays the employee's annual salary.
2. **New Annual Salary**: Enter the actual salary the employee will earn annually.
    - Enter dollars and cents (use a decimal if including cents)
    - Omit commas and dollar sign.

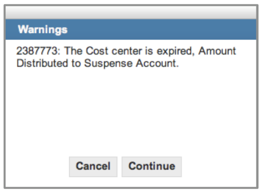


*** Enter pay details**

| | |
|---|---|
| Current Annual Salary | $50400.53 |
| New Annual Salary | $ 58400.53 |

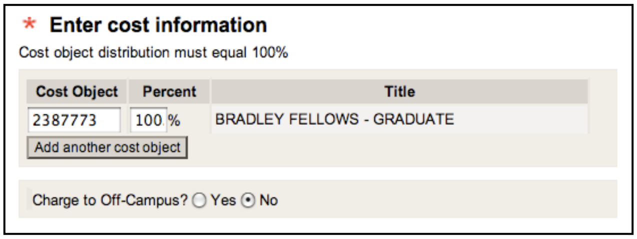
## ▶To complete Cost Information

1. **Cost Object(s):** The Cost object currently charged the employee's salary will display. Edit as needed. Enter the 7-digit Cost Object number to be charged. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
   - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
   - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.



2387773: The Cost center is expired, Amount Distributed to Suspense Account.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
   - **No** is selected by default to indicate the employee will work primarily on-campus.
   - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.



* **Enter cost information**

Cost object distribution must equal 100%

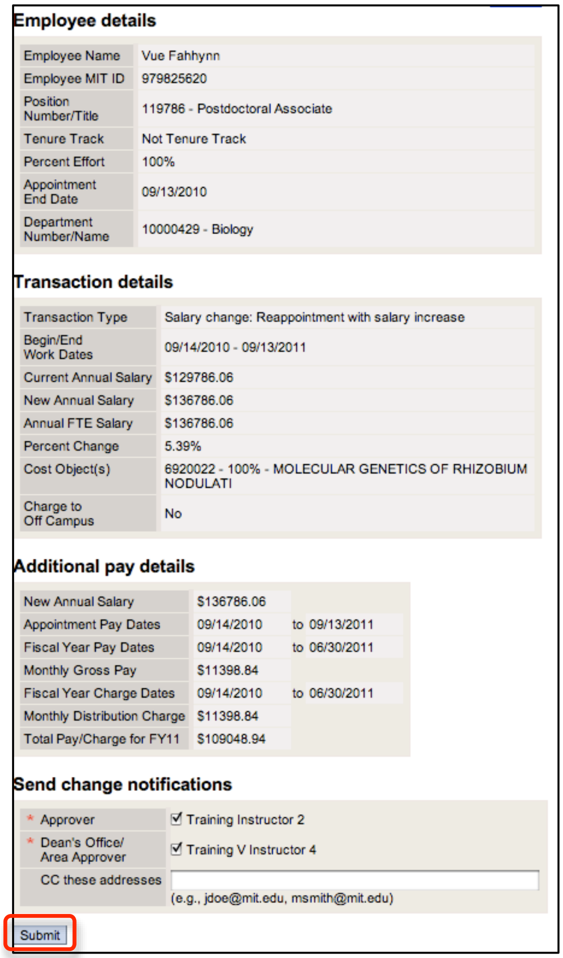
| Cost Object | Percent | Title |
|---|---|---|
| 2387773 | 100 % | BRADLEY FELLOWS - GRADUATE |

Charge to Off-Campus? ○ Yes ● No

## ▶To enter Comments, and Continue to next screen:

1. **Comments:** Enter comments to support and backup the transaction for approvers.
2. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

# 5-A.1 : Review, Details, Select Approvers & Submit



**Employee details**

| | |
|---|---|
| Employee Name | Vue Fahhynn |
| Employee MIT ID | 979825620 |
| Position Number/Title | 119786 - Postdoctoral Associate |
| Tenure Track | Not Tenure Track |
| Percent Effort | 100% |
| Appointment End Date | 09/13/2010 |
| Department Number/Name | 10000429 - Biology |

**Transaction details**

| | |
|---|---|
| Transaction Type | Salary change: Reappointment with salary increase |
| Begin/End Work Dates | 09/14/2010 - 09/13/2011 |
| Current Annual Salary | $129786.06 |
| New Annual Salary | $136786.06 |
| Annual FTE Salary | $136786.06 |
| Percent Change | 5.39% |
| Cost Object(s) | 6920022 - 100% - MOLECULAR GENETICS OF RHIZOBIUM NODULATI |
| Charge to Off Campus | No |

**Additional pay details**

| | | |
|---|---|---|
| New Annual Salary | $136786.06 | |
| Appointment Pay Dates | 09/14/2010 | to 09/13/2011 |
| Fiscal Year Pay Dates | 09/14/2010 | to 06/30/2011 |
| Monthly Gross Pay | $11398.84 | |
| Fiscal Year Charge Dates | 09/14/2010 | to 06/30/2011 |
| Monthly Distribution Charge | $11398.84 | |
| Total Pay/Charge for FY11 | $109048.94 | |

**Send change notifications**

| | |
|---|---|
| * Approver | ☑ Training Instructor 2 |
| * Dean's Office/ Area Approver | ☑ Training V Instructor 4 |
| CC these addresses | (e.g., jdoe@mit.edu, msmith@mit.edu) |

Click to return to previous data entry screen for corrections

▸To select Change Notifications and Submit):

1. Check one or mare for each required approver marked with a red *.
2. Click **Submit**.
3. You will receive a Confirmation screen, including assigned Transaction number.

# 6

# Other Actions

# 6-A : Other Actions

**Other Actions** covers transactions that are used rarely compared to other change transaction Type/Reasons, or are a complex group of actions that need to happen simultaneously, such as a Department Head Step Up or Down. When the action reaches the Service Center it must be input into SAP manually.

**Contact an HR/Payroll Service Center representative before using this action.**

### ▶To Select Change Transaction Group :

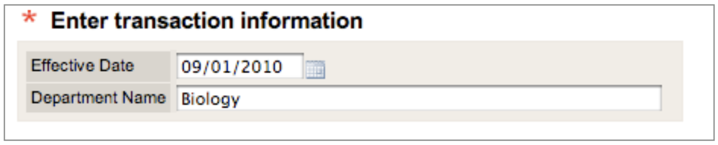
1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to **https://web.mit.edu/sapweb/**
3. Click on the **Employees** Tab.
4. Under the heading "*HR Transactions*", click on the **Other Actions** link for the appropriate Change transaction. If prompted, select your MIT personal Certificate.

### ▶To Search for a person:

1. Type the employee's complete **MIT ID** in the **Employee MIT ID** textbox.
2. Click the **Display employee data** button. The *Name, MIT ID, Title*, and *Unit* for the selected person will display.

### ▶To Enter Transaction Information:

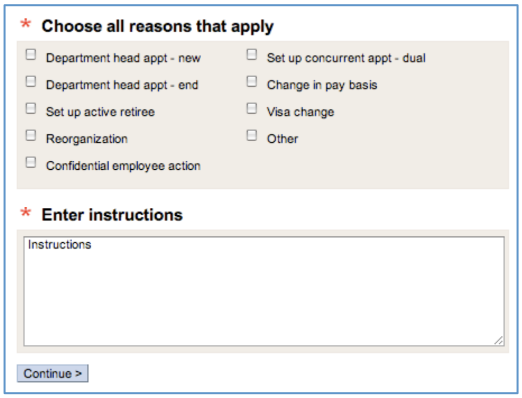
1. **Effective Date:** Use the pop-up calendar to enter the date on which the Change will take effect in the required **MM/DD/YYYY format**.
2. **Department**: Enter the name of the DLC.


* **Enter transaction information**

| | |
|---|---|
| Effective Date | 09/01/2010 |
| Department Name | Biology |

## ▶To Choose all reason that apply, and Enter Instructions:

1. Click to select the checkbox for the appropriate options
2. Enter Instructions in the textbox.
3. Click **Continue >**



* **Choose all reasons that apply**

☐ Department head appt - new
☐ Department head appt - end
☐ Set up active retiree
☐ Reorganization
☐ Confidential employee action
☐ Set up concurrent appt - dual
☐ Change in pay basis
☐ Visa change
☐ Other

* **Enter instructions**

Instructions

## ▶To Review Details and Submit:

1. Carefully review the Details and Instructions.
2. Complete the following sections:
    - **Approvers** – Select one or more Approver listed for each required Approval.
    - **Cc these Addresses** - Enter the email addresses of individuals with a business need to be notified about the Change request. Separate addresses with a comma.
3. Click the **Submit** button. Validation will occur. If any fields do not pass validation, you will receive a warning. Make changes as needed and then click the **Submit** button.

# A

# Appendices

# App. A: HR Compensation Approval

## Appointment Process Redesign
## HR Compensation Group Review & Approvals

The Human Resources Compensation Group will review and approve the following actions;
**NON ACADEMIC** Employees

1. **Reclassification** actions (all reasons)
2. All salary **decreases** on a salary change, change in position, or transfer action
3. All salary changes with a reason of **Mkt/Internal Equity/Cont Fund, Exceptional Performance,** or **Off Cycle Merit**
4. All salary changes that result in a salary **above the maximum** for a pay grade (where pay grades are applicable)
5. Transfers with salary increase that **exceeds 5%**
6. Salary Changes that **exceed 5%** with a reason of **Increased Responsibility/Complexity, New Skills/Knowledge, or Mkt/Internal Equity/Dept Fund**
7. Salary Changes that **exceed 15%** with a reason of **Adj to min contract rate (Service staff), Salary increase (Service staff), or Temporary salary**
8. **Promotions** with a salary increase **greater than 15%**
9. **All salary changes** not referred to above that **exceed 15% change** (where X is determined by the Compensation group to apply to current conditions), as follows;
    a. Adj to min contract rate (Service Staff)
    b. Salary increase (Service Staff)
    c. Temporary salary increase

**ACADEMIC** Employees

1. All salary changes with a reason of **Mkt/Internal Equity/Cont Fund, Exceptional Performance,** or **Off Cycle Merit**

**Note**: Enter justification in the Comments field of transactions that require Compensation approval.