Annual Salary Increase Process (ASIP)
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Salary Increase Process

This guide provides step-by-step instructions to set, review, and submit FAS non-union annual salary increases.

- The Annual Salary Increase Process (ASIP) application replaced the 7/1 increase process within ASPeRIN. The ASIP application is used to set new salaries for all FAS exempt; non-union, non-exempt; and coaching staff.

- **Performance Ratings**: One of the benefits of the new ASIP application is that salary increases will be defaulted based on an employee’s assessed performance for the year. If the manager has completed a performance assessment in PeopleSoft for the current performance year or has entered a preliminary performance assessment in PeopleSoft, the **correct salary increase percentage will automatically be assigned** to the employee.

  NOTE: This year all performance assessments will default to 1.5% except for those assessed as **not meeting performance expectations** which will default to 0%.

- **Deadline**: For the 2017 process, the salary increases need to be completed and submitted between **Monday, May 1, 2017, and Friday, June 2, 2017**.

The **Basic Steps**, described in more detail below, are:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to ASIP</td>
<td>Verify that the correct employees are included in the worksheet.</td>
<td>Edit: Salary increase percentages of 0 or 1.5 will be populated based on the employees’ performance assessments. Changes are allowed but will be limited to only these two values.</td>
<td>Review the department budget and salary increase totals and make any necessary adjustments.</td>
<td>Approve the worksheet in ASIP. The worksheet will be automatically forwarded to the next level for approval.</td>
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</table>
### ASIP Features

Features included in ASIP are:
- Merit Increase Budget Remaining and Worksheet Increase % are calculated for each worksheet and division.
- Each employee’s performance assessment, applicable increase %, and default increase % are displayed in the salary increase window for easy reference.
- There is no need to print and get sign-offs. ASIP automatically moves your worksheet forward in the approval process once you have completed it.

### Roles and Workflow

The ASIP worksheets will be approved in the following order:
- Worksheet Administrators
- Divisional Approvers (i.e., FAS Administrative Deans)
- HR Approvers (i.e., FAS HR Consultants)
- Compensation Administrators (i.e., FAS HR Compensation)

### The Approval Workflow:

```
Worksheet Administrator → Divisional Approver → HR Approver → Compensation Administrator
```

### Login

**Step 1**

Login to ASIP at [https://asip.fas.harvard.edu/](https://asip.fas.harvard.edu/)

After login, the Worksheets Summary page will display.
- Review the budget figures on the worksheet summary.
- Open your worksheet for editing.
Worksheets Summary

Open: Upon logging in, the Worksheets Summary page will open, displaying a summary of your assigned worksheet(s).

- If you need to navigate back to the Worksheets Summary page at a later point, click Worksheets in the menu on the left.

Search: A list of your worksheets will display automatically. You may also search for a worksheet by using the search box.

- By default, the worksheets are grouped by division. Only those worksheets assigned to you will be displayed.

NOTE: If you do not see the name of your worksheet listed, you may not have the proper role to review salaries for your department. Contact Applications Security (appsec@fas.harvard.edu) for information about worksheet access.

Details: This page displays summary details of each worksheet, as shown:

<table>
<thead>
<tr>
<th>Worksheet</th>
<th>Status</th>
<th>Last Updated</th>
<th>Primary HR Approver</th>
<th>Merit Increase Budget $ for Eligible Employees</th>
<th>Merit Increase $ Remaining for Eligible Employees</th>
<th>Worksheet Increase % for Eligible Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Status: As a Worksheet Administrator, you may edit only worksheets with a status of "Ready for Worksheet Administrator."

- You may view (read-only) your worksheets that are in other statuses.
Worksheet

Open: From the Worksheets list, click the worksheet’s name in the first column to open the department's worksheet.

Data: The worksheet will display all of the staff in your department by name, and include the salary and performance data as shown below:
Highlighting:

- **Over Budget**: Worksheets whose increases are over budget will be highlighted.
- **Increase % Not a Recommended Value**: An employee will be highlighted if the merit increase % assigned does not match the recommended value for the associated performance assessment.
- **Out of Salary Range**: If an employee’s salary is out of the salary grade range—either over or under—it will be highlighted.

**Step 2**

**Verify employees**

**Verify**: Review the ASIP Eligible and ASIP Ineligible sections to confirm that all members of your staff are listed.

**Eligible Section of the Worksheet**

The employees included in the salary review process are:

- Benefits-eligible, exempt staff
- Non-HUCTW, non-exempt staff
- Coaches

The salary review process does not include:

- HUCTW staff
- Less than half-time employees (LHTs)
- Student and staff temporary employees
- Non-paid appointments

**NOTE**: Staff whose appointments are ending on or prior to June 30, 2017, or whose appointments started on or after April 1, 2017, will automatically appear on the worksheets in the section labeled ASIP Ineligible.
Ineligible Section of the Worksheet
Those employees that are Ineligible for a salary increase are listed at the bottom of the worksheet.

Reappointments
Staff who have an appointment ending on or before 6/30/2017 will appear in the Ineligible section and must have a reappointment processed in PeopleSoft to become eligible for an increase. Process the reappointment in ASPerIN using the employee’s current salary. Once the action is in PeopleSoft, the person will appear in the Eligible section of the worksheet with the Salary Increase % populated.

Alternate Salary Groups
In addition to the above criteria, some employees are placed in Alternate Salary Groups and removed from their departments’ groups.

- For example, the salaries of the heads of some administrative departments are set by an Administrative Dean for the division.

The Alternate Salary Group section of the worksheet lists employees from your department whose salary will be set outside of the department.

NOTE: If you discover that someone is missing from your worksheet, please contact Diane Cox (dianecox@fas.harvard.edu; 617-496-2322) before you approve your salary increases.

Step 3
Edit Salary increase %

Edit Salary Increase
Default: This year, the salary increase will be set to 1.5% for all staff who demonstrate effective performance. This will be the default for staff with no preliminary assessment and for everyone with a preliminary rating other than 1 (Not meeting expectations). Staff with a preliminary rating of 1 will populate with a 0% increase.

- If the default increases are acceptable, you may submit the worksheet as is.
- If adjustments need to be made, follow these steps to change the increase amounts:
Edit the salary increase percentage:

1. On the worksheet, click the employee's name in the first column to open the Annual Salary Increase Input Window.

This window is where you enter the salary increase percentage for the employee.

- It contains the current salary, FTE, the performance rating, and recommended increase as a guide to the salary increase.

2. In the Salary Increase % box, a 1.5% increase has been automatically assigned for all employees who demonstrate effective performance.

- Enter a 0% increase for FAS non-union employees who are identified as “not meeting expectations” by their manager.

- For more information about the increase percentages for this year, please consult the 2017 FAS Salary Review Memo.
• ASIP will not allow you to enter an increase percentage other than those specified above. If you try to save an increase percentage other than those allowed, you will receive the following error message.

![Error Message]

• If you set an increase percentage that is other than the recommended increase for the performance rating (but is a permissible amount), a warning will appear on the screen and the employee’s record will be highlighted for the Divisional Approver to review.

![Warning Message]

3 **Calculations:** Once you enter the salary increase percentage, the system will automatically calculate the Increase Amount and New Salary fields.

4 **Bonus in Lieu:** If the increase puts the person over the salary grade maximum for their position, you will see the amount that exceeds the grade maximum moved to the Bonus in Lieu column.

**NOTE:** The Bonus in Lieu field cannot be edited. It is calculated based on the entered increase.
Save and Next: When you have completed the increase for the employee, click Save and Close to return to the worksheet.

5 Clicking the Save and Close button in this window saves this data to the worksheet, therefore the worksheet itself does not have to be independently saved.

6 Instead of returning to the worksheet, you may move directly to the Salary Increase Window for another employee by clicking the Next or Previous buttons or selecting an Employee name from the drop-down list.

- Moving to another employee within this window will automatically save any changes made to the current employee.

Change History
Transactional changes that affect the ASIP process for an employee may be viewed by opening the Change History window.

Open the window by clicking the icon in the Change History column next to the employee’s name on the worksheet. (Note that the Change History window can be viewed only if there is a history of transactions.)

Review Required ⚠️: If an action occurs that causes the employee to enter a state of “Ineligible - Can become eligible,” the Change History will need to be reviewed before the worksheet can be Approved.

- Click the Change History to be Reviewed link triangle.
- Review the transactions.
- Click either the Remain Ineligible or the Set to Eligible button to determine whether the employee is eligible for an increase.
- You must review any changes that triggered this status before the worksheet can be approved.
Review Completed 🚫 After the changes have been reviewed, the link will change to the view icon.

View History link 🚫 will also be displayed for any employee with changes that did not require review.

**Step 4**
**Review increase budget and totals**

**Review Completed Worksheet**
At the top of the worksheet are four totals to help you manage your increase budget.
- **Merit Increase Budget %**: The merit increase percentage budgeted for this fiscal year.
- **Merit Increase Budget $ for Eligible Employees**: The total dollar amount available to be distributed through the salary increase process for eligible employees on the worksheet.
- **Merit Increase $ Remaining for Eligible Employees**: The amount still available to be distributed for your eligible employees’ increases.
- **Worksheet Increase % for Eligible Employees**: The worksheet’s assigned salary increases as a % of the worksheet’s original total salaries.

Review the department budget and salary increase totals and make any needed adjustments.

**Remember**: As always, any remaining funds left over after all salary increases have been assigned are not retained by the department.

### Step 5

**Approve the worksheet**

**Approve Worksheet**

**Approve**

When you are ready to submit the worksheet data to the Divisional Approver, click on the **Approve** button.

- When you Approve the worksheet, it will automatically be directed to the next step in the approval process. You will **no longer be able to edit the worksheet**, but will be able to view it.
**Status**
The ASIP system will automatically **change the status** of the worksheet to Ready for Divisional Approver.

- The worksheet status history can be displayed by clicking on the status in the worksheet header.

**Worksheet Approval Flow**
The ASIP workflow is simple:
- Worksheet Administrators submit their worksheets for Divisional Approval
- Division Approvers submit their worksheets for HR Review
- HR Approvers submit the worksheets to the Compensation Administrators to upload into PeopleSoft

**Push Back**
If, for some reason, changes need to be made to a worksheet that has already been submitted, an approver can **push back** the worksheet to a prior status. When a worksheet is pushed back, a comment must be included to explain to the prior administrator or approver what changes are needed.

**Letters**
The employees’ annual salary increase letters can be **generated directly from the ASIP worksheet**.

The letters may be downloaded after the full approval process has been completed and the annual file has been uploaded to PeopleSoft.

There will be **two options** for the creation of the letters:
- The **Generate Letters button** will generate and download a single Word .doc file that will contain the letters for all eligible employees on the worksheet.
If you need to make minor changes to the letters, you can do so in this file.

- Alternatively, you can export the data needed for the letters and merge the data into a custom letter that you have drafted. The Export Letter Data button will export the needed personal, job, and salary information to an Excel file.

  - The Excel export will not contain the text of the letter.

Letters should then be printed and distributed as usual.