

Annual Salary Increase Process (ASIP)



Table of Contents

Salary Increase Process	2
New Features.....	3
Roles and Workflow	3
Login	3
Salary Increase Steps	4
Worksheets Summary	4
Worksheet	5
Eligible Section of the Worksheet	6
Ineligible Section of the Worksheet	7
Reappointments	7
Alternate Salary Groups.....	7
Edit Salary Increase	7
Transactional Change History	10
Review Completed Worksheet.....	11
Approve Worksheet.....	12
Approve	12
Status.....	13
Worksheet Approval Flow.....	13
Push Back.....	13
Letters	13



Salary Increase Process

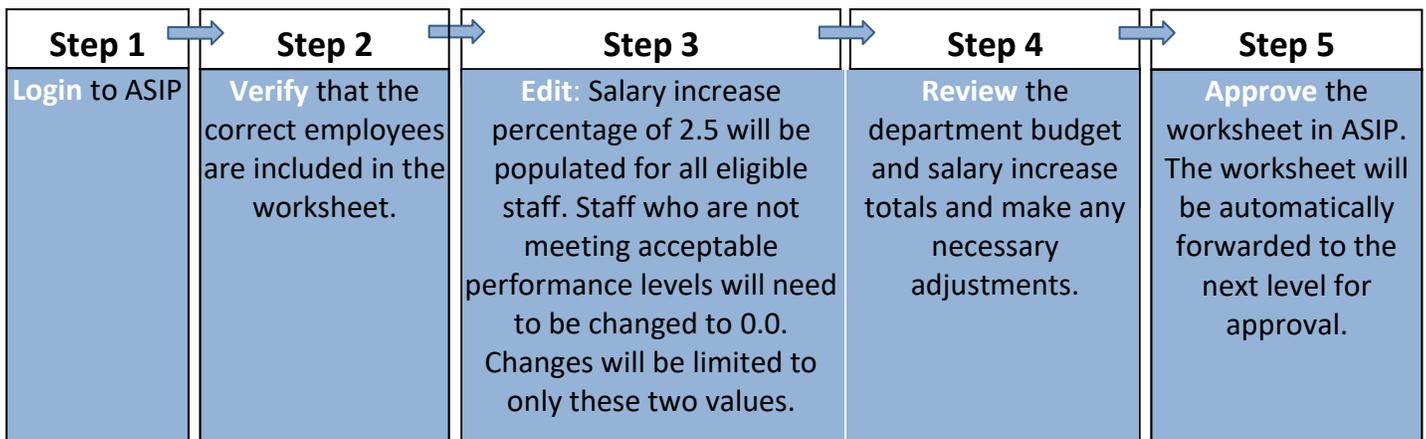
This guide provides step-by-step instructions to set, review, and submit FAS non-union annual salary increases.

- The Annual Salary Increase Process (**ASIP**) application 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 performance reviews will not include formal ratings on the performance documents. A 2.5% increase will be automatically populated in the ASIP application for all eligible staff. Staff who are not meeting acceptable performance levels will not receive an increase and will need to be changed to 0.0%.

- **Deadline:** For the 2021 process, the salary increases need to be completed and submitted between **Monday, May 3, 2021, and Monday, May 31, 2021.**

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



ASIP Features

Features included in ASIP are:

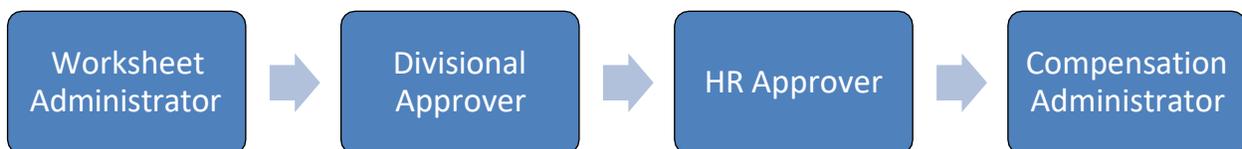
- Merit Increase Budget Remaining and Worksheet Increase % are calculated for each worksheet and division.
- Each employee's performance assessment, applicable increase %, and default increase % are displayed in the salary increase window for easy reference.
- There is no need to print and get sign-offs. 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:



Login

Step 1
Login to ASIP

Login to ASIP at <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.

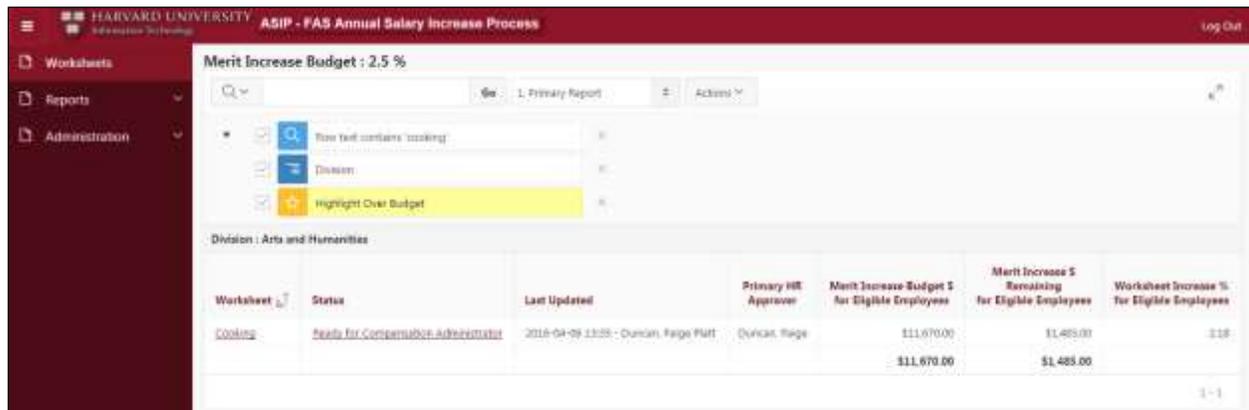


Salary Increase Steps

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.



Worksheet	Status	Last Updated	Primary HR Approver	Merit Increase Budget \$ for Eligible Employees	Merit Increase \$ Remaining for Eligible Employees	Worksheet Increase % for Eligible Employees
Cooking	Ready for Compensation Administrator	2018-04-09 13:28 - Duncan, Page Platt	Duncan, Page	\$11,670.00	\$1,485.00	12.8

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 Diane Cox (dianecox@fas.harvard.edu) for information about worksheet access.

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

Worksheet	Status	Last Updated	Primary HR Approver	Merit Increase Budget \$ for Eligible Employees	Merit Increase \$ Remaining for Eligible Employees	Worksheet Increase % for Eligible Employees
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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:

Worksheets / Cooking Approve

Highlight Our Budget

Worksheet	Status	Role	Last Updated	Ment Increase Budget %	Ment Increase Budget \$ for Eligible Employees	Ment Increase \$ Remaining for Eligible Employees	Worksheet Increase % for Eligible Employees
Cooking	Ready for Worksheet Administrator	Compassion Administrator	2023-04-28 09:55 - View all items	2.5%	\$23,125.00	\$1,237.50	228

Show All | ASP Eligible (8) | ASP Ineligible (1) | Moved to Alternate Salary Group (0)

ASP Eligible (8)

Q = [Search] [Go] [Actions]

- Increase % is Not a Recommended Value
- New Annual Salary Out of Range

Change History	Employee Name (L)	Business Title	Appointment End Date	Salary Grade	FTE	Annual Salary	Performance Assessment	Salary Increase %	Increase Amount	New Annual Salary	Old Annual	Comment
	Chaf, Thea	Head Chef / Mopps kitchen	02/16/2018	38	1.00	\$90,000.00	3-Leading	2.75%	-	105,000.00	\$2,722.50	Setting comment, setting comment, feed more...
	Chaf, Thea	The French Chef	12/31/2018	38	1.00	\$71,000.00	4-Strong	2%	\$1,400.00	\$70,400.00	-	
	Chaf, Thea	Cooking Chef	12/31/2017	38	1.00	\$71,000.00	No Assessment	2%	\$1,400.00	\$74,400.00	-	
	Chaf, Thea	Pastry Chef and Aide	-	37	1.00	\$94,000.00	2-Leading	1%	\$940.00	\$94,940.00	-	
	Chaf, Thea	Pastry Chef and Head Chef	-	37	1.00	\$75,000.00	5-Leading	2.75%	\$2,062.50	\$77,062.50	-	
	Chaf, Thea	Cooking Cook	-	35	1.00	\$123,000.00	5-Leading	2.75%	-	\$125,002.50	\$1,982.50	

1 / 8

ASP Ineligible (1)

Q = [Search] [Go] [Actions]

- Eligibility Type Class
- Current Annual Salary Out of Range
- Change History Requires Review

Eligibility Type Desc: Ineligible - can become Eligible

Change History	Employee Name (L)	Business Title	Appointment End Date	Salary Grade	FTE	Annual Salary	Comment
	Chaf, Thea	Cooking Chef	-	38	0.80	\$46,800.00	Setting to ineligible

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, 2021, or whose appointments started on or after April 1, 2021, 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 6/30/2021 will appear in the Ineligible section and must have a reappointment processed in PeopleSoft to become eligible for an increase. Process the reappointment in Aurora 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 2.5% for all staff who demonstrate effective performance. Eligible FAS Staff who are not performing at an acceptable level will receive no increase. Worksheet Administrators will need to change the 2.5% default value for these staff members in the ASIP application to 0.0%.

- 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.

Employee Name	Business Title	Appointment End Date	Salary Grade	FTE Salary Range	FTE	Annual Salary	FTE Salary
Chef, The Swedish	Head-Chef, Muppets Kitchens	08/30/2016	60	Minimum: \$98,900.00 Mid-Point: \$136,900.00 Maximum: \$174,900.00	1.00	\$100,000.00	\$100,000.00

Performance Assessment : 3-Solid Recommended Increase : 2.5%

Chef, The Swedish Next >

ASIP Eligible: Eligible Alternate Salary Group: [Empty]

Salary Increase %: 2.5% Increase Amount: \$2,500.00 New Annual Salary: \$102,500.00 New FTE Salary: \$102,500.00 BIL Amount: [Empty] Bonus in Lieu: No

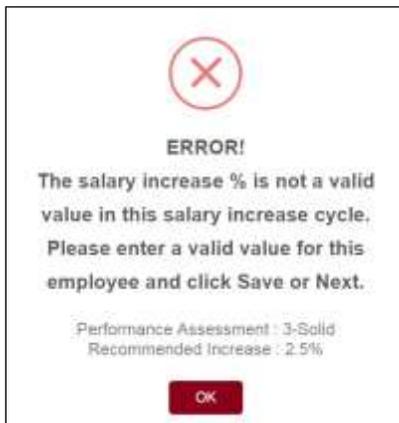
Comment: [Empty]

Last Updated : 2016-03-31 20:54 - Rintoul, Alan J

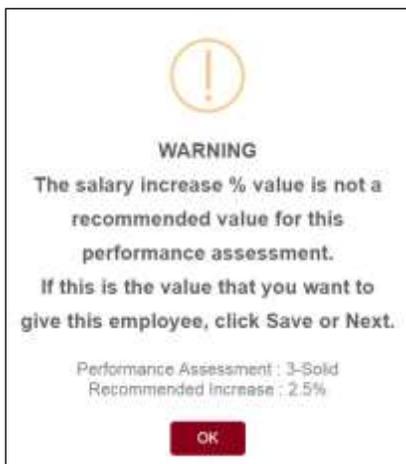
- 2 In the **Salary Increase %** box, a 2.5% increase has been automatically assigned for all employees who demonstrate effective performance.

- Enter a 0% increase for FAS non-union employees who are identified as not meeting acceptable performance levels by their manager.
- For more information about the increase percentages for this year, please consult the [2021 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.



- 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.



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



Change History	Employee Name	Business Title
	Chief, The Swedish	Head Chef, Muppets Kitchens

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.**

Employee - Change History

Remain Ineligible Set to Eligible

Employee Name	Business Title	Appointment End Date	FTE
Chef, The Swedish	Head Chef, Muppets Kitchens	08/30/2016	1.00

Show All Change History Requiring Review (1) Employee Actions (0) Change History (1)

Change History Requiring Review (1)

Message	Additional Change Details	Comment	Last Updated By	Last Updated
Employee Job salary change.	old salary = 77000 new salary = 99000	-	Duncan, Paige Platt	2016-04-06 13:37:06

1 - 1

Employee Actions (0)

Change History (1)

Message	Additional Change Details	Comment	Last Updated By	Last Updated
Employee Job added to ASIP cycle	-	-	Rintoul, Alan J	2016-04-04 14:10:20

1 - 1

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 %	Merit Increase Budget \$ for Eligible Employees	Merit Increase \$ Remaining for Eligible Employees	Worksheet Increase % for Eligible Employees
2.5%	\$11,670.00	\$1,485.00	2.18

- **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.

Division : Arts and Humanities						
Worksheet	Status	Last Updated	Primary HR Approver	Merit Increase Budget \$ for Eligible Employees	Merit Increase \$ Remaining for Eligible Employees	Worksheet Increase % for Eligible Employees
Cooking	Ready for Compensation Administrator	2016-04-06 13:35 - Duncan, Paige Platt	Duncan, Paige	\$11,670.00	\$1,485.00	2
				\$11,670.00	\$1,485.00	

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.

