Assignments: Additional Information

Salary, Costing and Entries

Overview

The purpose of this learning cycle is to teach the student to:

- Identify the fields and information available when viewing the Salary Administration window via the employee's Assignment form.

- Access costing information from the Assignment window and describe the values entered on the Cost Allocation KF window, as well as other costing terms.

- List the steps for viewing the employee's salary element using the Assignment form Entries button.

Navigation

- This learning cycle begins at the **Assignment** window. To display the window from the Navigator, select:
  SIU HRMS Department View → View Assignment

- Use the **Find Person** window to query the needed employee's Assignment record.

- From the Assignment window you can use the corresponding button at the bottom of this window to access additional information; such as Salary, Costing and Salary Element Entries.

Assignment Salary Information

Remember: The information you access using this function is NOT the same as the information reviewed by the Salary Information tabbed region.

Viewing Records

- Click the **Salary** button. The **Salary Administration** window opens.

- The salary information is displayed for the employee named in the Window Title Bar.

- This window provides both **Previous** and Current **Salary Proposals** for the employee.

- To scroll through all the Salary Proposal records in the system for the employee, place the cursor in the **Change Date** field of the Salary Proposal region and press the **Down Arrow** key on the keyboard.

- A **Forms** window displays when the last record is retrieved. To acknowledge the warning and close the window, click the **OK** button.

- To return to the Current Salary Record, click in the Change Date field and press the **Up Arrow** key.

Previous Proposal Region

- Information displayed on the Salary Administration window.
  - **Previous Proposal Region**:
    Date - this is the START date for the previous proposal.
    Salary Basis - displays the duration for which the salary was quoted.
    Currency - USD is automatically displayed by the system. SIU uses only US Dollars.
    Last Value - value that was previously displayed as New Value, representing the hourly or monthly rate of pay for the employee.
    Bases/ Year - displays the number of payroll hours in a year for the assigned payroll group.
    Annual Salary - automatically displayed by the system, calculated based on Change Value.
    Conversion Rate and **Converted Salary** are automatically displayed by the system in reference to currency conversion.

Salary Proposal Region

- This region contains the employee's CURRENT salary proposal information.
  - Fields maintained in the **Salary Proposal Region**.
    - **Change Date** - this is the START date for the salary proposal.
    - **Currency** is USD.
    - **Change Value** - this is the change amount in dollars. This field will automatically calculate the New Value, Change %, and Annual Salary.
    - **New Value** - represents hourly rate for Civil Service and monthly rate for AP and Faculty.
    - **Change %** - is the percentage of change.
    - **Annual Salary** - automatically calculated and displayed by the system.
    - **Reason** - displays the reason for the salary proposal.
    - **Approved Checkbox** - if checked, confirms that the salary has been approved.

- The **Grade Salary Limits** Region is not maintained at SIU.

- The **Salary Information** region automatically displays the **Salary Basis**, **Pay Basis** and **Bases/ Year**, as previously identified.
  - In some instances, the **Proposal Component Region** will be populated showing a breakdown of the Change.

- The **Descriptive Flexfield** is not maintained.

- When review of the Salary Administration window is complete, click the Oracle Icon Drop Down menu on the Window Title Bar in the upper left corner to Close the window.

Assignment Costing Information

- Click the **Costing** button at the bottom of the Assignments window.
  - The Costing window opens.

- Information displayed on the Costing window:
  - **Proportion** - This field displays the default setting of 100. If proportions of less than 100 are used, the sum of the Proportion should be exactly 100.
  - **Cost Code** – this field displays the entries made on the Cost Allocation Key Flexfield window; to view these entries, tab to or click in the Cost Code Field.
    - Viewing the costing information using Cost Allocation Key Flexfield window will help you identify the Field Names and Descriptions, along with the data entries.
    - When the review is complete, click OK to close the Cost Allocation Key Flexfield window.
  - **Effective Dates** Region
    - The **From** field displays the START date for the costing record.
    - The **To** field, if populated, displays the END date for the costing record.
- Click the "X" button in the upper right corner to close the Costing window when the review is complete.

Assignment Entries Information

- Remember you can DateTrack to view past and future records.
  - If you wish to view a salary entry for a previous period, you must DateTrack now, from the Assignment window. You CAN NOT DateTrack from the Entries window.
  - For complete instructions on DateTrack, refer to Unit 8: Module 1, Learning Cycle 2.

- Click the **Entries** button at the bottom of the Assignments window.

- The **DEPT VIEW SALARY ELEMENT** window opens.

DEPT VIEW SALARY ELEMENT Window

- If the record is Datetracked, the date, along with the employee's name, will appear on the Window Title Bar.

- A **salary** or **rate** element is automatically created when the salary information is entered and will be displayed in the **Element Name** field.
    - This responsibility restricts viewing to the salary elements only.

- For elements such as **InterSummer Session**, the **Costing** information associated with the element is displayed in the Costing field.
    - To get a detailed view of the field contents, click in the Costing field and view the contents on the Cost Allocation KF window, as previously instructed.

- In the **Reason** field, a numeric code is sometimes entered justifying the Costing entry.

- In the **Effective Dates** region, the **From** and **To** fields contain the START and END dates for the salary element, respectively.
    - When viewing a CURRENT salary element, the To field will be blank.

Entry Values

- At the bottom of the DEPT VIEW SALARY ELEMENT window is the **Entry Values** button; click it to open the Entry Values window.

- Some fields on the Entry Values window are required, some are not.

- The field values are based on the Payroll information associated with the salary element.

- To close the Entry Values window, click the "X" in the upper right corner.

- To return to the Assignment window, click the "X" Window Control Button on the DEPT VIEW SALARY ELEMENT window.

- When the review is complete, click the **Close Form** icon on the Toolbar to return to the Navigator window.