



# PeopleSoft 8.00.01 eCompensation Manager Desktop PeopleBook

PeopleSoft 8.00.01 eCompensation Manager Desktop PeopleBook

**SKU MAXCr8SP1B 1200**

**PeopleBooks Contributors:** Teams from PeopleSoft Product Documentation and Development.

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## ABOUT THIS PEOPLEBOOK

This book provides you with the information you will need for implementing and using PeopleSoft eCompensation Manager Desktop. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAXCr8SP1B 1200.

# About This PeopleBook

This section describes information you should know before you begin working with PeopleSoft applications and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS application line, how to order additional copies of our documentation, and so on.

## Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate around the PeopleSoft system, much of the information in this book is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. This book expands on the material covered in PeopleSoft training classes.

## PeopleSoft Application Fundamentals

The *PeopleSoft eCompensation Manager Desktop PeopleBook* provides you with implementation and processing information for your PeopleSoft eCompensation system. However, there is additional, essential information describing the setup and design of your system that is contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

*PeopleSoft Application Fundamentals* consists of important topics that apply to many or all PeopleSoft applications across the HRMS application line. Whether you are implementing only PeopleSoft eCompensation some combination of applications within the application line (for example, PeopleSoft Benefits Administration, Stock Administration, Time & Labor, and Pension Administration), or the entire PeopleSoft HRMS system, you should be familiar with the contents

of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals* PeopleBook, we've included common information pertinent to all applications in the HRMS application line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Below you'll find a list of those *PeopleSoft Application Fundamentals* sections that apply specifically to PeopleSoft eCompensation.

**Introduction to PeopleSoft HRMS** introduces you to the basic concepts of PeopleSoft Human Resources and reviews the various activities involved in using the system, including setting up system-wide and HR information, performing daily processes, working with PeopleSoft Human Resources menus, and generating reports.

**Regulating HRMS System Data** reviews the Business Unit/SetID feature which enables you to organize your businesses by dividing them into logical units other than Companies and Departments, and also enables you to control how your organizational data is shared among those organizational units.

**Processing Transactions Using Regulatory Regions** discusses the Regulatory Region concept, how Regulatory Regions are set up in your PeopleSoft HRMS, and how to set up additional Regulatory Regions, if necessary.

**Working With Currencies** explains how to track personnel salaries and reimbursement amounts in multiple currencies, or in multiple currency rate types, yet keep an eye on the bottom line by using one currency as a point of reference to track your expenses and costs worldwide.

**Working With Languages** discusses PeopleSoft's language support features.

**Setting Up Control Tables** discusses the different ways you can run PeopleSoft Human Resources and helps you decide which way it should be used. Setting Up Controls Tables also instructs how to set up data that serves as the foundation of your organization's human resource system. These tables are the basis not only for Human Resources, but all your PeopleSoft HRMS applications.

**E&G Setting Up Service Parameters** is a section for Education and Government users that discusses how you set up methods to handle time duration for measuring accrued service for employees in public sector organizations.

**USF Setting Up Your Work-In-Progress Management System** is a section for U.S. Federal Government users that explains how to set up the system to automatically route a wide variety of requests directly to reviewing officials, and on to human resources, in the specific path that your organization chooses.

**Administering Security** reviews how to set up and maintain security for employee data by using a security tree. This enables you to view and update the reporting relationships among units and

use this information to grant and deny user access to employee data. You can also choose to set up employee data security in other ways, if that is what you need.

**Using Mass Change** describes how you can select a particular set of employee records from the database, define the alteration you would like to perform on those records, and make those changes in the background, using scheduled processing.

**Using Workflow** discusses, at a high level, how workflow is used in HRMS and shows you how to set up approvals workflow for self-service transactions in collaborative applications such as PeopleSoft eRecruit and PeopleSoft eDevelopment. We also include detail information on some of the workflow processes delivered in Release 8.

**Working With Multiple Components of Pay** discusses how you use the system to tailor unique compensation packages for each of your employees or create default pay component packages that are consistent for jobs and salary steps throughout your organization.

**Working With Multiple Jobs** explains how several PeopleSoft HRMS applications enable you to process information for employees who hold multiple, concurrent jobs within an organization.

**Working With Groups** shows you how to use the Group Build functionality in HRMS, which gives you a standardized way to create groups of employees and non-employees. Once you've created a group using this feature, you can use it across several HRMS applications for a wide variety of purposes.

## Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection ([www.peoplesoft.com](http://www.peoplesoft.com)). We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.



**Important!** Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

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## Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: <http://www.peoplesoft.com/>

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

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## Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.00.01 HRMS* and *PeopleTools 8 PeopleBooks*, SKU CD-HRB8SP1R0.

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Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

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The CD includes the following PeopleBooks (presented in HTML format) that you can print in whole or in part:

- PeopleSoft 8.00.01 Application Fundamentals for PeopleSoft HRMS
- PeopleSoft 8.00.01 Base Benefits
- PeopleSoft 8.00.01 Benefits Administration
- PeopleSoft 8.00.01 eBenefits
- PeopleSoft 8.00.01 eCompensation
- PeopleSoft eCompensation Manager Desktop
- PeopleSoft 8.00.01 eDevelopment
- PeopleSoft 8.00.01 eEquity
- PeopleSoft 8.00.01 ePay
- PeopleSoft 8.00.01 eProfile
- PeopleSoft eProfile Manager Desktop
- PeopleSoft 8.00.01 eRecruit
- PeopleSoft eRecruit Manager Desktop
- PeopleSoft 8.00.01 eTime
- PeopleSoft 8.00.01 FSA Administration
- PeopleSoft 8.00.01 Global Payroll
- PeopleSoft 8.00.01 Human Resources
- PeopleSoft 8.00.01 Payroll for North America
- PeopleSoft 8.00.01 Payroll Interface
- PeopleSoft 8.00.01 Pension Administration
- PeopleSoft 8.00.01 Stock Administration

## Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

- Internet** From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.  
  
PeopleSoft Internet site: <http://www.peoplesoft.com/>.
- Telephone** Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559**.
- Email** Email CPI at [callcenter@conpub.com](mailto:callcenter@conpub.com).

## PeopleBooks Standard Page Element Definitions

Throughout our application documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions.

<b>Field</b>	<b>Definition</b>
<b>Address 1, Address 2, Address 3</b>	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
<b>As of Date</b>	The last date for which a report or process includes data.
<b>Block (Bloque)</b>	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
<b>Business Unit</b>	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
<b>City</b>	Name of city for address.

<b>Country</b>	Country for address. Other address fields will be adjusted to reflect Country choice.
<b>County (also Prefecture and Parish)</b>	Name of county (prefecture/parish) for address, if applicable.
<b>Description</b>	Freeflow text up to 36 characters that describes what you are defining.
<b>Door (Puerta)</b>	In Spanish addresses, identifies the door name or number.
<b>Effective Date</b>	<p>Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.</p> <hr/> <p>For more information about effective dates, see Using PeopleSoft Applications, “Working With Pages”.</p> <hr/>
<b>Email</b>	The email address for a person or organization.
<b>EmplID (employee ID)</b>	Unique identification code for an individual associated with your organization.
<b>Fax (also Fax Number)</b>	The fax number for a person or organization.
<b>Floor (Piso)</b>	In Spanish addresses, identifies the floor name or number.
<b>House</b>	Identifies the type of house.
<b>Initials</b>	Initials of individual.
<b>Language</b>	Language spoken by employee/applicant/non-employee.
<b>Language or Language Code</b>	<p>The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.</p> <p>Language also refers to the language spoken by an employee, applicant, or non-employee.</p>
<b>Last Run On</b>	The date that a report or process was last run.
<b>Name</b>	Name of individual.

<b>National ID</b>	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
<b>Number</b>	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
<b>Phone Extension</b>	The phone extension number for a person or organization.
<b>Phone Type</b>	Identifies the type of phone number entered in the Telephone field. Valid values are <i>Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2, or Telex.</i>
<b>Post Code (also Postal)</b>	Postal code for address.
<b>Prefix</b>	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
<b>Process Frequency group box</b>	<p>Designates the appropriate frequency in the <b>Process Frequency</b> group box:</p> <p><b>Once</b> executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <b>Don't Run</b>.</p> <p><b>Always</b> executes the request every time the batch process runs.</p> <p><b>Don't Run</b> ignores the request when the batch process runs.</p>
<b>Process Monitor</b>	This button takes you to the Process List page, where you can view the status of submitted process requests.
<b>Report ID</b>	Identifies a report.
<b>Report Manager</b>	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

<b>Request ID</b>	A request identification that represents a set of selection criteria for a report or process.
<b>Run</b>	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.  For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Basics.
<b>Run Control ID</b>	Identifies specific run control settings for a page.
<b>Run Date</b>	The date that a process was run or a report was generated.
<b>Run Time</b>	The time that a process was run or a report was generated.
<b>SetID</b>	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
<b>Short Description</b>	Freeflow text up to 15 characters.
<b>Stair (Escalera)</b>	In Spanish addresses, identifies the stair name or number.
<b>State (also Province)</b>	State (Province) for address.
<b>Street Type</b>	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
<b>Telephone (Phone)</b>	The telephone number for a person or organization.
<b>User ID</b>	The system identifier for the individual who generates a transaction.
<b>User ID</b>	Identifies the individual that generated the transaction.

## Required Fields on Pages

When you see a field on a page with an asterisk ( \* ) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

\*Description:   
 Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

## Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

<code>monospace font</code>	Indicates PeopleCode.
<b>Bold</b>	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).  We also use boldface when we refer to navigational paths, menu names, or process actions (such as <b>Save</b> and <b>Run</b> ).
<i>Italics</i>	Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: <i>field value</i> .  We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number 0, not the letter O.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Jump links	Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.

Cross-references

The phrase For more information indicates where you can find additional documentation on the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in *italics* indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:

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For more information, see [Documentation on CD-ROM](#) in *About These PeopleBooks: Additional Resources*.

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- Topic list

Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents menu.



Name of Page

Opens a pop-up window that contains the named page. Click the button to display the page. Some screen shots may also appear inline (directly in the text).



Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.



Text in this bar indicates For more information cross-references to related or additional information.



Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

## Page Introductory Table

In the documentation, each page description in the application will include an introductory table with pertinent information about the page. Not all of the information will be available for all pages.

Usage	Describes how you would use the page or process.
Object Name	Gives the system name of the page or process as specified in the PeopleTools Application Designer. For example, the Object Name of

	the Detail Calendar page is <code>DETAIL_CALENDAR1</code> .
Navigation	Provides the path for accessing the page or process.
Prerequisites	Specifies which objects must have been defined before you use the page or process.
Access Requirements	Specifies the keys and other information necessary to access the page. For example, <b>SetID</b> and <b>Calendar ID</b> are required to open the Detail Calendar page.

## USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a Note or within text, if appropriate.

## E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by a E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a Note or within text, if appropriate.

## Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager  
 PeopleSoft, Inc.  
 4460 Hacienda Drive  
 Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

<mailto:DOC@PEOPLESOFT.COM>

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our application communications for you.



## CHAPTER 1

# Overview of eCompensation Manager Desktop

The PeopleSoft eCompensation Manager Desktop is the manager's solution for administering compensation programs for employees, either individually or by groups, through compensation planning, administration, and reporting activities. Entirely Web-deployed, users will appreciate the timesaving features built into this intuitive solution. For example, instead of having to enter search criteria to access an employee's records, most of the PeopleSoft eCompensation Manager Desktop transactions begin by showing the manager's direct reports immediately, so that one or more individuals can be easily selected for further processing.

Recognizing that there are often associated activities or information that is needed with many transactions, we have provided related links to facilitate natural and rapid access to other transactions and content, both within the compensation area and within other PeopleSoft solutions. Managers can also provide Total Compensation reporting to their employees, providing a valuable retention tool for line managers and the organization as a whole.

In PeopleSoft eCompensation Manager Desktop, we produce several Web pages as templates. You can use PeopleSoft Application Designer to modify and configure the Web pages, just as you would any application page.



For more information, see [Using Application Designer](#).

---

The PeopleSoft eCompensation Manager Desktop collaborative application can be seamlessly integrated with PeopleSoft eCompensation (for employees), which provides a robust suite of Web-enabled transactions that enable your employees to review or verify their compensation history. The pages display salary change history, cash and non-cash variable awards, and details of stock options granted through a variable compensation plan. Users can also follow links to review information about stock options that are not granted through variable compensation plans.



For more information about PeopleSoft eCompensation (for employees), see [PeopleSoft 8 eCompensation PeopleBook](#).

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## Components of eCompensation Manager Desktop

The following applications are delivered with eCompensation Manager Desktop:

- **Compensation History.** This application enables your managers to review or verify the employee's compensation history.
- **Total Compensation.** This application enables your managers to view the total compensation for selected employees.
- **Request Salary Change for an Employee.** This application enables your managers to request or perform a merit increase for an employee.
- **Approve/Request Salary Change for an Employee.** After the manager completes the Salary Change request, it is routed for approval. The levels of approval and approvers are set up in the approval setup tables and listed on the Approval page.
- **View Status of Salary Change for an Employee.** This application enables your managers to view the status of salary change requests submitted in the Employee Salary Change Request transaction.
- **Request Salary Change for a Group With an Allocated Budget.** This application enables your managers to request or perform a merit increase for a group of employees, based on the salary increase budget approved by the HR department.
- **Approve Salary Change for a Group With an Allocated Budget.** After the manager completes the Salary Change request, it is routed for approval. The levels of approval and approvers are set up in the approval setup tables and listed on the Approval page.
- **View Status of Salary Change for a Group With an Allocated Budget.** This application enables your managers to view the status of all salary change requests submitted in the Salary Change for Groups with an Allocated Budget.
- **Request/ Salary Change for a Group Without an Allocated Budget.** This application enables your managers to request a merit increase for a group of employees for which no group increase budget has been set up in HR.
- **Approve Salary Change for a Group Without an Allocated Budget.** After the manager completes the Salary Change request, it is routed for approval. The levels of approval and approvers are set up in the approval setup tables and listed on the Approval page.
- **View Status of a Salary Change for a Group Without an Allocated Budget.** This application enables your managers to view the status of all salary change requests submitted in the Salary Change for Groups without an Allocated Budget.

## Understanding Roles

PeopleSoft eCompensation currently provides self-service Web pages for the roles of employee and manager. We deliver definitions and define a menu for each role.

## Understanding Security

The user profile that you create for each individual who will access your self-service Web application determines the Web pages the user will have access to by default. You create user profiles on the Maintain Security page in the User Profile component. You assign a role to each user profile, which is linked to access control lists. Each access control list identifies the pages that individuals can access. To modify the access for specific Web pages for each role, you modify the access control list for the user's role.

You also define which data the user has access to, in the user profile.



For more information about user profiles, roles, and access control lists, see Understanding PeopleSoft Security.

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# Using eCompensation Manager Desktop

## Viewing Compensation History

Managers use this transaction to review or verify an employee’s compensation history. The main page displays salary change history, cash and non-cash variable awards, and the details of stock options granted through a variable compensation plan. Users can also follow links to employee review information about stock options that are not granted through variable compensation plans.

---

### Compensation History Page

Usage	Employees and managers use the Compensation History page to review or verify an employee’s compensation history.
Object Name	HR_SS_MG_COMP_HIST
Navigation	<b>Self Service, Manager, View, Compensation History</b> Self Service, Employee, View, Compensation History
Access Requirements	Manager selects an employee from the list of direct reports or indirect reports.

**Compensation History**

Jan Elias

View Another Date Range

Employee Job Information	
<b>Employee ID:</b>	8600
<b>Department:</b>	Office of the President
<b>Job Title:</b>	Senior Secretary
<b>Employee Status:</b>	Active

Compensation History page (1 of 3)

Salary History					
Date of Change	Action	Reason	Annual Salary	Compensation per Frequency	
<a href="#">10/01/1995</a>	Pay Rt Chg	Adjustment	20,448.75 USD	852.03 USD	Semimonthly
<a href="#">10/01/1988</a>	Pay Rt Chg	Merit	14,741.00 USD	283.48 USD	Weekly
<a href="#">10/01/1987</a>	Pay Rt Chg	Merit	13,712.56 USD	263.70 USD	Weekly
<a href="#">10/01/1986</a>	Pay Rt Chg	Merit	12,839.47 USD	246.91 USD	Weekly
<a href="#">10/01/1985</a>	Pay Rt Chg	Merit	11,779.33 USD	226.53 USD	Weekly
<a href="#">10/01/1983</a>	Pay Rt Chg	Merit	10,062.00 USD	193.50 USD	Weekly
<a href="#">10/03/1982</a>	Hire		9,360.00 USD	180.00 USD	Weekly

Variable Cash Compensation	
Award Date	Award Value
-	0.000000

Compensation History page (2 of 3)

Variable Non-Cash Compensation	
Award Date	Award Value
-	0.000000

Stock Option Details				
Grant Date	Type	Ticker Symbol	Number of Shares	Grant Price (Per Share) *
			0.000000	0.000000

\* Grant price is based on Grant Date

[View in Preferred Currency](#)

Go To: [Review Employee Options](#)  
[Employee Performance Review](#)

Compensation History page (3 of 3)

## Selecting a Date Range

### View Another Date Range

Users click this button to select a specific date range for which they want to view compensation data. The default is the entire compensation history.

## Employee Job Information

The system displays the employee's **ID number**, **Department**, **Job Title**, and **Employee Status**.

## Salary History

For each salary change during the employee's period of employment, the system displays the following information:

### Date of Change

The effective date of the salary change. Click a date to view details of the salary change.

<b>Action</b>	The <i>Hire</i> , <i>Re-Hire</i> , or <i>Pay Rt Chg</i> (pay rate change) action that is associated with the salary change.
<b>Reason</b>	The reason for the action that is associated with the salary change.
<b>Annual Salary</b>	The annual salary, as of the salary change, expressed in either the <b>Issued Currency</b> or the user's <b>Preferred Currency</b> .
<b>Compensation per Frequency</b>	The breakdown of the salary amount for the frequency specified.

### Variable Cash Compensation

The system displays the following information for each cash award the employee received through a variable compensation plan:

<b>Award Date</b>	The date the cash award was approved. If the award was paid through PeopleSoft Payroll for North America, this date is the date of payout.
<b>Type</b>	The variable compensation plan type.
<b>Award Value</b>	The amount of the cash award and the currency code.

### Variable Non-Cash Compensation

The system displays the following information for each non-cash award the employee received through a variable compensation plan:

<b>Award Date</b>	The date the non-cash award was approved.
<b>Type</b>	The variable compensation plan type.
<b>Award Value</b>	The monetary value of the non-cash award and the currency code.

### Stock Option Details

This page is not available if PeopleSoft Stock Administration is installed. The employee would, instead, follow a link at the bottom of the page to view stock option details.

If PeopleSoft Stock Administration is installed, the system displays the following information for each stock option award the employee received through a variable compensation plan:

<b>Grant Date</b>	The date the shares were granted through PeopleSoft Stock Administration.
<b>Ticker Symbol</b>	This is the description of the valuation record, which makes the conversion from the number of shares to the award value.

**Number of Shares**                      The number of shares granted.

**Grant Price (Per Share)**              The price per share as of the grant date.

### Changing Currency

The user can toggle between the currency in which the compensation was issued and the currency specified in the user profile. When the user selects one of the choices, the button label changes to the other choice.

**View in Preferred Currency**      The user clicks this button to view the compensation data in the currency specified in the user profile.

**View in Issued Currency**            The user clicks this button to view the compensation data in the currency in which the compensation was issued.

### Links to Other Data

**Review Employee Options**          Users can click **Review Employee Options** to display the Stock Option Summary page, where they can review the employee's stock options that are not granted through PeopleSoft Stock Administration.

This link is available only if PeopleSoft Stock Administration is installed.

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For more information about the Stock Option Summary page see Stock Option Summary Page.

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### Employee Performance Review

Managers can click **Employee Performance Review** to display the Employee Review pages, where they can view the results of the employee's performance reviews. This link is not available to the employee user.

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For more information about the Employee review pages, see eDevelopment, "Using eDevelopment".

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### Return to Managers Direct Reports Search

Managers can click this link to return to the list of direct reports, where they can access the names of the employees who report to them directly and indirectly.

### Salary Change Details Page

Usage	Managers and employees use this page to view details of the salary change.
Object Name	HR_SS_MG_SALCG_SEC
Navigation	The employee or manager clicks the Date of Change on the

Compensation History page.

**Compensation History**

**Salary Change Details**

Douglas Lewis

**Date of Change:** 01/01/1980

**Salary Change Summary**

		Monthly
<b>Current Salary:</b>	260,000.00 USD	21,666.67 USD
<b>Change:</b>	0.00 USD	0.00 USD
<b>Change Percent:</b>	0.000	0.000
<b>New Salary:</b>	260,000.00 USD	21,666.67 USD

**Job Information**

**Salary Plan:** USA Executive Salary Plan

**Grade:** Executive Pay Grade 11

**Step:** 0

**Performance Review Rating:**

Salary Change Details page (1 of 2)

**Salary Components**

Component	New Amount	Currency Code	Change Amount	Currency Code	Change Percent	
Default NA Annual	260,000.00	USD	Annual	0.000000	USD	0.000

[Return to Compensation History](#)

Salary Change Details page (2 of 2)

**Salary Change Summary**

The system displays the following information in two frequencies:

- Current Salary**                      The employee’s current salary.
- Change**                                The amount of change in the salary.
- Change Percent**                      The percent of change in the salary.
- New Salary**                            The new salary.

**Job Information**

The system displays the following information about the employee:

- Job Title**                              The employee’s job title.
- This field is not visible to the employee.

**Employee Compensation Ratio** The system displays the employee's compa-ratio, which shows where the employee's salary lies in relation to the midpoint for the salary grade.

This field is not visible to the employee.

**Salary Plan** The employee's salary plan.

**Grade** The employee's salary grade.

**Step** The employee's salary step, if a step is defined for the grade.

**Performance Review Rating** The employee's most recent performance review rating.

**Salary Ranges** The minimum, midpoint, and maximum compensation defined for the salary grade on the Salary Grade table.

This field is not visible to the employee.

**Market Reference Point** The system displays the market survey rate associated with the employee's Job code on the Job Code table.

This field is not visible to the employee.

### Salary Components

**Component** The system displays the employee's pay components.

**New Amount** The system displays the new compensation for the component along with the currency and frequency.

**Currency Code** The system identifies the currency and frequency in which the compensation is displayed.

**Change Amount** The system displays the amount of change in compensation for the component since the previous date of change.

**Currency Code** The system identifies the currency in which the change amount is displayed.

**Change Percent** The system displays the percent of change in compensation for the component since the previous date of change.

### Select Date Range Page

Usage	Use the Select Date Range page to view compensation history in a specific date range.
Object Name	HR_SS_EE_DATE_HIST

Navigation	Click the View Another Date Range button on the Compensation History page.
------------	--

**Compensation History**

**Select Date Range**

Alton Cone  
Terminated & Vested

Select From and To dates for your Compensation History Inquire, leave blank to default to all history.

**From Date:**  (example: 12/31/2000)

**To Date:**  (example: 12/31/2000)

Select Date Range page

- From Date**                      Users enter the beginning date of the date range they want to view.
  
- To Date**                        Users enter the ending date of the date range they want to view.
  
- Continue**                        Users click this button to display the Compensation History page.

## Viewing Employees' Total Compensation

Managers can view the total compensation for selected employees. If PeopleSoft Payroll for North America is installed, the displayed amount comes from Payroll. Otherwise, the amounts come from PeopleSoft Human Resources. Total compensation includes base salary, regular bonus, seniority, stock, monetary awards, non-monetary awards, and ad hoc awards.

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### Total Compensation Page

Usage	The Total Compensation page enables you to see all compensation for your direct reports. You can also see all compensation for anyone who reports to your direct reports.
Object Name	HR_SS_TC_MG_REVIEW
Navigation	<b>Self Service, Manager, View, Total Compensation</b>
Access Requirements	This transaction is based on the Total Compensation warehouse, which needs to be prepared to display information in Self-Service.  We provide the Total Compensation Plan <i>SSTCPLAN</i> as system data. Your Compensation Administrator needs to run the Total Compensation extraction processes on this plan to update compensation information in the warehouse. See Reporting Total Compensation for further details on

	the extraction processes.
--	---------------------------

<b>Total Compensation</b>	
Click on the Compensation type to display detailed amounts.	
Douglas Lewis	
<b>From</b>	01/01/1990 <b>To</b> 12/31/1990
Compensation Type	Annual Payroll Amount
<a href="#">Monetary Award</a>	2,150.000
<a href="#">Base Salary</a>	46,382.760
<a href="#">Non Monetary Award</a>	1,000.000
<a href="#">Seniority</a>	505.000
<b>Total Amount:</b>	
50,037.760	
<a href="#">Return To Select Employee</a>	

Total Compensation page

The name of the employee you selected is displayed at the top of the page. If PeopleSoft Payroll for North America is installed, the displayed amount comes from Payroll. Otherwise, the amounts come from PeopleSoft Human Resources.

<b>From</b>	The system displays the beginning date of the total compensation plan's reporting period.
<b>To</b>	The system displays the ending date of the total compensation plan's reporting period.
<b>Compensation Type</b>	Each type of an employee's compensation is displayed. You can click each type to see the figure for each of the plan's elementary periods.
<b>Annual Payroll Amount</b>	The annual payroll amount for an employee is displayed.
<b>Total Amount</b>	The sum of all compensation types plus the payroll amount is displayed in the <b>Total Amount</b> field.
<b>Return to Select Employee</b>	Click this link to return to the list of the manager's direct reports.

## Changing an Employee's Salary

Managers use the following transactions when requesting, approving, and viewing a salary change for an employee:

- Employee Salary Change
- Approve Employee Salary Change
- Employee Salary Change Status

## Requesting a Salary Change for an Employee

Managers use this transaction to request or perform a merit increase for an employee. The manager selects an employee, enters an increase for a selected salary component(s), and submits the request. The submitted request is routed for approval.

### Request Employee Salary Change Page

Usage	Managers use this page to request a merit increase for an employee.
Object Name	HR_SS_SALCHNG_MGR
Navigation	<b>Self Service, Manager, Tasks, Employee Salary Change</b>
Access Requirements	The manager selects an employee.

### Request Employee Salary Change

Adland Chu

Click Edit to modify a Salary Component.

**Salary Change Request Status**

\*Salary Change Date:  (example: 12/31/2000)

Status: Not Submitted

Request Employee Salary Change page (1 of 4)

Salary Components				
Component	Type	Current Amount	Change	New Amount
Default NA Hourly	Hourly Rate	1,083.33 USD Hourly	0.00 USD	1,083.333333 USD Hourly
				<a href="#" style="background-color: yellow; border: 1px solid black; padding: 2px;">Edit</a>
Salary Change Summary				
		Annual	Monthly	
<b>Current Salary:</b>		13,000.00 USD	1,083.33 USD	
<b>Change:</b>		0.00 USD	0.00 USD	
<b>Change Percent:</b>		0.000	0.000	
<b>New Salary:</b>		13,000.00 USD	1,083.33 USD	

Request Employee Salary Change page (2 of 4)

Job Information	
<b>Job Title:</b>	Sr Payroll Clerk
<b>Salary Plan:</b>	USA Salary Administration Plan
<b>Grade:</b>	Standard Pay Grade 3
<b>Step:</b>	0
<b>Employee Compensation Ratio:</b>	0.44
<b>Performance Review Rating:</b>	
<b>Salary Ranges:</b>	
<b>Minimum:</b>	22,760.00 USD
<b>Midpoint:</b>	29,675.00 USD
<b>Maximum:</b>	36,590.00 USD
<b>Market Reference Point:</b>	19,867 USD

Request Employee Salary Change page (3 of 4)

<input type="button" value="Submit"/>	<a href="#">Return To Select Employee</a>
* Required Field	

Request Employee Salary Change page (4 of 4)

**Salary Change Date**            The manager enters the date on which the salary change should become effective.

**Status**                            The system displays the status of the salary change request.

## Salary Components

**Component**                    The system displays the pay components in the employee's compensation package.

**Type**                            The system displays the component's rate code type.

**Current Amount**                The system displays the employee's current compensation for the component along with the currency and frequency.

**Change**                         The system displays the currently proposed change in compensation for the component. This value is 0 when the manager enters the page to initiate the salary change request.

**New Amount**                    The system displays the new compensation for the component along with the currency and frequency.

**Edit**                             The manager clicks the **Edit** button to access the Change Salary Component page and request a change in the employee's compensation for the component.

## Salary Change Summary

The system displays the following information in two frequencies:

- Current Salary** The employee’s current salary.
- Change** The proposed change in the salary.
- Change Percent** The percent of change in the salary.
- New Salary** The new salary.

**Job Information**

The system displays the following information about the employee:

- Job Title** The employee’s job title.
- Salary Plan** The employee’s salary plan.
- Grade** The employee’s salary grade.
- Step** The employee’s salary step, if a step is defined for the grade.
- Employee Compensation Ratio** The system displays the employee’s compa-ratio, which shows where the employee’s salary lies in relation to the midpoint for the salary grade.
- Performance Review Rating** The employee’s most recent performance review rating.
- Salary Ranges** The minimum, midpoint, and maximum compensation defined for the salary grade on the Salary Grade table
- Market Reference Point** The system displays the market survey rate associated with the employee’s Job code on the Job Code table.
- Submit** After editing the salary component on the Salary Change Component page, the manager clicks the **Submit** button to submit the request to the Human Resources department (HR) for approval.
- Return to Select Employee** The manager clicks this link to return to the list of direct reports, to select another employee.

**Change Salary Component Page**

Usage	The manager uses the Change Salary Component page to enter the requested change in compensation for a salary component in the employee’s compensation page
Object Name	HR_SS_SALCHNG2_MGR
Navigation	Click the Edit button for the salary component on the Request Employee Salary Change page

**Request Employee Salary Change**

---

**Change Salary Component**

Adland Chu  
 Default NA Hourly

Change the Salary Component by entering either an amount change or a percentage change.

**Salary Component**

**Type:** Hourly Rate

**Current Amount:** 6.25 USD Hourly

**Change Amount:**  USD

**Change Percent:**

**New Amount:** 6.56 USD Hourly

Change Salary Component page

The system displays the employee’s name and the selected salary component.

**Salary Component**

The manager enters increases on this page differently, depending on the type of rate code selected. The following table shows the fields available for entering increases for each of the rate code types.

<b>Rate Code Type</b>	<b>Available Fields for Entering Increases</b>
<b><i>Flat Amount, Hourly Rate, Hourly Rate + Flat Amount</i></b>	<b>Change Amount, Change Percent</b>
<b><i>Percent</i></b>	<b>Percent, New Percent, Rate Code Group</b>
<b><i>Point</i></b>	<b>Salary Points, Points Value, Change Points, New Salary Points</b>

**Type** The system displays the component’s rate code type.

**Current Amount** The system displays the employee’s current compensation for the component along with the currency and frequency.

**Change Amount** If the rate code type is ***Flat Amount, Hourly Rate, or Hourly Rate + Flat Amount***, the manager can enter a proposed change in amount of compensation for the component. The manager can enter either a proposed amount or a proposed percentage, but not both.

**Change Percent** If the rate code type is ***Flat Amount, Hourly Rate, or Hourly Rate + Flat Amount***, the manager can enter a proposed percent of change in compensation for the component. The manager can enter either a proposed amount or a proposed percentage, but not both.

- Salary Points**                      If the rate code type is *Points*, the system displays the salary points associated with the rate code.
  
- Change Points**                    If the rate code type is *Points*, the manager can enter an additional number of points for the rate code.
  
- Points Value**                        The system displays the value of one point, as it is defined in the Company table.
  
- New Salary Points**                The system displays the new number of salary points associated with the rate code. This value is the sum of the **Salary Points** and the **Change Points**.
  
- Percent**                                If the rate code type is *Percent*, the system displays the percent associated with the rate code.
  
- New Percent**                         The system displays the new percentage that is associated with the rate code.
  
- Rate Code Group**                  The system displays the code of the **Rate Code Group** associated with the *Percent* type rate code. This field is hidden if the *Percent* type rate code is not associated with a rate code group.

**Submit Confirmation Page**

Usage	Managers use the Submit Confirmation page to verify that the salary change request has been submitted
Object Name	HR_SALCHNG_CONFIRM
Navigation	Click the Submit button on the Request Employee Salary Change page.



**Approval Details**

The system displays the following information about the submittal:

<b>Role Name</b>	The system lists the titles of the roles involved in processing the transaction.
<b>Name</b>	The name of the person filling each role.
<b>Action Taken</b>	The action taken by the role.
<b>Transaction Date</b>	The date the action was taken.
<b>Comment</b>	Any comments entered by the approver are displayed in this column.
<b>OK</b>	After clicking <b>OK</b> , the manager is prompted to select another employee.

---

## Approving a Salary Change for an Employee

After the manager completes the Salary Change request, it is routed for approval. The levels of approval and approvers are set up in the approval setup tables and are displayed on the Approval page. Only the next approver on the list has access to the page. After final approval is granted, an email notification is sent to the manager and a worklist/email is sent to HR as notification that the salary changes are approved and can be loaded to the employees' Job Data.

### Approve Employee Salary Change Page

Usage	Managers and Personnel Administrators use this page to approve or deny the requested salary changes.
Object Name	HR_SS_SALCHNG_VW
Navigation	<b>Self Service, Manager, Tasks, Approve Employee Salary Change</b>
Prerequisites	A salary change request for the employee must be submitted.
Access Requirements	The approver selects an employee.

**Approve Employee Salary Change**  
Adland Chu

---

**Salary Change Request Status**

**Salary Change Date:** 09/01/2000  
**Status:** Submitted

**Salary Change Details:**

Salary before Increase: 1083.333333 USD Monthly.

\* Pay Component: Default NA Hourly  
 - Initial Amount: 6.25 USD  
 - Change Amount: 0.3125 USD  
 - Change Percent: 5%.  
 - Amount after Increase: 6.5625 USD.

Salary after Increase: 1137.5 USD Monthly  
 - Change Amount: 54.166667 USD  
 - Change Percent: 5%.

Approve Employee Salary Change page (1 of 2)

**Approval Details**

Role Name	Name	Action Taken	Transaction Date	Comment
Originator	Betty Locherty	Submitted	08/03/2000	
Manager	Jean Parsons			
Personnel Administrator	Douglas Lewis			
Originator	Betty Locherty	Submitted	08/03/2000	
Manager	Jean Parsons			
Personnel Administrator	Douglas Lewis			

---

**Approval Processing**

**Name:** Jean Parsons

**Comment:**

Approve Employee Salary Change page (2 of 2)

The system displays the employee's name.

**Salary Change Request Status**

**Salary Change Date** The effective date the manager requested for the salary change.

**Status** The current status of the request.

**Salary Change Details**

The system summarizes the information displayed on the Request Employee Salary Change page and the Employee Salary Change Component page when the request was submitted.

**Approval Details**

The system summarizes the roles and actions in the approval process.



For more information about the fields in this group box, see Submit Confirmation Page.

**Approval Processing**

- Name** The name of the approver in this stage of approval.
- Comment** The approver can enter comments.
- Approve** The approver clicks the **Approve** button to approve the request.
- Deny** The approver clicks the **Deny** button to deny the request.

**Submit Confirmation Page**



Submit Confirmation page

This page confirms that the submit was successful.

**Viewing the Status of a Salary Change for an Employee**

Managers use this transaction to view the status of salary change requests submitted in the Employee Salary Change Request transaction.

**View Employee Salary Change Status Page**

Usage	Managers use this transaction to view the status of salary change requests.
Navigation	<b>Self Service, Manager. Tasks, Employee Salary Change Status</b>

Prerequisites	A salary change request must be submitted for the employee.
Access Requirements	The manager or approver selects an employee.

**View Employee Salary Change Status**  
Adland Chu

---

**Salary Change Request Status**

**Salary Change Date:** 09/01/2000

**Status:** Approved

**Salary Change Details:**

Salary before Increase: 1083.333333 USD Monthly.

\* Pay Component: Default NA Hourly

- Initial Amount: 6.25 USD
- Change Amount: 0.3125 USD
- Change Percent: 5%.
- Amount after Increase: 6.5625 USD.

Salary after Increase: 1137.5 USD Monthly

- Change Amount: 54.166667 USD
- Change Percent: 5%.

View Employee Salary Change Status page (1 of 2)

Approval Details				
Role Name	Name	Action Taken	Transaction Date	Comment
Personnel Administrator	Douglas Lewis	Approved	08/03/2000	
Personnel Administrator	Douglas Lewis	Approved	08/03/2000	

View Employee Salary Change Status page (2 of 2)

The page and field definitions for this transaction are identical to the Approval transaction, except that the Approve and Deny buttons do not appear on the page. For complete field definitions, see Approve Employee Salary Change Page.

## Salary Change Transactions for a Group With an Allocated Budget

Managers use the following transactions when requesting, approving, and viewing a salary change for a group that has a salary increase budget that was created and approved in the PeopleSoft Human Resources Planning Salaries module:

- Group Salary Change (select a group that has an approved budget).
- Approve Group Salary Change.

- Group Salary Change Status.

---

## Setting Up Group Salary Change With an Allocated Budget

Before a manager can request a salary change in this transaction, the HR department must allocate and approve a salary increase budget for the group, using pages in the PeopleSoft Human Resources Planning Salaries module. When the budget is approved, HR alerts the group manager, using PeopleSoft Workflow. The manager then enters this transaction, requests salary changes against the budget that has been allocated and notifies HR through PeopleSoft Workflow. Note that this can be an iterative process between HR and the managers, until the salary changes are approved.

---

## Requesting a Salary Change for a Group With an Allocated Budget

Managers use this transaction to request a merit increase for a group of employees based on the approved salary increase budget. Managers select a group and budget from the list of groups that report to them. Managers can adjust the increases for individuals in the group and compare the results with the budget. When changes are complete, the manager submits them for approval.

### Request Salary Change for Group With Allocated Budget Page

Usage	Managers use this page to request or perform a merit increase for a group of employees based on the approved salary increase budget. If the approved budget contains more than one salary increase (which vary by effective date, sequence, action, and action reason), the system displays the earliest change that has not been submitted for approval.
Object Name	HR_SALCHBGT_BUDGET
Navigation	<b>Self Service, Manager, Tasks, Group Salary Change</b>
Prerequisites	The HR department must approve a salary increase budget for the group.
Access Requirements	The manager selects a group ID and budget from the list of groups that have an approved budget. The user must be defined as the manager of the group in the Group Build group definition.

**Request Salary Change for Group with Allocated Budget**

Department KU001

Annual Department Budget

01/01/2000 - 01/01/2001

Fill in the following information. Click Refresh Group to (re)load the employees of the group. Click Edit to modify the proposed salary change of an employee in the group.  
Click Submit to initiate the salary change request for the group.

---

**Salary Change Request Status**

**Salary Change Date** 01/01/2000

---

**Proposed Salary Changes**

Name	Current Salary	Change	New Salary		Change Percent	New Annual Salary	
Alice Summer	2,166.67 USD	0.00 USD	2,166.67 USD	Monthly	0.000	26,000.00 USD	<a href="#">Edit</a>
Antonio Santos	1,542.67 USD	0.00 USD	1,542.67 USD	Monthly	0.000	18,512.00 USD	<a href="#">Edit</a>

Request Salary Change for Group with Allocated Budget page (1 of 2)

Wayne Mosley	1,154.00 USD	0.00 USD	1,154.00 USD	Weekly	0.000	60,008.00 USD	<a href="#">Edit</a>
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[Refresh Group](#) Click to (re)load the Employees of the Group eligible for this Salary Change.  
Note that this will reset any prior modifications and reload the raises for this Group proposed by the HR Department.

---

**Budget Information**

**Number of employees in the Group:** 45

**Salary Budget:** 1,884,791.240 USD Annual

**Allocated Amount:** 1,871,471.240 USD Annual

**Available Amount:** 13,320.00 USD Annual

[Save for Later](#) [Submit for Approval](#) [Return to Select Group](#)

Request Salary Change for Group with Allocated Budget page (2 of 2)

The system displays the Group name and ID, the name of the budget, and the budget period.

### Salary Change Request Status

**Salary Change Date** The system displays the **Salary Change Date**, as it is defined in the allocated budget.

### Proposed Salary Changes

To load a group with the salary changes for each employee as proposed in the budget, click the Refresh Group button. The system displays the following information about each employee in the group:

<b>Name</b>	The employee's name.
<b>Current Salary</b>	The employee's current salary. If the budget has multiple increases, the <b>Current Salary</b> includes budgeted increases having a prior effective date/ effective sequence.
<b>Change</b>	The amount of the salary change as proposed.
<b>New Salary</b>	The new salary with the change applied.
<b>Change Percent</b>	The percent of change from the current salary to the proposed salary.
<b>New Annual Salary</b>	The annualized new salary with the proposed change applied.
<b>Edit</b>	The manager clicks the Edit button to access the Change Employee's Salary page, where the details of the employee's salary changes can be viewed and modified.
<b>Refresh Group</b>	The manager clicks the <b>Refresh Group</b> button to load the budgeted salary changes for the group,, when entering the page for the first time, or to return to the original budgeted amounts for the group, if dissatisfied with the modifications made. Clicking this button deletes all modifications made to employee salary changes on this page in this or previous sessions.
<b>Budget Information</b>	
<b>Number of Employees in the Group</b>	The system displays the number of employees in the group.
<b>Salary Budget</b>	The amount approved for this budget for this group.
<b>Allocated Amount</b>	The amount that is allocated to employees by applying the budget and the manager's modifications on this page.
<b>Available Amount</b>	The difference between the <b>Salary Budget</b> amount and the <b>Allocated Amount</b> . A positive amount is still available to be allocated to employees by further modifications in this page. A negative amount indicates that the budget is exceeded by the increases entered on this page.
<b>Save for Later</b>	The user can click this button to save modifications without submitting them. The changes will be available in the page the next time it is accessed for further modification or submittal.

**Submit for Approval**

The manager clicks this button to submit the salary changes for approval. The next level approver is notified to process the approval.

**Return to Select Budget**

The manager clicks this button to select another budget to process.

**Change Employee's Salary Page**

Usage	The manager uses this page to view component salary details and modify the proposed salary increase for an individual employee.
Object Name	HR_SALCHBGT_SALPL
Navigation	Click the Edit button on the employee's data row on the Request Salary Change for Group With Allocated Budget Page page.

**Request Salary Change for Group with Allocated Budget**

**Change Employee's Salary**

Arthur Erickson

Click Edit to modify a Salary Component.

Salary Components					
Component	Type	Current Amount	Change	New Amount	
Default NA Annual	Flat Amount	7,280.00 USD Annual	0.00 USD	7,280.00 USD Annual	<a href="#">Edit</a>
Default NA Annual	Flat Amount	65,780.00 USD Annual	0.00 USD	65,780.00 USD Annual	<a href="#">Edit</a>

Change Employee's Salary page (1 of 4)

Salary Change Summary		
	Annual	Monthly
<b>Current Salary:</b>	73,060.00 USD	6,088.33 USD
<b>Change:</b>	0.00 USD	0.00 USD
<b>Change Percent</b>	0.000	0.000
<b>New Salary:</b>	73,060.00 USD	6,088.33 USD

**Job Information**

Change Employee's Salary page (2 of 4)

Job Information	
<b>Job Title:</b>	Manager-Finance
<b>Salary Plan:</b>	USA Salary Administration Plan
<b>Grade:</b>	Standard Pay Grade 6
<b>Step:</b>	1
<b>Employee Compensation Ratio</b>	0.00
<b>Performance Review Rating:</b>	
<b>Salary Ranges: Minimum:</b>	59,000.00 USD
<b>Midpoint:</b>	71,500.00 USD
<b>Maximum:</b>	84,000.00 USD
<b>Market Reference Point:</b>	71,000 USD

Change Employee's Salary page (3 of 4)

Budget Information	
<b>Salary Budget:</b>	1,884,791.240 USD Annual
<b>Allocated Amount:</b>	1,871,471.240 USD Annual
<b>Available Amount:</b>	13,320.00 USD Annual
<a href="#">Return to Select Employee</a>	

Change Employee's Salary page (4 of 4)

The system displays the name of the employee who's proposed salary change is being modified.

## Salary Components

<b>Component</b>	The system displays the pay components in the employee's compensation package.
<b>Type</b>	The system displays the component's rate code type.
<b>Current Amount</b>	The system displays the employee's current compensation for the component along with the currency and frequency.
<b>Change</b>	The system displays the currently proposed change in compensation for the component.
<b>New Amount</b>	The system displays the new compensation for the component along with the currency and frequency.
<b>Edit</b>	The manager can click the Edit button to access the Change Salary Component page, where modifications can be made to the employee's proposed salary increase for the component.

## Salary Change Summary

The system displays the following information in two frequencies:

<b>Current Salary</b>	The employee's current base salary.
<b>Change</b>	The proposed change in the salary.
<b>Change Percent</b>	The percent of change in the salary.
<b>New Salary</b>	The new salary.

### Job Information

The system displays the following information about the employee:

<b>Job Title</b>	The employee's job title.
<b>Salary Plan</b>	The employee's salary plan.
<b>Grade</b>	The employee's salary grade.
<b>Step</b>	The employee's salary step, if a step is defined for the grade.
<b>Employee Compensation Ratio</b>	The system displays the employee's compa-ratio, which shows where the employee's salary lies in relation to the midpoint for the salary grade.
<b>Performance Review Rating</b>	The employee's most recent performance review rating.
<b>Salary Ranges</b>	The minimum, midpoint, and maximum compensation defined for the salary grade on the Salary Grade table
<b>Market Reference Point</b>	The system displays the market survey rate associated with the employee's Job code on the Job Code table.

### Budget Information

<b>Salary Budget</b>	The amount the HR department approved for this budget for this group.
<b>Allocated Amount</b>	The amount that is allocated to employees by applying the budget and the manager's modifications on this page.
<b>Available Amount</b>	The difference between the <b>Salary Budget</b> amount and the <b>Allocated Amount</b> . A positive amount is still available to be allocated to employees by further modifications in this page.
<b>Return to Select Employee</b>	The manager clicks this button to return to the Request Salary Change page where another employee's proposed salary change can be modified, by clicking the Edit button on the selected employee's data row.

### Change Salary Component Page

Usage	The manager uses this page to modify the proposed salary change amount for an individual component in the employee’s compensation package.
Object Name	HR_SALCHBGT_SP_MC
Navigation	Click the Edit button on a component row of the Change Employee’s Salary page.

**Request Salary Change for Group with Allocated Budget**

---

**Change Salary Component**

Arthur Erickson

Default NA Annual

Change the Salary Component by entering either an amount change or a percentage change.

**Salary Component**

**Type:** Flat Amount

**Current Amount:** 7,280.00 USD Annual

**Change Amount:**  USD Annual

**Change Percent:**

**New Amount:** 7,280.00 USD Annual

[Return to Change Employee's Salary](#)

Change Salary Component page

The system displays the employee name and the component selected for modification.

### Salary Component

The manager enters increases on this page differently depending upon the rate code type of the rate code selected. The following table shows the fields available for entering increases for each of the rate code types.

<b>Rate Code Type</b>	<b>Available Fields for Entering Increases</b>
<b>Flat Amount, Hourly Rate, Hourly Rate + Flat Amount</b>	<b>Change Amount, Change Percent</b>
<b>Percent</b>	<b>Percent, New Percent, Rate Code Group</b>
<b>Point</b>	<b>Salary Points, Points Value, Change Points, New Salary Points</b>

**Type** The system displays the component’s rate code type.

<b>Current Amount</b>	The system displays the employee’s current compensation for the component along with the currency and frequency.
<b>Change Amount</b>	If the rate code type is <i>Flat Amount</i> , <i>Hourly Rate</i> , or <i>Hourly Rate + Flat Amount</i> , the manager can enter a proposed change in amount of compensation for the component. The manager can enter either a proposed amount or a proposed percentage, but not both.
<b>Change Percent</b>	If the rate code type is <i>Flat Amount</i> , <i>Hourly Rate</i> , or <i>Hourly Rate + Flat Amount</i> , the manager can enter a proposed percent of change in compensation for the component. The manager can enter either a proposed amount or a proposed percentage, but not both.
<b>Salary Points</b>	If the rate code type is <i>Points</i> , the system displays the salary points associated with the rate code.
<b>Change Points</b>	If the rate code type is <i>Points</i> , the manager can enter an additional number of points for the rate code.
<b>Points Value</b>	The system displays the value of one point, as it is defined in the Company table.
<b>New Salary Points</b>	The system displays the new number of salary points associated with the rate code. This value is the sum of the <b>Salary Points</b> and the <b>Change Points</b> .
<b>Percent</b>	If the rate code type is <i>Percent</i> , the system displays the percentage that is associated with the rate code.
<b>New Percent</b>	The system displays the new percentage that is associated with the rate code.
<b>Rate Code Group</b>	The system displays the code of the <b>Rate Code Group</b> associated with the <i>Percent</i> type rate code. This field is hidden if the <i>Percent</i> type rate code is not associated with a rate code group.

**Submit Confirmation Page**

Usage	Managers use the Submit Confirmation page to verify that the salary change request has been submitted.
Object Name	HR_SALCHBGT_CONFRM
Navigation	The manager clicks the Submit for Approval button on the Request Salary Change for Group with Allocated Budget page.



Submit Confirmation page

If the submittal is successful, the manager will see this page. If there is a problem with the submittal, the manager will see an error message explaining the reason that the submittal was not successful.

**Approval Details**

The system displays the following information about the submittal:

- Role Name**                      The titles of the roles involved in processing the transaction are displayed.
- Name**                              The name of the person filling each role is displayed.
- Action Taken**                      The action taken by the role is displayed.
- Transaction Date**                      The date the action was taken is displayed.
- Comment**                              Any comments entered by the approver are displayed in this column.
- OK**                                      After clicking **OK**, the manager is prompted to select another budget.

---

**Approving a Salary Change for a Group With an Allocated Budget**

After the manager completes the Salary Change request, it is routed for approval. The levels of approval and approvers are set up in the approval setup tables and are displayed on the Approval page. Only the next approver in the list has access to the page. After final approval is granted, an email notification is sent to the manager and a worklist/email is sent to HR as notification that the salary changes are approved and can be loaded into the employees' Job Data.

**Request Salary Change for Group With Allocated Budget Page**

Usage	Managers and Personnel Administrators use this page to approve or deny the requested salary changes.
-------	--

Object Name	HR_SALCHBGT_BGT_AP
Navigation	<b>Self Service, Manager, Tasks, Approve Group Salary Change</b>
Prerequisites	A salary change request for the group must be submitted.
Access Requirements	The approver selects a group and budget.

**Request Salary Change for Group with Allocated Budget**

Department KU001  
 Annual Department Budget  
 01/01/2000 - 01/01/2001

**Salary Change Request Status**

**Salary Change Date** 01/01/2000  
**Status:** Submitted

**Proposed Salary Changes**

Name	Current Salary	Change	New Salary	Change Percent	New Annual Salary
<a href="#">Alice Sumner</a>	2,166.67 USD	0.00 USD	2,166.67 USD Monthly	0.000	26,000.00 USD
<a href="#">Antonio Santos</a>	1,542.67 USD	0.00 USD	1,542.67 USD Monthly	0.000	18,512.00 USD

Request Salary Change for Group with Allocated Budget page (1 of 2)

**Budget Information**

**Number of employees in the Group:** 45  
**Salary Budget:** 1,884,791.240 USD Annual  
**Allocated Amount:** 1,871,471.240 USD Annual  
**Available Amount:** 13,320.00 USD Annual

**Approval Details**

Role Name	Name	Action Taken	Transaction Date	Comment
Originator	Betty Locherty	Submitted	08/03/2000	
Manager	Jean Parsons			
Personnel Administrator	Douglas Lewis			

**Comment**

**Name:** Jean Parsons  
**Comment:**

Request Salary Change for Group with Allocated Budget page (2 of 2)

The system displays the group name and ID, the name of the budget, and the budget period.

## Salary Change Request Status

The system displays the **Salary Change Date** and the **Status** of the salary change request.

## Proposed Salary Changes

To load a group with the salary changes for each employee, as proposed in the budget, click the **Refresh Group** button. The system displays the following information about each employee in the group:

<b>Name</b>	The employee's name.
<b>Current Salary</b>	The employee's current salary. If the budget has multiple increases, the <b>Current Salary</b> includes budgeted increases having a prior effective date.
<b>Change</b>	The amount of the salary change, as proposed.
<b>New Salary</b>	The new salary with the change applied.
<b>Change Percent</b>	The percent of change from the current salary to the proposed salary.
<b>New Annual Salary</b>	The new annualized salary with the proposed change applied.

## Budget Information

<b>Number of Employees in the Group</b>	The system displays the number of employees in the group.
<b>Salary Budget</b>	The budget amount for this group.
<b>Allocated Amount</b>	The amount that is allocated to employees in the submitted budget.
<b>Available Amount</b>	The difference between the <b>Salary Budget</b> amount and the <b>Allocated Amount</b> .

## Approval Details

The system displays the following information about the submittal:

<b>Role Name</b>	The titles of the roles involved in approving the requested salary changes.
<b>Name</b>	The name of the person filling each role.
<b>Action Taken</b>	The action taken by the person in the role.
<b>Transaction Date</b>	The date the action was taken.
<b>Comment</b>	Any comments entered by approvers.

**Comment**

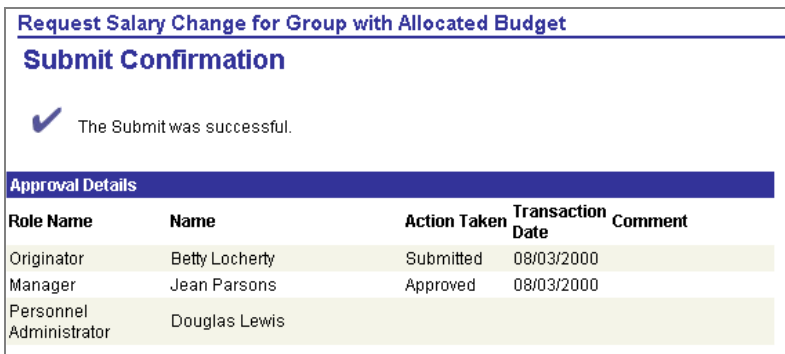
**Name** The name of the approver who is currently using the page.

**Comment:** The approver can enter a comment in this field.

**Approve** The approver clicks this button to approve the requested salary changes.

**Deny** The approver clicks this button to deny the requested salary changes.

**Submit Confirmation Page**



Submit Confirmation page

When the approver clicks Approve or Deny on the previous page, the system displays the current status of the approval on this page.

---

**Viewing the Status of a Salary Change for a Group With an Allocated Budget**

Managers use this transaction to view the status of all salary change requests submitted in the Group Salary Change transaction for groups with an allocated budget.

**Group Salary Change Status Page for a Group With an Allocated Budget**

Usage	Managers use this transaction to view the status of all salary change requests.
Object Name	HR_SALCHBGT_BGT_VW
Navigation	<b>Self Service, Manager. Tasks, Group Salary Change Status</b>
Prerequisites	A salary change request must be submitted for the group.
Access Requirements	Select a group and budget.

The page and field definitions for this transaction are identical to the Approve Group Salary Change transaction, except that the Comment group box with the Approve and Deny buttons does not appear on the page. For complete field definitions, see Request Salary Change for Group With Allocated Budget Page.

## Salary Change Transactions for a Group Without an Allocated Budget

Managers use the following transactions when requesting, approving, and viewing a salary change for a group that does not have a salary increase budget that was created and approved in the PeopleSoft Human Resources Planning Salaries module:

- Group Salary Change (select a group that does not have an approved budget).
- Approve Group Salary Change.
- Group Salary Change Status.

---

### Requesting a Salary Change for a Group Without an Allocated Budget

Managers use this transaction to request a merit increase for a group of employees for which no group increase budget has been set up in the PeopleSoft Human Resources Planning Salaries module. Managers select a group from the list of groups that do not have an allocated budget. The manager enters the increases for individuals in the group; the system calculates a proposed budget for the requests. When the requests are completed, they are routed for approval.

### Request Salary Change for Group Without Allocated Budget Page

Usage	Managers use this page to submit a request for a group salary change when there is no allocated budget for the group.
Object Name	HR_SALCHGRP_GROUP
Navigation	<b>Self Service, Manager, Tasks, Group Salary Change</b>
Prerequisites	The group must have been set up using Group Build pages.
Access Requirements	The manager selects a group ID and budget from the list of groups that do not have an approved budget. The user must be defined as the manager of the group in the Group Build group definition.

**Request Salary Change for Group without Allocated Budget**

Department KU003

Fill in the following information. Click Refresh Group to (re)load the employees of the group. Click Edit to modify the proposed salary change of an employee in the group. Click Submit to initiate the salary change request for the group.

**Salary Change Request Status**

\*Salary Change Date:  (example: 12/31/2000)

**Proposed Salary Changes**

Name	Current Salary	Change	New Salary	Change New Annual Percent Salary	
Alain Gasse	4,000.53 USD	0.00 USD	4,000.53 USD Monthly	0.000	48,006.40 USD <input type="button" value="Edit"/>
Calvin Roth	5,076.92 USD	0.00 USD	5,076.92 USD Biweekly	0.000	132,000.00 USD <input type="button" value="Edit"/>
Carol Jacobs	4,100.00 USD	0.00 USD	4,100.00 USD Monthly	0.000	49,200.00 USD <input type="button" value="Edit"/>
Nancy Reed	4,000.53 USD	0.00 USD	4,000.53 USD Monthly	0.000	48,006.40 USD <input type="button" value="Edit"/>

Click to (re)load the Employees of the Group eligible for this Salary Change. Note that this will reset any prior modifications.

Request Salary Change for Group without Allocated Budget page (1 of 2)

**Budget Information**

Number of employees in the Group: 4

\*Currency:

\*Frequency:

Salary Budget:  USD Annual

Allocated Amount: 277,212.80 USD Annual

Available Amount: 0.00 USD Annual

Click to recalculate the Allocated Amount and Available Amount.

[Return to Select Group](#)

Request Salary Change for Group without Allocated Budget page (2 of 2)

The system displays the group name and ID.

**Salary Change Request Status**

**Salary Change Date** The manager enters the date on which the salary change should become effective.

**Proposed Salary Changes**

To load a group into the page, the manager clicks the **Refresh Group** button. The system displays the following information about each employee in the group:

**Name** The employee’s name.

<b>Current Salary</b>	The employee's current salary.
<b>Change</b>	The amount of the proposed salary change, if it has already been entered.
<b>New Salary</b>	The new salary with the change applied displayed in the currency and frequency indicated.
<b>Change Percent</b>	The percent of change from the current salary to the proposed salary.
<b>New Annual Salary</b>	The annualized new salary with the proposed change applied.
<b>Edit</b>	The manager clicks the <b>Edit</b> button to access the Change Employee's Salary page, where the details of the employee's salary changes can be viewed and the salary change can be entered or modified.
<b>Refresh Group</b>	The manager clicks this button to load the employees in the group. Clicking this button deleted all salary change requests or modifications made on this page in this or previous sessions.
<b>Budget Information</b>	
<b>Number of Employees in the Group</b>	The system displays the number of employees in the group.
<b>Currency</b>	The manager selects the currency in which to view budget information.
<b>Frequency</b>	The manager selects the frequency in which to view the budget information.
<b>Salary Budget</b>	The manager can optionally enter a budget amount for salary increases for this group.
<b>Allocated Amount</b>	The system calculates and displays the sum of the New Annual Salaries of all employees in the group in the <b>Currency</b> and <b>Frequency</b> specified.
<b>Available Amount</b>	The system calculates and displays the difference between the <b>Salary Budget</b> amount and the <b>Allocated Amount</b> .
<b>Refresh Amounts</b>	The manager clicks this button to recalculate the <b>Allocated Amount</b> and the <b>Available Amount</b> after changing the <b>Salary Budget</b> , <b>Currency</b> , or <b>Frequency</b> .

**Save for Later**                      The user clicks this button to save modifications without submitting them. The changes will be available on the page the next time it is accessed for further modification or submittal.

**Submit for Approval**              The manager clicks this button to submit the salary changes for approval. HR is notified to process the approval.

**Return to Select Group**            The manager clicks this button to select another group.

**Change Employee’s Salary Page**

Usage	The manager uses this page to view component details and enter a requested salary increase for the employee.
Object Name	HR_SALCHGRP_EMPL
Navigation	Click the Edit button on the Request Salary Change for Group Without Allocated Budget Page.

This page is identical to the Change Employee’s Salary page for groups with allocated budgets.



For more information about the fields on this page, see Change Employee’s Salary Page for groups with allocated budgets.

**Change Salary Component Page**

Usage	Managers use this page to enter the requested change in the employee’s compensation for the selected salary component.
Object Name	HR_SALCHGRP_COMP
Navigation	Click the Edit button on the Change Employee’s Salary page.

This page is identical to the Change Salary Component page for groups with allocated budgets.



For more information about the fields on this page, see Change Salary Component Page for groups with allocated budgets.

## Submit Confirmation Page

Usage	Managers use the Submit Confirmation page to verify that the salary change request has been submitted.
Object Name	HR_SALCHGRP_CONFRM
Navigation	The manager clicks the Submit for Approval button on the Request Salary Change for Group without Allocated Budget page.

This page is identical to the Submit Confirmation page for groups with allocated budgets.



For more information about the fields on this page, see Submit Confirmation Page for groups with allocated budgets.

---

## Approving a Salary Change for a Group Without an Allocated Budget

After the manager completes the Salary Change request, it is routed for approval. The levels of approval and approvers are set up in the approval setup tables and are displayed on the Approval page. Only the next approver in the list has access to the page. After final approval is granted, an email notification is sent to the manager and a worklist/email is sent to HR as notification that the salary changes are approved and can be loaded to the employees' Job Data.

## Approve Group Salary Change Page for Groups Without an Allocated Budget

Usage	Managers and Personnel Administrators use this page to approve or deny the requested salary changes.
Object Name	HR_SALCHGRP_GRP_AP
Navigation	<b>Self Service, Manager, Tasks, Approve Group Salary Change</b>
Prerequisites	A salary change request for the group must be submitted.
Access Requirements	The approver selects a group.

The system displays the group name and ID.

This page is identical to the Approve Group Salary Change page for groups with allocated budgets.



For more information about the fields on this page, see Request Salary Change for Group With Allocated Budget Page for groups with allocated budgets.

---

## Viewing the Status of a Salary Change for a Group Without an Allocated Budget

Managers use this transaction to view the status of all salary change requests submitted in the Salary Change for Groups without an Allocated Budget transaction.

### Group Salary Change Status Page for a Group Without an Allocated Budget

Usage	Managers use this transaction to view the status of all salary change requests.
Object Name	HR_SALCHGRP_GRP_VW
Navigation	<b>Self Service, Manager. Tasks, Group Salary Change Status</b>
Prerequisites	A salary change request must be submitted for the group.
Access Requirements	Select a group from the search results.

This page is identical to the Group Salary Change Status page for groups with allocated budgets.



For more information about the fields on this page, see Group Salary Change Status Page for a Group With an Allocated Budget.

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