

## Copy Hierarchy – For Modeling Managers Only

From the Salary Increase Modeling application, click on Define My Pools.

- Click on **Edit Draft Copy Hierarchy for...**

More than one link will appear if you have multiple School/Centers

Name	Creator	Manager	Parent	Submit by	# Emp Roles	Created	Target %	Change	Actual
Engineering & Applied Science Modeling	MEYER, JULIE	MURRAY, BARBARA	Engineering & Applied Science	In draft copy	In draft copy	In draft copy	In draft copy	In draft copy	17

Note the 'Validation Warning'

**Validation Warning**

Please review the warning below. You may click [Submit Anyway] to certify the data as entered, or [Cancel] and make further updates.

- You are about to create a draft copy of the hierarchy from last fiscal year for use in this fiscal year. On the next page you will be able to edit the hierarchy of pools before publishing it for view and use by authorized users. Until you publish the copied hierarchy no one else will be able to see it. Once you initialize the copy process and before you publish it, you will no longer be able to create pools by hand for your school through the normal process. You can always delete a draft hierarchy and start over if you decide to create the pools by hand or if you want to start the copy over.

[Cancel](#) [Submit Anyway](#)

### Edit Draft Copied Hierarchy

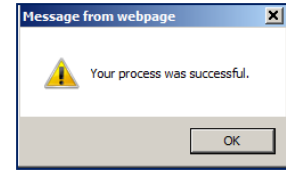
Button changes when you return to 'draft copied hierarchy'

## Tips

- By clicking on [Submit Anyway], you will be creating a draft copy of the hierarchy from last fiscal year for use in this fiscal year. On the next page you will be able to edit the hierarchy of pools before publishing it for view and use by other Pool Managers.
- Please note: Once you begin editing the copied hierarchy and before you click on [Publish], you will no longer be able to create pools manually for your School/Center for this year through the 'Define My Pools' process.
- You can always delete a draft hierarchy and create pools manually or start the copy hierarchy process over.**
- Until you publish the copied hierarchy no one else will be able to see it.
- Important!!! If you create a new pool, you will not be able to use the 'copied hierarchy' feature – a validation warning message will appear.**

## To Continue with Copied Hierarchy...

- Click on **[Submit Anyway]**



You arrive at the 'Draft' of the Copied Hierarchy

### Edit Draft Copied Hierarchy

- Engineering & Applied Science (All) (2.00% target increase, 285 roles, managed by ERNESTO CHIEFFO) | [Update](#)
  - Engineering & Applied Science (MM) (2.00% target increase, 285 roles, managed by MURRAY, BARBARA) | [Update](#)
    - Engineering & Applied Science (MM) assigned to MURRAY, BARBARA (2.00% target increase, 184 roles) | [Update](#)
      - SEAS Faculty (2.00% target increase, 100 roles, managed by Unassigned) | [Update](#) | [Delete](#)
        - SEAS Faculty assigned to Unassigned (2.00% target increase, 100 roles) | [Update](#) | [Delete](#)
      - SEAS Staff (2.00% target increase, 1 role, managed by Unassigned) | [Update](#) | [Delete](#)
        - SEAS Staff assigned to Unassigned (2.00% target increase, 1 role) | [Update](#) | [Delete](#)
- Engineering & Applied Science (All) assigned to ERNESTO CHIEFFO (2.00% target increase, 0 roles) | [Update](#)

[Back](#) [Delete](#) [Publish](#)

[Back](#)

Takes you back to 'Define My Pools' page

[Delete](#)

Scraps the 'draft' copied hierarchy and resets the data for the entire School/Center

**Validation Warning**

Please review the warning below. You may click [Submit Anyway] to certify the data as entered, or [Cancel] and make further updates.

- Are you sure you want to delete this draft pool hierarchy copy and reset the data for this school/center?

[Cancel](#) [Submit Anyway](#)

[Publish](#)

Finalizes the 'copied hierarchy'. Adjustments required to be made for a 'published' pool, i.e. exclusions, reassignments, etc., can be made via the Modeling tool. **Note: Email notifications will not be generated until you click on Publish.**

## Update Draft Copied Pool

- Click on [Update](#) next to a pool you would like to edit/update

Cannot move a pool member into a pool with Pool Manager Unassigned

- From here, you can update/edit the following:

- Pool Name
- Pool Manager
- Manager may view ratings checkbox
- Model by date
- Target % Increase
- Target Amount Increase

## Reference Material

<http://www.finance.upenn.edu/ftd/documentation.shtml#salinc>

### Help/Questions

[askcompensation@hr.upenn.edu](mailto:askcompensation@hr.upenn.edu)

BEN Helps 215-746-HELP; Select PennWorks option; enter School/Center #; Select Merit Increase Program