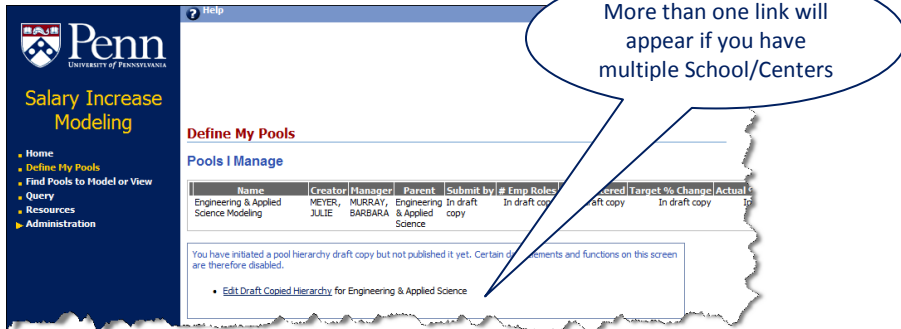


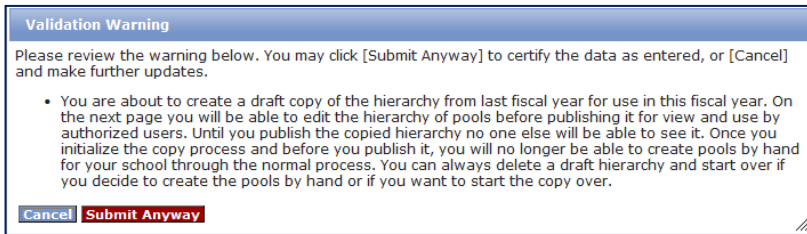
Copy Hierarchy – For Modeling Managers Only

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

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



Note the 'Validation Warning'



Edit Draft Copied Hierarchy

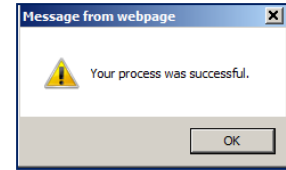
Button changes when you return to 'draft copied hierarchy'

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.**

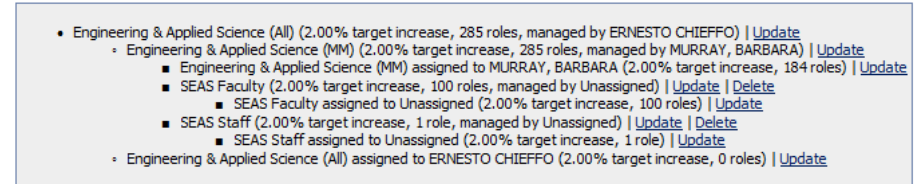
To Continue with Copied Hierarchy...

- Click on **[Submit Anyway]**



You arrive at the 'Draft' of the Copied Hierarchy

Edit Draft Copied Hierarchy



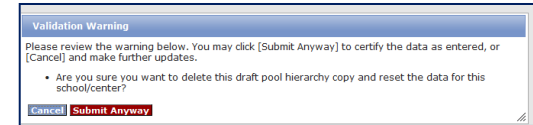
Back **Delete** **Publish**

Back

Takes you back to 'Define My Pools' page

Delete

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

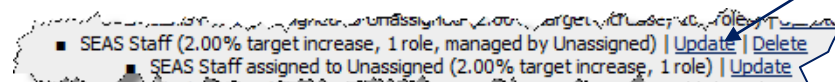


Publish

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



- 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

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