



## PennWorks Salary Increase Modeling Overview

*PennWorks Salary Increase Modeling* is a web-based tool that allows you to plan for eligible salary changes for the coming fiscal year. The idea is to:

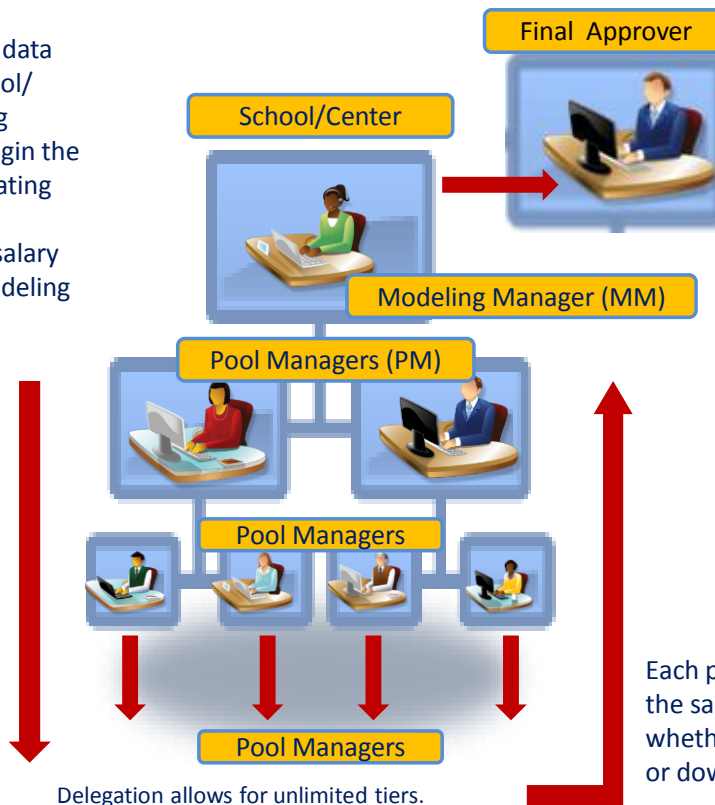
1. Provide a **secure alternative** to obtaining approvals vs. sending spreadsheets with sensitive information
2. Ability to draft salary changes within the **modeling tool** before submitting your changes for approval
3. Provide data, such as salary history and performance appraisal data, to support your salary decisions

Once approved by your School/Center, the new salaries (not distributions) will automatically be updated in the *PennWorks Role Rapid Entry* screens. Distributions can then be entered to support the new salary increases.

### How Does It Work?

With the help of data filters, your School/Center 'Modeling Manager' will begin the process of delegating pools of eligible staff/faculty for salary planning and modeling salary increases.

Assigned 'Pool Managers' at all levels can continue to create additional pools and/or model the pools assigned to them.



Delegation allows for unlimited tiers.

The designated 'Final Approver' for your School/Center will review proposed salary submitted and

1. Approve or
2. Make any needed changes directly and approve, or
3. Reject back down the hierarchy for pool managers to modify and resubmit

*Note: MMs and PMs are also able to approve, change and/or reject pools that have been delegated/submitted to them.*

Each pool follows the same path whether going up or down.



### Things to Consider Before Starting:

- Schools/Center pools of Staff/Faculty are created from eligible roles. One person may have more than one 'employee role' at Penn and therefore may appear in more than one pool.
- A 'Pool' is a specific named group that:
  - contains a defined set of people/roles
  - has a defined target increase percent/amount, and
  - has an assigned 'Pool Manager' who is charged with 'modeling' salaries or further delegating modeling duties to another Pool Manager by creating another pools
- Only one user may 'model' at a time
  - Control of the pool passes from level to level. Once you delegate a pool down, or approve it to send it back up the hierarchy, you can no longer make changes to salary increase amounts until/unless
    - someone below you has approved it and sent back to you for approval
    - someone above you has rejected it back down to you
  - Exceptions: 'Exclusion' or 'Role Reassignment' can remove a role from the user's pool by the Modeling Manager or Pool Manager, respectively
- Pools created and submitted for approval can receive final approval without the remainder of the entire School/Center pools being approved
  - This may be useful, if you are certain no changes will be made and you want to be able to start entering distributions using *Role Rapid Entry*
  - **Note: If you choose this option, you must submit the remainder of the pools one at a time**
- Justifications must be entered for increases that are above or below the University guidelines
- You can view performance ratings if:
  - Role is in Home ORG
  - 'Manager may view performance ratings' as selected when the pool was created
  - There is any history and/or current rating entered for the person via PADs
- You can view salary history & last salary update
  - Start with current role pay and July 31, 201x snapshot
  - Will build to 5 year history over time
- You can view role details of modeling history

### Resources

- Refer to the following for detailed information
  - 'How To' Modeling Documentation  
<http://www.finance.upenn.edu/ftd/documentation.shtml#salinc>
  - Faculty/Staff Merit Increase Program Guidelines  
<https://www.hr.upenn.edu/myhr/payandperform/appraisal/merit>

### Help

- [askcompensation@hr.upenn.edu](mailto:askcompensation@hr.upenn.edu)
- BEN Helps 215-746-HELP; Select PennWorks option; enter School/Center #; Select Merit Increase Program