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. 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.

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

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

School/Center

Final Approver

Modeling Manager (MM)

Pool Managers (PM)

Pool Managers

Pool Managers

Delegation allows for unlimited tiers.
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
- BEN Helps 215-746-HELP; Select PennWorks option; enter School/Center #; Select Merit Increase Program

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