

Salary Increase Program Faculty Comp Rapid Entry Function

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Salary Increase Program Faculty Comp Rapid Entry Function (cont'd)

How to Use the Faculty Comp Rapid Entry Function

- ✓ **Login** to PennWorks with your PennKey and password
- ✓ **Confirm** that you have the 'Salary Increase Program Faculty Comp Rapid Entry Update' access role for the ORGs you require.
 - Check the left navigation bar and make sure that you see the 'Faculty Comp Rapid Entry' link under the heading 'Salary Increase Program' then click the link.
 - Check the Home School/Center and Home ORG fields and confirm that you can see only the ORGs in your approved ORG range.

The screenshot shows the PennWorks web application interface. On the left is a dark blue navigation menu with the PennWorks logo and a list of options. The 'Salary Increase Program' section is expanded, and 'Faculty Comp Rapid Entry' is highlighted. A yellow arrow points to this link. The main content area is titled 'Salary Increase Program :: Faculty Compensation Rapid Entry :: Search'. It contains a search form with the following fields: 'Current Fiscal Year*' (set to 2010), 'Home School/Center' (with available options: 40 SCHOOL OF MEDICINE, 50 UNIVERSITY LIBRARY, 56 LAW SCHOOL; and selected: 51 SCHOOL OF DENTAL MEDICINE), 'Home Org' (with available options: 5107 PATHOLOGY, 5110 ANATOMY AND CELL BIOLOGY, 5111 DENTAL MEDICINE SUMMER SCHOOL; and selected: 5108 ORTHODONTICS), 'Minimum Current Total Salary' (set to \$70,000.00), 'Penn ID' (empty), 'Results Per Page*' (set to 25), and 'Browse Mode' (unchecked). There are 'Clear' and 'Submit' buttons at the bottom of the form. A yellow box highlights the 'Home School/Center' and 'Home Org' selection fields. At the bottom of the page, there are two yellow arrows pointing towards the footer area.

- ✓ **Search** for the faculty records that you need to update by using the available filters to more closely define the groups (see below for descriptions of filters and tips on using them)
 - You might want to use the same filters that you used to create your excel spreadsheet (filter criteria that were cut and pasted after the Faculty Comp Export action.)
 - For the example above, we chose The School of Dental Medicine, Orthodontics (ORG 5108), and added \$70,000 to the field 'Minimum Current Total Salary' so we would only see faculty earning the same as or more than \$70,000 yearly.
- ✓ **Click 'Submit'** to view the group you have chosen and start to make updates on the entry screen.

Salary Increase Program Faculty Comp Rapid Entry Function (cont'd)

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Salary Increase Program :: Faculty Compensation Rapid Entry

Current Fiscal Year: 2010 !

Use the box below to perform multiple uniform changes to numerous faculty members or do the changes individually in the results table below the box.

Enter % as 2 for 2%, **NOT** .02. Enter \$ amount as 0.25 for 25 cents and 25 for 25 dollars. **ATTENTION: These processes are additive!** If you enter '2%' and \$500, 2% will **FIRST** be calculated on the 'Current annual salary' and added to it for the 'New annual salary' and **THEN** \$500 will be added onto that result to give the 'New(est) annual salary'.

Apply % Change to Academic Base Apply \$ Change to Academic Base

Apply % Change to Faculty Salary Apply \$ Change to Faculty Salary

Apply % Change to Base Salary Supplement Apply \$ Change to Base Salary Supplement

Apply % Change to Staff Salary Apply \$ Change to Staff Salary

Apply % Change to Admin Stipend Apply \$ Change to Admin Stipend

Use these buttons to round any updated component amounts to the nearest dollar. (Optional)

Result listings: 1-4 of 4 You have unsaved data on this page!

Sel	Home ORG	Person	Penn ID	New Academic Base	% Acad Base Change	New Faculty Salary	% Faculty Salary Change	New Base Salary Supplement	% Base Salary Suppl. Change	New Admin Stipend	% Admin Stipend Change	New Staff Salary	% Staff Salary Change	New Total Salary	Cr. Acc. B.
<input checked="" type="checkbox"/>	5108	CHAN,JACKIE	10015869	\$130,000.00	4.00			\$105,000.00	5.00					\$235,000.00	\$18
<input checked="" type="checkbox"/>	5108	GOODMAN,JOHN	10148476	\$78,000.00	4.00			\$131,250.00	5.00					\$209,250.00	\$75
<input type="checkbox"/>	5108	PECK,GREGORY	10033214												\$200
<input type="checkbox"/>	5108	POLLACK,JACKSON	10009823												

Result page: 1

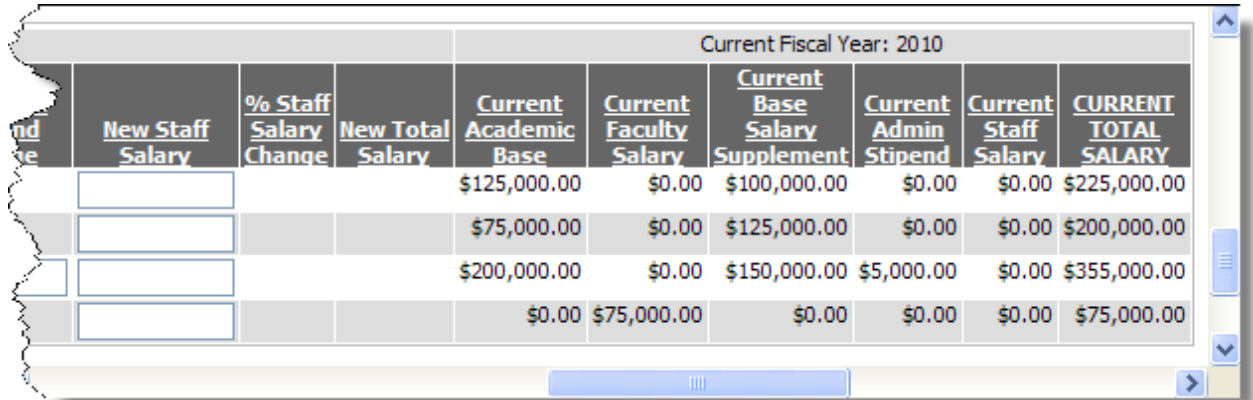
- 1 Use the light blue box to automatically enter the same values for many of the faculty members in the results.
 - In this example, we have added 4% to Academic Base and 5% to Base Salary Supplement.
- 2 Select the faculty members to whom that you wish to give these increases.
 - If your list of faculty is long, you may want to select a group that all gets the same increase by checking the boxes on the far left of the results table (note the green check marks).
- 3 Click the button 'Apply to Selected Faculty Below'.
 - If you want increases applied to all, click "Apply to All Faculty on this Screen". If your group carries over onto additional screens, you will have to repeat this process.
- 4 Check the figures that have been entered and calculated in the '% Acad Base Change' and 'New Academic Base' columns.

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5 Check the figures that have been entered and calculated in the “% Base Salary Suppl Change” and ‘New Base Salary Supplement’ columns.

6 Check ‘New Total Salary’ calculations.

- Note that you can see the current compensation figures by scrolling all the way to the right on this screen.



Current Fiscal Year: 2010									
	New Staff Salary	% Staff Salary Change	New Total Salary	Current Academic Base	Current Faculty Salary	Current Base Salary Supplement	Current Admin Stipend	Current Staff Salary	CURRENT TOTAL SALARY
				\$125,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$225,000.00
				\$75,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$200,000.00
				\$200,000.00	\$0.00	\$150,000.00	\$5,000.00	\$0.00	\$355,000.00
				\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00

7 Round to the nearest dollar for all faculty on the screen or just those selected. (Optional)

8 Click ‘Submit Page’ to save the amounts.

What is Salary Increase Program Faculty Comp Rapid Entry?

Faculty Compensation Rapid Entry will allow users to update faculty compensation package information, including Academic Base, for a group of faculty. This function replaces the spreadsheet faculty compensation survey conducted by faculty members’ Home ORGs during the past two years in the fall, and allows for multiple records updating.

Key Features and Benefits of Salary Increase Program Faculty Comp Rapid Entry

- Ability to review and modify faculty records from the user’s Internet browser rather than the current, less intuitive mainframe application
- Multiple updating of salary information for groups of faculty
- Ability to apply the same percent or amount increase across an entire group or a set of selected records
- Improved data quality for reporting and analysis

Salary Increase Program Faculty Comp Rapid Entry Function (cont'd)

Filters/Parameters and Tips on Using Them

Filter Name	Description
Current Fiscal Year	
Home School / Center	Displays only the school/centers based on the user's access.
Home ORG	Displays only the ORG(s) based on the user's access.
Minimum Current Total Salary	
Penn ID	Allows choice of individuals for single changes
Results Per Page	User preference for 25, 50, 100 records per screen
Browse Mode	Click to ensure browsing with no unintended changes

Additional Faculty Comp Rapid Entry Tips

- Search results will only contain information relating to "Faculty" who meet the below criteria:
 - Active employee or on leave
 - Comp_Person.Employment_Status in ('A','L','P')) and
 - This employee has a current faculty role
 - Faculty_Class in ('TEN','PRE','CLE','ACN','RES','CLN','ADJ','VIS','VEP','PRF','WIS') or
 - An HSC job class: Job_Class in ('110193','110191','399125') or
 - Part Time HSC: Job_Class = 399125 and a job with Job_Grade = 'CPU'
- If the user has already entered amounts for a future fiscal year via the Comp Tab, those amounts will display in the rapid entry screen as already entered. If they were previously entered as projected, saving the Rapid Entry screen will make them 'final'
- For multi-select, if you select an item, and then change your mind and de-select it (click on arrow pointing towards selection choices), you will find the de-selected item at the bottom of the scrolling list, NOT in the original order.
- To sort the result table, select column heading
- The dates will default to 7/1/xx-6/30/xx
- If users need to enter a partial year, it should be done via the Compensation tab in the main PennWorks section rather than in the Salary Increase Program Faculty Comp Rapid Entry page.
- If a partial year was previously entered via Compensation tab it will appear read-only on the Faculty Comp Rapid Entry page.
- Faculty Compensation components should be updated on the spreadsheet based on the coming FY commitment to the faculty member, in accordance with the practices outlined in pages 5-11 of '[Setting Up and Maintaining Faculty Records](http://www.finance.upenn.edu/ftd/documentation/Setting_Up_and_Maintaining_Faculty_Records.pdf)'
<http://www.finance.upenn.edu/ftd/documentation/Setting_Up_and_Maintaining_Faculty_Records.pdf>

Salary Increase Program Faculty Comp Rapid Entry Function (cont'd)

Column Headings on Faculty Compensation Rapid Entry Results Table

Header Name	Details
Sel	Checkboxes for selecting individual records
Home ORG	
Name	The full name (last, first) of the faculty member
Penn ID	The Penn ID of the faculty member
New Academic Base	The new Academic Base as a result of applying the percent change
% Academic Base Change	The percent change to be applied to the current Academic Base; negative percentages permitted
New Faculty Salary	The new Faculty Salary as a result of applying the percent change
% Faculty Salary Change	The percent change to be applied to the current Faculty Salary; negative percentages permitted
New Base Salary Supplement	The new Base Salary Supplement as a result of applying the percent change
% Base Salary Supplement Change	The percent change to be applied to the current Base Salary Supplement; negative percentages permitted
New Admin Stipend	The new Admin Stipend as a result of applying the percent change
% Admin Stipend Change	The percent change to be applied to the current Admin Stipend; negative percentages permitted
New Staff Salary	The new Staff Salary as a result of applying the percent change.
% Staff Salary Change	The percent change to be applied to the current Staff Salary; negative percentages permitted
NEW TOTAL SALARY	Calculated
Current Academic Base	Read only
Current Faculty Salary	Read only
Current Base Salary Supplement	Read only
Current Admin Stipend	Read only
Current Staff Salary	Read only
CURRENT TOTAL SALARY	Read only

Salary Increase Program Faculty Comp Rapid Entry Function (cont'd)

Definitions of the Faculty Compensation Components Types

- **Academic Base Salary:** Academic Base Salary is salary paid for regular, full-time academic duties of standing faculty (teaching, research, service) as derived by each school. As described in the *Handbook for Faculty and Academic Administrators* ([section II .E.11](#)), the Academic Base Salary cannot be decreased except for by express agreement or financial exigency. It does not include extra salary for administrative appointments, overload teaching, summer research, summer teaching and summer administrative appointments, and performance incentives or bonuses. While normally paid for a 9-month academic year, paid out in 12 equal amounts in a monthly paycheck, some schools pay an annualized base for regular academic duties performed over a 12-month period. **Note:** *With the exception of Lecturer C and clinician educators, non-standing faculty members do not have an Academic Base Salary.*
- **Base Salary Supplement:** Salary in excess of Academic Base or Faculty Salary that is guaranteed for a defined term. This pay is often necessary for recruitment and retention but may be reduced or eliminated at the schools discretion, or in accordance with any written agreement between the school and the faculty member. The Base Salary Supplement does not include extra salary for administrative appointments, overload teaching, summer research, summer teaching and summer administrative appointments, and performance incentives or bonuses. The Base Salary Supplement is not included in calculations of summer ninths for summer research stipends, summer teaching stipends and overload teaching stipends. **Note:** *Only individuals with Academic Base Salary or Faculty Salary may have a Base Salary Supplement.*
- **Faculty Salary:** Salary normally paid for academic duties of non-standing faculty. It does not include extra salary for administrative appointments, overload teaching, summer research, summer teaching and summer administrative appointments, and performance incentives or bonuses.
- **Administrative Stipend:** Salary paid for administrative appointments beyond regular teaching, research and service responsibilities. May include duties performed on an interim basis.
- **Staff Salary:** Salary that is normally paid for staff member duties