

Salary Adjustment Enhancements

October 2015

File Attachments

Users can now attach a single document to salary adjustment. The attachment feature will be available on all adjustments, adjustments that require backup documentation will now use this feature instead of submitting paper copies.

1. Select the Adjust button as normal



Reference	Date Posted	Adjust
Contract Earnings, Distribute by Sal Budget	09/01/2015	Adjust

2. Complete the adjustment as normal and select the Upload button

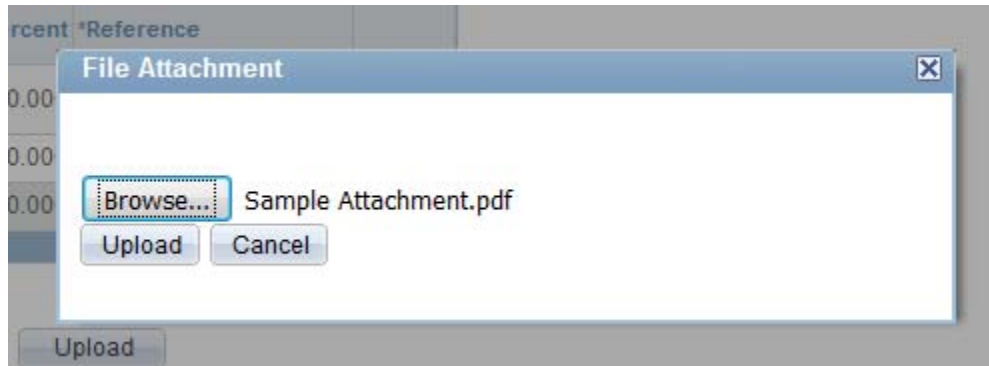


Adjust Type	Earn Code	*Speedtype	Account	Amount	Percent	*Reference
DST	GR2	RES507828	512200	525.00	100.000	Contract Earnings, Distribute by Sal Budget
ADJ	GR2	RES507828	512200	-525.00	-100.000	Sample Transaction
ADJ	GR2	OPR231240	512200	525.00	100.000	Sample Transaction

File Name:

Upload

- Click the browse and select the file you want to attach. After selecting the file, select the Upload button



- Once the file has been uploaded the user has several options:



Button	Function
Upload	Replace the current attachment with another file
Delete	Removes the current attachment
View	Views the current attachment
Save	Saves the adjustment and starts the workflow process
Return	Returns to previous screen and cancels the adjustment

There are no changes to the documentation requirements policy.

E-mail notifications

Users that enter a salary adjustment that requires an approval will receive an automated system e-mail whether the adjustment was approved or denied. Denial notifications will include the individual who denied the adjustment.

Sample Approval E-mail

The requested salary adjustment for *CWRU Employee, 8888888*, for pay period ending *04-30-2015* has been approved by the Office of Sponsored Projects (OSPA) and will be posted during the next available month end close process.

If you have questions, please contact your Grant Accountant in OSPA or email spadocs@case.edu.

Sample Denial E-mail

The requested salary adjustment for *CWRU Employee, 8888888*, for pay period ending *04-30-2015* has been denied by the Office of Sponsored Projects (OSPA) for the following reason:

Project not permitted for this adjustment

If you have questions, please contact *CWRU Employee, email.address@case.edu*