

Notes:

Compensation Business Processes

1. Salary System Administration

- Salary Surveys
- Annual Increase
- 1a-Position Management
- 1b-Leave Management

Mods
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Cari Tate
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1a. Position Management

- Establish New Position
- Update Position
- Hiring Full Time Staff/Administrative Employees
- Position Level Evaluation
- Reporting

1b. Leave Management

- Managing Leaves
- Managing Sick/Vacation Accrual
- Managing Sick/Vacation Taken
- Managing Sick/Leave Vacation Adjustments
- Managing Vacation Carryover (Year End)
- Managing Sick Leave Assistance
- Managing Sick Leave Supplement

BYU Enterprise Project Management PeopleSoft HRMS 8.8 Upgrades Project

Revision: 0
Effective Date: 2/11/03

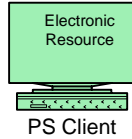
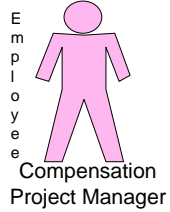
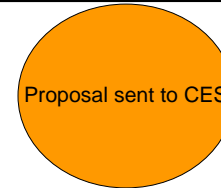
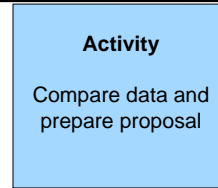
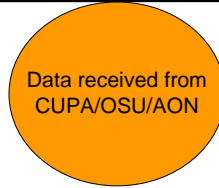
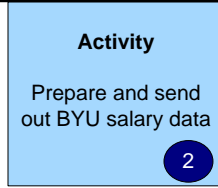
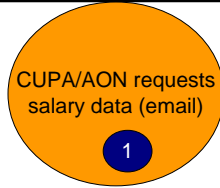
Notes:

- Compare salaries against industry standards
- To know how much to increase annual salary budget

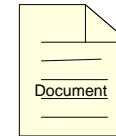
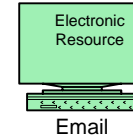
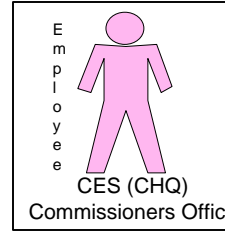
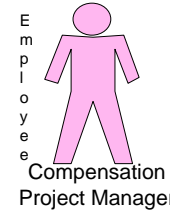
- 1 5 Reports:
 - Executive
 - Staff
 - Admin
 - Staff/Admin
 - Faculty (twice)
- 2 Position data MAY be used for salary data (should it be in PS?)

Compensation: Salary Surveys

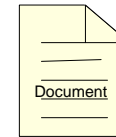
CMP12



O: BYU salary data



O: Salary books



CUPA/AON/OSU
Surey output

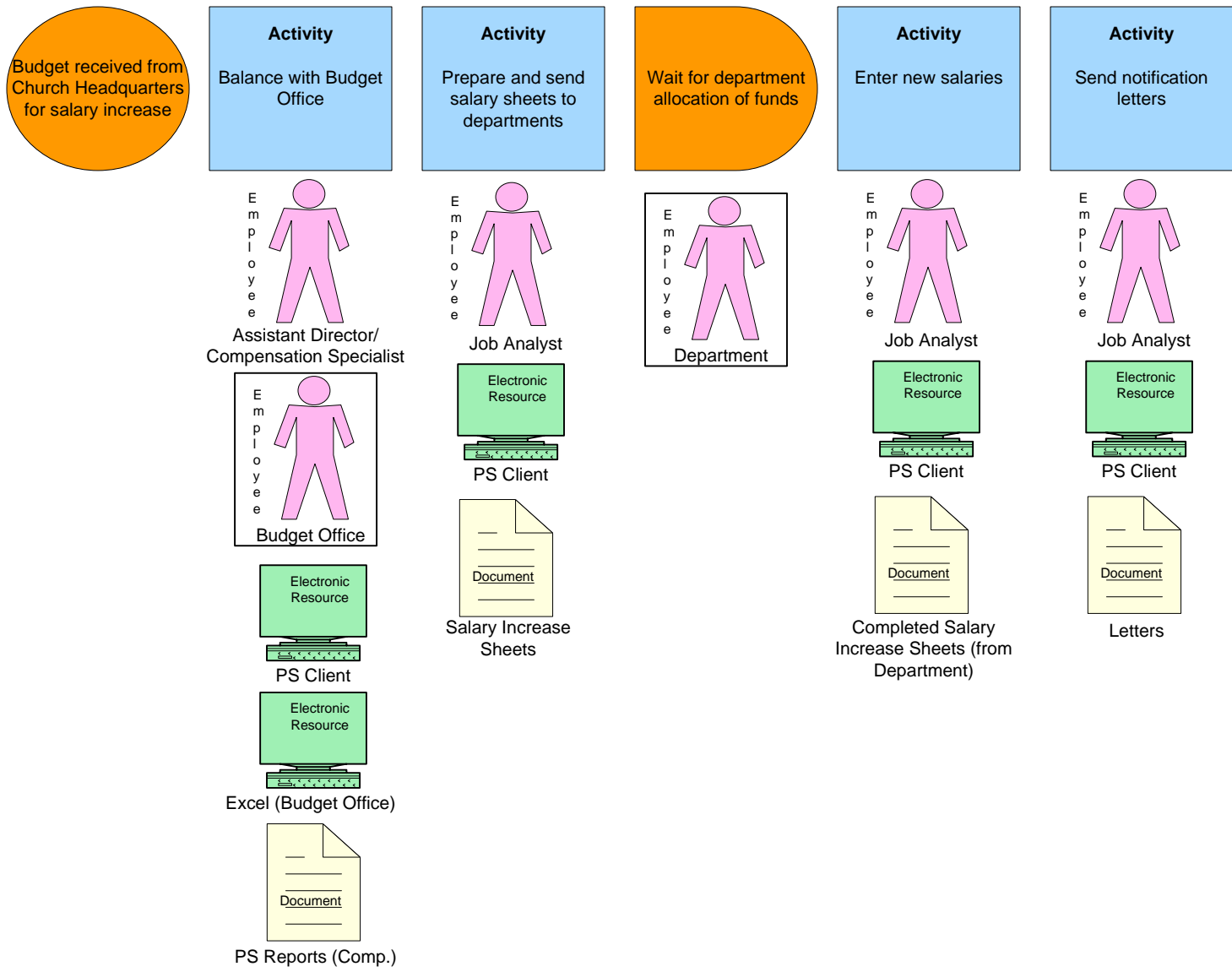
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Notes:

Determine salaries and make annual increase to salaries to remain competitive with industry

Compensation: Annual Increase (p.1) CMP13





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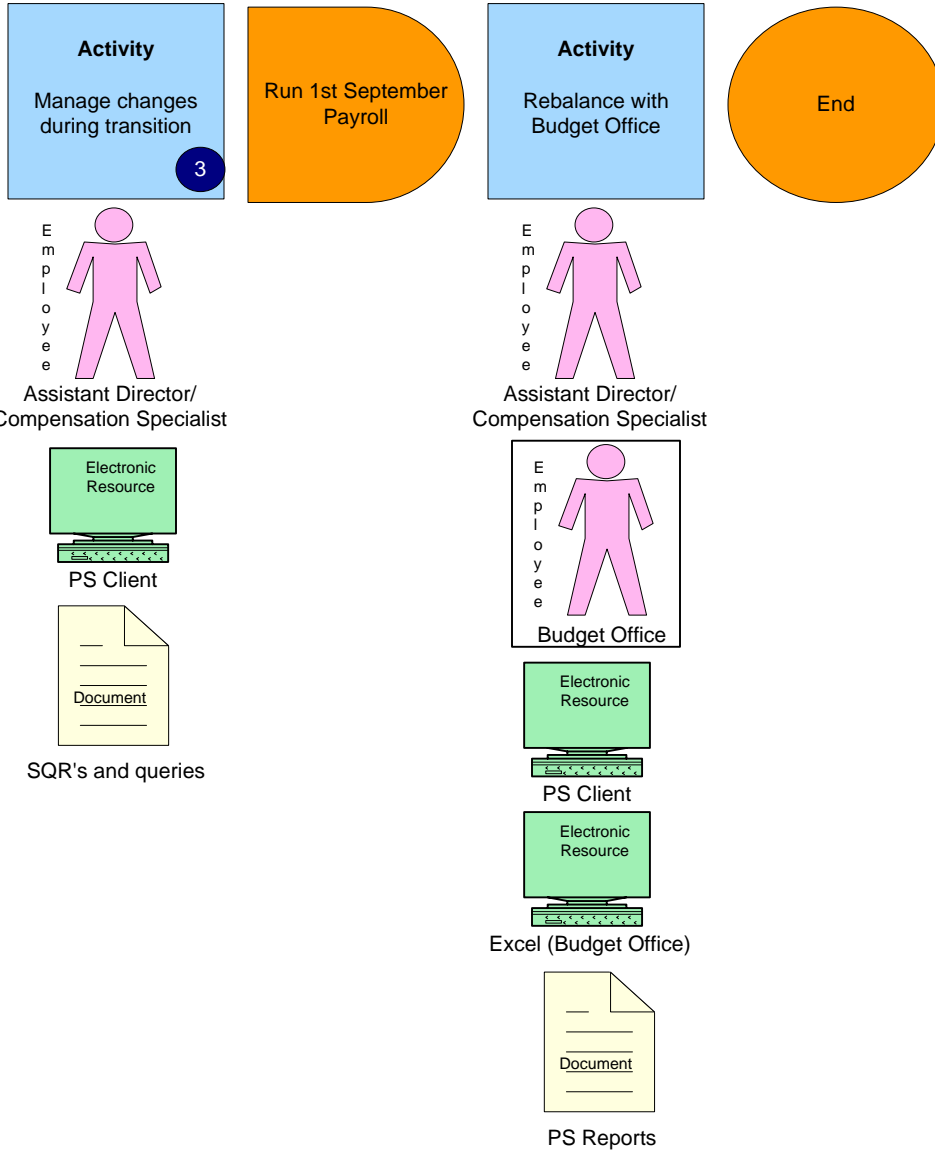
Revision: 0
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Notes:

- 3 Dual salaries until 1st payroll in September (special handling required)

Compensation: Annual Increase (p.2)

CMP13



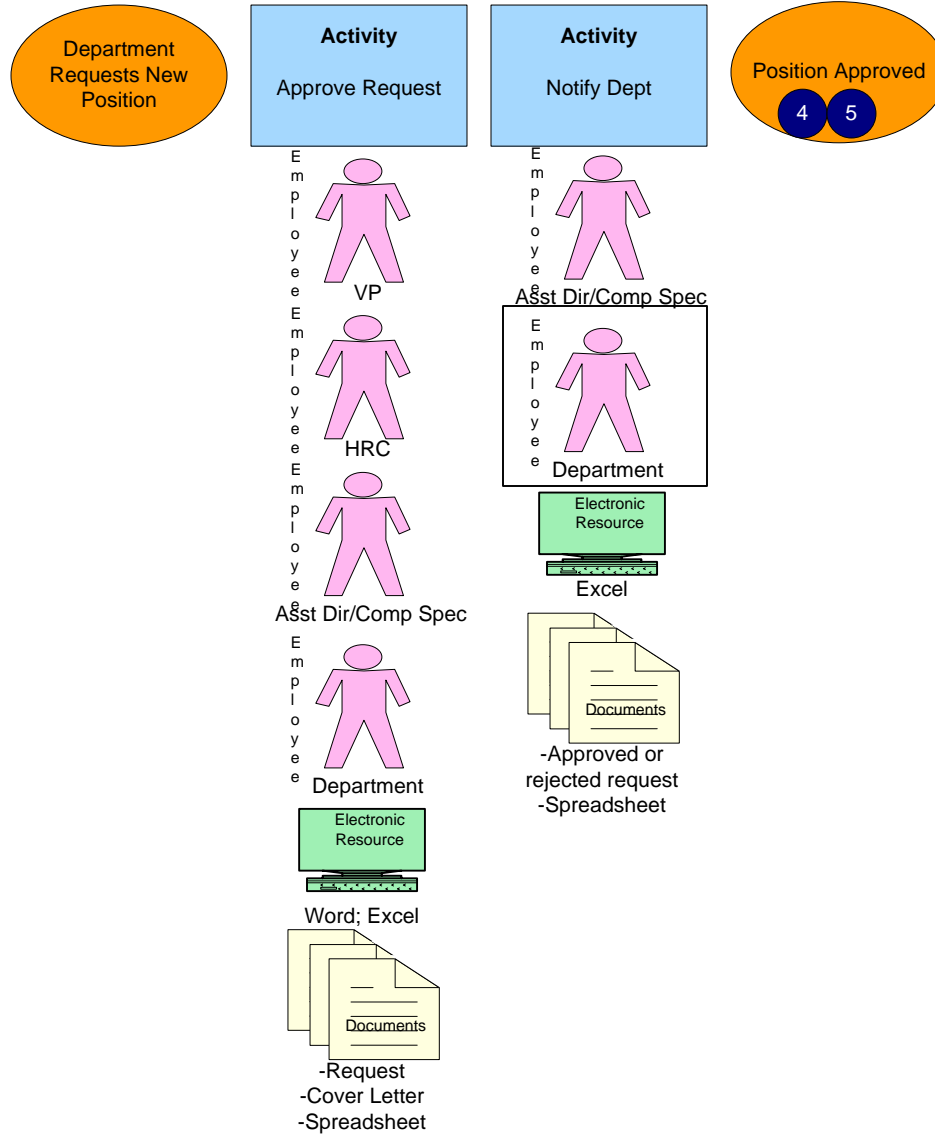
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Notes:

- 4 Entering position in PS occurs in position level evaluation process
- 5 Consider workflow component to automate this process

Compensation: Establish New Position CMP10



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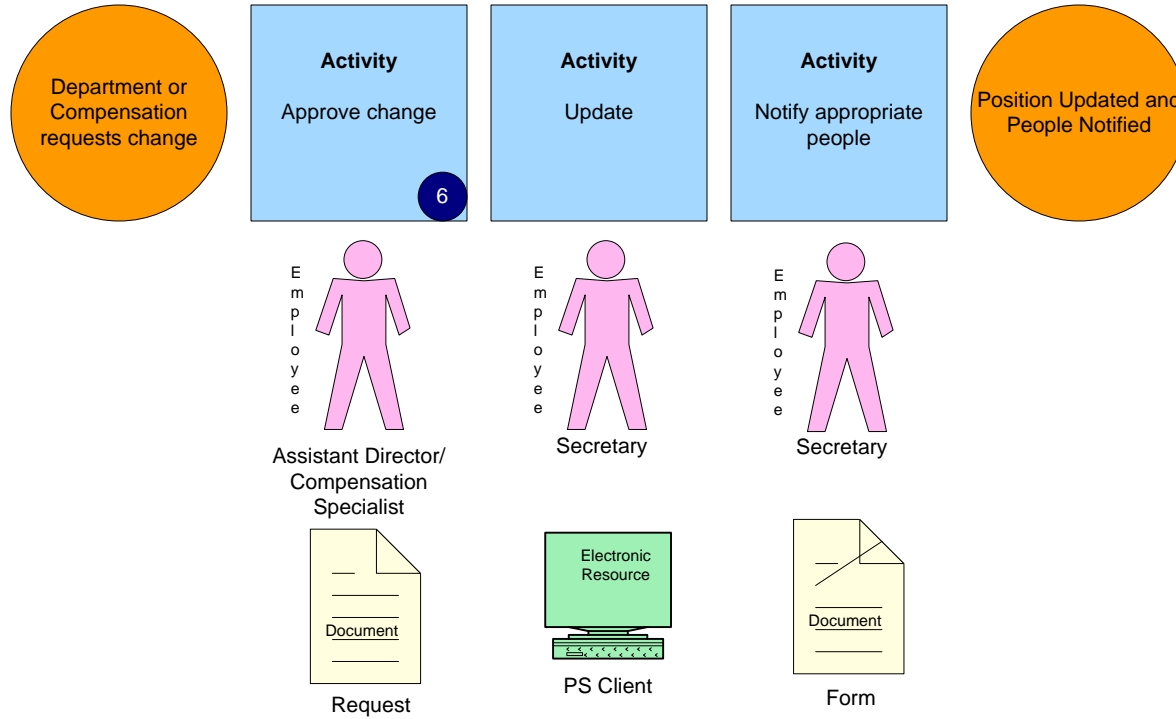
Revision: 0
Effective Date: 2/11/03

Notes:

Changes to PS that affect employees and positions

- 6 For changed job levels, this step is already done in the position level evaluation process

Compensation: Update Position CMP11



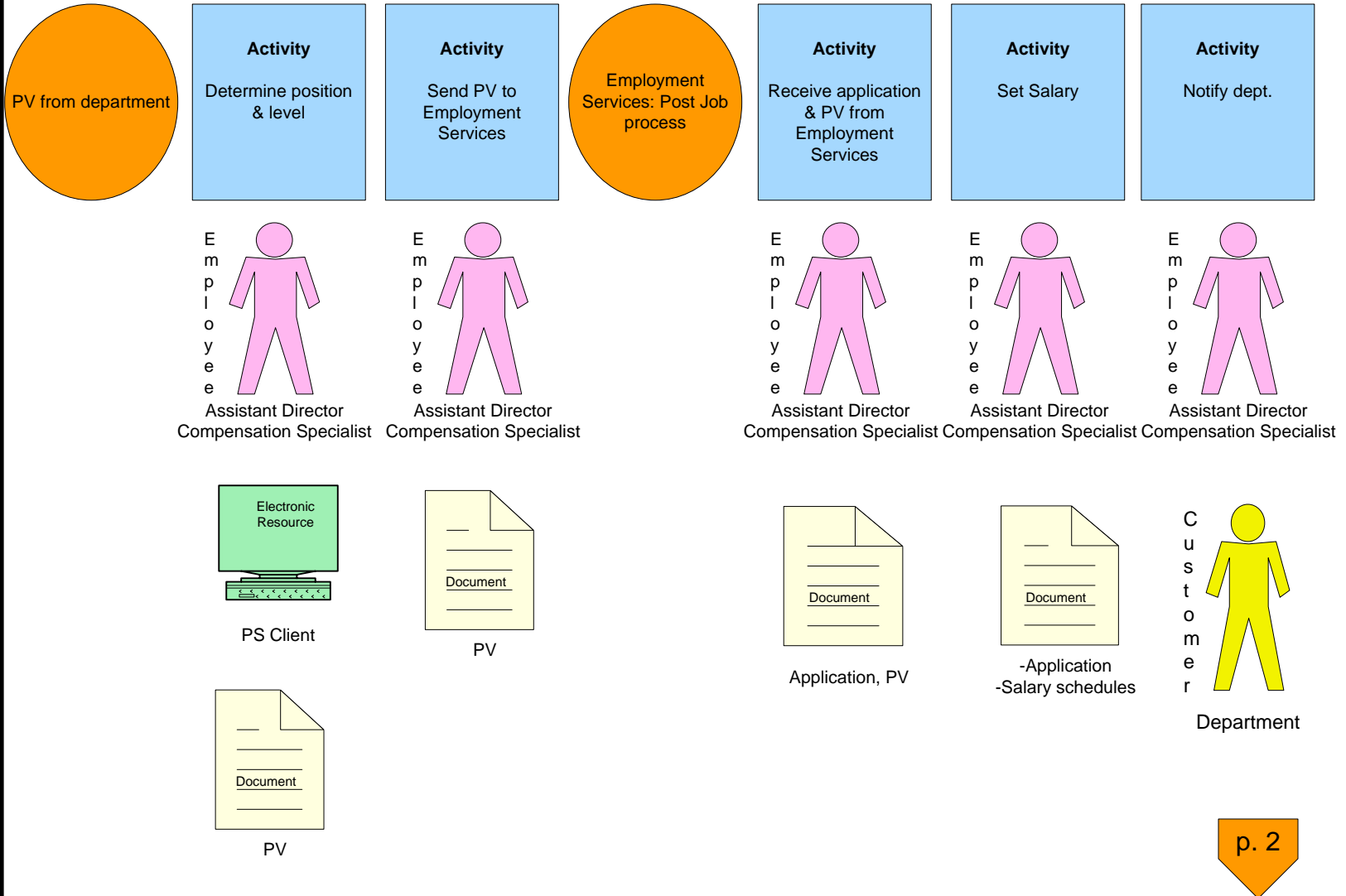
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Notes:

Compensation: Hiring Full Time Staff / Administrative Employees (p.1)

CMP07

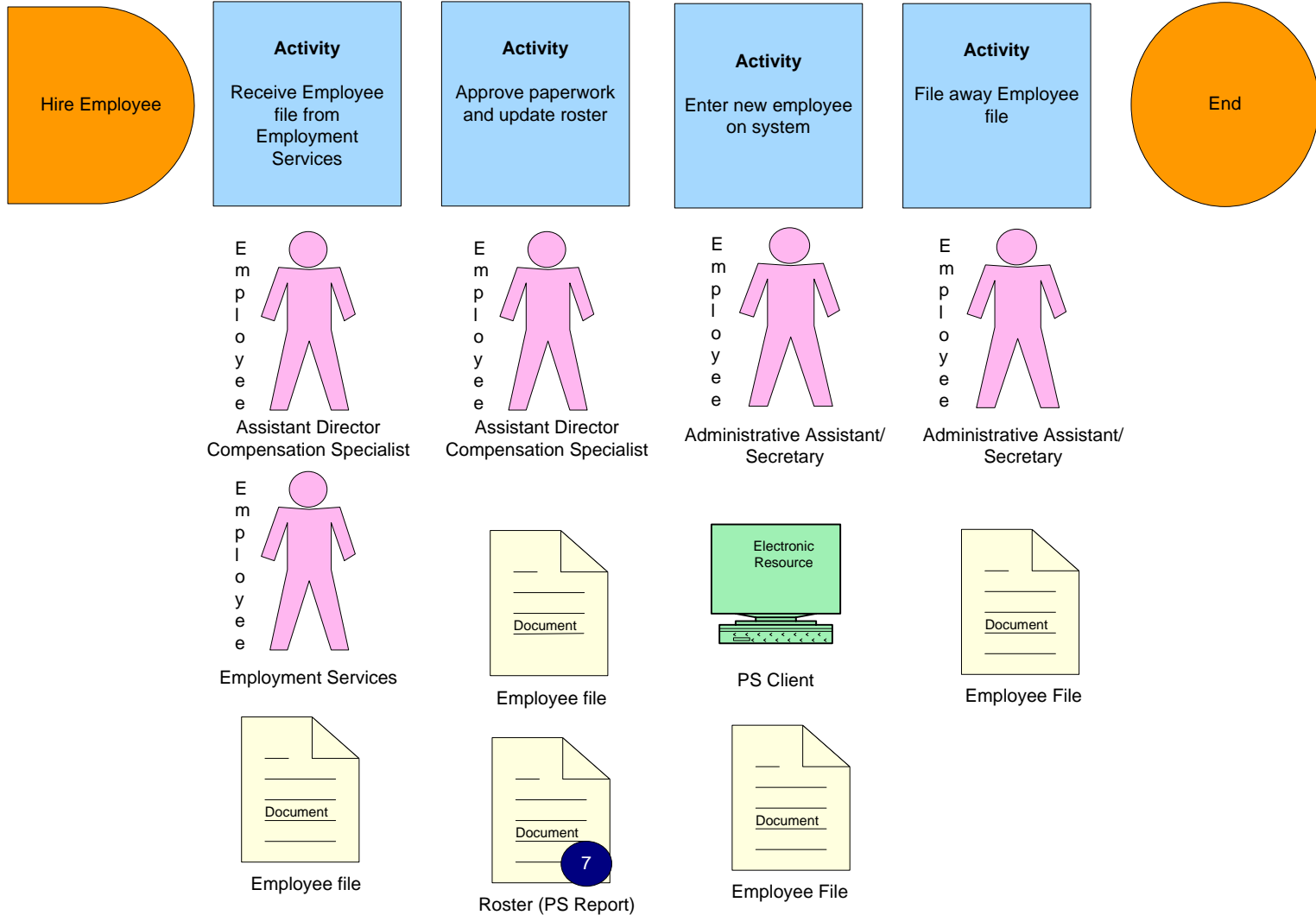


Notes:

7 PS roster (hiring info) using last year's because the report doesn't work.

Compensation: Hiring Full Time Staff / Administrative Employees (p.2)

CMP07



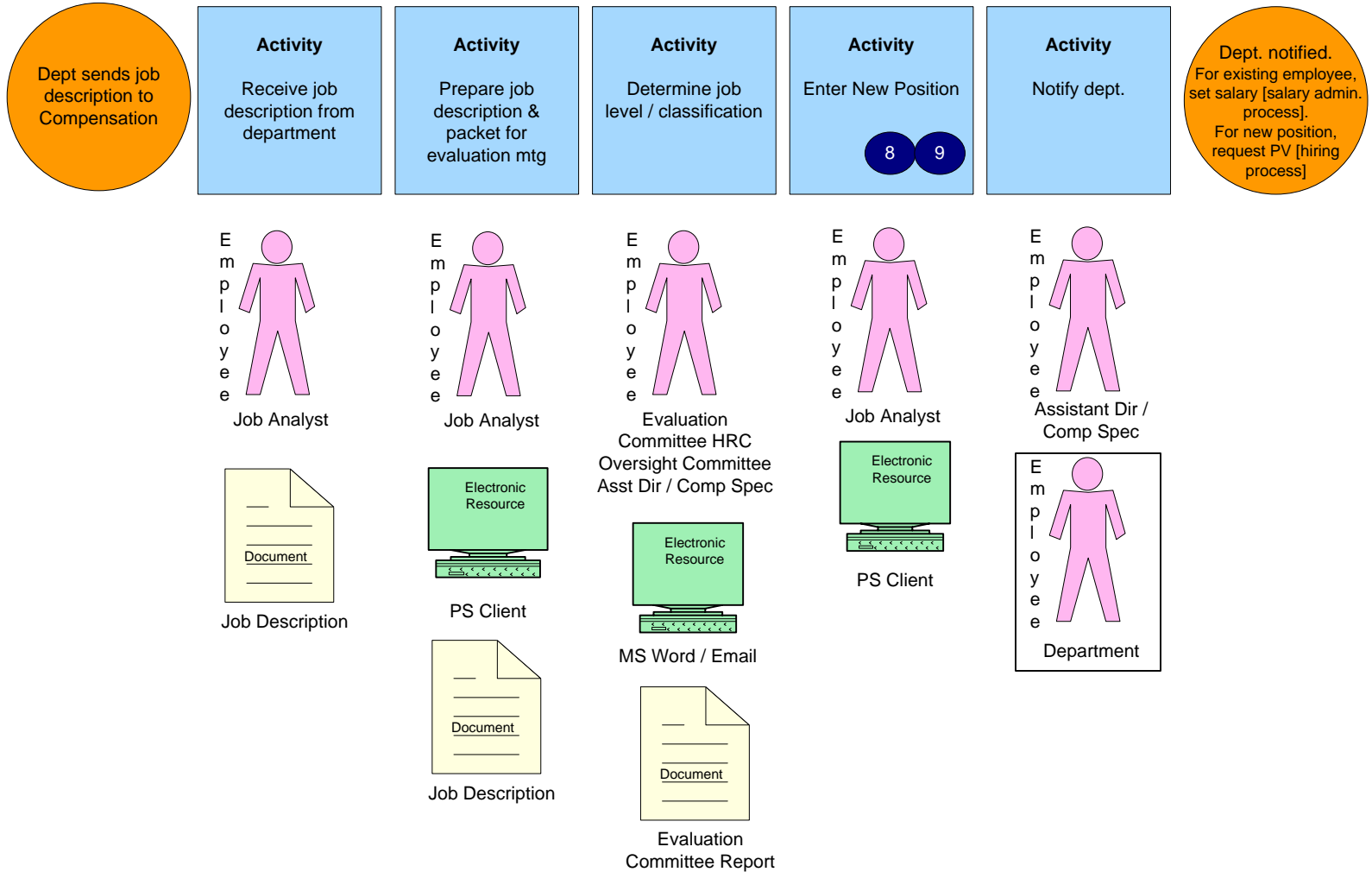
BYU Enterprise Project Management PeopleSoft HRMS 8.8 Upgrades Project

Revision: 0
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Notes:

- 8 For new position, this step waits for approval from HRC
- 9 This step is for new positions only. To update position level go to "Update Position" process

Compensation: Position Level Evaluation CMP01



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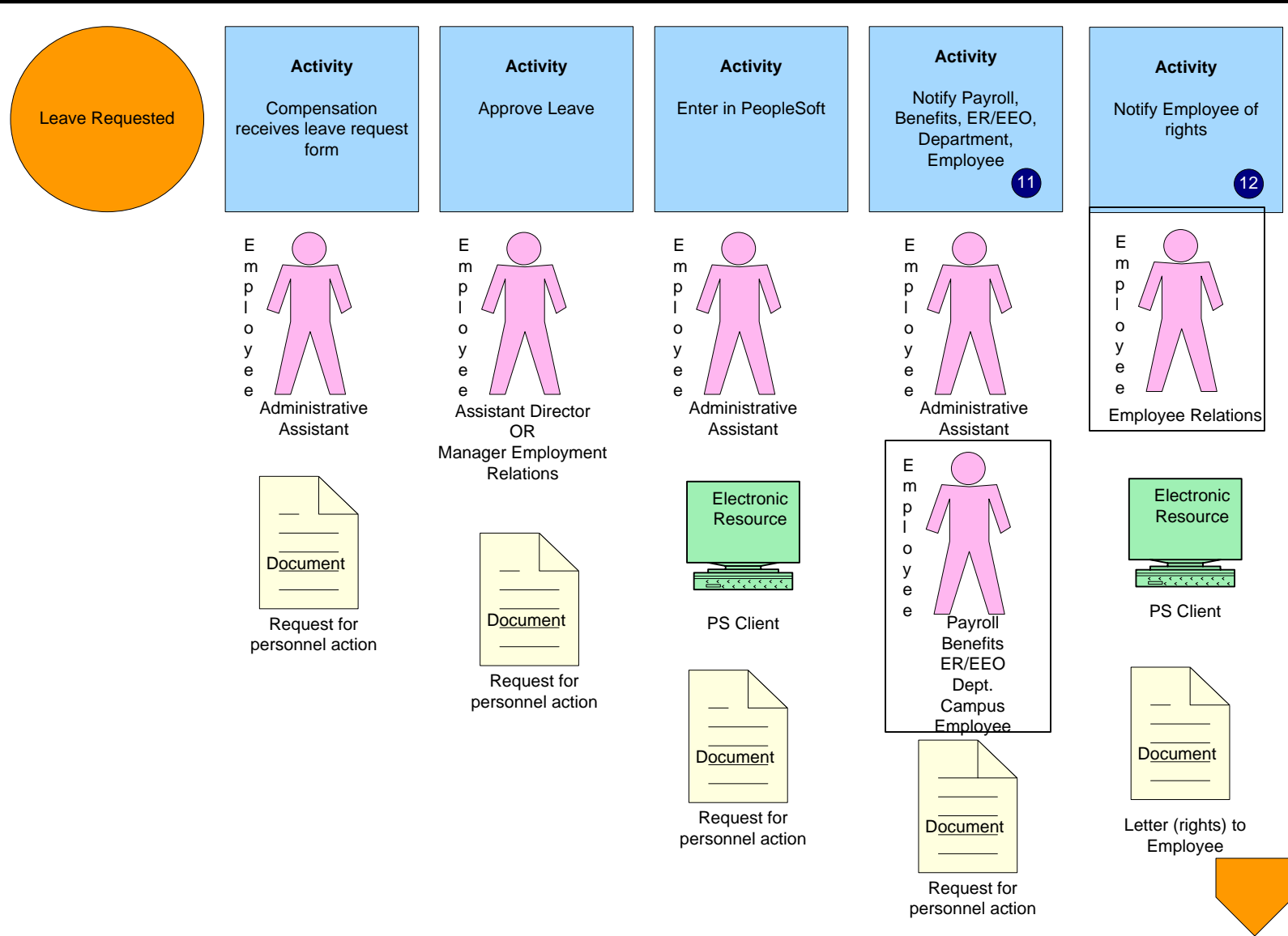
Notes:

- 10 Types of leaves:
 - FMLA (job protected)
 - Medical/disability
 - Personal
 - Non-medical
 - Mission
 - Mission President
 - Active Duty
 - Military Annual
 - Professional Development
 - Suspension
 - Work recess

- 11 Some departments use PS client at this step. If we use workflow, PS client will be involved here.

- 12 For FMLA only

Compensation: Managing Leaves (p.1) 10 CMP02



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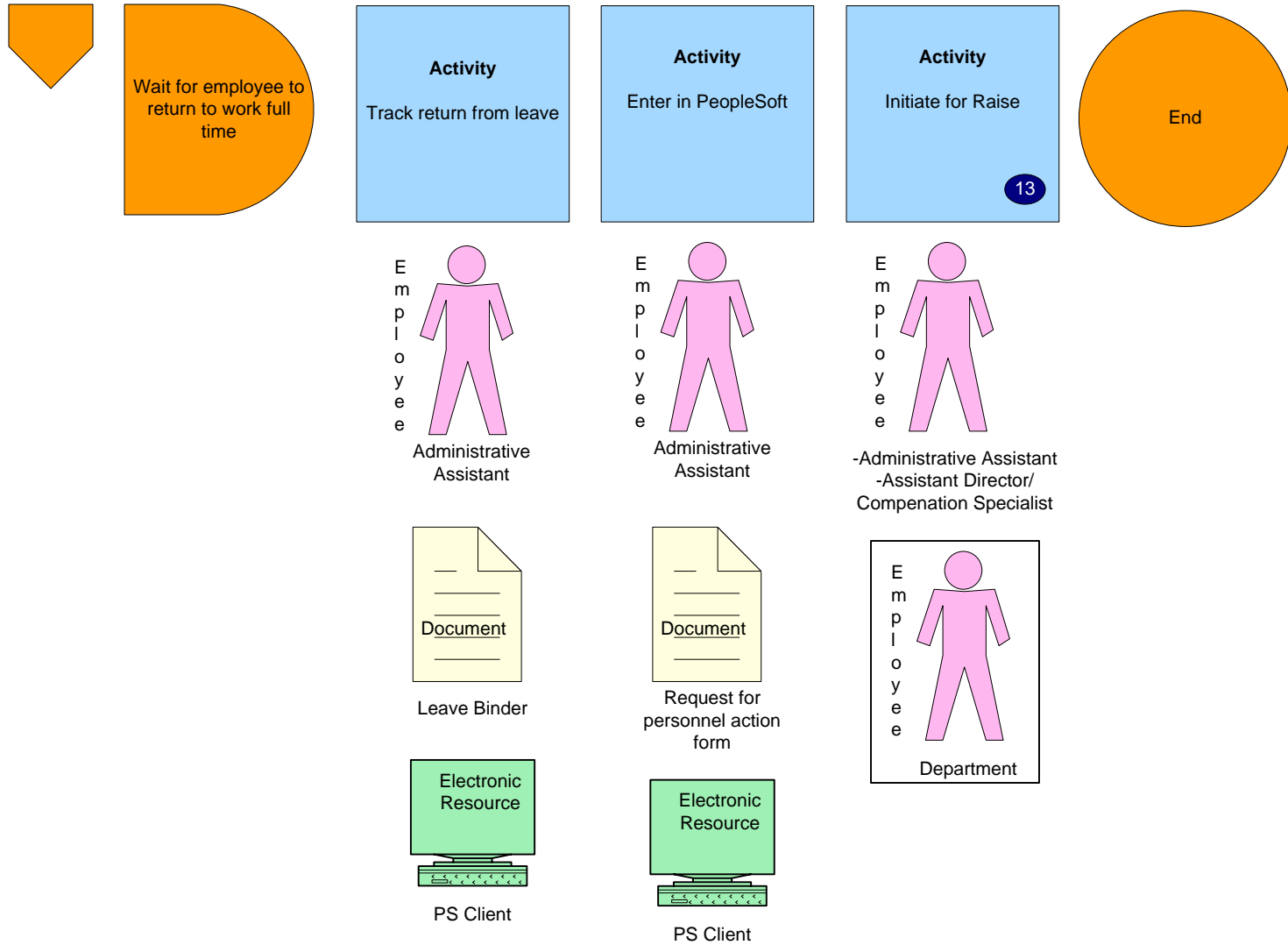
Revision: 0
Effective Date: 2/11/03

Notes:

- 13 If raise is needed, this goes to salary increase process.

Compensation: Managing Leaves (p.2

CMP02



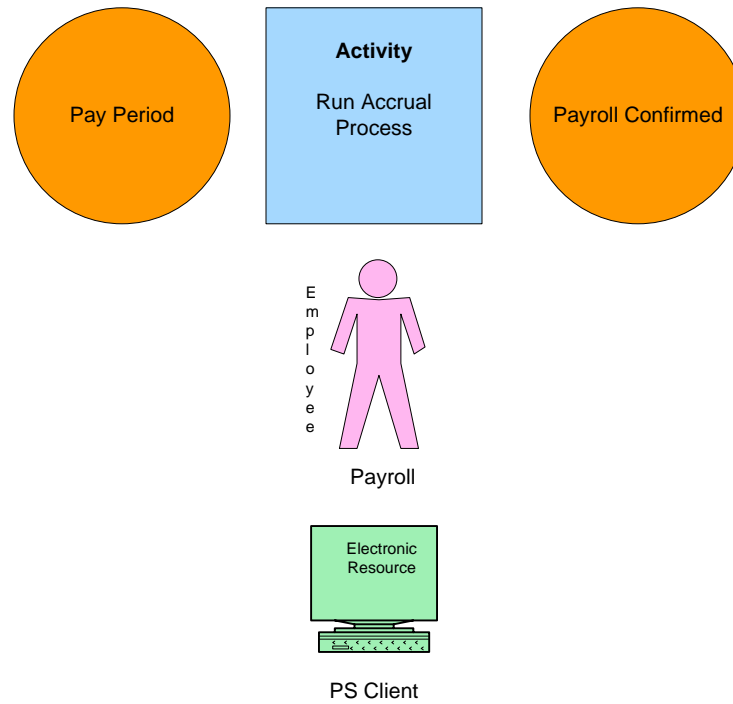
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Revision: 0
Effective Date: 2/11/03

Notes:

Compensation: Managing Sick & Vacation Accrual

CMP03



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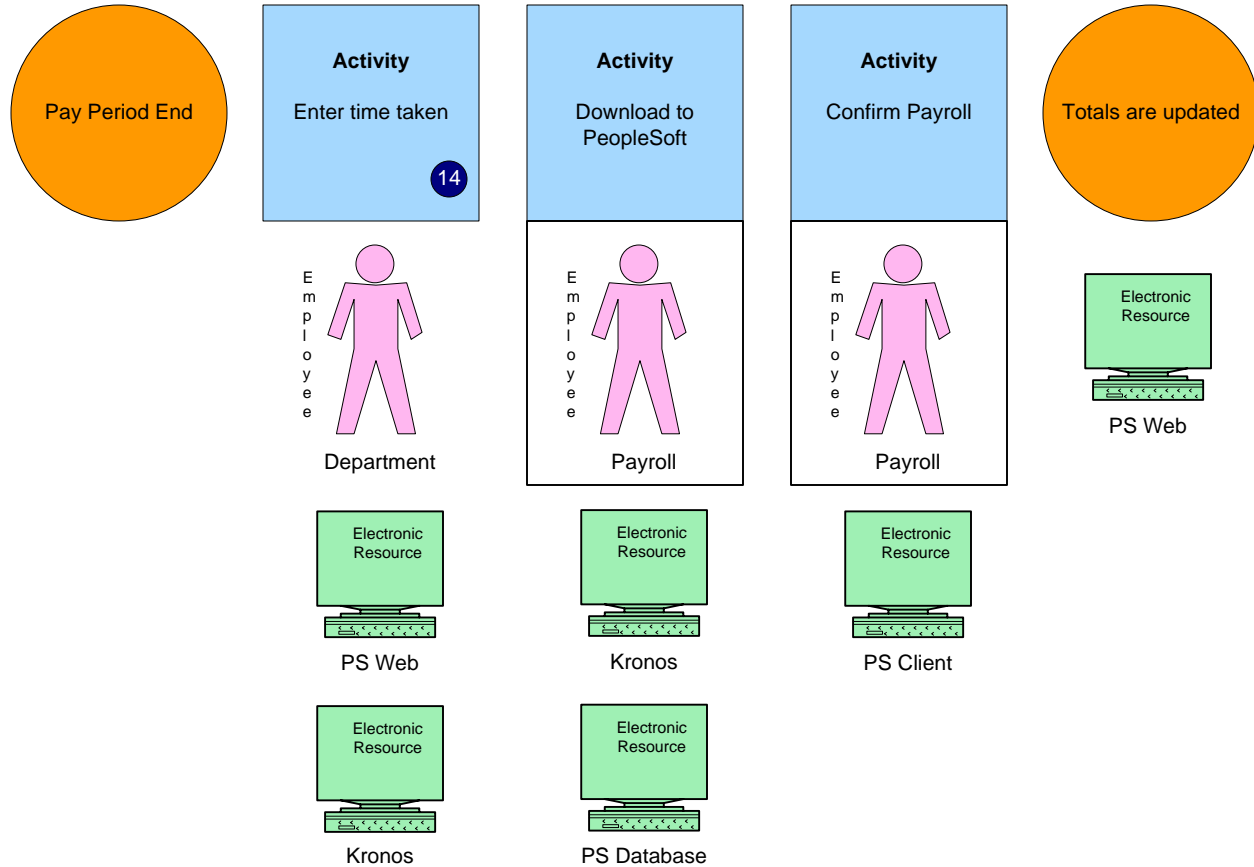
Revision: 0
Effective Date: 2/11/03

Notes:

- 14 Departments use different methods for gathering info about time taken

Compensation: Managing Sick & Vacation Taken

CMP04



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Revision: 0
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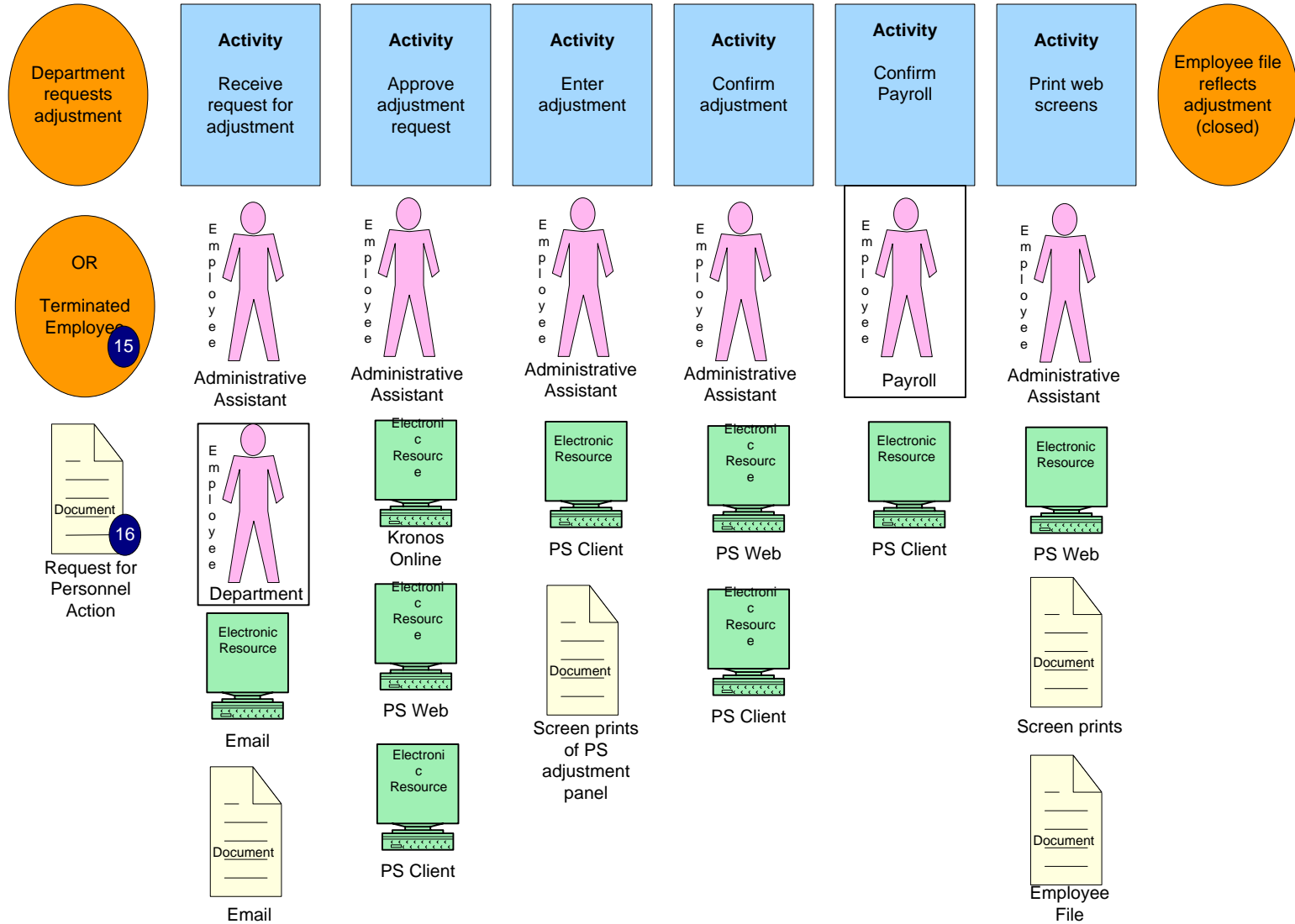
Notes:

15 Terminated employee files are audited within 4 months and adjustments made as needed

16 Sick leave assistance & supplement

Compensation: Managing Sick & Vacation Adjustments

CMP05



BYU Enterprise Project Management PeopleSoft HRMS 8.8 Upgrades Project

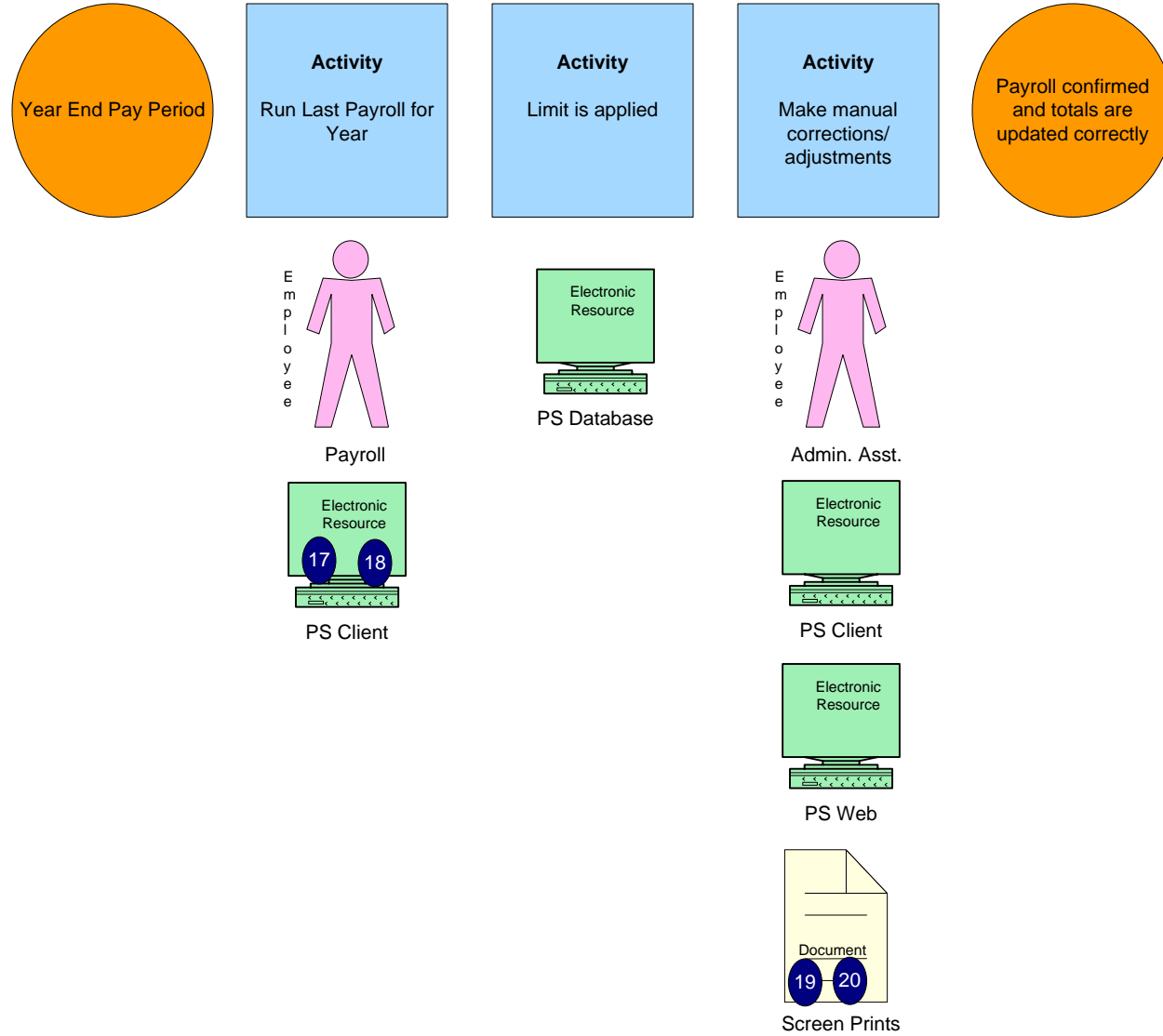
Revision: 0
Effective Date: 2/11/03

Notes:

- 17 Detailed payroll process here
- 18 Taken: Accrual processes
- 19 Because system is broken
- 20 Consider electronic audit trail as option to screen prints

Compensation: Managing Vacation Carry Over (Year End)

CMP06



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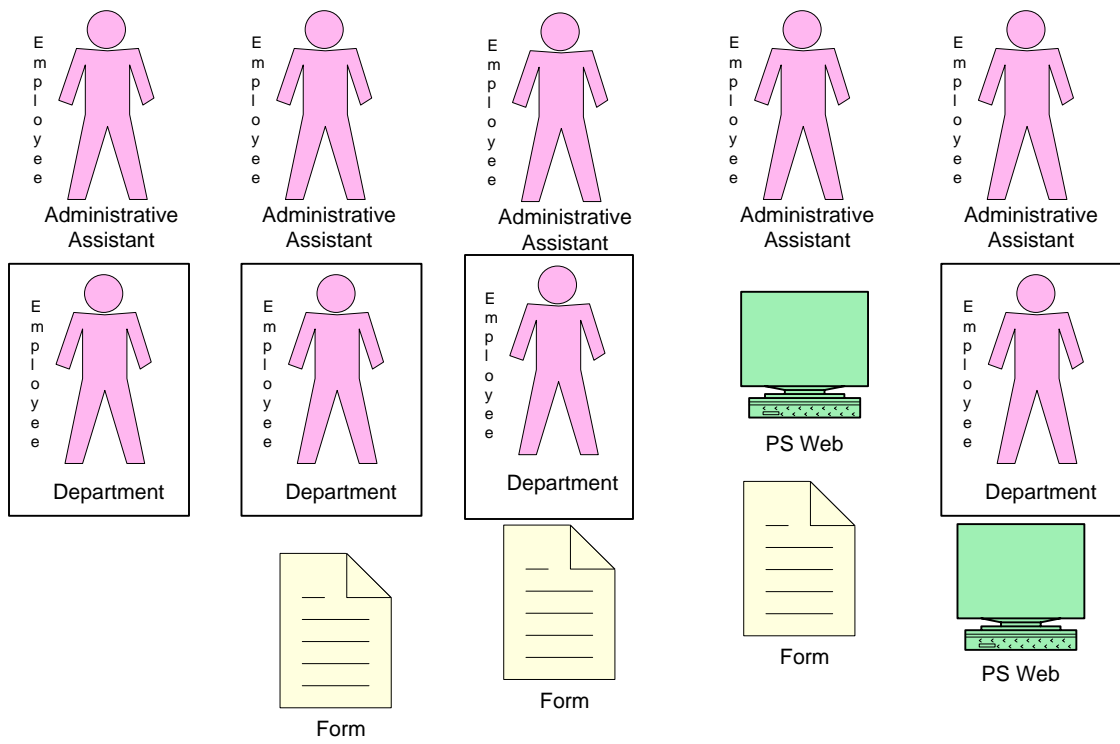
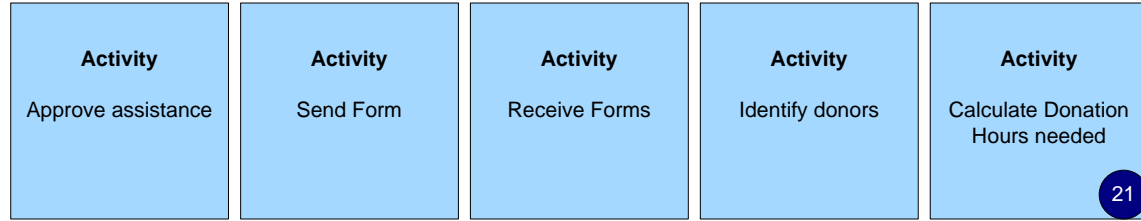
Revision: 0
Effective Date: 2/11/03

Notes:

- 21 Process repeats until ineligible
- 22 Donate from other employee's vacation to supplement sick leave

Compensation: Managing Sick Leave Assistance (p.1)
CMP09

22



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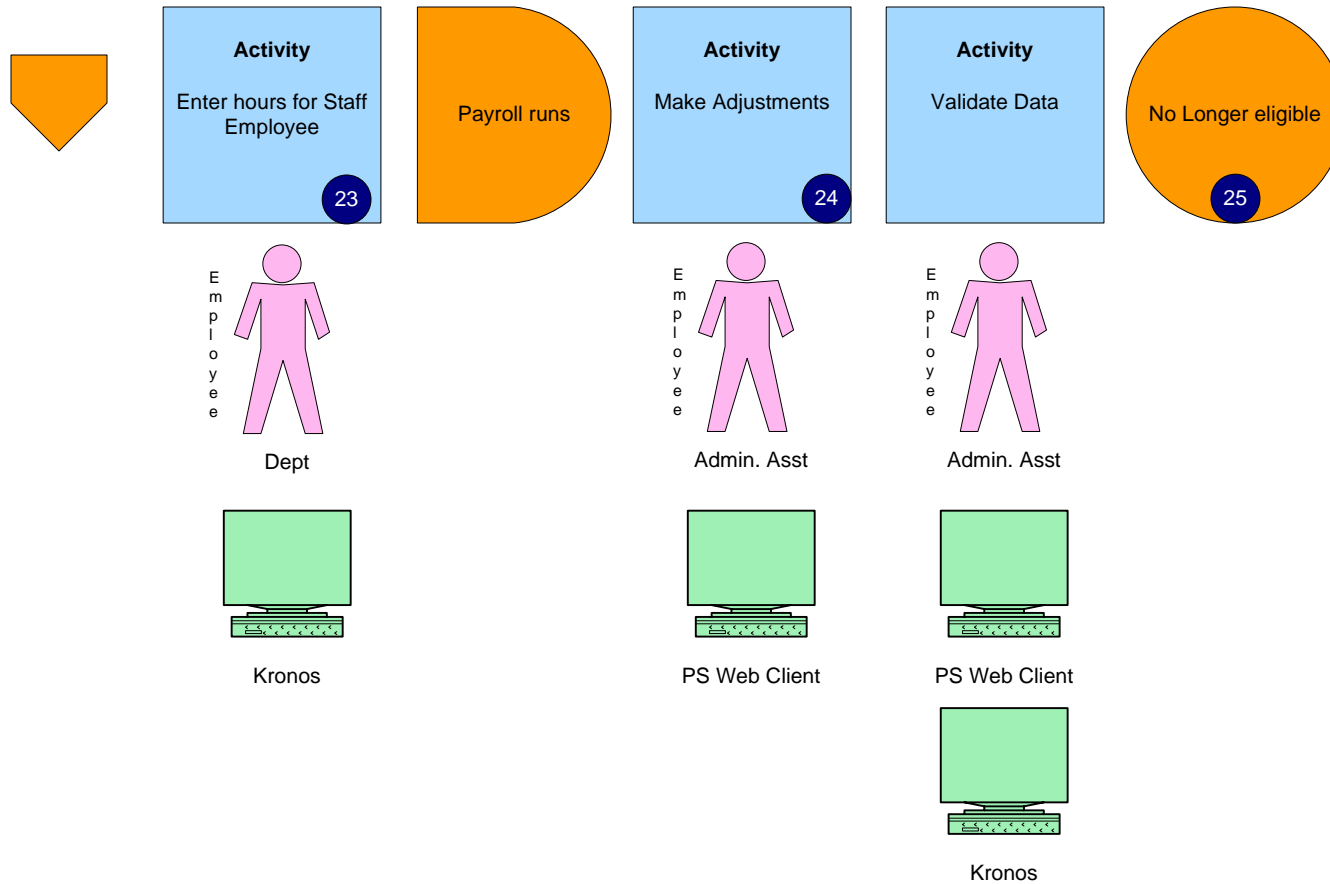
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Notes:

- 23 This step is not needed for administrative employees.
- 24 Adjust for donor and receiver
- 25 Disability kicks in, or employee returns to work, etc.

Compensation: Managing Sick Leave Assistance (p.2)

CMP09



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Revision: 0
Effective Date: 2/11/03

Notes:

- 26 Program for employees with disabilities allows a supplement of compensation
- 27 Monthly Payroll
- 28 Money runs out or employee returns to work
- 29 Process repeats monthly until ineligibility

Compensation: Managing Sick Leave Supplement 26

CMP08

