User Manual - Salary Review

1.1 Introduction to Salary Review

This module enables the manager to view his or her budget with regards to salaries. The employees' performance ratings can be added and the salary can be reviewed accordingly. This module stands loose from the other modules and therefor no data pulls through to Salary Review.

1.2 Requirements and Set-Up

Salary Review should be switched on, on the Signify system:

Path -> **System Administration | System Administration | Tools | Configuration | Framework | Configuration Settings | Human Resources | Salary Review**

1.2 Requirements and Set-Up
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1.3 Required User Roles

- The only role that is required to be given is Salary Review Administrator.
- The Salary Review Administrator will be responsible for downloading the *REM Channel Codes* and *Reporting Lines*, completing them and uploading both (this will be explained in detail), setup the *Period*, undo *Submissions* and move *Managers and Employees*.
- The Salary Review Administrator Role can be found at **System Administration | Users | Manage Users | Employee search | Role Assignment**
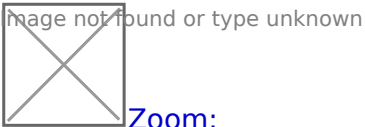
1.3 Required User Roles
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2.1 Step 1: Define an Active Period

WHY: *This section assists the administrator in adding an Active Period*

WHERE: *From the system portal, click* **System Administration | Modules | Salary Review | Period**
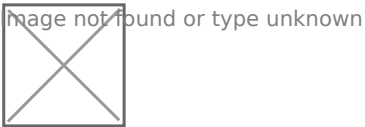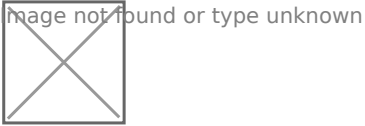

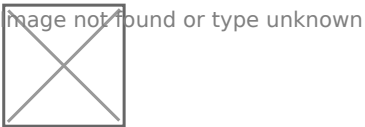- If there is no active Period, click on *Add* to create a new active period

 [Zoom:](#)

- The newly created Period can be *Viewed* and *Edited*

- Complete all applicable fields
- Mandatory fields include:
- Period
- Start Date
- End Date
- Global Increase Percentage
- Code of Conduct - Title, Description and Acceptance Text

2.2 Step 2: Download and Upload of REM Channel Codes Template

WHY: *This section assists the administrator in downloading the REM Channel Codes, completing them and uploading them*

WHERE: *From the system portal, click* **System Administration | Modules | Salary Review | Period | Download REM Channel Codes**

2.2.1 Download REM Channel Codes Template

- These codes must be downloaded first
- Click on "Download REM Channel Codes Template"

2.2.1 Download REM Channel Codes Template
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Zoom: 2.2.1 Download REM Channel Codes Template

- Complete the Template
- These are the remuneration brackets and once uploaded it will be plotted on the graph

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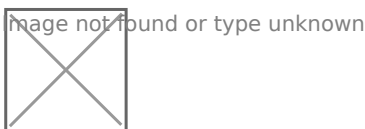
2.2.2 Upload REM Channel Codes Template

- Click on "Upload REM Channel Codes Template"

2.2.2 Upload REM Channel Codes Template

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- A page will open where you are prompted to choose the file
- Choose the template that you completed and saved
- Click then Save and Preview

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- If the data is correct, tick the verify box and select Execute Import

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2.3 Step 3: Download and Upload of Reporting Lines Template

WHY: *This section assists the administrator in downloading the Reporting Lines Template, completing them and uploading them*

**WHERE:** *From the system portal, click **System Administration | Modules | Salary Review | Period | Download Reporting Lines Template***

2.3.1 Download Reporting Lines Template

- The most recent template will download with information regarding the last uploaded template
- Click on "Download Reporting Lines Template"

Action	Reference Description
Edit/View	2015
Edit/View	2016

[Download Reporting Lines Template] [Download REM Channel Codes Template] [Upload Reporting Lines] [Upload REM Channel Codes]

- Complete the Template with the following information:
- Employee number
- Name
- Surname
- REM Channel Code
- Cost to Company
- Overtime
- Increase
- Performance Rating

- Bonus
- Market Adjustment
- Period
- Manager employee number
- Manager Name
- Manager Surname

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee Number	Name	Surname	REMchannel Code	Cost To Company	Overtime	Increase	Performance Rating	Bonus	Market Adjustment	Period	Manager Employ	Manager Name	Manager Surname
2	001	Elize	Bothma	123	210000	10	9	4	2000		10	2016	leeannjvrensbur	Lee-Ann	Janse van Rensburg
3	002	Lize-Mari	Bothma	234	300000	10	5	3	6000		10	2016	leeannjvrensbur	Lee-Ann	Janse van Rensburg
4	003	AJ	Van Niekerk	345	550000	10	2	5	6000		10	2016	leeannjvrensbur	Lee-Ann	Janse van Rensburg
5	004	Jacques	Britz	456	600000	10	3	3	5000		10	2016	MarieJoubertWal	Marie	Wallis
6	005	Marie	Wallis	567	100000	10	4	5	10000		10	2016	Signify	Signify	Signify
7	006	Lee-Ann	Janse van Re	234	300000	10	4	5	10000		10	2016	MarieJoubertWal	Marie	Wallis

2.3.2 Upload Reporting Lines Template

- After completing the template, save a copy.
- Click on "Upload Reporting Lines Template"

Action	Reference Description
Edit/View	2015
Edit/View	2016

Download Reporting Lines Template   **Download REM Channel Codes Template**   **Upload Reporting Lines**   **Upload REM Channel Codes**

- A page will open where you are prompted to choose the file
- Choose the template that you completed and saved
- There are two options choose from:
- Upload entire list and remove existing data
- Upload only this information and keep existing data as is
- Click then Save and Preview

- If the data is correct, tick the verify box and select Execute Import

Save & Preview   Close Window

⬆ Hide import file

Employee Number	Name	Surname	REMchannel Code	Cost To Company	Overtime	Increase	Performance Rating	Bonus	Market Adjustment	Period	Manager Employee Number
SE	Elize	Bothma	123	210000	10	9	4	2000	10	2016	leeannjvrensburg082468@mymail123.com
01	Lize-Mari	Bothma	234	300000	10	5	3	6000	10	2016	leeannjvrensburg082468@mymail123.com
BPS71	AJ	Van Niekerk	345	550000	10	2	5	6000	10	2016	leeannjvrensburg082468@mymail123.com
CCR09	Jacques	Britz	456	600000	10	3	3	5000	10	2016	MarieJoubertWallisjoubert.m@gmail.com072125
MarieJoubertWallisjoubert.m@gmail.com0721258533	Marie	Wallis	567	100000	10	4	5	10000	10	2016	Signify
leeannjvrensburg082468@mymail123.com	Lee-Ann	Janse van Rensburg	234	300000	10	4	5	10000	10	2016	MarieJoubertWallisjoubert.m@gmail.com072125

☑ I verify that the preview of the above data is correct

Execute Import   Close Window

Employee Number	Name	Surname	REMchannel Code	Cost To Company	Overtime	Increase	Performance Rating	Bonus	Market Adjustment	Period	Manager Employee Number
SE	Elize	Bothma	123	210000	10	9	4	2000	10	2016	leeannjvrensburg082468@mymail123.com
01	Lize-Mari	Bothma	234	300000	10	5	3	6000	10	2016	leeannjvrensburg082468@mymail123.com
BPS71	AJ	Van Niekerk	345	550000	10	2	5	6000	10	2016	leeannjvrensburg082468@mymail123.com
CCR09	Jacques	Britz	456	600000	10	3	3	5000	10	2016	MarieJoubertWallisjoubert.m@gmail.com072125
MarieJoubertWallisjoubert.m@gmail.com0721258533	Marie	Wallis	567	100000	10	4	5	10000	10	2016	Signify
leeannjvrensburg082468@mymail123.com	Lee-Ann	Janse van Rensburg	234	300000	10	4	5	10000	10	2016	MarieJoubertWallisjoubert.m@gmail.com072125

2.4 Step 4: Ratings

WHY: *This section assists the manager to see the summary information of the employees reporting to him as well as the subordinate managers and employees.*
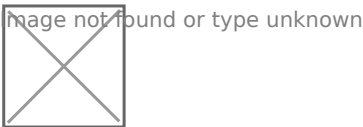
WHERE: *From the system portal, click* **System Administration | Modules | Salary Review | Ratings**

2.4.1 Code of Conduct
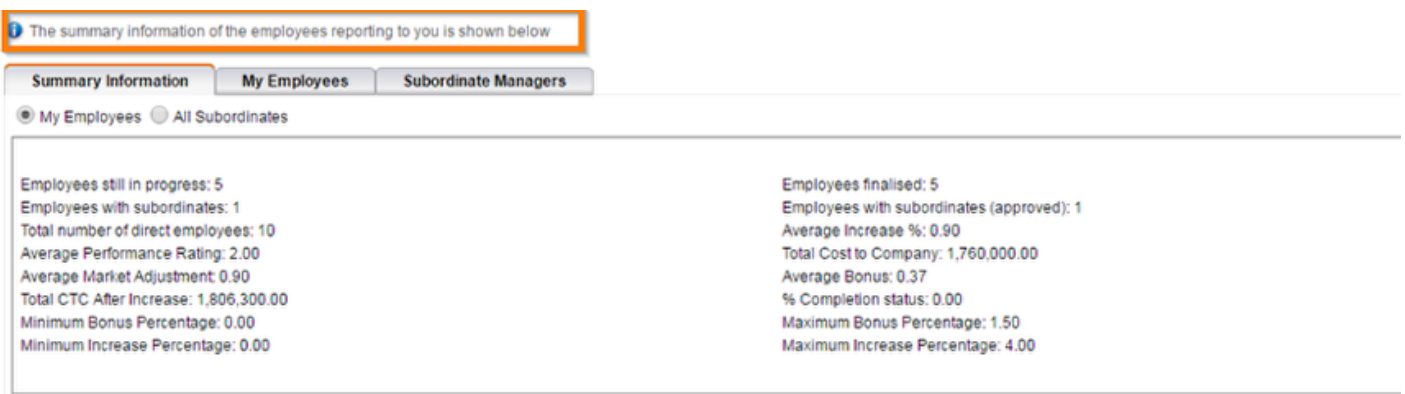
- Accept the Code of Conduct

2.4.1 Code of Conduct

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- You will be prompt to confirm your password

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- On the screen that is shown, all the imported data from the template will display

2.4.2 Summary Information Tab

- On this page all the employees that report to you as a manager are displayed on this page

- A graph of the Cost To Company (CTC) of the employees and on which Quartile the employee fall into are shown

2.4.3 My Employees Tab

- The Manager's employees are displayed on this page
- The increase type can be selected in Rand (R) or Percentage (%)
- The "Performance Rating", "Increase", "Market Adjustment" and "Bonus" does not pull through from the "Reporting Lines Template"
- These fields needs to be completed and the "Comment" field is mandatory.
- If all the fields are completed, click "Save"
- These saved data will be shown on the "Summary Information" page

Summary Information	My Employees	Subordinate Managers

Search Criteria

Status	⦿ All ○ Finalised ○ In Progress				
Employee Number's		Surname		Name	
Job Title		Sort By	Job Title / Years of Service Surname / Name Grade / Job Title		

Search   Clear

Options

Please select the increase type you would like to continue with when completing the Salary Reviews: ○ Rand (R) ⦿ Percentage (%)

Finalised	Employee	Job Title	Start Date Years Of Service	Age	Cost to Company (CTC)	REMchannel Quartile Data	Performance Rating	Increase	Market Adjustment (%)	Bonus (%)	CTC After Increase	Comments
✓	Wallis, Marié (MarieJoubertWallisjoubert.m@gmail.com0721258533) ...more info...	Business Analyst	2016/01/01 3 months	116	100,000.00	Lower: 300,000.00 Median: 450,000.00 Upper: 700,000.00	5 ▾	% 4.00 R 4,000.00	4.00	▾ Bonus: 0.00	106,000.00	Agreed percentage

2.4.4 Subordinate Managers Tab

- A list of the subordinate managers with their employees are displayed on this page

Summary Information	My Employees	Subordinate Managers

Search Criteria

Employee Number		Surname	
Name		Job Title	
Show Indirect Subordinate Managers	☐	Sort By	Job Title / Years of Service Surname / Name Grade / Job Title

Search   Clear

Direct Subordinate Managers

Action	Employee	Subordinate's Direct Manager	Job Title	Number Of Employees	Total Cost To Company	Average Performance Rating	Average Increase	Average Market Adjustment	Average Bonus	Total CTC After Increase	Approved
Action	Wallis, Marié (MarieJoubertWallisjoubert.m@gmail.com0721258533)	Janse van Rensburg, Lee-Ann (leeannjvrensburg082468@mymail123.com	Business Analyst	1	300,000.00	5	2.00%	1.00%	3.34%	309,000.00	✓

- Click on "Action" and select View Subordinate

- The Subordinate's Manager can see who the Manager is with all their employee's ratings for example:
- Direct Manager = Manager A
- Employee = Manager B
- Manager B = Employee A

2.5 Step 5: Undo Submissions

WHY: *This section assists the administrator to undo submissions that was wrongfully submitted.*

WHERE: *From the system portal, click* **System Administration | Modules | Salary Review | Undo Submissions**

- Once a submission is made, it can be reversed
- A reason for reversing the submission is mandatory
- Cases where a reversing occurs will be when an employee needs to be moved from one manager to another

2.6 Step 6: Move Managers and Employees

WHY: *This section assists the administrator to move managers and employees.*

WHERE: *From the system portal, click* **System Administration | Modules | Salary Review | Move Managers and Employees**

- Here you can select an Employee and move them from one Manager to another
- This can only be done when NO SUBMISSION has been made
- Select an employee you wish to move
- Select the new manager by clicking on the hand icon

2.7 Step 7: Override Employee Salary Ratings

WHY: *This section assists the manager to override his subordinate employees' ratings as well as his own employees without reversing a submission.*

WHERE: *From the system portal, click* **System Administration | Modules | Salary Review | Override Employee Salary Ratings**

- A Manager can override his subordinate's employees' ratings as well as his own employees without reversing a submission
- "The reason for overriding" field is Mandatory
- On an employee, you can change the ratings percentages and submit

Finalised	Employee	Job Title	Start Date Years Of Service	Age	Cost to Company (CTC)	REMchannel Quartile Data	Performance Rating	Increase	Market Adjustment (%)	Bonus (%)	CTC After Increase	Comments	Override Reason
✓	Baggins, Frodo (HO1) ...more info...	Chef	2014/01/01 2 years, 3 months	116	200,000.00	Lower: 100,000.00 Median: 200,000.00 Upper: 300,000.00	5 ▾	% 0.60 R 1,200.00	0.60	25% ▾ Bonus: 50,000.00	202,400.00	bla	Increase is too small