

Salary Adjustment Enhancements

October 2015

File Attachments

Users can now attach a single document to a 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

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

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

4. Once the file has been uploaded the user has several options:

Button	Function
Upload	Replace the current attachment with another file
Delete	Remove the current attachment
View	View the current attachment
Save	Save the adjustment and start the workflow process
Return	Return to previous screen and cancel 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 email 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 88888888 for pay period ending 04/30/2015 has been approved by the Office of Sponsored Projects (OSP) and will be posted during the next available month end close process.

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

Sample Denial E mail

The requested salary adjustment for CWRU Employee 88888888 for pay period ending 04/30/2015 has been denied by the Office of Sponsored Projects. If you have questions, please contact your Grant Accountant in OSP or email spadocs@case.edu.