Overview:

The UI Salary Recommendation Program is for entering and calculating employee salary information for the upcoming fiscal year.

For those who have been given access, the salary recommendation system will allow users to apply new funds to employee positions, calculate the total cost of a raise, and monitor remaining available funds.

*NOTE*: The Budget Office will enter faculty promotions after the salary model is implemented.

How to Access the UI Salary Recommendation System:

1. Open a browser such as Internet Explorer or Firefox and log on to VandalWeb.
   
   https://vandalweb.uidaho.edu/PROD/twbkwbis.P_WWWLogin

   *Internet Explorer is the recommended browser to use with the Salary Recommendation program.

   User Login

   Enter your University of Idaho NetID and password.

   Need assistance with your NetID? You may change your password by visiting the
2. Go to the Employee Menu.

3. Scroll to the very bottom within the employee menu until you get to **UI Administrative Tasks** and click on **Salary Model**

* The Salary Model/ Recommendation Program is only for those who have been given special access by the Budget Office (885-7122 or 885-4387).
Using the Salary Recommendation Application:

1. The initial screen of the Salary Recommendation Program is the Employee Group Selection Form. Select an Employee Group to begin entering salary adjustments.

2. Choose an employee from the drop down list in the Employee Information section. Next click the Lookup button to view an employee’s current information.

*Employees already given a salary increase will appear at the bottom of the drop down list with an asterisk next to their name.
3. In the **Salary Changes** section, enter the appropriate percentage increase under “Percent” on the “Merit” line and then hit Add. The system will automatically calculate the dollar increase.

To make a modification to an existing raise, enter the dollar amount or percentage change and select the **Mod** button.

Note that each raise added or modified is automatically saved to the system. In the previous version of the Salary Recommendation program, the commit and uncommit options were necessary to make changes and save to the system. The current version of the program will automatically recalculate the **New Salary** and the funds available in the **Allocation Balance** section when a raise is given or modified.

The **New Salary** calculation is the sum of the base salary, the total raise, and plus or minus the “**Adj. to 2080 hours**”. The “**Adj. to 2080 hours**” is the amount adjusted to **New Salary** in order for the amount to be evenly divisible by 2080 hours. (Note: Academic Faculty salary is based on 1560 hours but have pay spread over 2080 hours).
4. Once information in the Salary Changes section has been satisfactorily completed, select a new employee in the Employee Information section*. *Employees already given a salary increase will appear at the bottom of the drop down list with an asterisk next to their name.

*It is strongly advised NOT to use the Back and Forward buttons of your browser when working in the Salary Recommendation program.

To exit the program, close the browser or logout of the Campus Pipeline.

5. To select a different employee group, click on the Return to Employee Group Selection Form button.
3. To the far right is the allocation balance. These numbers will start out at zero and will continue to go negative as you add increases.

**You will want to watch this number to know when you get close to the allocated amount given to you by the Budget Office. If you go over this amount you will need to make a note of this on your cover letter stating what PCN’s went over, the amount and where these funds are coming from.

Printing Reports:

After all increase information for employees have been entered, you will need to run the following reports from Banner job submission:

**NWRSREC (see below for details on running):** Detail of Salary Change by Employee (Due to Budget Office with Cover Letter 4/30/14)

NWRSREC includes the base salary and related salary increases, sorted by category and department. The employee categories are broken into sections by department, faculty (by rank), classified, non-faculty exempt, and teaching/research assistants. The report will list increases by employee and grand totals.

Parameter 01: Use 2014 for the current fiscal year
Parameter 02: Use your midlevel
Parameter 03: Use % for employee Group Code

**NWRDSCR: Salary Recommendation by Fund Type**

NWRDSCR is similar to NWRSREC providing much of the same information. However, NWRDSCR should be used to compare the salary recommendation totals (by fund type) to the salary allocation provided by the Budget Office.

Parameter 01: Use 2014
Parameter 02: Use your midlevel

The current fiscal year is the parameter needed to run either reports through Banner Job Submission. For example, the fiscal year of 2014 would be used to retrieve a report with data that would be effective for FY 2015.
NWRSREC:
Run with the below parameters using your Midlevel after you add all increases.
Turn in with your cover letter.

Cross Funded Positions:
Example: this one is split 51.28% College of Art & Architecture and 48.72% Idaho Falls. The person assigned to this position will show up under M014 – Art & Architecture in the salary model.
*Make a note of cross funded positions on your cover letter. List PCN and amount only for your area. Work with fiscal officer in other area and let them know you added the employees increase, and then they can make a note of it on their cover letter as well.
If someone isn’t showing up under your midlevel and you think they should be, please check NBAPBUD 2015 to see how they are permanently funded. If they’re budgeted on an org that does not belong to your area you can use FTIORGH to see what area the org rolls up to.

If you see any discrepancies with PCN’s and salaries in the salary model, please add your increase as normal and then make a note on your memo.