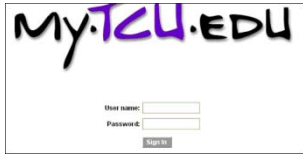


Easy Reference Sheet for Salary Planning

Salary Planning opens Monday February 9, 2009

1. Go to MY.TCU.EDU



2. Log in with User Name and Password

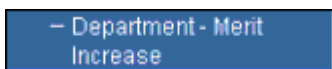
3. Select CS8PRD



4. Select **Human Resources-Salary Planning** from the Menu



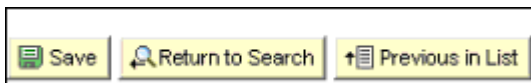
5. Select **Department Merit Increase** for merit increase



6. **Enter** increase amounts by amount or percentage.

<u>Name</u>	<u>Current Annual Salary</u>	<u>Annual Increase Amount</u>	<u>Percent Increase</u>	<u>Other Adjustment</u>	<u>New Annual Salary</u>
Dodd,Browning Harry	60,700.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	60,700.000

7. Click **Save** at bottom of page after all changes have been made

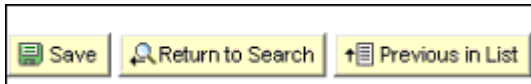


8. Select “Administer Additional Pay” from the Menu on the left side of screen

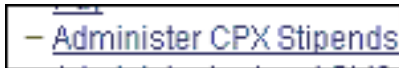


9. Enter “RENEW” REASSIGN” OR “STOP” and new **Begin and End Dates** for each employee listed on the screen .

10. Click “SAVE” at the Bottom of the Screen



11. Select “Administer CPX Stipends” from Menu on the left side of screen

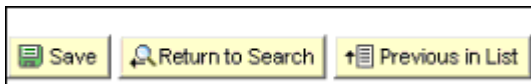


12. No action is required unless employee received an **Unsatisfactory Performance Review**.

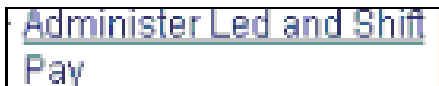
If Unsatisfactory is selected from drop down box Enter **Comment**.

<u>Pay Period Amount</u>	<u>Annual Benefits Base Rate</u>	<u>Pay Periods Per Year</u>	<u>Performance</u>	<u>Comments</u>
20.00	\$52,000.000	26.0	Satisfacto <input type="button" value="v"/>	

13. Click “SAVE” at the Bottom of the Screen



14. Select “Administer Led and Shift Pay”

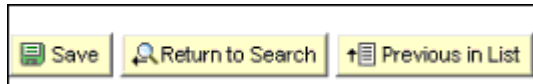


15. No action is required unless Lead or Shift Pay will discontinue for the new fiscal year.

If employee will not be renewed click the box to remove the green checkmark.

<u>Earnings Code</u>	<u>Amount Per Pay Period</u>	<u>Continue?</u>
Shift Pay Salaried	\$40.00	<input checked="" type="checkbox"/>

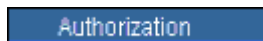
16. Click **“SAVE”** at the Bottom of the Screen



17. Repeat actions for all departments listed.


18. Notify Budget Manager, Vice Chancellor when all changes are completed.

19. Vice Chancellor selects **“Authorization from Menu on the left side of the screen.**



20. Vice Chancellor locks salary planning by clicking **“Approve Salaries & Approve Additional Pay”**

<u>TCU Total Allocation</u>	<u>and Structural Adjustment Used</u>	<u>Over/Under</u>	<u>Market Adjustment</u>	<u>Approve Salaries</u>	<u>Approve Additional Pay</u>
12,897.00		12,897.00		<input type="checkbox"/>	<input type="checkbox"/>

21. Send email to  or Pat Jolley or Diane Edwards in Human Resources when Salary Planning for all of your departments is complete.

Salary Planning Closes Friday February 13, 2009 for Exempt and Nonexempt Staff

Salary Planning Closes Friday March 20, 2009 for Faculty

Important Dates

Dates to Remember for Exempt and Nonexempt Staff

1. **February 13, 2009** - Deadline for departments to complete the raise process
2. **February 18, 2009** – Chancellor and Vice Chancellor budget verification
3. **February 18, 2009** – Salary planning closed for processing
4. **February 23, 2009** - Human Resources forwards a compensation budget file to Finance.
5. **April 15, 2009** – Salary letters will be distributed to all faculty and staff.

Dates to Remember for Faculty

1. **March 20, 2009** – Deadline for deans to complete faculty raises
2. **March 30, 2009** – Salary planning closed for faculty salary processing

Human Resources Contact Information for Salary Planning

Pat Jolley –ext 5019 p.jolley@tcu.edu

Diane Edwards—ext 5021 d.edwards@tcu.edu

Forms and Publications for Salary Planning

[SALARY ADMINISTRATION GUIDELINES](#)

(found on HR website under Compensation-Salary Administration)

[SALARY PLANNING DOCUMENTATION](#)

[SALARY ADMINISTRATION MANUAL](#)

(found on HR website under Forms and Publications)