Manager Self Service
Request an Ad Hoc Salary Change
Human Resource Information System (HRIS)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Click on the Manager Self Service link in PeopleSoft or in ASU Interactive</td>
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</tbody>
</table>
| **2.** | Select the Compensation link  
Or, you can click directly on the Request Ad Hoc Salary Change link here. |
| **3.** | Click on the magnifying glass to enter the effective date and select an employee that requires a salary change. 
The salary adjustment can only be processed within the current pay period or a maximum of 30 days into the future. 
If you do not see the pay period you need in the lookup, that is because the payroll process has been started for that date range. |
| **4.** | Click the Go button  
Note  
You must first select an effective date THEN click the GO button to view your list of "reports to" employees.  
Select the check box of the employee you are looking for. |
| **5.** | Click the Continue button |
| **6.** | Click the Submit button |
| **7.** | You must choose an Action/Reason from the drop down menu before you can proceed with your request, or an error message will appear.  
Select the Action Reason Help link  
If you are unsure of which Action/Reason to select you can click on the Action/Reason Help link to read the explanations for each Action/Reason.  
Click the Action/Reason drop down menu |
| **8.** | At this point in the request make an entry into one of three fields to indicate how you want to change the salary:  
Enter the Change Percent or  
Enter the Change Amount or  
Enter the New Amount |
| **9.** | You must click on the Calculate New Total button to proceed. |
| **10.** | Click the Submit button to complete this process.  
Your transaction will update the database if your Manager has approved it and there are no errors. |
| **11.** | Click the OK button |
| **12.** | Click the link to return to Manager Self Service. |
| **13.** | As soon as the Submit button is clicked the submitter receives an email that the transaction was successfully submitted and is awaiting final approval by the Manager.  
Click HERE to continue  
The approver receives an email that the request has been submitted and requires their final approval.  
Click HERE to continue  
When the request has been approved both the submitter and approver receive this notification that the request has been approved and that the database has been updated.  
Click HERE to continue  
Approver  
Multiple Requesters  
An email can also be generated for multiple people with regard to a self service request. Note that the email states the database has been updated. |
14. You may wish to log out or continue on with other tasks.