Manager Self Service
Approve an Ad Hoc
Salary Change

Reference Guide
Human Resource
Information System (HRIS)
**Figure 1**

![Email notification](image)

**Step 2 Approver**

The approver receives an email like this one notifying them that a salary Change was submitted.
Select the **Manager Self Service** link

The approver logs into PeopleSoft to complete this transaction.
Select the **Approve Ad Hoc Salary Change** link
The **Approve Ad Hoc Salary Change** page appears

For this example, select the **Ad Hoc Salary Change 926** link.
The approver selects approve or deny from the drop down and saves.
Figure 6

Select the **Approve** item
Click in the *Comment* field.

It is mandatory to indicate specific things in the Comment area.

They are:
- Who in the department has approved the action. (Followed and obtained dept approval from _____ (dean)?)
- Is the employee changing classifications? E.G. classified staff promoted to service professional?

For Administrative, Classified, and Service Professional employees be sure to indicate:
- Have Minimum Qualifications been met?
- Employee's performance evaluation currently exceeds expectations or is above Minimum Qualifications.
- It has been over a year since their last promotion (career progression).

**Note:** If this promotion will result in a change from non exempt to exempt, the department must pay out any compensatory time the employee has.
Click the **Save** button
The submitter receives this email to inform them that their request has been approved.
Figure 10

From: support@asa.edu [mailto:support@asa.edu]
Sent: Tuesday, October 16, 2007 3:44 PM
To: Requester Name
Subject: Request processed by approver

Below is the latest activity with regard to this self service request.

The following request(s) has been approved by Christine Cervantes:

Employee ID: 1000000000
Employee Name: Employee Name
Transaction: Ad Hoc Salary Change

Please visit the following URL for detailed information about the request(s):
https://asa48034.myasap.com/asa/ employee/SHRMS/role/ MANAGER/HR_SALCHANGE_STS/SEL?
Page=HR_SALCHANGE_MOR&Action=U&SS_SRF_ID=1120&TRANSACTION_NAME=HR_SALCHANGE

This communication was sent via PeopleSoft Workflow Technology. Please do not reply to this email.

An email is also sent to the Compensation Administrator that the Salary Change was approved by the manager.
An Administrator in HR will go into their worklist and see the salary changes under Self Service Request. They must then continue through PeopleSoft to complete their approval step which is also needed to complete the transaction.
An email is then sent to both the submitter and approver that the transaction was processed.

That brings us to the end of this example.