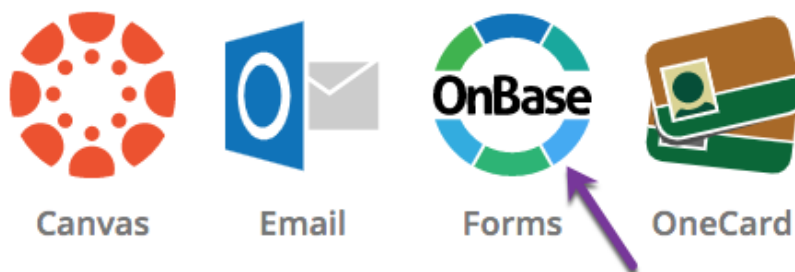


E-Compensation Requests OnBase

User Guide for HEERA Managers (MPP)

1. There are 7 types of compensation requests that have been automated in OnBase:
 - a. In-Range Progression (IRP) Employee-Initiated
 - b. In-Range Progression (IRP) Manager-Initiated
 - c. Staff Bonus Request (Manager-Initiated ONLY)
 - d. Staff Stipend Request (Manager-Initiated ONLY)
 - e. MPP Merit Bonus Request
 - f. MPP Equity Request
 - g. MPP Supplemental Bonus Request (for Athletics ONLY)
2. All forms are accessible through My Sac State portal, by selecting the OnBase Forms icon. There is also a link to the system on the Classification & Compensation Website.



3. All forms, with the exception of IRP Employee-Initiated, are required to be submitted by a HEERA designated Manager. Represented employees will only have access to the IRP Employee-Initiated form; all other forms are only accessible by MPPs.
4. **Please NOTE:** For all MPP Compensation Requests, self-submissions will not be accepted and must be submitted by the direct report's HEERA Manager
5. Approvals for all forms are streamlined to include ONLY the Appropriate Administrator (the immediate non-bargaining unit supervisor or manager, to whom the employee is normally accountable) and the appropriate Vice President/Provost.

For Management-Initiated requests - It is the responsibility of the initiating MPP to ensure that any approvals, (including budget) that may be required by the Division/Department (ex. Second and/or third level(s) of management that are not built into the workflow), are obtained prior to submitting/approving. MPPs have the option to upload budget approval or other documentation (ex. Email, etc.). Please work with your Vice President/Provost's Office to verify the internal Division process.

For Employee-Initiated requests - It is the responsibility of the Appropriate Administrator to ensure that any approvals (including budget) that may be required by

the Division/Department (ex. Second and/or third level(s) of management that are not built into the workflow), are obtained prior to approving. MPPs have the option to upload budget approval or other documentation (ex. email). Please work with your Vice President/Provost's Office to verify the internal Division process.

6. Please read the instructions carefully for each form before submitting it. All fields with the red asterisks (*) are **required**. When all fields are entered, click **Submit** at the bottom of the page. The form will automatically route to the next level of approval, including the Vice President of the division, and HR (Class & Comp).

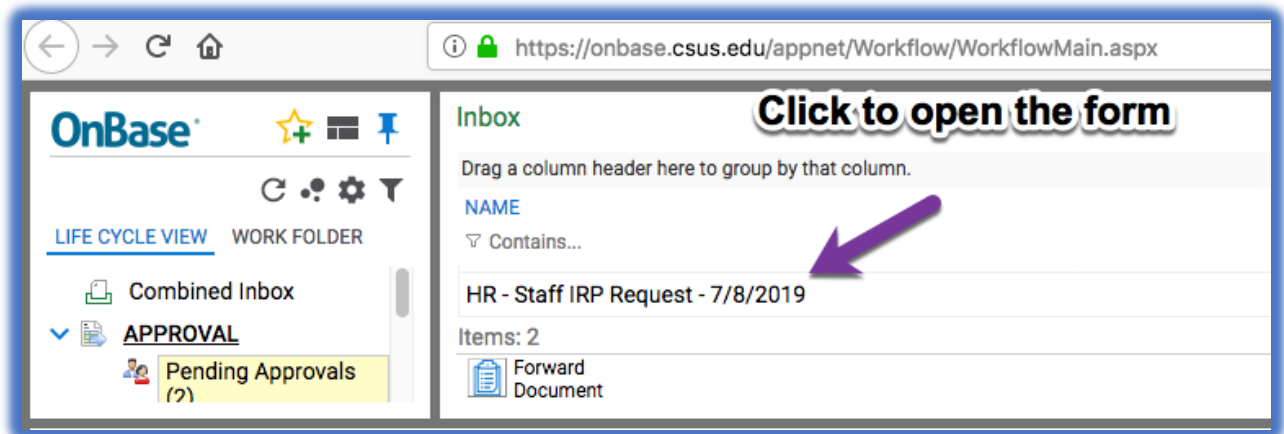
Please note, selecting the **ENTER** key on your keypad will automatically submit the form (unless required fields are not filled in). Due to this OnBase functionality, please be sure to review the form in its entirety before selecting ENTER or clicking Submit at the bottom of the page.

APPROVAL PROCESS

1. When the form is submitted, it will first route to the Appropriate Administrator over the employee (if the initiating Manager is the Appropriate Administrator, then their information will auto-populate in the Manager Approval section). If the initiating Manager is NOT the Appropriate Administrator then the workflow will route to the Appropriate Administrator. The approver will receive an email letting them know that a request is waiting for their review with the link to the form (screenshot below).



2. OnBase will open – click on the form to review:



- As the approving Manager (MPP), review the request and fill in the **Manager Authorization** section.

ADMINISTRATOR REVIEWS & AUTHORIZATION

Manager Authorization

First Name: GREGORY Last Name: Title: DIRECTOR OF CAMPUS APP Approval Status: I do not support for other reason Date: 07/09/2019
 I do not support due to budget
 I support proposed %
 I support a different amount

Email: @CSUS.EDU

Samlink ID: **Choose the approval status**
 (Ex: I support a different amount)

Comment: This is a test comment

Employee's Currently Monthly Salary*: \$7,282.00 Proposed %: 6.000000 Proposed Monthly Amount: \$436.92

Employees Current Annual Salary*: \$87384.00

If "I support a different amount" is selected, enter the percentage or amount desired and all fields will re-calculate automatically. Click **Submit** and the form will route to the VP/Provost (or delegated authority). The VP will then receive email notification with the link to the request.

- If you are a Vice President/Provost (or delegated authority), please scroll down to **Vice President/Provost Authorization** section:

Vice President/Provost Authorization

First Name: Last Name: Title: IRT ADMIN IV Approval Status: I do not support for other reason Date: 07/09/2019
 I do not support due to budget
 I support originally proposed amount
 I support manager's proposed amount
 I support a different amount

Email: @CSUS.EDU

Choose the Approval Status
 (Ex: I support originally proposed amount)

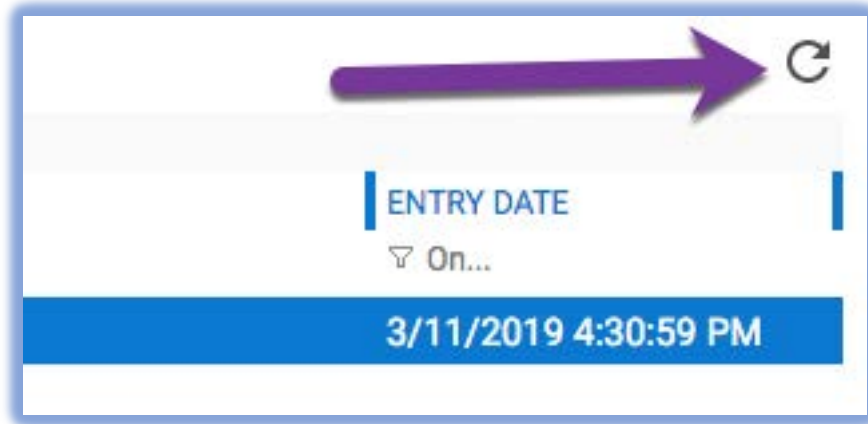
Comment: You can leave comments here

Employee's Currently Monthly Salary*: \$7,282.00 Proposed %: 5.000000 Proposed Monthly Amount: \$364.10

Employees Current Annual Salary*: \$87384.00

If you support a different amount, please enter the percentage or amount and all fields will re-calculate. After completed, click **Submit**.

5. Upon submitting the form, it will route to the Classification & Compensation Office for further review and analysis. Close the browser or click the **refresh** button on the top right corner to end the session or confirm submission – see the screenshot below.



Once submitted to HR, the Division/Department will no longer have access to the form.

Need Assistance?

If you have any questions on how to fill out/approve the form or to check on the status of the request, please contact Classification and Compensation at classandcomprequests@csus.edu.

If you are having a technical issue, please submit a Service Ticket to IRT: <https://csus.service-now.com/service/?id=help>