UNION AND NON UNION PROFESSIONAL STAFF RAISE PROCESS

GENERAL INFORMATION

1. New users will need to install the Cognos Contributor Client before they can open applications. To install the Contributor Client, follow instructions within the following document filed on the Office of Planning and Budgets portal under “Required Software”. URL Link: https://opb.msu.edu/functions/budget/cognos.html.

2. Be sure all staff that will need to enter raises has appropriate security rights for the organizations they will be entering.

3. Unit fiscal officer or their designate should log on to the Planning and Budgets site on the EBS Portal using MSU NetID. (Public Folders>Cognos Planning>Applications>MSU). The URL for the Cognos EP site is https://ep.ebsp.msu.edu/cognos/.
   a. Choose the MSU Raise Process application; choose MSU R03 Professional Raise application.
   b. Organizations(s) for which unit fiscal officer has rights to enter data will appear on the left of the screen; choose organizations for which data will be entered.
   c. Click on the hyperlink for the requested organizations from the right side.

4. Open application; take ownership to show white entry spaces on the screen.
   a. No entry is permitted unless user takes ownership; click on little blue person icon on far left of task bar.

5. The MSU R03 application will be populated with the professional staff directly reporting to each organization, based on eligibility criteria.
   a. Salaries are actual annual salary rates.
b. Units should verify that salary commitments reflect status as of September 30.

6. The application will also contain raise percentages or other assumptions that will drive the control totals that appear on the ‘Raise Consolidation Prof’ summary tab; no changes can be made to that tab.

7. Data entry will be made on the ‘Raise Allocation Prof’ tab.
   a. Control totals for organizations will be driven by all records present, however no merit raise may be entered if eligibility column is blank or marked “No.”

8. If a raise amount has been entered within "OPTIONAL Special Increase $" column then do the following:
   a. Select “See Attachment" within "Insert justification for OPTIONAL Special Increase" column (last column in the row).
   b. Insert a signed and scanned copy of the Support Staff Special Increase Supporting Documentation form within the same cell.

9. SAVE DATA OFTEN
   a. Data should be saved regularly; users will be timed out of the system after 30 minutes without activity, and at this time any unsaved data will be lost.
   b. Users may save data and close out of the application as needed until data entry is complete.

10. When data entry is complete, click the “Validation” icon on task bar with the green background and white check mark.
    a. A message should return that all validation checks passed successfully, in which case user should respond with “OK.”
b. If an error message returns, it will indicate the tab(s) and cell(s) where there are errors. Users may click on the error message to return to the problem spot(s) and enter corrections.

11. When validation is complete, the model should be submitted to the appropriate reviewer, generally the MAU fiscal officer or designate, by clicking on the up green arrow icon on the task bar.
   a. At this time, the model is locked and no further entry is permitted without the next reviewer in the hierarchy rejecting the proposed raises.
   b. Raise amounts may be modified after they are rejected; this may be done upon request from the next reviewer in the hierarchy.
   c. For Administrative Professional Association union employees, it is required to have a hard copy, signed by their immediate supervisor, which must be kept in the department’s file for the employee for a period of no less than one year.

12. Raise control figures for the merit increase must be fully used at the MAU level. Total raise dollars given at the UNIT level may be greater or less than the control. A hard stop has not been entered in the model, but MERIT control totals are to be adhered to closely at the MAU level. Human Resources will not accept any final submissions until MERIT raise amounts are met and not exceeded.

13. For questions on eligibility and raise entry/processing, please contact Rebecca Hallisy, 517-884-0115, e-mail hallisy@hr.msu.edu. For application functionality contact Denice Beckwith, 517-353-0864, e-mail beckwi37@opb.msu.edu.