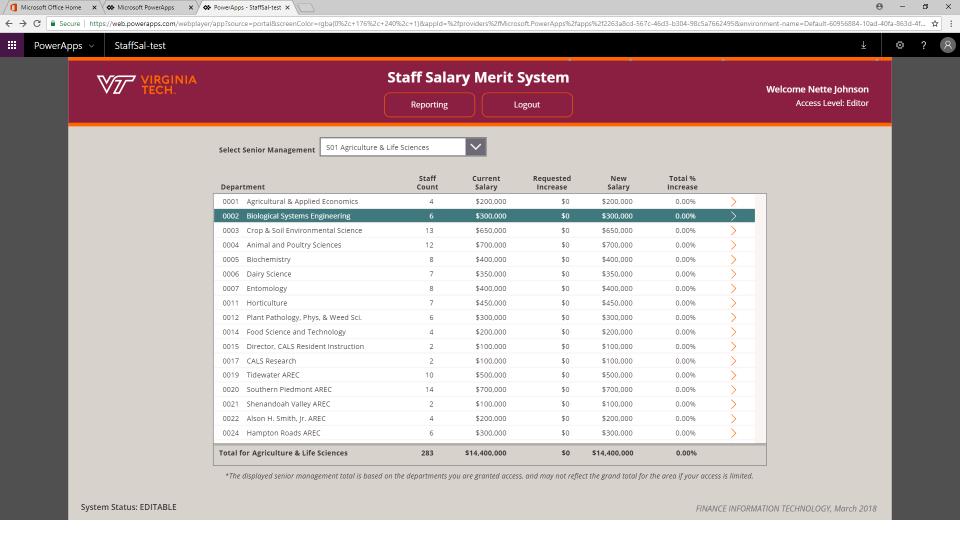
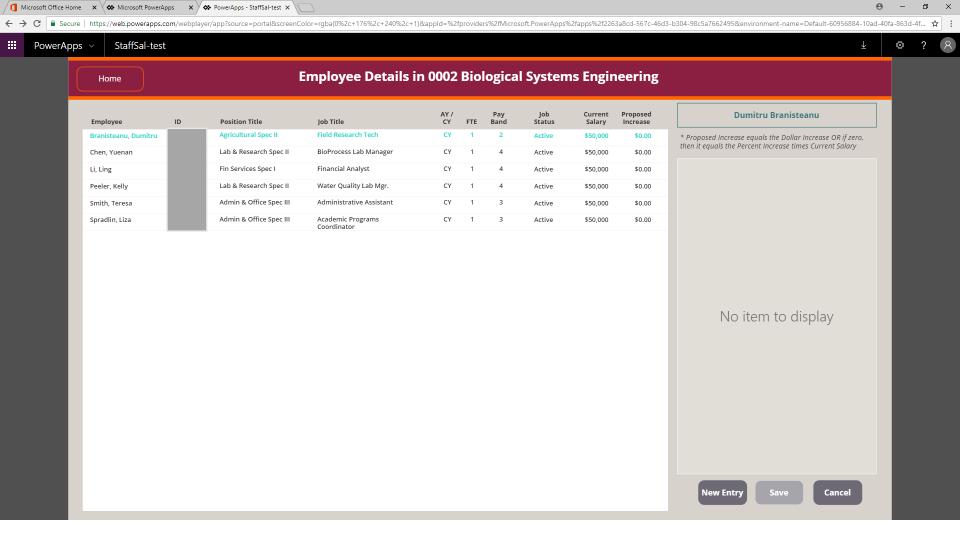


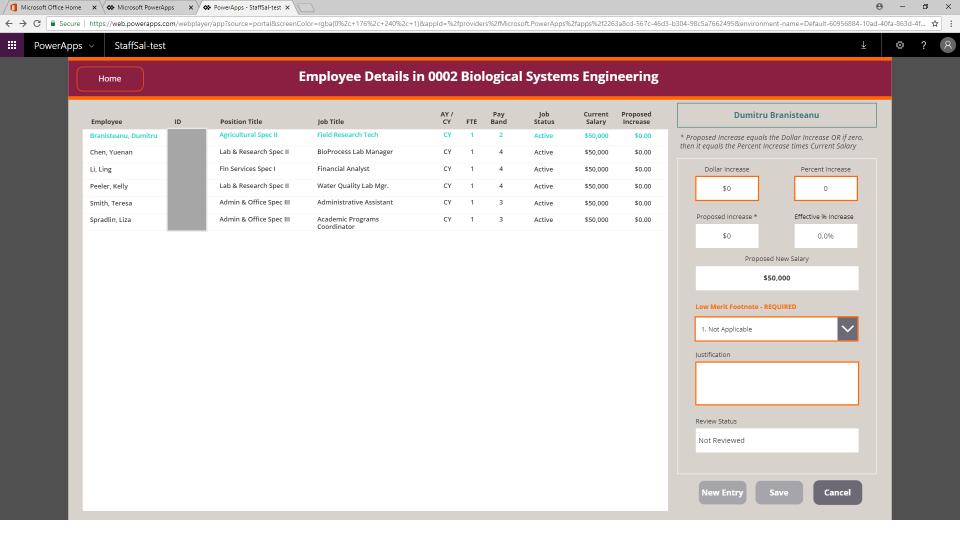
- The Home screen displays your name in the top right corner, along with the type of access you have.
- At the bottom left, the system status displays as Editable or Read Only
- The Senior Management drop-down at the top of the center screen allows you to choose the area to view/edit. The list is restricted to the areas you have been assigned access
- The Summary by Department report displays in the center for the selected area
- · Below the title, there are buttons to run printable reports and logout of the system



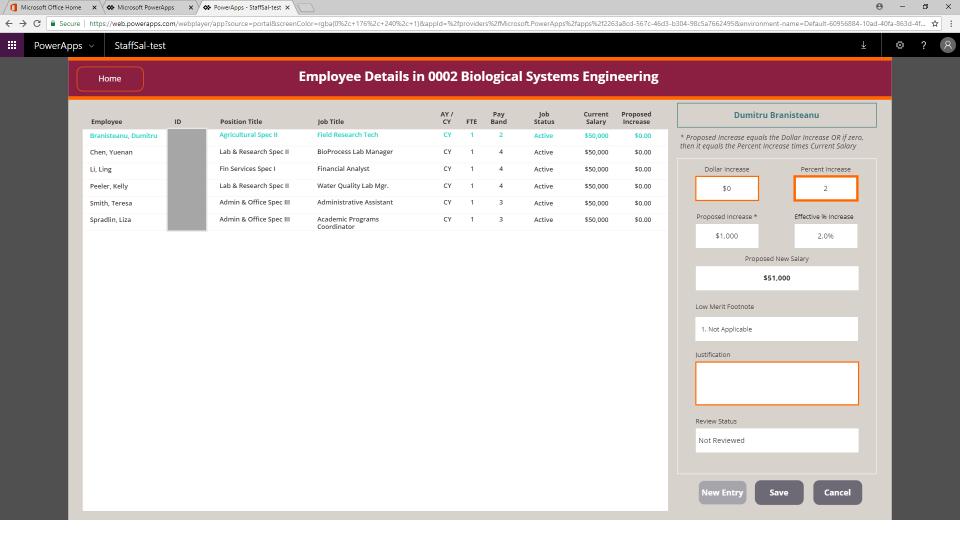
• Select a department to edit/view by clicking on the row or tapping the arrow to the right of the row



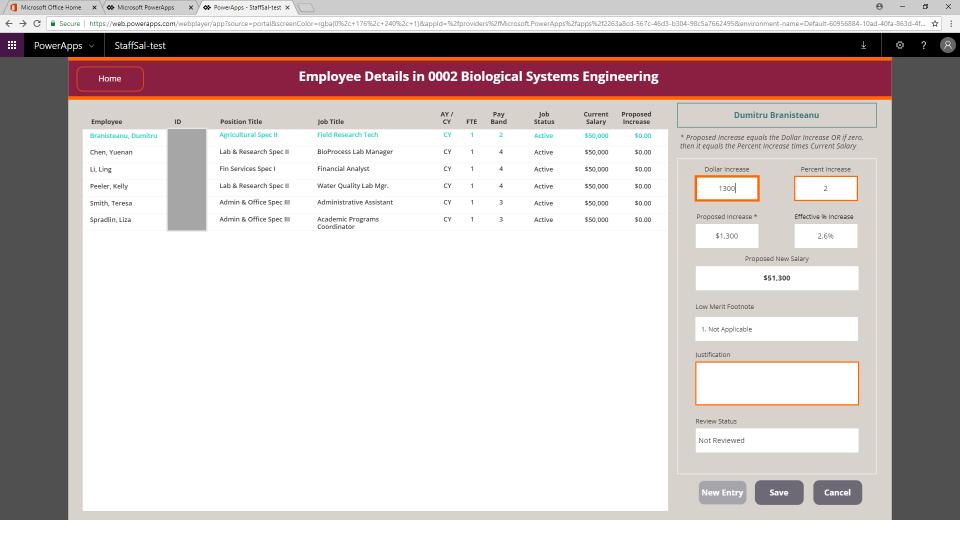
- The employee details gallery opens to display all eligible staff in the selected department
- For this demo, the salary has been set to \$50 thousand for ALL employees; employee ids are greyed out
- The selected employee is highlighted in blue in the gallery and the employee's name appears at the top of the increase box
- Existing merit increase details display to the right of the gallery
- To add a merit increase, click the New Entry button



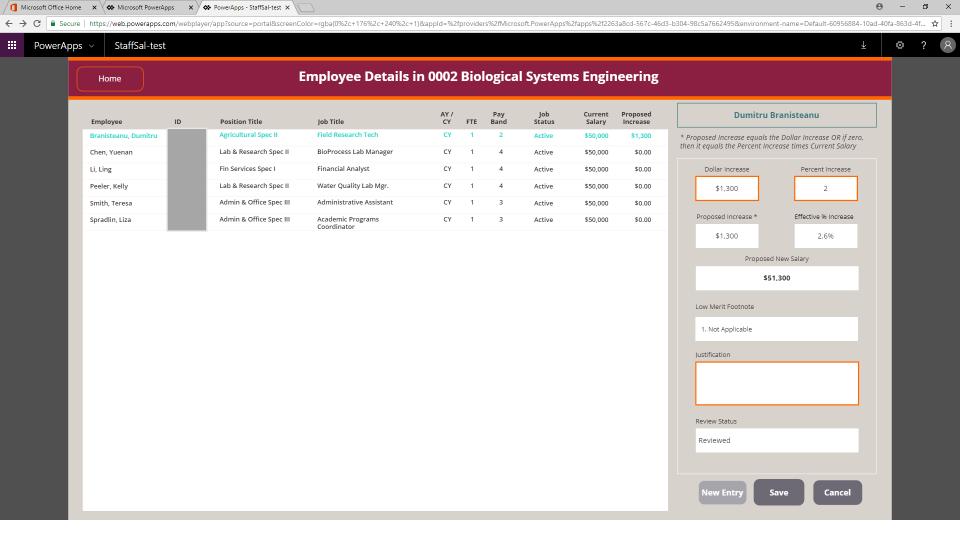
• Merit increases can be added as a Percent or Dollar increase



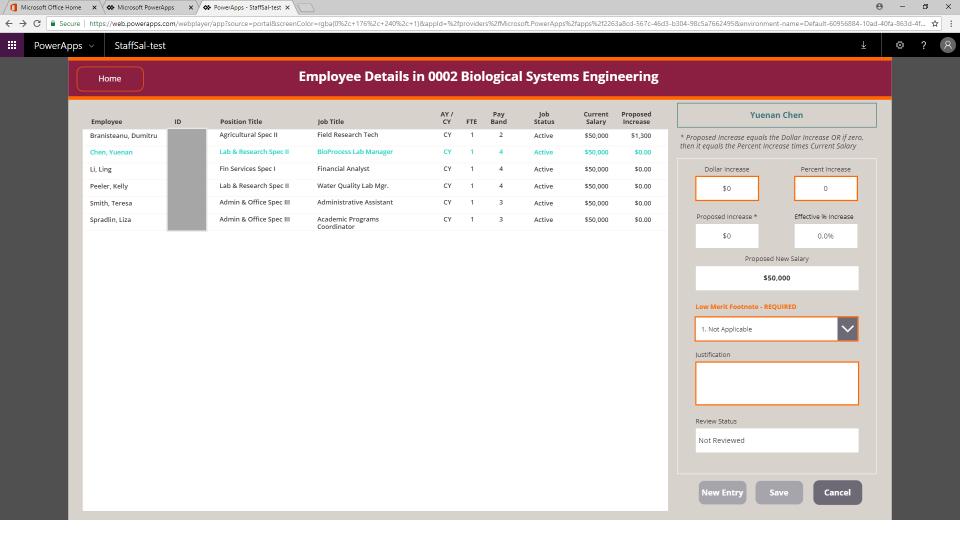
- For this example we will start with a 2 percent increase which displays a proposed increase of \$1000
- You can also see the effective % increase and proposed new salary



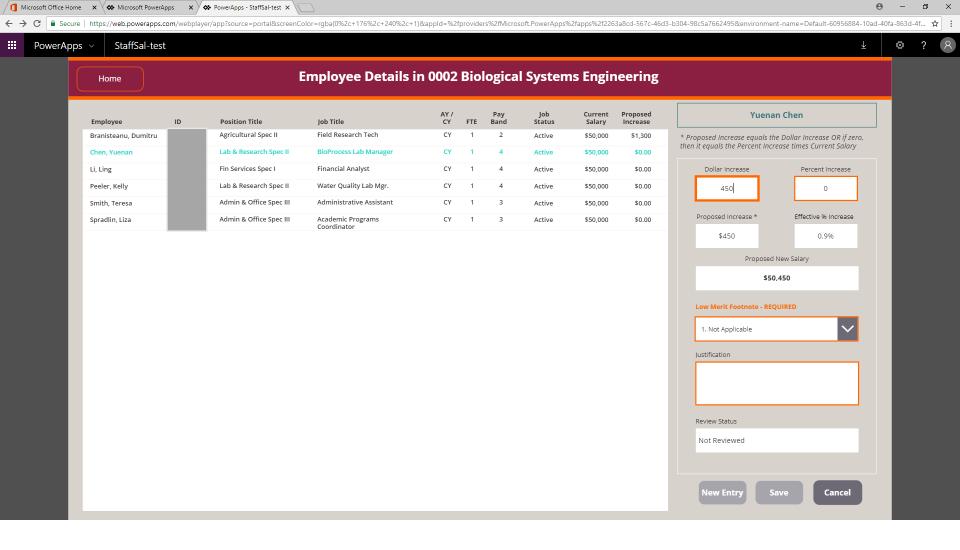
- Now we will enter a dollar amount of \$1300
- Notice that the proposed increase changes to \$1300 and the effective % increase to 2.6%, even though the entered increase is only 2%
- Any entered dollar increase will override the percent increase
- Justification is optional when the calculate percent is between 1% and 4%
- · The Cancel button clears out what you have entered
- The Save button saves the entry



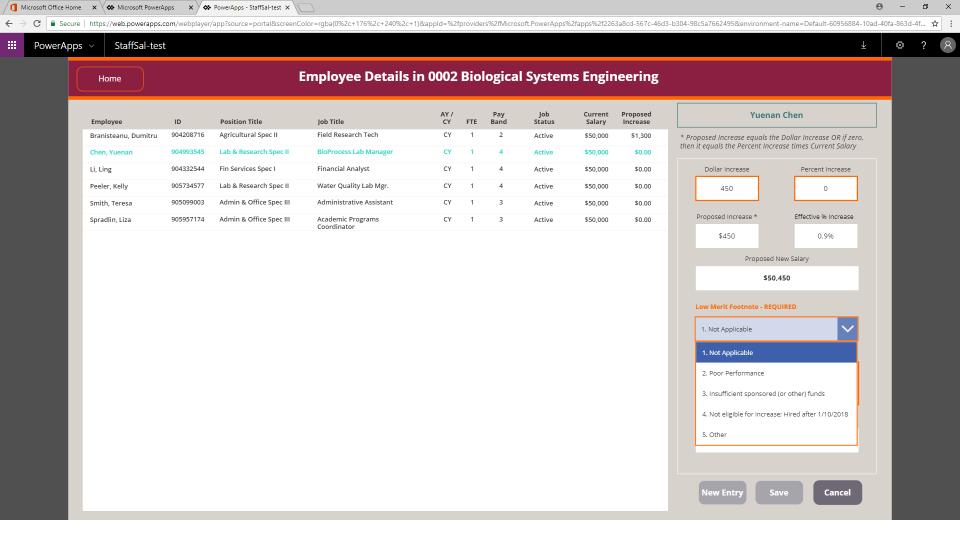
- When the entry has been saved, the proposed increase displays in the employee gallery
- · And the Review Status changes to Reviewed



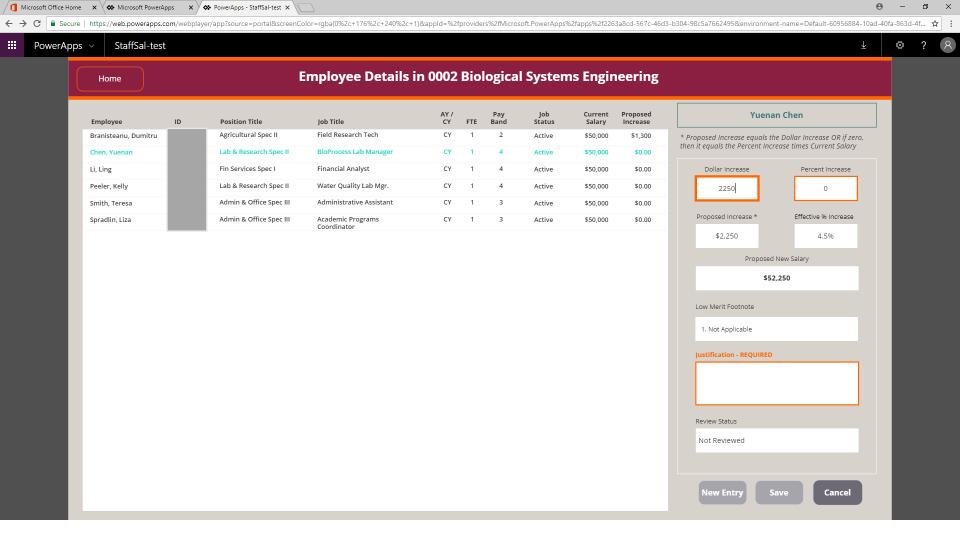
- Here, we have selected the second employee and clicked the New Entry button
- · Notice that the Save button is initially disabled, and the Low Merit Footnote is required because the effective % increase is zero



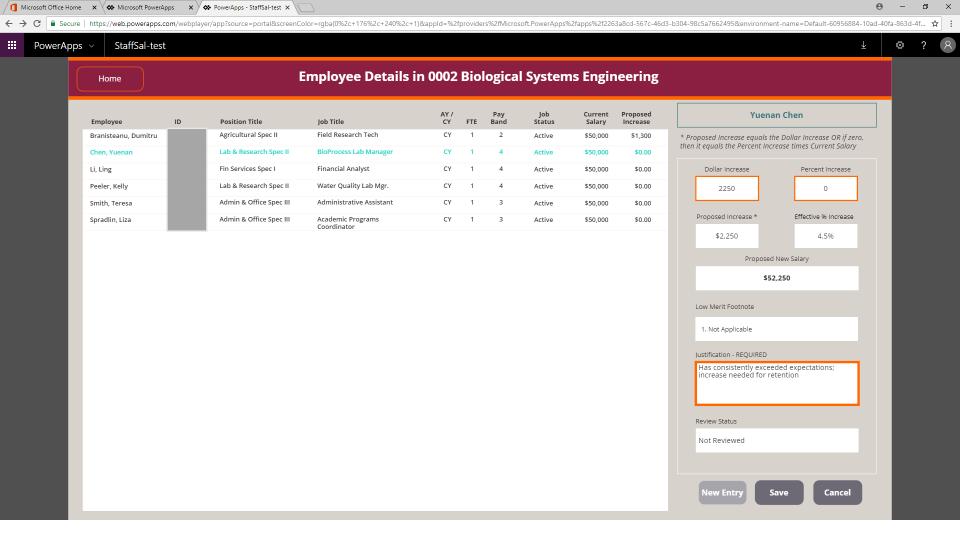
- Let's say we want the increase to be \$450...
- The effective % increase is under 1% so a Low Merit Footnote is still required to save the entry



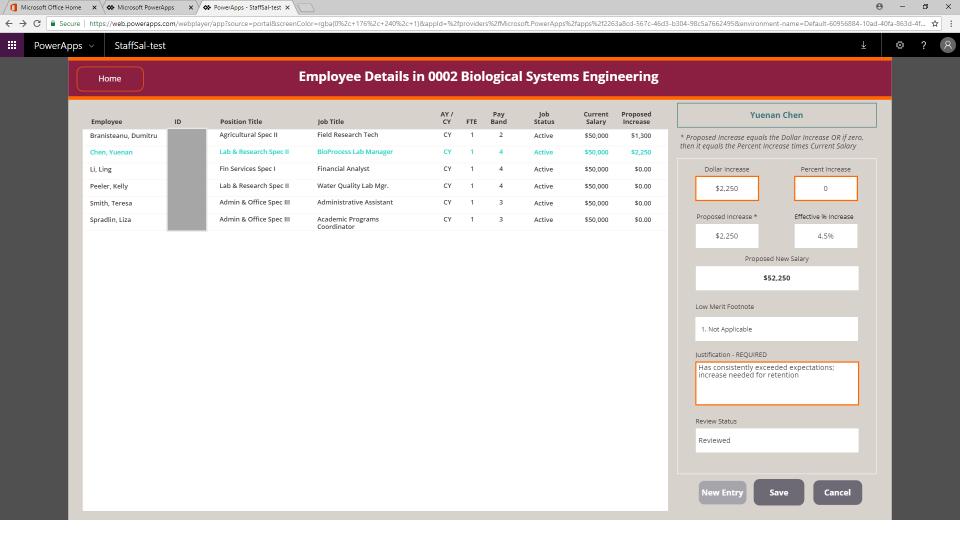
- Once you select a Low Merit option other than Not Applicable, you can save the entry
- · On the other hand,



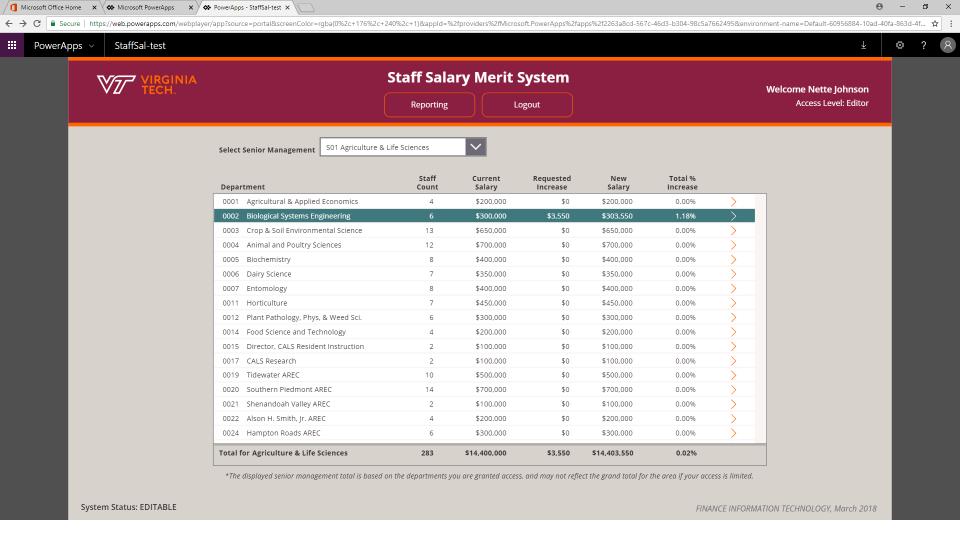
- Suppose we want to give a merit increase of \$2250 to this individual
- Notice that the effective % increase is 4.5% and Justification is now Required to save the entry



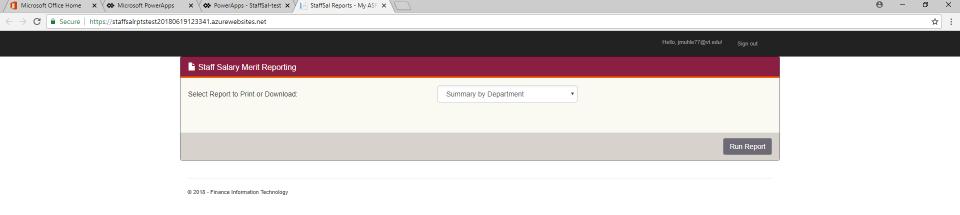
· Once we enter a justification, the entry can be saved



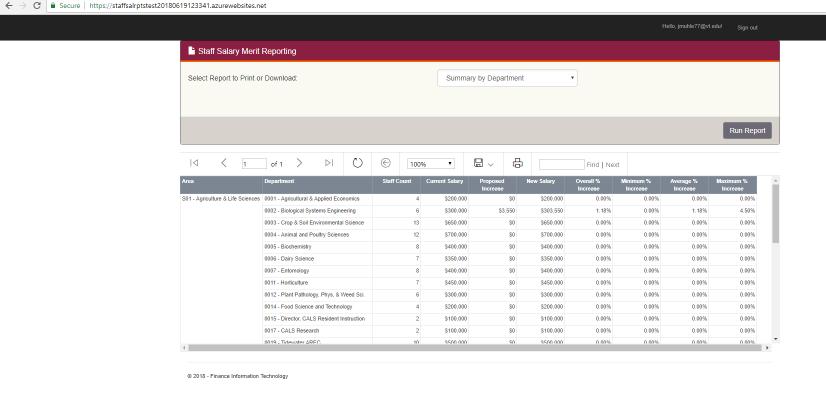
- And the proposed increase displays in the employee gallery
- Now let's go back to the Department Summary
- Click the Home button on the top left



- The Department Summary has been updated to reflect the saved merit entries
- For a printable report, click the Reporting button on the menu bar



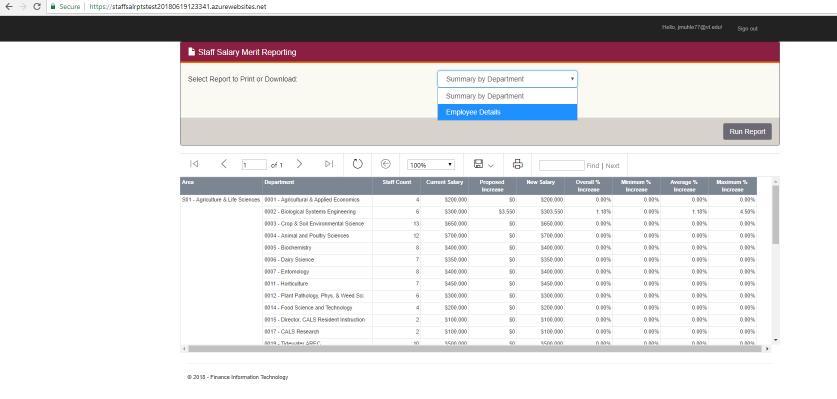
- The Staff Salary Merit reporting options will display in a separate tab
- Summary by Department is selected by default
- To view the report, click the Run Report button



NOTES

• The report displays in the lower area of the screen

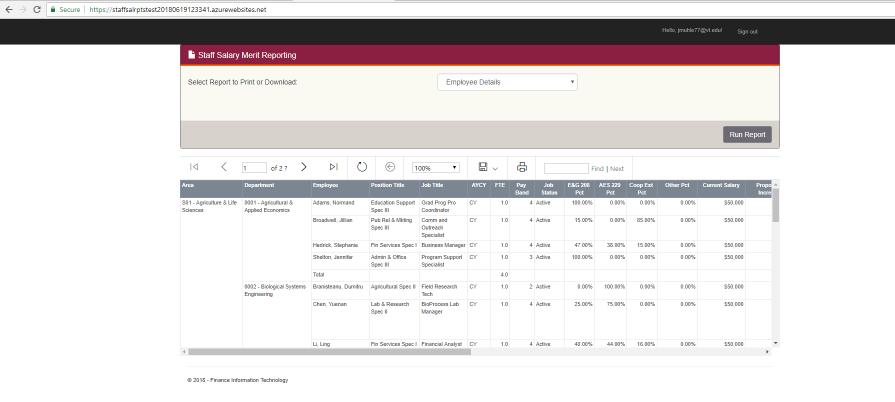
• This report will include all areas that you have been granted access



NOTES

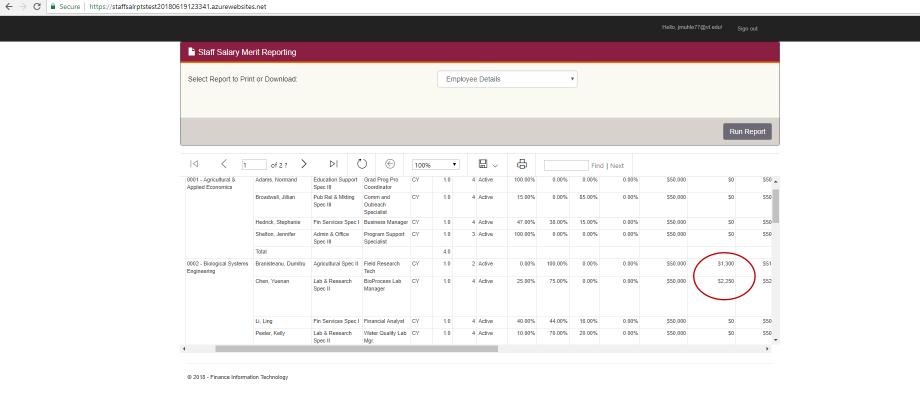
• The other report option in the drop-down is the Employee Details

• The report runs automatically when selected from the drop-down



NOTES

• This report includes all employees that you have been granted access

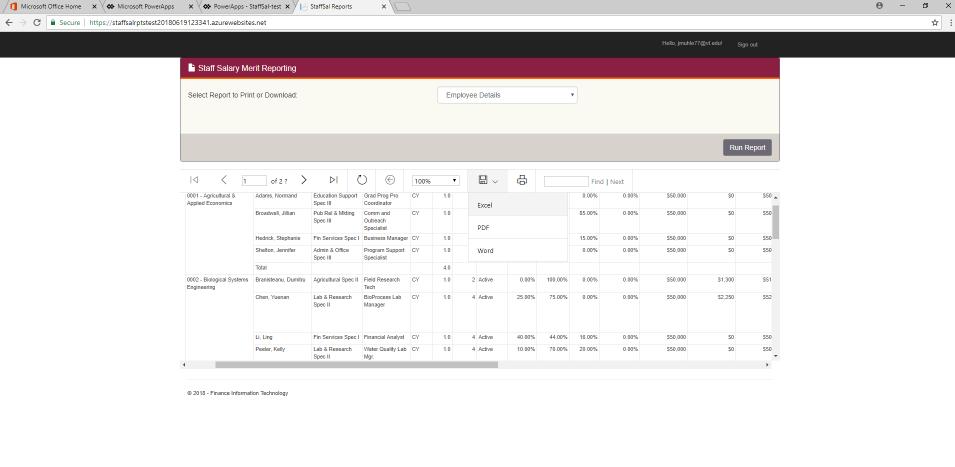


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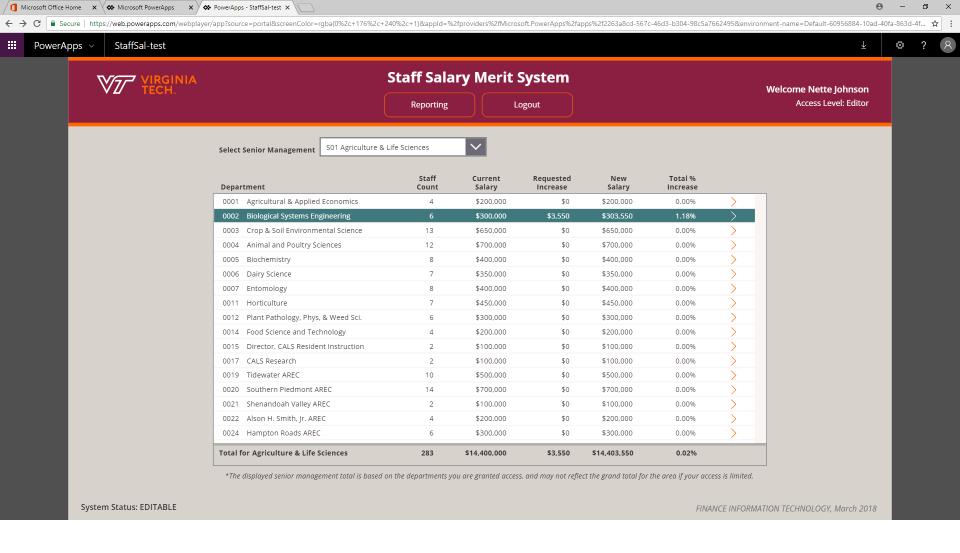
NOTES

• If we scroll over, you can see the salary merit entries that have been saved so far

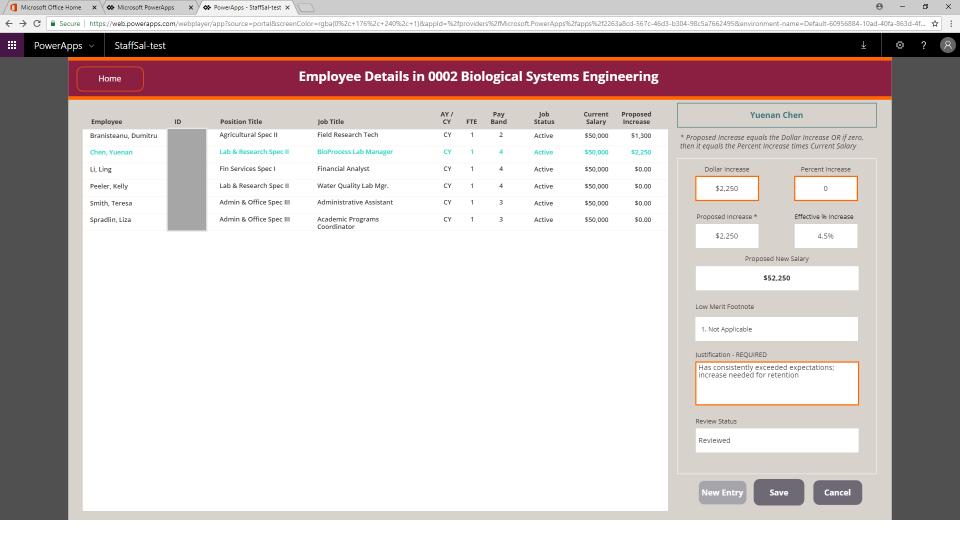


javascript:void(0)

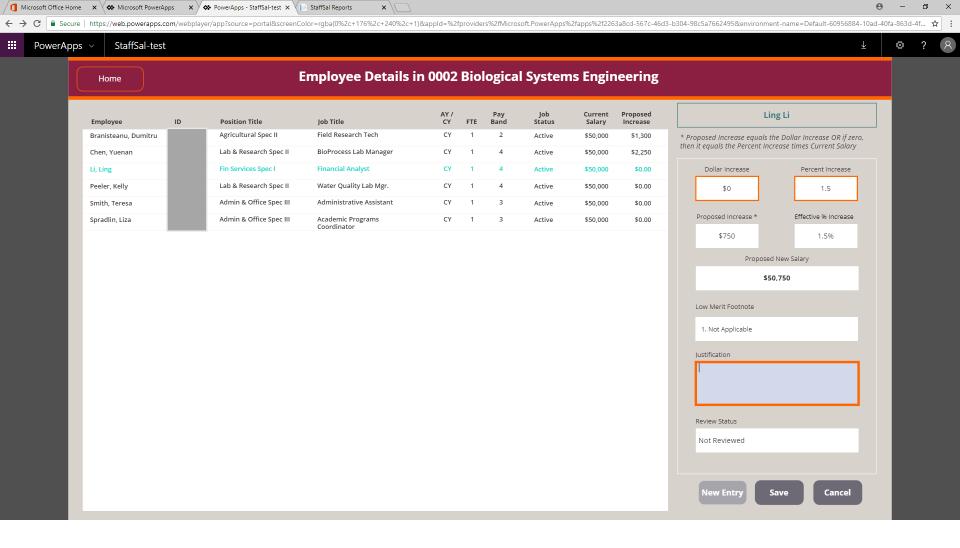
- To print or save this report, click on the disk icon available formats include Excel, PDF or Word
- You can also keep this report open while modifying your entries
- Click the StaffSal (PowerApps) tab at the top to return to the entries



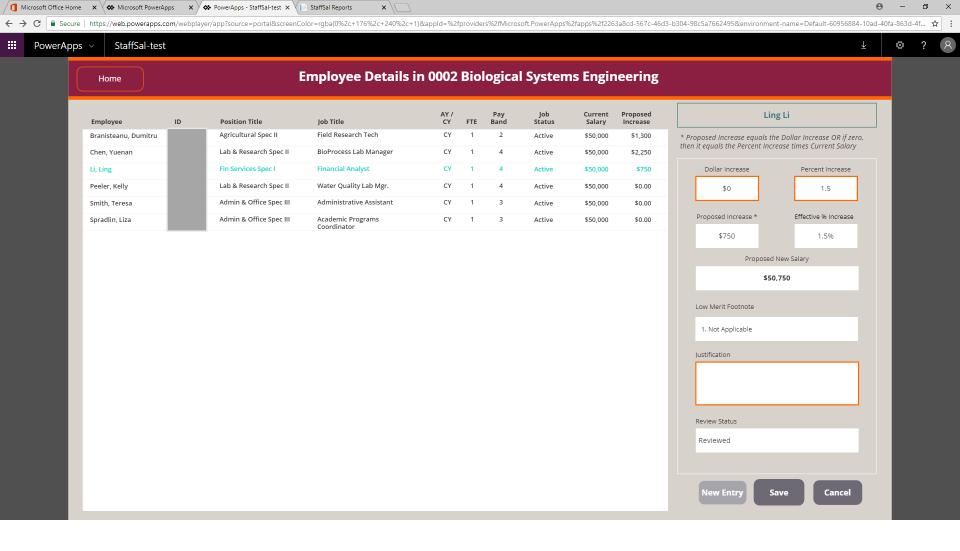
• Then click the arrow to the right of the selected department



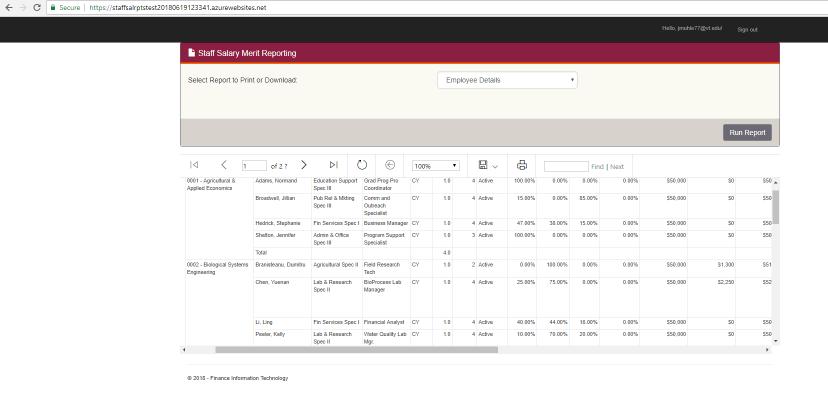
• Let's just add an entry for one more person



- Here, we have selected the next employee, clicked the New Entry button, and entered a 1.5% increase
- A justification is not required but might be useful internally for decision-making purposes
- Click the Save button



- The employee gallery is updated
- Let's look at the printable report
- Click the StaffSal Reports tab at the top



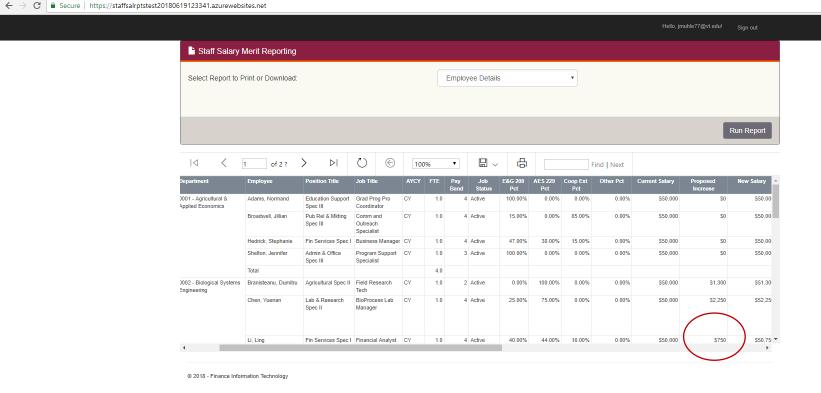
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NOTES

• Click the Run Report button to refresh the data

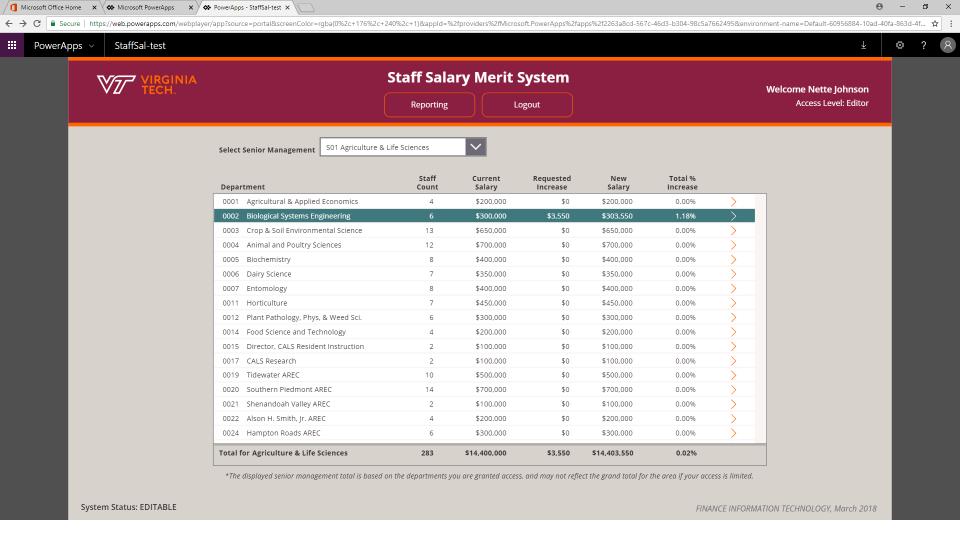
☐ Microsoft Office Home X ♦ Microsoft PowerApps X ♦ PowerApps - StaffSal-test X ☐ StaffSal Reports



NOTES

• And here we can see that the newest merit entry is included

• When you have finished with the reports, simply close the tab at the top of the browser



- · That pretty much covers it
- You can Logout of the system and resume as often as needed as long as the system status is EDITABLE