

Annual Compensation Evaluation (ACE)

User Guide

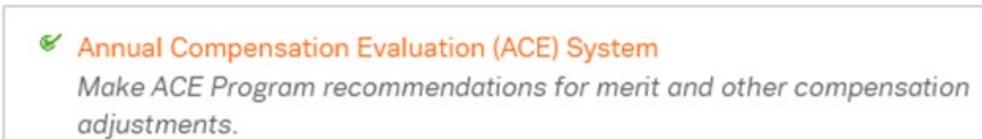
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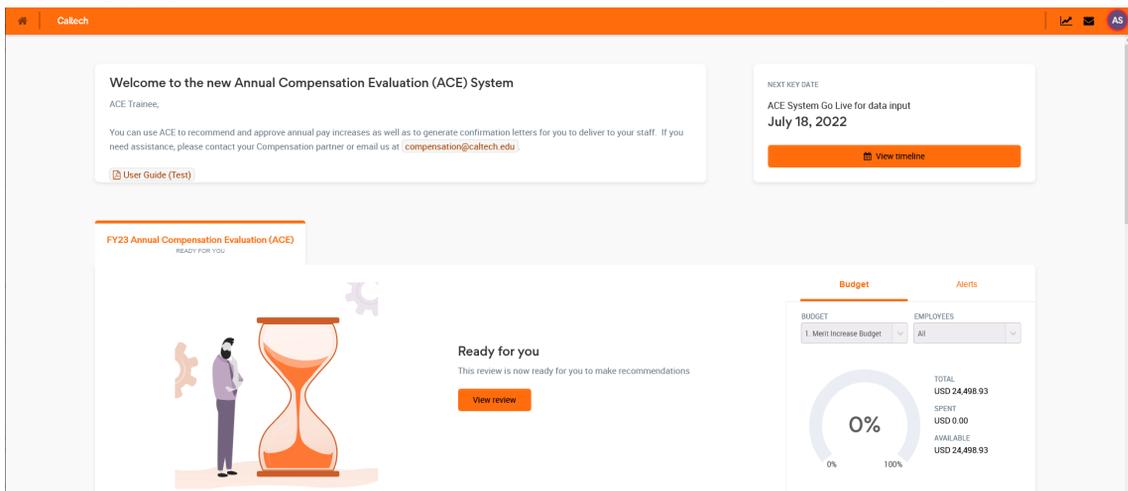
Logging In

Locate the ACE System site under Administrative Services at access.caltech.edu and click the **Sign in with SSO** button.



Accessing the Manager Review Screen

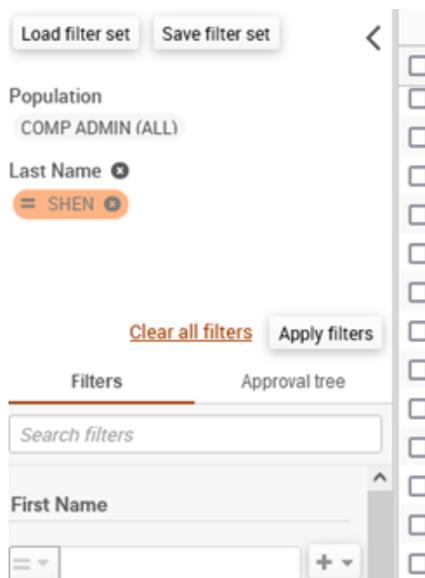
On the landing page, click the **VIEW REVIEW** button to access the Manager Review Screen:



Finding Data with Filters

Use the filter pane on the left hand side of the screen to filter by any field that appears in your review screen. If other Comp Planning Managers (CPM) report to you in ACE, you may also filter by CPM.

1. Enter the value(s) you want to filter by and click the **+** button
2. Click **APPLY FILTERS**
3. You can save a filter for later use by clicking the **SAVE FILTER SET**
4. To retrieve a pre-saved filter click **LOAD FILTER SET**



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Showing / Hiding Columns

The Manager Review Screen has many columns of information to help you determine the appropriate salary for your employees. To reduce the number of columns to only the fields you want to see, click the  button. Check/uncheck the relevant column names as required.

Show/Hide Columns

- Employee Information
 - First Name
 - Last Name
 - Current Annual Base Pay
 - Current Hourly Base Pay
- Employee Details
 - UID
 - Term Date
 - Top Org
 - Organization
 - Job Discipline

Viewing Market Data

Market data is available in three ways to help you determine the appropriate compensation for your employees.

1. **Salary Range Data** (Minimum, Midpoint and Maximum fields) are available for most positions, and these fields primarily correspond to the 25th, 50th and 75th percentiles of the market.
2. **Current Position in Salary Range** identifies where the employee's salary is located in their salary range, such as "Mid-Max", which is between the midpoint and maximum. In some instances, if the employee's salary is below the minimum, it will show a "Below Absolute Minimum" or "Abs Min – Min" position.
3. **Current Range Penetration** shows the employee's salary relative to the distance between the minimum and maximum of the salary range. In the example below, the salary is 57% above the minimum of the salary range.

Salary Range Data					
Min	Mid	Max	Current Position in Salary Range	Current Range Penetration	
\$ 46,600.00	\$ 52,600.00	\$ 61,500.00	Mid - Max		57%

The **New Position in Salary Range** and **New Range Penetration** will be automatically calculated once you have entered your salary increase recommendations.

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Entering Proposed Pay Increases

To enter a pay increase for a single employee:

1. Only gray highlighted fields are editable. If you are unsure why an employee has blank or uneditable award fields, please refer to the <ACE guidelines> for eligibility information or contact a Compensation team member.
2. An **ACE Performance Rating** is optional. If you enter a rating of “On Target”, “Exceptional” or “Below Expectations” for an employee, the recommended merit guideline for that rating will be visible in the **Merit Guideline Min % and Max %** fields. If you do not chose a rating, no guideline will populate.

ACE Performance Rating (Optional)	Merit Guideline Min %	Merit Guideline Max %
	0.00 %	0.00 %
Below Expecta	0.00 %	2.00 %
On Target	3.00 %	6.00 %
Exceptional	6.00 %	15.00 %

Note: the guidelines are based on a bell curve distribution of ratings. It may not be feasible to apply the recommended percentages in some cases based on ratings distribution and available budget.

3. Input a pay increase recommendation for a merit, and if applicable, a market adjustment, equity adjustment or bonus award and click **ENTER** on your keyboard. All changes/values input save automatically. Awards may be input as dollar amounts or percentage. Related fields are linked; editing one field will automatically recalculate others.
4. To enter a Merit Increase, enter the **Merit Increase (Proposed)** with a percentage or dollar amount. If the proposed increase is above the salary range, the pay increase amount up to the maximum will be applied under **Merit Increase (Actual)**, and the balance of the proposed increase will be distributed to **Merit Lump Sum**. You may see a red or orange alert symbol. See [Managing Alerts](#) for more information.

Annual Salary Increase					
Merit Increased % (Proposed)	Merit Increased \$ (Proposed)	Merit Increase % (Actual)	Merit Increase \$ (Actual)	Merit Lump Sum %	Merit Lump Sum \$
 4.00 %	\$ 5,438.41	1.21 %	\$ 1,639.76	2.79 %	\$ 3,798.65

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Entering Proposed Pay Increases

- Market Adjustments** may be entered for an employee whose current salary is below the salary range midpoint.
- Equity Adjustments** may be entered for an employee below the salary range maximum. Once entered, click on the  to enter the award justification and click **SAVE**. The alert will turn to orange to inform the next level CPM(s) of the bonus. If the amount or percentage entered in the field results in the employee's New Annual Base Pay exceeding the salary range maximum, the amount will be deleted. Enter a lower amount or percentage to remain below the salary range maximum. Please refer to the <<ASI Guidelines>> for more information about Market and Equity Adjustments.
- To recommend a **Performance Bonus**, enter the appropriate amount or percentage. The field will automatically generate an alert. Click on the  to input the award justification and click **SAVE**. The alert will turn to orange to inform the next level CPM(s) of the bonus.

Entering Multiple Pay Increase Recommendations

To enter a pay increase for multiple employees at the same time:.

- Click the check boxes on the left side of the screen to select multiple employees.
- Click the uppermost check box to select all employees. Bulk recommendations may only be applied to 100 employees at a time.

Employee Information	
<input type="checkbox"/>	First Name

- Click the editable field you want to complete for the selected employees.
- Enter the recommendation then click **APPLY**

Bulk recommendation ×

Make recommendation for all selected employees:

Merit Increased % (Proposed) !

Cancel

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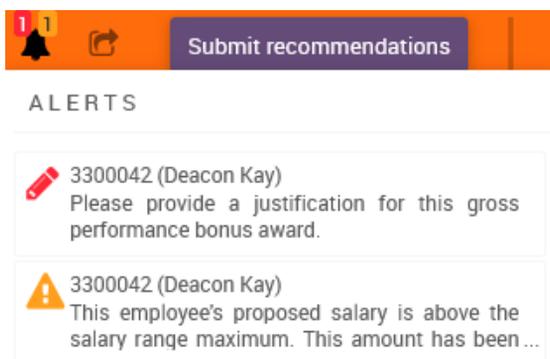
Managing Alerts

There are two types of alerts that you may encounter when entering ACE recommendations:

- RED** – submission will not be permitted unless the recommendation is edited or a justification is given
- ORANGE** – recommendation is permitted but has generated a warning or clarifying information

If a justification is required, click the Alert  button to select or enter a justification. This will change the row to orange.

You can see a summary of alerts at the top of the screen and expand this to see a list of all affected employees.



Alerts in red must be resolved before you can submit the review.

Viewing the Budget Panel

The budget panel shows the amount spent against your Merit budget.

	1. MERIT INCREASE BUDGET		2. MARKET ADJUSTMENT BUDGET	
Budget	\$	11,992.50	\$	0.00
Spent	\$	13,246.00 (110.45%)	\$	2,470.00
Available	\$	-1,253.50	\$	-2,470.00

You will also see spend information for Market Adjustment, Equity Adjustments, and Performance Bonuses. However, since budget is only allocated for Merit increases, there is no starting budget amount. Therefore, any spend will show red and negative under the Available balance.

If the **available** Merit amount turns red, it shows you have overspent against the budget.

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Viewing Recommendation History

This shows the history of the recommendations made for an individual employee where the recommendations have been edited.

To access the panel, hover over the arrow above the budget pane and select **Recommendation History**.



Exporting the Manager Review Screen to Excel

If you wish to export the data from your screen into Excel, this can be done using the  button.

If you export with either current columns or rows selected, the output will take into account any filters or hidden columns you have applied.

If you need all data, select Export All for both sections. You may choose any monetary value selection; all will be USD. Click **EXPORT**.

Submitting Proposed Pay Increase Recommendations

To submit your review to the next reviewing Comp Planning Manager level:

1. Click on the **SUBMIT RECOMMENDATIONS** button on the bar near the upper right corner of the Manager Review Screen.
2. You will be asked to confirm that you wish to submit the review and you will have a chance to enter any comments you wish about the review for the manager above to read.
3. Once the review is submitted, you will not be able to make any changes to your recommendations. If you do need to make additional changes after submission, your next reviewing manager can return select or all employees to you.

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Approving / Rejecting a Pay Increase Submission

Once a review has been submitted, the approving CPM will receive an email and a notification within the ACE system. View notifications by clicking the **ALERTS**  button on the bar near the upper right corner of the screen.

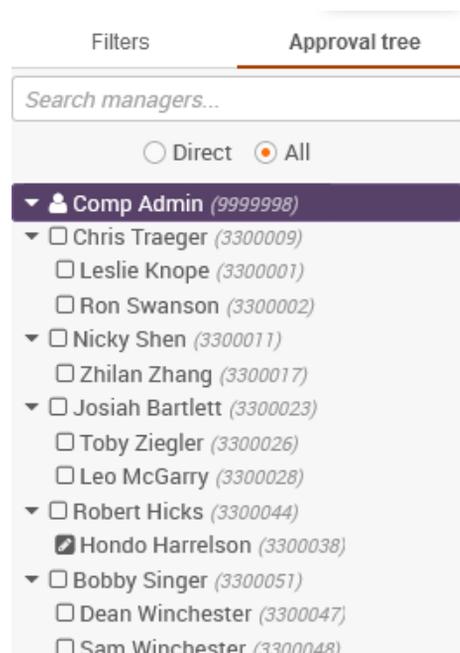
As a manager, you can make recommendations for your own direct reports or for all employees reporting to the managers directly below you in the hierarchy by expanding the filter pane on the left side of the screen.

Select **APPROVAL TREE** and change the radio button to either:

- **Direct** to see the employees who report directly to you in ACE.
- **All** to see your direct reports and all the employees who report to the CPMs directly below you in the hierarchy.

Use the **Approval Tree** to view employees reporting to specific CPM below you by clicking on the manager name.

To approve a review, click **SUBMIT RECOMMENDATIONS** at the top of the screen.

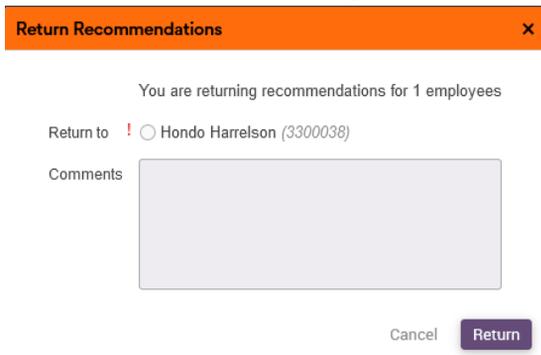


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Returning a Proposed Pay Increase Submission

If you wish to return a review to a manager for further consideration:

1. Select the employee(s) you wish to return by checking the checkbox beside their row
2. Click the **RETURN REVIEW**  button at the top of the page
3. Select the CPM (if available) you wish to send the review back to and add any comments (e.g., the reason for returning the review).



Return Recommendations [X]

You are returning recommendations for 1 employees

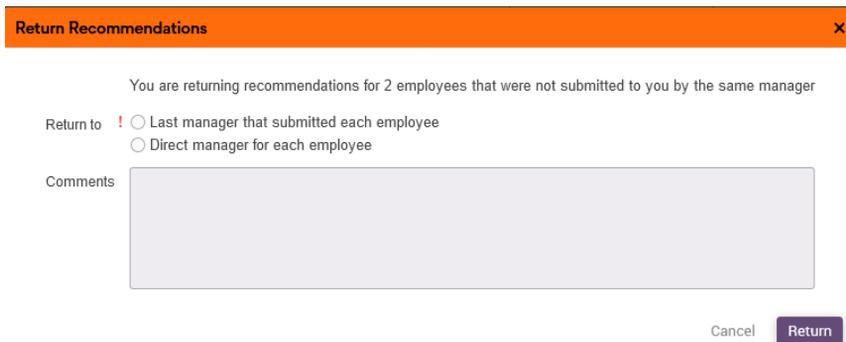
Return to ! Hondo Harrelson (3300038)

Comments

Cancel Return

4. Click **RETURN** to return the review

If the employees you are returning have not come up the same path in the approval tree, you can choose between returning them to the last manager that submitted them or the manager responsible for their initial recommendation.



Return Recommendations [X]

You are returning recommendations for 2 employees that were not submitted to you by the same manager

Return to ! Last manager that submitted each employee
 Direct manager for each employee

Comments

Cancel Return

Receiving Notifications

You will receive email notifications from ace@payscale.com, letting you know of action items. The link will take you to the SSO to log into ACE.

