

**From:** [Judy Bender](#)  
**To:** [RIT Managers](#)  
**Subject:** Update Staff Compensation Project - New Access For Supervisors  
**Date:** Thursday, May 23, 2013 12:55:39 PM  
**Attachments:** [image009.png](#)  
[image003.png](#)

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To: All RIT Managers and Supervisors:

Effective today, May 23, 2013, RIT supervisors will have access to the new wage grade information for their staff employees through Oracle's Supervisor Self Serve functionality. This information is being shared with supervisors, prior to the employee notification, to allow time to understand the new wage grades for your employees. Please review this information carefully and contact your Human Resource Services Manager if you have any questions (click [here](#) for HRSM contact information).

Staff employees will be notified of their new wage grades through individual letters sent to their home on May 31, 2013. Letters will include the employee's current wage grade and corresponding wage grade band (minimum, midpoint and maximum) as well as their new wage grade and corresponding new wage grade band (minimum, midpoint and maximum). The new wage grade band structure will be posted on the HR website on July 1, 2013.

The functionality includes the following new reports:

**Current Grade and Current Salary:** This report lists your employees and provides their current wage grade, current wage grade band (minimum, midpoint and maximum) and current salary.

**New Grade and Current Salary:** This report lists your employees and provides their new wage grade, new wage grade band (minimum, midpoint and maximum) and current salary.

As a reminder, RIT will not automatically increase or decrease any staff employee's base pay as a result of the movement to the new wage grade structure. Beginning this year, Human Resources will review employee base pay as compared to the market following the merit review process. Recommendations for market-related increases will be made based on gaps to the market, employee performance and available budget dollars and will be reviewed by senior leaders within the colleges and divisions. If market adjustments are approved, employees will receive individual notification in the September timeframe. The market review process will be done on an annual basis and will include both faculty and staff positions.

As a reminder, additional information on the Staff Compensation Project is available on the HR Website: Click [here](#) for a summary of the Project.  
Click [here](#) for Frequently Asked Questions regarding the Project.

**Steps to access the new reports in Oracle:**

1. Using your browser type: <https://mybiz.rit.edu>. (or click on this link)
2. Log in using your Oracle username and password.
3. Click on the responsibility on the left called "RIT Supervisor Self Serve".

**Navigator** [Personalize](#)

- [iRecruitment Employee Candidate](#)
- [iRecruitment Recruiter](#)
- [RIT - Career Zone Manager Portal](#)
- [RIT - GL - HR RPT, JNO & PRL - 17000-17999](#)
- [RIT - Manager Self Service](#)
- [RIT Employee Self-Service](#)
- [RIT Employee WTPA Review](#)
- [RIT Expense Reimbursement](#)
- [RIT HR Information Manager](#)
- [RIT iRecruitment Manager \(applicants prior to 8-1-12\)](#)
- [RIT iRecruitment Reports](#)
- [RIT MSS HR Dept Manager Self Service](#)
- [RIT Purchasing Requestor](#)
- [RIT Supervisor Conflict of Interest](#)
- [RIT Supervisor Self Serve](#)**
- [RIT Workflow User](#)

**RIT Supervisor Self Serve**

- [Personal Information](#)
- [Manager Views/Change Supervisor](#)
- [Employee Extra Information](#)
- [Saved Actions](#)
- [Employee Position JDQ](#)

**Reports**

- [Employee Personal Data](#)
- [Position Details](#)
- [Current Assignment and Salary Details](#)
- [Faculty Ranks](#)
- [Salary, Costing and Assignment Details](#)
- [Exempt Assignment Details, Salary and Costing](#)
- [Non-Exempt Assignment Details, Salary and Costing](#)
- [Costing History](#)
- [Costing History by Employee](#)
- [Emergency Contacts](#)
- [Salary History Report](#)
- [Future Dated Salaries \\*\\*Use to verify merit increases](#)
- [Faculty Degree and Rank Info](#)
- [Staff Degree Information](#)
- [Oracle Responsibilities Report](#)
- [Faculty Contract Renewal Information](#)
- [Staff New Grades 7-1-13](#)

4. Click on the report called **New Staff Grades 7-1-13** on the right.
5. To run the NEW GRADE AND CURRENT SALARY report tab, click on the link on the page called NEW GRADE AND CURRENT SALARY.
6. To run the CURRENT GRADE AND CURRENT SALARY report tab, click on the link on the page called CURRENT GRADE AND CURRENT SALARY.

[Connect >](#)

## Worksheet List

Search  
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search

Result List

[Expand All](#) | [Collapse All](#)

[Discoverer Workbooks >](#)

Focus Name	Description	Owner	Last Modified
<ul style="list-style-type: none"> <li><a href="#">New Grades 7-1-13 Report</a></li> <li><a href="#">New Grade and Current Salary</a></li> <li><a href="#">Current Grade and Current Salary</a></li> </ul>		GMW2366	Friday, May 17, 2013 9:10:04 AM CDT

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Oracle Technology Network

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