

– **Distribution &  
Collection of  
2016-2017  
Merit-Based Salary  
Program Rosters  
VC Academic Affairs**

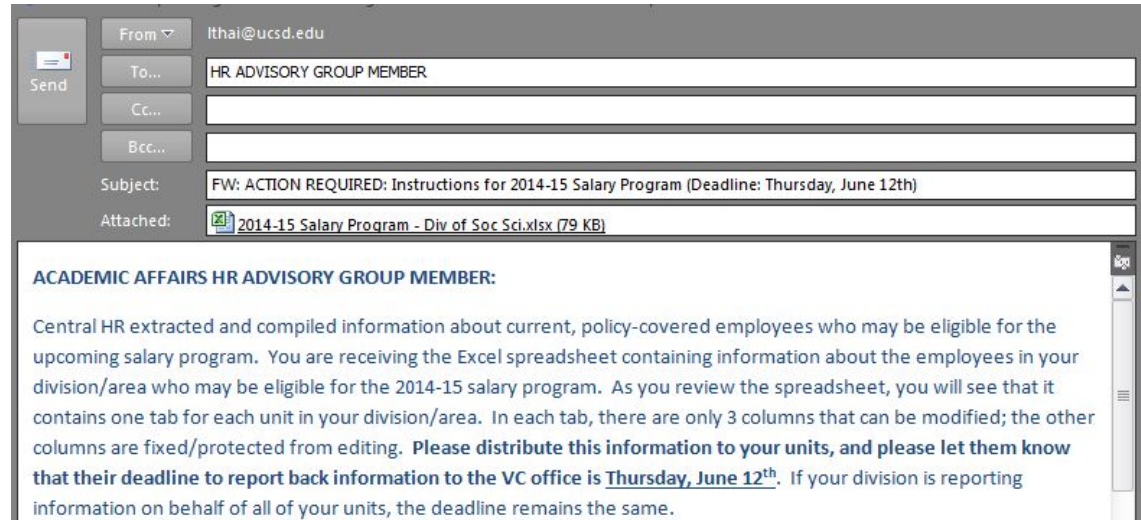
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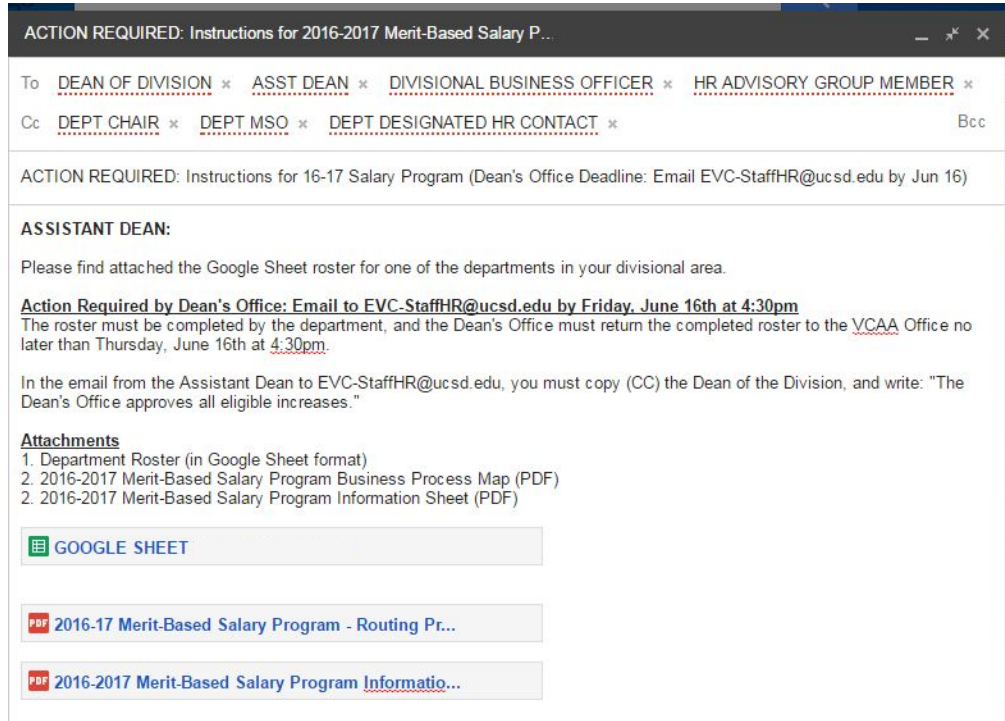
# Last Year's Rosters

- Email department roster as Excel Attachment
- Sent to HR Advisory Group Member



# This year's Rosters

- Email link to department roster (in Google Sheet format)
- Email To: Dean's Office & CC: Department



**ACTION REQUIRED:** Instructions for 2016-2017 Merit-Based Salary P...

To [DEAN OF DIVISION](#) \* [ASST DEAN](#) \* [DIVISIONAL BUSINESS OFFICER](#) \* [HR ADVISORY GROUP MEMBER](#) \*

Cc [DEPT CHAIR](#) \* [DEPT MSO](#) \* [DEPT DESIGNATED HR CONTACT](#) \* Bcc

**ACTION REQUIRED:** Instructions for 16-17 Salary Program (Dean's Office Deadline: Email EVC-StaffHR@ucsd.edu by Jun 16)

**ASSISTANT DEAN:**


Please find attached the Google Sheet roster for one of the departments in your divisional area.


**Action Required by Dean's Office: Email to EVC-StaffHR@ucsd.edu by Friday, June 16th at 4:30pm**  
The roster must be completed by the department, and the Dean's Office must return the completed roster to the [VCAA](#) Office no later than Thursday, June 16th at [4:30pm](#).


In the email from the Assistant Dean to EVC-StaffHR@ucsd.edu, you must copy (CC) the Dean of the Division, and write: "The Dean's Office approves all eligible increases."

**Attachments**

1. Department Roster (in Google Sheet format)
2. 2016-2017 Merit-Based Salary Program Business Process Map (PDF)
2. 2016-2017 Merit-Based Salary Program Information Sheet (PDF)

 [GOOGLE SHEET](#)

 [2016-17 Merit-Based Salary Program - Routing Pr...](#)

 [2016-2017 Merit-Based Salary Program Informatio...](#)

# Who Can Access This Year's Rosters



**Off - Specific people**

Shared with specific people.

**Google Account Activation Required**


- **Only Specific People Will Have Permission to Access:**
  - **Dean, Assistant Dean, Divisional Business Officer, HR Advisory Group Member**
  - **Chair, Department MSO, Designated HR Contact**
- **Permissions are managed by the VC Office**



# If you want to use



Google Drive

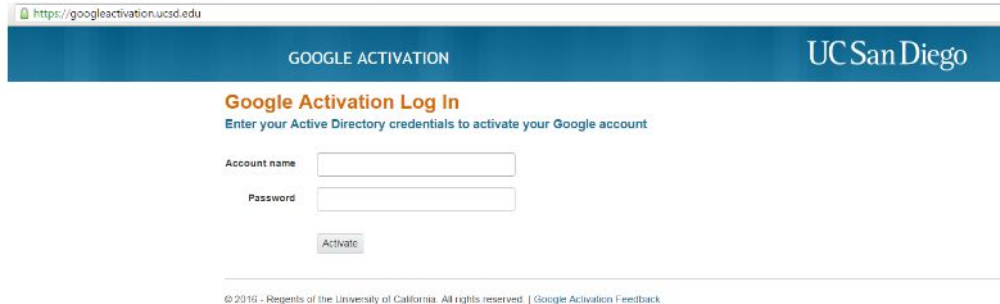


If you activate your Google Account... it will not affect your Outlook email account and you do not need to convert to gmail

## GOOGLE ACCOUNT ACTIVATION

All UCSD employees are already authorized to have a Google Account. Below please find the Google Account registration/activation process.

1. Employee contacts Department IT personnel and requests that his/her UCSD Google account be created. For Departments that do not have any Department IT personnel, the employee needs to email AD Team at [adteam@ucsd.edu](mailto:adteam@ucsd.edu).
2. Department IT personnel will add the employee to the Departmental Google provisioning group (each Department has their own provisioning group). Changes made to the provisioning groups are read and processed in batches roughly every 30 minutes.
3. Employee needs to log into Google Activation website, <https://googleactivation.ucsd.edu> in order to sync AD password to Google account.



https://googleactivation.ucsd.edu

GOOGLE ACTIVATION UC San Diego

**Google Activation Log In**  
Enter your Active Directory credentials to activate your Google account

Account name

Password

Activate

© 2016 - Regents of the University of California. All rights reserved. | Google Activation Feedback

4. Employee needs to enter in current Active Directory (AD) username and password.

# If you want to use



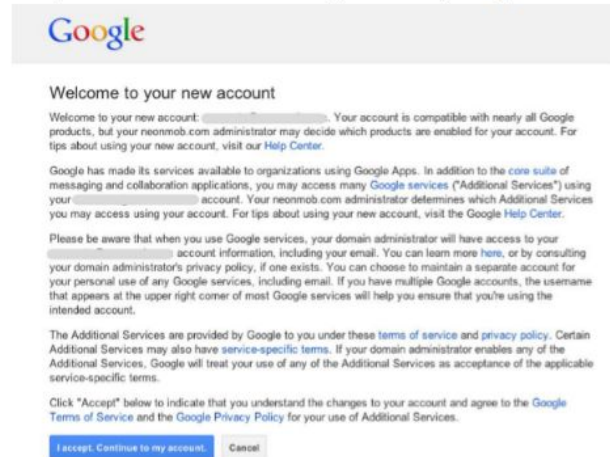
Google Drive

If you activate your Google Account... it will not affect your Outlook email account and you do not need to convert to gmail





## YOUR 1st TIME LOGGING IN

1. Employee should go to <http://google.com> to verify that the Google account was activated completely.
  - a. Login - the username will be the employee's UCSB email address ([username@ucsb.edu](mailto:username@ucsb.edu)) and the password will be the employee's AD password.
2. The first time the employee logs into <http://google.com>, the employee will need to accept the End User License Agreement (EULA).



3. Employee will be logged into their account and can now use Google Apps.

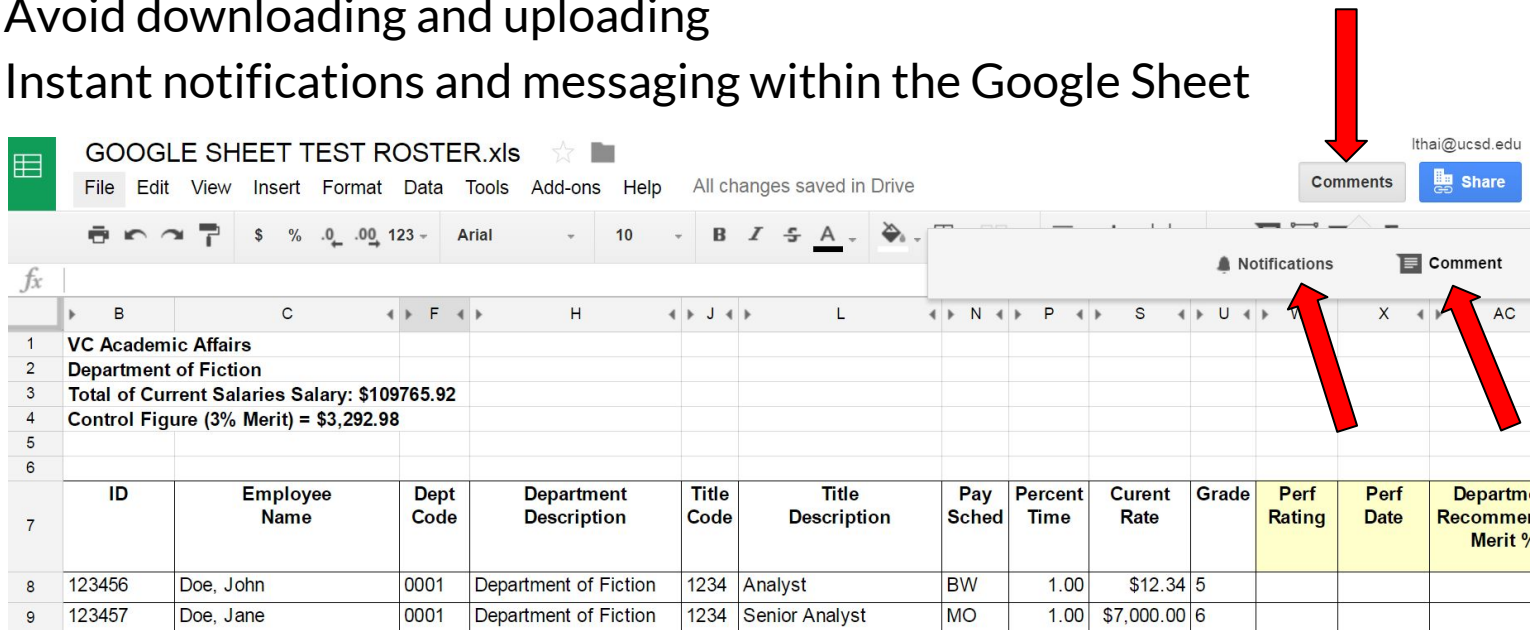
# What to do with the Google Sheet Roster

1. Click on  GOOGLE SHEET
2. Type in the required information (you will be in a web browser when you do this)
3. Notify the to next-level approver (i.e. Dean's Office and/or VC Office) that "The Department of {insert Dept Name} approves all eligible increases".
  - a. You can notify via email or within the  GOOGLE SHEET



# Benefits of Google Sheet Rosters

1. Make live updates that can be saved in real-time
2. Know that the document you see is the latest, current version
3. Avoid downloading and uploading
4. Instant notifications and messaging within the Google Sheet



The screenshot displays a Google Sheet titled "GOOGLE SHEET TEST ROSTER.xls". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various editing tools. The spreadsheet content is as follows:

ID	Employee Name	Dept Code	Department Description	Title Code	Title Description	Pay Sched	Percent Time	Curent Rate	Grade	Perf Rating	Perf Date	Departm Recommen Merit %
123456	Doe, John	0001	Department of Fiction	1234	Analyst	BW	1.00	\$12.34	5			
123457	Doe, Jane	0001	Department of Fiction	1234	Senior Analyst	MO	1.00	\$7,000.00	6			

Red arrows in the image point to the "Comments" button in the top right corner, the "Notifications" button in the bottom right corner, and the "Comment" button in the bottom right corner.

# 2016-2017 Salary Program

## Distribution & Collection of Rosters Routing Process

