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

1. Last Year's Process
2. This Year's Process
3. Next year's Process
4. How to Activate Your UC San Diego Google Account
5. Business Process Map (BPM)
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
Who Can Access This Year’s Rosters

➢ 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

Google Account Activation Required
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.

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**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.
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](https://googleactivation.ucsd.edu) in order to sync AD password to Google account.
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 UCSD email address (username@ucsd.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 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
2016-2017 Salary Program
Distribution & Collection of Rosters Routing Process

**Routing Process has been established in order to adhere to the approval process as described in the guidelines:**
"The merit-based salary increase will require one-over-one (one level up) approval."

Instructions to Dean's Office: The Assistant Dean must email EVC-StaffHR@ucsd.edu when the rosters are complete and finalized. Please cc: Dean in the email. In the message body, type "The Dean's Office approves all eligible increases."

Potential delays can occur if information is not distributed according to the target dates identified in the guidelines and/or if rework is required due to missing/incorrect/incomplete information.

If a roster is returned from Campus HR to the department due to missing/incorrect/incomplete information, then any merit increases subsequently authorized by Campus HR will be the responsibility of the home department to input into PPS.