

APBears TDI Routing Guide

Units will still be required to create Case Tracking records.

Step 1:

Once logged into APBears navigate to the 'Cases in Progress' tab. Click the blue 'Start Case' button. A new window will open with a list of faculty in your unit.

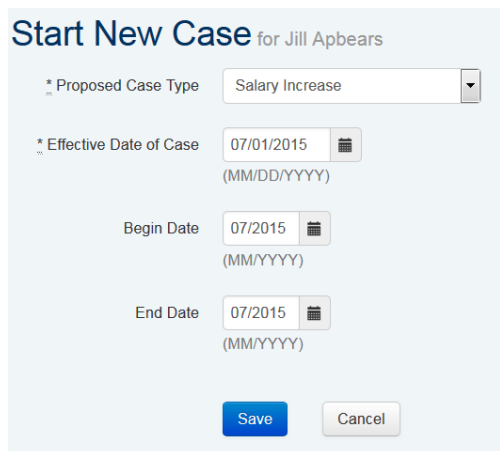
Cases In Progress 

Select the desired faculty by clicking 'New Case'.

Note: The effective date on the publication list in the Achievements section should be the same as the effective date of the case. Use the most recent publication list (no need to update, will not be review by campus).

Step 2:

Under 'Proposed Case Type' select 'Salary Increase'. Enter 'Effective Date of Case' as 7/1/2015. If a salary increase case already exists for 7/1/15, enter 8/1/15 and make sure to change the publication list to reflect the 8/1/15 effective date. Enter 'Begin Date' as 7/2015 and 'End Date' as 7/2015.



Start New Case for Jill Apbears

Proposed Case Type: Salary Increase

Effective Date of Case: 07/01/2015 (MM/DD/YYYY)

Begin Date: 07/2015 (MM/YYYY)

End Date: 07/2015 (MM/YYYY)

Buttons: Save, Cancel

Step 3:

Open case to candidate for signoff on the Candidate Summary. Click 'Open case to candidate' in the banner.

Step 4:

Upload the 'Departmental Recommendation form for a TDI Award' under 'Departmental Recommendation' in the Documents tab. Note: TDI amount recommended on form should be just the amount from your unit.

Step 5:

Once the candidate approves the Candidate Summary click 'Update Official Recommendation', enter the salary recommendation, and click 'signoff'.

Select Job Code, Step, and 'Indicator' (if any). Enter proposed 'TDI' amount.

Level	Organization	Job	Step	Indicator	Base	Decoupled	TDI	Total	Signoff
Department	Department of APBears	1100 - Professor-Acad Yr	5.0	Decoupled	113,500	5,000	4,000	122,500	

Step 6:

If the candidate has a joint appointment, enter the **total** proposed TDI amount from **both units**. For example: Jill APBears has a 50%/50% split between the Department of APBears and History. The Dept of APBears has proposed a TDI award of \$4,000 and History has proposed \$4,000. Both departments should enter the total proposed amount of \$8,000.

Level	Organization	Job	Step	Indicator	Base	Decoupled	TDI	Total	Signoff
Department	Department of APBears	1100 - Professor-Acad Yr	5.0	Decoupled	113,500	5,000	8,000	126,500	Signoff
Department	Department of History	1100 - Professor-Acad Yr	5.0	Decoupled	113,500	5,000	8,000	126,500	Signoff

Step 7:

Click 'Record Departmental Recommendation / Start Candidate Review' in the banner.

Step 8:

After the candidate has approved the recommendation click 'Route to Dean Analyst'.

Dean's Analyst TDI Routing Guide**Step 9:**

Click 'Update Official Recommendation', enter the salary recommendation. The dean should log into APBears and click 'signoff'.

Dean		1100 - Professor-Acad Yr	5.0	Decoupled	113,500	5,000	4,000	122,500	Signoff
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Step 10:

Dean's Analyst should click 'Record Dean Recommendation' and 'Route to Campus Review'.