

# Updating Salary Schedules

ERP-Statewide

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The following procedures details the process to manually enter and, alternatively, import future salary schedules.

# 1 Step-by-step guide

**Navigate to: Main Menu > Human Resources > Reference Tables > Future Changes > Salary Schedules**

## 2 Manually Input Salary Schedules

1. Click  (Add New).
2. Complete the following fields in the Salary Schedule Data section.

- a. Control Number – Searchable control number for the salary schedule.
- b. Effective Date – Date Salary Schedule begins
  - i. **NOTE:** Use the contract start date as your effective date.
- c. Schedule – 3 Digit Alphanumeric Code
- d. Description – Description of the salary schedule
- e. Schedule Type – Select either *H- Hourly Schedule* or *S – Salaried Schedule*



### 3 Import Spreadsheet Population

1. Complete the Salary Schedule Template which is available for download [here](#)<sup>1</sup>. The column headings are listed below with a brief description.
  - a. Batch Number (Max 8 digits alphanumeric)
  - b. Date Salary Schedules Goes Into Effect – Beginning date on Pay Contract
    - i. **NOTE:** Use the contract start date as your effective date.
  - c. Name of Salary Schedule – 3 Digit Alphanumeric identification code
  - d. Salary Schedule Description (Max 20 Characters) – Description for salary schedule
  - e. Days Worked – Number of contracted days worked
  - f. Hours Per Day – Number of hours worked in a day for employees using this schedule
  - g. Hourly or Salary (“H” or “S”)
  - h. Steps (up to 99 steps) – The number of rows/steps to include on the schedule (1-99). These often are associated with years of service but can accommodate other factors for standardizing increases.
  - i. I-Z. Ranges (Up to 99) – The number of titles or columns associated with the schedule. These titles are associated with pay classifications but can accommodate other factors.
    - i. **NOTE:** It is suggested to use a range as a multiple of 7 (7...14...21..) to allow for additional ranges if needed at a later date.

**⚠ Range Headings**  
 The column headings for the ranges will be used as the title of the range in the actual salary schedule in eFP. Therefore, a naming convention should be used when assigning the column headings. For example, a title of BA could be used for the column containing salaries for bachelor degree employees. This will replace the ischedule.range\_xx column headings in the salary schedule template.

2. When the template is complete, Save As... a copy of the spreadsheet as .XLSX on your computer.
3. Save as... as a .CSV file.

**Example 1:**

A salary schedule for salaried staff is shown below. This schedule shows how the steps and range were used to provide levels of salary considering education (range) and years of service (steps).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ischedule.batch_no (Control Number)	ischedule.eff_date	ischedule.schedule (Schedule)	ischedule.desc_x (Schedule Title)	ischedule.days_worked	ischedule.hours_per_day (Hours Worked Per Day)	ischedule.hourly_or_salary (Hourly or Salary)	ischedule.steps (Step)	ischedule.range_01-range_99 (Range 01 - Range 99)						
Batch Number (Max 8 digits alphanumeric)	Date Salary Schedules Goes Into Effect	Name of Salary Schedule (Max 3 digits alphanumeric)	Salary schedule Description (Max 20 digits)	Days Worked	Hours per day worked	Hourly or Salary ("H" or "S")	STEPS (up to 99 steps)	BS	BS+15	150 HRS	MA	MA+15	MA+30	PHD
17755	8/1/2016	755	5.5 ISGI	184	5.5	S	1	2417157	24902.13	25619.80	26588.06	27318.71	28049.36	28761.93
17755	8/1/2016	755	5.5 ISGI	184	5.5	S	2	2417157	24902.13	25619.80	26588.06	27318.71	28049.36	28761.93
17755	8/1/2016	755	5.5 ISGI	184	5.5	S	3	25533.42	26366.96	27126.84	28152.07	28925.70	29699.33	30453.81
17755	8/1/2016	755	5.5 ISGI	184	5.5	S	4	25533.42	26366.96	27126.84	28152.07	28925.70	29699.33	30453.81
17755	8/1/2016	755	5.5 ISGI	184	5.5	S	5	25533.42	26366.96	27126.84	28152.07	28925.70	29699.33	30453.81

**Example 2:**

A salary schedule for hourly staff with the steps as yearly promotions. There is only 1 range showing wage increases and steps to inform how many years of service.

<sup>1</sup> [https://community.mcoecn.org/download/attachments/48235182/eFP\\_salary\\_schedule\\_import\\_template\\_blank.xlsx?api=v2&modificationDate=1557850866543&version=1](https://community.mcoecn.org/download/attachments/48235182/eFP_salary_schedule_import_template_blank.xlsx?api=v2&modificationDate=1557850866543&version=1)

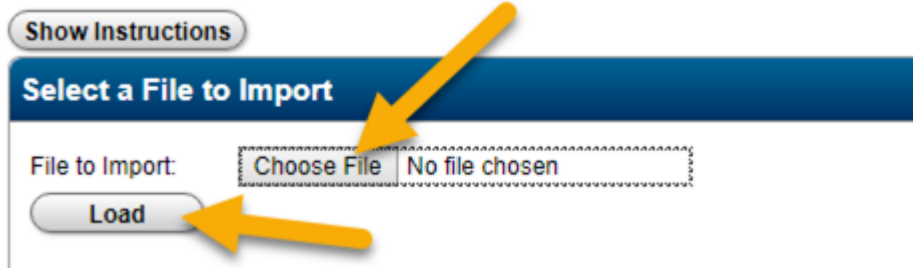
	A	B	C	D	E	F	G	H	I	J
	ischedul	ischedul	ischedul	ischedul	ischedul	ischedul	ischedul	ischedul	AIDES	
1	e.batch_	e.eff_dat	e.schedu	e.desc_x	e.days_w	e.hours_	e.hs_flag	e.step		
no					day	day				
2	177PP	8/1/2016	7PP	AIDES	195	7 H		1	15.20	
3	177PP	8/1/2016	7PP	AIDES	195	7 H		2	15.76	
4	177PP	8/1/2016	7PP	AIDES	195	7 H		3	16.29	
5	177PP	8/1/2016	7PP	AIDES	195	7 H		4	16.76	
6	177PP	8/1/2016	7PP	AIDES	195	7 H		5	17.34	
7	177PP	8/1/2016	7PP	AIDES	195	7 H		6	17.85	
8	177PP	8/1/2016	7PP	AIDES	195	7 H		7	18.40	
9	177PP	8/1/2016	7PP	AIDES	195	7 H		8	18.90	
10	177PP	8/1/2016	7PP	AIDES	195	7 H		9	18.90	
11	177PP	8/1/2016	7PP	AIDES	195	7 H		10	19.24	
12	177PP	8/1/2016	7PP	AIDES	195	7 H		11	19.24	
13	177PP	8/1/2016	7PP	AIDES	195	7 H		12	19.59	
14	177PP	8/1/2016	7PP	AIDES	195	7 H		13	19.59	
15	177PP	8/1/2016	7PP	AIDES	195	7 H		14	19.59	
16	177PP	8/1/2016	7PP	AIDES	195	7 H		15	19.88	

**Import:**

1. Main Menu > Human Resources > Reference Tables > Future Changes > Salary Schedule
2. Click **Import** in the Action Bar.



3. Click **Choose File** or **Browse** and upload your saved **CSV** file. You will need to upload a file for each salary schedule. Then click **Load** to import the file.




4. Click to highlight line 1 and select 'Set Column Titles' to set the titles. A before and after picture is shown below.

Before:	After:																								
<p><b>Import File Data</b></p> <p>Set Column Titles   Reset Column Titles   Select All</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Column 1</th> <th>Column 2</th> <th>Column 3</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ischedule.batch_no</td> <td>ischedule.eff_date</td> <td>ischedule.schedule</td> </tr> <tr> <td>2</td> <td>177A6</td> <td>8/1/2016</td> <td>7A6</td> </tr> </tbody> </table>	Line #	Column 1	Column 2	Column 3	1	ischedule.batch_no	ischedule.eff_date	ischedule.schedule	2	177A6	8/1/2016	7A6	<p><b>Import File Data</b></p> <p>Set Column Titles   Reset Column Titles   Select All</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>ischedule.bat...</th> <th>ischedule.ef...</th> <th>ischedule.sc...</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>177A6</td> <td>8/1/2016</td> <td>7A6</td> </tr> <tr> <td>3</td> <td>177A6</td> <td>8/1/2016</td> <td>7A6</td> </tr> </tbody> </table>	Line #	ischedule.bat...	ischedule.ef...	ischedule.sc...	2	177A6	8/1/2016	7A6	3	177A6	8/1/2016	7A6
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5. Click **Select All** to highlight the uploaded information.

**Import File Data**



Line #	ischedule.bat...	I ischedule.ef...	I ischedule.sc...	I ischedule
20	177A6	8/1/2016	7A6	ATTENDAN
27	177A6	8/1/2016	7A6	ATTENDAN
28	177A6	8/1/2016	7A6	ATTENDAN

6. Click  .

7. On the next page, we will have an opportunity to map the upload to the correct fields in eFP. Listed below are the pairings and we have also included a picture to better show you the mapping information.

Upload Name	Table Field
Batch Number	Ischedule.batch_no
Date Salary Schedules	Ischedule.eff_date
Name of Salary Schedule	Ischedule.schedule
Salary Schedule Description	Ischedule.desc_x
Days Worked	Ischedule.days_worked
Hours Per Day	Ischedule.hours_day
Hourly or Salary (“H” or “S”)	Ischedule.hs_flag
Steps	Ischedule.step
Ranges	Ischedule.range_01
Ranges (continued)	Ischedule.range_XX

## Column Mapping

Import File Column	Table Field	Field Description
ischedule.batch_no (Control Number) Required	ischedule.batch_no	Control Number
ischedule.eff_date (Effective Date) Required	ischedule.eff_date	Effective Date
ischedule.schedule (Schedule) Required	ischedule.schedule	Schedule
ischedule.desc_x (Schedule Title) Required	ischedule.desc_x	Schedule Title
ischedule.days_worked (Contract Days) Required -	ischedule.days_worked	Contract Days

- Click **Next** and allow the system to process the import.
- Finalize the salary schedule input by giving it a name and click finish.

Date: 07/24/2018 Period: 1/19

[Show Instructions](#)

30 row(s) have been selected for import.

### Save Import Mapping

Mapping Name:

Owner: karousid

Public:

Restricted:

Save Options:

Create new mapping

Update existing mapping

Do not save mapping

### Import Information

Database Table(s): ischedule

Import Description: Salary Schedule Import

Previous
Finish
Cancel

## Related articles

### Content by label

There is no content with the specified labels

