Updating Salary Schedules

ERP-Statewide

Exported on 06/04/2019
Table of Contents

1 Step-by-step guide ...................................................................................................................... 4
2 Manually Input Salary Schedules .............................................................................................. 5
3 Import Spreadsheet Population ................................................................................................. 7
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
f. Maximum 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.

g. Maximum Ranges – The number of columns/ranges to include on the schedule (1-99).

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.

h. Contract Days Per Year – Number of days per year for contracted employees

i. Hours Worked Per Day – Number of hours worked in a day for employees using this schedule.

3. After completing the Fields, click and the Step/Range page will be displayed:

![Step/Range page](image)

4. Complete the titles for each range and click to access the steps in the bottom section where you can enter the appropriate information for each step/range combination.

5. When you are complete, click to return to the Salary Schedule Reference Table page.
3 Import Spreadsheet Population

1. Complete the Salary Schedule Template which is available for download [here](https://community.mcoecn.org/download/attachments/48235182/eFP_salary_schedule_import_template_blank.xlsx?api=v2&modificationDate=1557850866543&version=1). 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
      - **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.
      - **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.


**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).

**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.

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1. [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)
Import Spreadsheet Population

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.
5. Click **Select All** to highlight the uploaded information.

![Import File Data](image)

6. Click **Next**.

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.

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

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**Import Spreadsheet Population – 9**
8. Click **Next** and allow the system to process the import.

9. Finalize the salary schedule input by giving it a name and click finish.