Mass Upload Template for Salary Adjustments

Background

When JAC has 100 or more salary adjustments, People First gives JROs the opportunity each month to submit a template to process them rather than via individual PARs.

The Mass Upload Template is an Excel Sheet containing required information on the employee and salary adjustment. Each line in the Mass Upload Template is equivalent to one PAR. The Mass Upload Template contains all salary adjustments for the participating JROs during a pay period. We believe of utilizing the Mass Upload Template is more efficient, resulting in hundreds of salary adjustments in one upload.

If you use BOMS for the Mass Upload Template when you submit the template, the system will automatically generate PARs, so you do not also have to enter a PAR.

This process has some nuances; the two most critical focuses are timing.

First, the People First deadline for template submission usually falls within the first seven to ten days of each month. That requires your Human Resources staff to know early in the month about your desired salary adjustments.

Second, due to the early deadline each month, retroactively dating the effective date is possible for no more than two pay periods. However, you must avoid "future-dated actions." The increase (or decrease) must occur in a sequentially correct fashion. In other words, a salary change should not be placed on the template, followed by a position change or other action you anticipate taking. For example, a name change was processed on December 3, 2023, and the effective date for the salary adjustment on the template is December 1, 2023. The salary adjustment will drop from the template because People First already has a "future dated action," i.e., a name change. Because the salary adjustment will drop from the template, you must submit a PAR.

In 2023, we began charting data for the Mass Upload Template based on how many entries we received and the number of rows dropped after they were uploaded into People First. We have had a steady number of submissions, 1,192 entries on average per month, and of those, only a 3.1% drop from the Mass Upload Template. This is a very minimal percentage. We have found the Mass Upload Template to be a time-saver for our Payroll Staff, and we hope it has been the same experience for your staff.

<u>The Template</u>

J1	•	$\times \checkmark$	f _x						
	А	В	С	D	E	F	G	н	1
1	Begin Date (10)	Agency (4)	Appointment ID	Old Amount	New Amount	F Action Reason (2)	Pay Period (1)	Last Name	First Name
2									
3									
4									
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Column A: Begin Date

This field must be ten (10) characters, MM/DD/YYYY. Enter the beginning date of the pay change.

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1	A Begin Date (10)	B Agency (4)	C Appointment ID	D Old Amount	E New Amount	F Action Reason (2)	G Pay Period (1)	H Last Name	I First Name
23	02/01/2024								
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Column B: Agency

This field must be four (4) numeric digits. Enter the 4-digit agency OLO code. The code will always be 2100.

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Column C: Appointment ID

This field must be eight (8) numeric digits. Enter the employee's **Appointment ID (not Login ID)**. If necessary, the Appointment ID must be entered using leading zeros to make it eight (8) digits. For example, Appt ID 123456 **must be entered as 00123456**.

The Appointment ID can be found in People First and on the Rate Report under column "P"

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1	Begin Date (10)	A	Agency (4)	Appoir	ntment ID	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	Last Name	First Name
	02/01/2024			001234			о		1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -		
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Column D: Old Amount

This column is not required. This is the <u>current</u> base rate of pay (does not include additives) amount for FTE employees or the hourly amount for OPS employees. The value in the cell <u>must</u> only be two (2) numeric digits after the decimal place.

Column E: New Amount

This is the **<u>new</u>** base rate of pay (does not include additives) amount for FTE employees or the **<u>new</u>** hourly amount for OPS employees. The value in the cell **<u>must</u>** only be two (2) digits after the decimal place.

Note: For part-time salaried employees, the amount entered should be the part-time period (biweekly or monthly) amount.

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	02/01/2024	2100	00123456		\$7,062.50	Re Acce	Site Street		
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Column F: Action Reason

This field must be two (2) numeric digits. Enter the 2-digit PAR Reason Code for the pay change. Some examples are shown below (codes are in bold) and are the most commonly used:

07 = Merit Salary Increase

10 = Legislative Mandate

54 = OPS Salary Increase

62 = JAC/SCS - Pay Increase for Retention

66 = JAC/SCS - Change in Work Assignment

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Column G: Pay Period

This field must be one (1) character. Enter the one-digit character based on whether the employee is Hourly or Salaried.

Hourly Employee (OPS): H

Salaried Employee: S

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<u>Column H: Last Name</u> The Last Name of the Employee.

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<u>Column I: First Name</u> The First Name of the Employee.

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3	101000000000000000000000000000000000000							CONSTRUCT N	
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Common Reasons for Record Dropping from Template

- Employee Not Active
- Please remember to use the employee's Appointment ID (Previously Known as Employee ID) on the template that shows in People First instead of their Login ID (Previously Known as User ID).
- Employee on Leave with or without pay and
- Employee has a future-dated action already in People First

Recommendations

- Discussions between the Administration and the Agency Head should occur before the month ends, providing a Mass Upload.
- Use the Mass Upload Template if you have 10 or more salary adjustments in one month. Please note: we will not discourage you from using the mass upload template if you have less than 10 salary adjustments.
- If you do not find out before the deadline for the Mass Upload to be received, consider waiting until the following month to use the mass upload.

For example, if the agency head lets you know past the February 2024 deadline they would like to give salary adjustments, instead of sending in PARs, consider waiting until March 2024 to send in the template and date it for February 2024.