

Change Pay Rate en mass via Spreadsheet

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Change Pay Rate en mass via Spreadsheet

Change Pay Rate en mass via Spreadsheet Overview

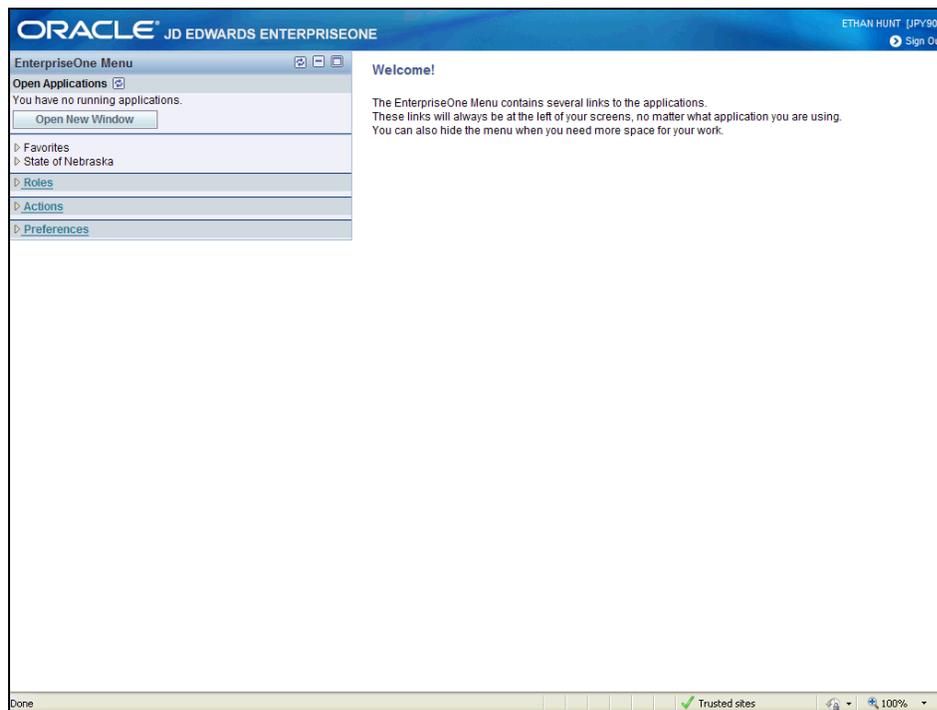
This process allows agencies to update new pay rates for multiple employees at one time. (For individual changes, follow the Work Instructions for Changing an Employee's Salary/Rate). This also provides agencies an opportunity to review and correct any discrepancies that may exist regarding Job Code, Group Code, Pay Grade, and Grade Step, etc. Larger agencies may want to export the data; smaller agencies may want to analyze and change pay rates directly on the Salary Planning screen.

Warning: Pay rates are effective at the time you update them in the system. Any time cards created prior to updating pay rates will pay at the old rate; time cards created after pay rates are updated will pay at the new rate.

Change Pay Rate en mass via Spreadsheet Lesson

Procedure

In this lesson you will learn how to change pay rates en mass via a spreadsheet.

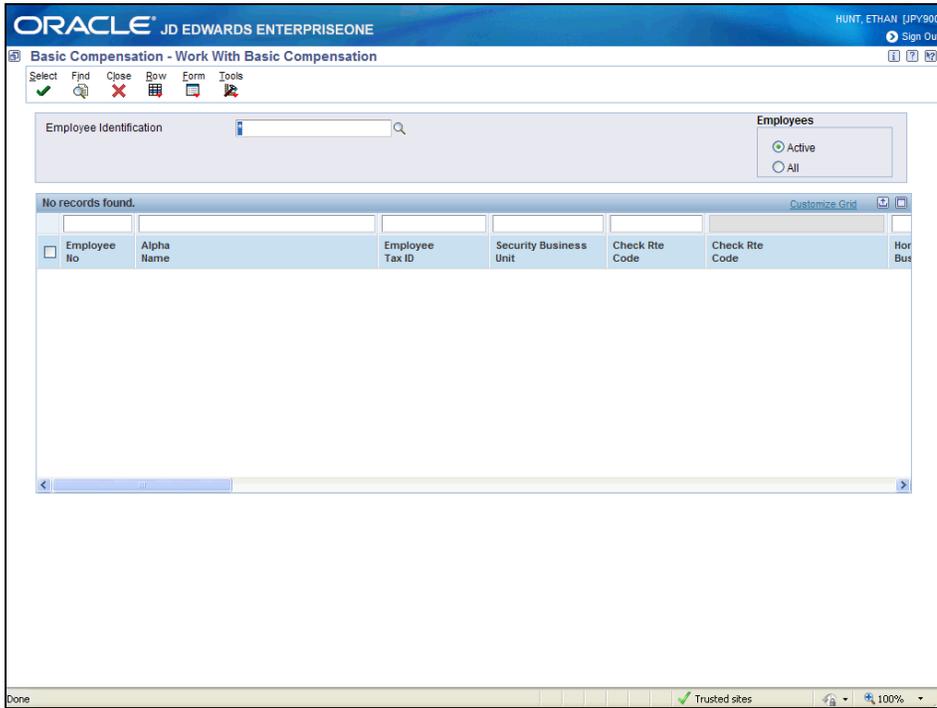


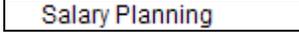
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Human Resources link. Human Resources

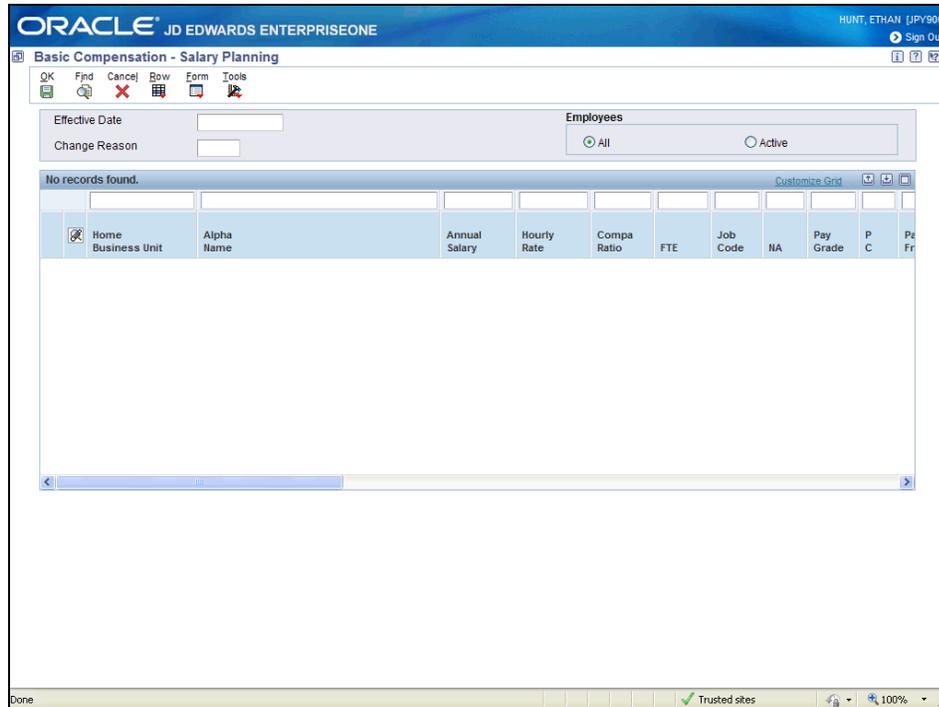
Training Guide

Change Pay Rate en mass via Spreadsheet

Step	Action
3.	Click the Employee Maintenance link. 
4.	Click the Basic Compensation link. 



Step	Action
5.	Click the Form button. 
6.	Click the Salary Planning menu. 

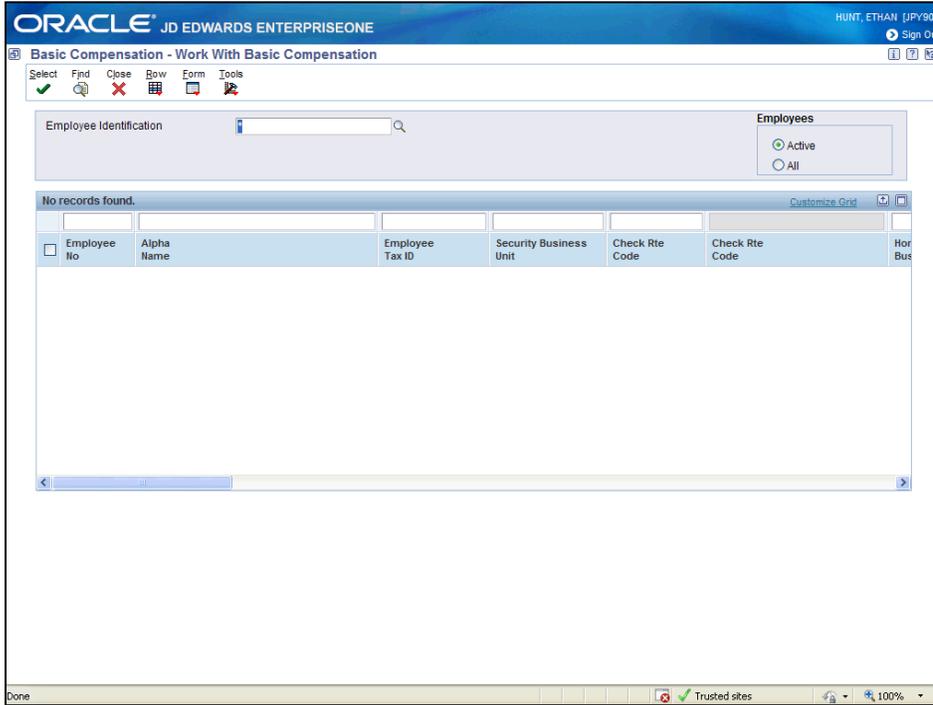


Step	Action
7.	Click the Active option. 
8.	Note: Data can be refined to smaller groups by using the appropriate fields on the QBE line. (Example: Job Code, Group Code, Pay Code (PC), Pay Frequency, Home Business Unit, etc.) Note: Data is sequenced by Home Business Unit, then by Alpha Name.
9.	Click the Find button. 
10.	You can update the Hourly Rate manually in the grid or you can export to Excel, make your changes, and then import back into EnterpriseOne. To Import and Exprot: Follow the instructions to Export Data to Excel in the System Basics Training Guide (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html). Enter the new hourly pay rates into the Excel spreadsheet, then save the spreadsheet. Follow the instructions to Import Data from Excel in the System Basics Training Guide (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html). Warning: Ensure that the Salary Planning Screen has not changed due to adding or terminating employees.

Training Guide

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Step	Action
11.	Enter an Effective Date and a Change Reason code in the header.
12.	Click the OK button. 



Step	Action
13.	Click the Close button. 
14.	You have successfully completed this lesson. End of Procedure.