



Changing Pay Rates en mass

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.

 JAS users can export to a spreadsheet, but cannot copy and paste back into the Salary Planning Screen. New pay rates will need to be entered manually on the Salary Planning Screen. Citrix users can export data to a spreadsheet and copy/paste from a spreadsheet back into the Salary Planning Screen.

 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. If you are updating hourly employees, you must change the Hourly Rate; if you are updating salaried employees, you must update the Annual Salary. For hourly employees, the new annual salary should be divided by 2,080 and rounded to three decimals.

This work instruction shows how to:

[Change Pay Rates en mass for JAS Users](#)

[Change Pay Rates en mass for Citrix Users](#)

[Export Data to and from Excel in Citrix](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>.

Navigation

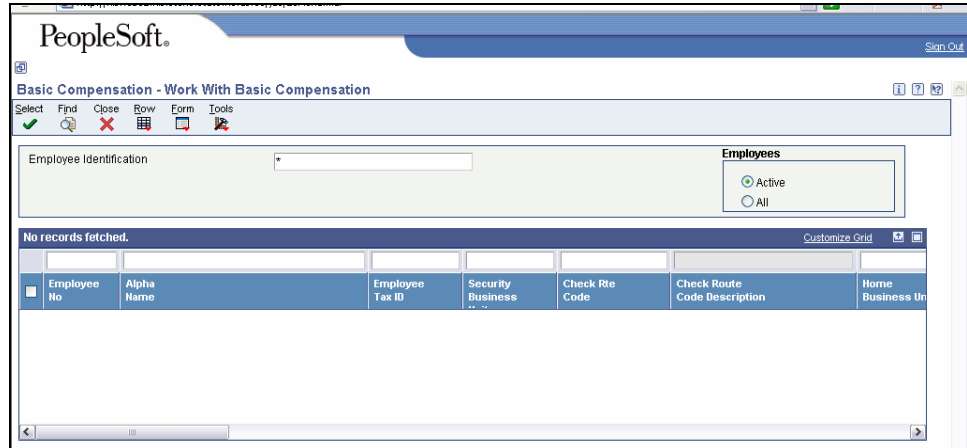
Click Roles, HR_PR .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Employee Maintenance > Basic Compensation

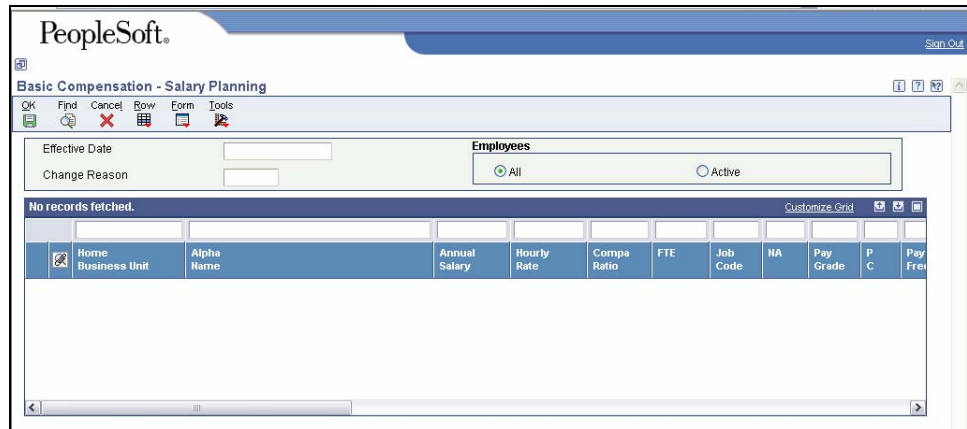
Steps



Changing Pay Rates via Spreadsheet for JAS Users

Start this instruction from the Basic Compensation window.



1. Click **Form, Salary Planning**. The Basic Compensation - Salary Planning window appears.



2. Click the **Active** radio button in the Employees section, and click **Find**.
 -  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.)
 -  Data is sequenced by Home Business Unit, then by Alpha Name.

Home Business Unit	Alpha Name	Annual Salary	Hourly Rate	Compa Ratio	FTE	Job Code	NA	Pay Grade	P C	Pay Freq
	1 ENRIQUE COLOMBO	124,000.00	60.000		1.00				H	B
	1 INCIDENT REPORT FOR SAFETY				1.00				0	B
3001000	AGUILAR, RAYMOND M	12,000.00	5.769	5.77	1.00	N10010		500	S	M
3001000	BAKER, THOMAS C	12,000.00	5.769	5.77	1.00	N10010		500	S	M
3001000	BEUTLER, CHRISTOPHER J	12,000.00	5.769	5.77	1.00	N10010		500	S	M
3001000	BOURNE, PATRICK J	12,000.00	5.769	5.77	1.00	N10010		500	S	M
3001000	BRASHEAR, KERMIT A	12,000.00	5.769	5.77	1.00	N10010		500	S	M
3001000	BROMM, CURTIS A	12,000.00	5.769	0.16	1.00	N10010		500	S	M
3001000	BROWN, PAMELA K	12,000.00	5.769	5.77	1.00	N10010		500	S	M
3001000	BURLING, CARROLL C	12,000.00	5.769	5.77	1.00	N10010		500	S	M

3. Follow the instructions to [Export Data to Excel](#) in the System Basics Training Manual. After completing work on the Excel Spreadsheet, continue to the next step.
4. Enter the new pay rates from the Excel spreadsheet manually in the Hourly rate field or the Annual Salary field on the Salary Planning Screen.
 - Ensure that the Salary Planning Screen has not changed due to adding or terminating employees.
 - Hourly employees must have the hourly rate changed; salaried employees must have the annual salary changed.
5. Enter an **Effective Date** and a **Change Reason** code in the header.
6. Click **OK** to return to the Work with Basic Compensation window.
7. Click **Close**.

Change Pay Rates via Spreadsheet for Citrix Users

Start this instruction from the Basic Compensation - Work with Basic Compensation window.

Address Number	Alpha Name	Tax ID	Business Unit	Check Route	Check Route Code Descr	Home Business Unit	Job Code	Job Code Description
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1. Click **Form, Salary Planning**. The Basic Compensation - Salary Planning screen appears.

2. Click the **Active** radio button in the Employees section, and click **Find**.
 - 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.)
 - Data is sequenced by Home Business Unit, then by Alpha Name.
3. Follow the instructions to [Export Data to and from Excel in Citrix](#) (See below). After completing work on the Excel spreadsheet, continue to the next step.
4. Copy and paste the new pay rate information (hourly rates or annual salaries) from the spreadsheet to the Salary Planning Screen.
 - Ensure that the Salary Planning Screen has not changed due to adding or terminating employees.
 - Hourly employees must have the hourly rate changed; salaried employees must have the annual salary changed.
5. Enter an **Effective Date** and a **Change Reason** code in the header.
6. Click **OK** to return to the Work with Basic Compensation window.
7. Click **Close**.

Export Data to and from Excel in Citrix

1. Right click somewhere on the grid.
2. Click **Export, Microsoft Excel**.

Basic Compensation - [Salary Planning]

Effective Date: 5/25/2005

Change Reason:

Employees: All Active

Home Business Unit	Alpha Name	Annual Salary	Hourly Rate	Compa Ratio	FTE	Job Code	NA	Pay Grade	P C	Pay Freq	Pay St
90107008	NIS TEAGUE JUDY	20,800.00	10.000		1.00				H	B	0
23801234	TRAINING HR ID #001	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #002		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #003		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #004		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #005		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #006		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #007		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #008		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #009		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #010		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #011		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #012		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #013		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #014		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #015		10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #016	20,800.00			1.00	A07081			H	M	0
23801234	TRAINING HR ID #017	20,800.00			1.00	A07081			H	M	0
23801234	TRAINING HR ID #018	20,800.00			1.00	A07081			H	M	0

Find Records

3. The Export Assistance window appears.

Basic Compensation - [Salary Planning]

Effective Date: 5/25/2005

Change Reason:

Employees: All Active

AB Number

Export Assistant

Select the range of cells you want to use as data to export. Then click Continue to export the data.

Note: First row will become column headers

Options:

- Establish a "Hot-Link"
- Export to a New Workbook
- Export to an Existing Workbook

Specify a cell address to start the export from (for example A1, B10): A1

Specify a worksheet name to export to:

Home Business Unit	Alpha Name	Annual Salary	Hourly Rate	Compa Ratio	FTE	Job Code	NA	Pay Grade	P C	Pay Freq	Pay St
90107008	NIS TEAGUE JUDY	20,800.00	10.000		1.00				H	B	0
23801234	TRAINING HR ID #001	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #002	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #003	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #004	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #005	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #006	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #007	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #008	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #009	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #010	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #011	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #012	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #013	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #014	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #015	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #016	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #017	20,800.00	10.000		1.00	A07081			H	M	0
23801234	TRAINING HR ID #018	20,800.00	10.000		1.00	A07081			H	M	0

4. Highlight the range of cells to export.

The screenshot shows the 'Export Assistant' dialog box in the 'Basic Compensation - [Salary Planning]' application. The dialog has the following fields and options:

- Effective Date: 5/25/2005
- Change Reason: (empty)
- AB Number: (empty)
- Options:
 - Establish a "Hot-Link"
 - Export to a New Workbook
 - Export to an Existing Workbook
- Specify a cell address to start the export from (for example A1, B10): A1
- Specify a worksheet name to export to: (empty)

The background table has the following columns: Compa Ratio, FTE, Job Code, NA, Pay Grade, Co, Grad Step, Group Code, Emp St. The data rows show various employee records with their respective compensation details.

5. Click Continue.

The screenshot shows Microsoft Excel - Book1 with the following data table:


1	Home Bn	Alpha	Na	Annual S	Hourly R	Compa	RFTE	Job Code	NA	Pay	Grad	P	C	Pay Freq	Pay St	Address	Employee	NA	Co
2	90107008	NIS TEAG	20,800.00	10			1	A07081		150268	333000568			B	0	137726	253825555		100
3	23801234	TRAINING	20,800.00	10			1	A07081		150269	333000569			M	0	150201	333000501		100
4	23801234	TRAINING	20,800.00	10			1	A07081		150270	333000570			M	0	150202	333000502		100
5	23801234	TRAINING	20,800.00	10			1	A07081		150271	333000571			M	0	150203	333000503		100
6	23801234	TRAINING	20,800.00	10			1	A07081		150272	333000572			M	0	150204	333000504		100
7	23801234	TRAINING	20,800.00	10			1	A07081		150273	333000573			M	0	150205	333000505		100
8	23801234	TRAINING	20,800.00	10			1	A07081		150274	333000574			M	0	150206	333000506		100
9	23801234	TRAINING	20,800.00	10			1	A07081		150275	333000575			M	0	150207	333000507		100
10	23801234	TRAINING	20,800.00	10			1	A07081		150276	333000576			M	0	150208	333000508		100
11	23801234	TRAINING	20,800.00	10			1	A07081		150277	333000577			M	0	150209	333000509		100
12	23801234	TRAINING	20,800.00	10			1	A07081		150278	333000578			M	0	150210	333000510		100
13	23801234	TRAINING	20,800.00	10			1	A07081		150279	333000579			M	0	150211	333000511		100
14	23801234	TRAINING	20,800.00	10			1	A07081		150280	333000580			M	0	150212	333000512		100
15	23801234	TRAINING	20,800.00	10			1	A07081		150281	333000581			M	0	150213	333000513		100
16	23801234	TRAINING	20,800.00	10			1	A07081		150282	333000582			M	0	150214	333000514		100
17	23801234	TRAINING	20,800.00	10			1	A07081		150283	333000583			M	0	150215	333000515		100
18	23801234	TRAINING	20,800.00	10			1	A07081		150284	333000584			M	0	150216	333000516		100
19	23801234	TRAINING	20,800.00	10			1	A07081		150285	333000585			M	0	150217	333000517		100
20	23801234	TRAINING	20,800.00	10			1	A07081		150286	333000586			M	0	150218	333000518		100
21	23801234	TRAINING	20,800.00	10			1	A07081		150287	333000587			M	0	150219	333000519		100
22	23801234	TRAINING	20,800.00	10			1	A07081						M	0	150220	333000520		100
23	23801234	TRAINING	20,800.00	10			1	A07081						M	0	150221	333000521		100
24	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150222	333000522		100
25	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150223	333000523		100
26	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150224	333000524		100
27	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150225	333000525		100
28	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150226	333000526		100
29	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150227	333000527		100
30	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150228	333000528		100
31	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150229	333000529		100
32	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150230	333000530		100
33	90107008	TRAINING	20,800.00	10			1	A07081						M	0	150230	333000530		100

6. Save your file on your personal network drive.

To back up your data, save your files to your PC's hard drive too.

7. Hold down the **Alt + Tab** on the keyboard to toggle back to NIS and verify that the data copied as desired.

8. Create a new column on the spreadsheet that will contain the new pay rate, either calculated or manually entered.

9. Populate the new column with either a calculated or manually entered amount.
-  Hourly employees must have the hourly rate changed; salaried employees must have the annual salary changed.
10. Copy and paste the new pay rate information from the spreadsheet to the Salary Planning Screen.