

# Quick Reference Card

## Mass Update Process for July 1, 2012 increases

1. A new report has been developed in Employee Work Center (EWC), so you can easily export information about your current employees for July 1 increases. In the “search” field in EWC, enter the word July and hit Enter. Click on the link “July 1, 2012 increase report (lse)” under “Custom Reports” (see below):



2. Follow the instructions at the top of the next screen in EWC; they will look like this:

### July 1, 2012 increase report (lse) ?

Instructions Type the word agency, then a space, and then your two-digit agency number (one-digit, for less than ten, no leading zero, example: agency 5), then press enter. When the results display, click your agency name (BE SURE TO SELECT THE ONE WHERE YOUR AGENCY NAME IS LISTED FIRST AND AGENCY NUMBER IS AT THE END). Click OK to run the report.

Effective as of Date

Organizations \*

This report contains the following fields:

EmpID	Employee Name	Comp Plans		Job Title	Job Code
		Comp Plan	Salary		

1. Export this report with your employee data to Excel by clicking on the Excel button at the top right of the report in EWC:



2. For Non-Contract employees, separate **Hourly** and **Salaried** employees (put on separate worksheets). The information you export will need to be copied into the appropriate worksheet developed by State Personnel. Copy **ONLY** the rows for these columns: EmpID, Employee Name, Comp Plan (Comp Plan and Salary). Paste this information into the appropriate worksheet(s).

The spreadsheets attached include:

- a. 07-01-12 Increase Worksheet for **NAPE Employees.xls**
- b. 07-01-12 Increase Worksheet for **Non-Contract Salaried Employees.xls**
- c. 07-01-12 Increase Worksheet for **Non-Contract Hourly EEs.xls**
- d. 07-01-12 Increase Worksheet for **SLEBC & SCATA EEs.xls** (no formula is included on the SLEBC & SCATA worksheets)

3. Formulas have been added to the “Increase Worksheets” to assist with the calculation of increases (except SLEBC & SCATA). For SLEBC & SCATA, you will need to manually calculate the new pay rate and add to the appropriate worksheet. For the other worksheets, a formula has been added to do the calculations for you. See below for formula description:

**Description of the hourly formula:**

- a. The pay rate for 6/30/12 base hourly rate is being multiplied times 2080 ... the standard number of work hours in a year.
  - b. That amount is then multiplied times the appropriate percentage (either 1.03 or 1.02).
  - c. That result is then being divided back by 2080, rounded to 3 decimal places to return their new hourly pay rate.
4. **IMPORTANT:** Send your completed worksheets to **Deb Tatro by noon on Thursday, June 28, 2012** ([deb.tatro@nebraska.gov](mailto:deb.tatro@nebraska.gov)).
  5. Employee increases will be updated in EWC on Friday afternoon. However, because it is also fiscal year end, the Payroll & Financial Center will be unavailable for a specific time frame.
  6. The Basic Comp Grid in the P&FC has been added back to the menus for your convenience. It can be found by following this path: Payroll > Inquiries > Basic Compensation.
  7. On Monday, July 2, 2012 after 3:00 pm, you will be able to check the P&FC using the Basic Comp Grid for employee July 1 increases.

**For assistance, please contact one of the following:**

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