

salarycalculation

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Human Resources > Utilities > Mass Update > Salary Calculation

This tab is used to update salary data for a number of employees at a single time. Data may be updated by a variety of criteria including pay type, pay grade, primary campus, and payroll frequency. Once salary data is altered using this page, changes are reflected in the individual employee records.

The system makes salary calculations based on the salary concept which uses one of the following three formulas: midpoint, annual salary, or hourly/daily rate.

Caution: Because of the profound and widespread effects caused by this function, users need to exercise caution when executing mass update salary calculations.

Mass update salary calculation data:

Click **Execute**. The system displays the report.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to accept the changes and continue. If you click **Process**, you have the option to print parameter criteria.

- Click **Yes** to print the parameters selected for this update.
- Click **No** to continue.

A message displays asking if you would like to create a system backup. A backup is

Create a backup.

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.
Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

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Other functions and features:

Click **Reset** to reset all previously selected parameter options to the default.

Click **Cancel** to close the Mass Update page.