

Template instructions for exempt staff - EXS, ITS and EXC:

1. From the HRIS Salary Planning Training website, click on the “FY0 Salary Planning Template-Exempt.xls” for exempt staff.
2. Open the spreadsheet template, and use the File Save As to save it on your computer. Keep this spreadsheet template open.
3. Log into the HRIS REPT database.
4. In the navigation path Main Menu > Reporting Tools > Query Manager, search for the queries:

SAU_SAL_PLAN_TEMPLATE_EXS for a single SAU *(If you want to get information on only one SAU by Salary Plan: EXS, ITS or EXC) at the prompt, enter your Salary Plan and SAU.*

SAU_SAL_PLAN_TEMPLATE_EXS_ALL *(If you want to get information on multiple SAUs by Salary Plan: EXS, ITS or EXC) at the prompt, enter your Salary Plan.*
5. Select all the data from the results of the query – excluding the column headers - from column A through G, and including all the rows that are returned. Copy this data.
6. Click in cell A13, and then use “paste special” and select values to paste the data from the query. (Delete the rows that do not contain data, so that the Current and New Comparison in row 7 can calculate.)
7. On this template, Merit increases can **only be entered by Percent Increase**. Performance Evaluation, Evaluation Scale and Merit Percent Increase can be entered in **columns H, I and J**. Columns K-W are calculated and will be updated as you enter data in columns H, I and J.
8. The Goal % field for Merit is 2.0% this year. The other fields in the header will be updated as you enter data in columns H, I and J.
9. All final data entry must be done in HRIS. This template is used for informational purposes only, and does not have all the data edits that exist on the HRIS pages.