

Template instructions for nonexempt staff – NEX or UPD:

1. From the HRIS Salary Planning Training website, click on the “FY10 Salary Planning Template-NEX.xls” for nonexempt 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_NEX for a single SAU (If you want to get information on only one SAU by Salary Plan: NEX or UPD) at the prompt, enter your Salary Plan and SAU.

SAU_SAL_PLAN_TEMPLATE_NEX_ALL (If you want to get information on multiple SAUs by Salary Plan: NEX and UPD) 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 I, 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.
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 J, K and L**. Columns M-W are calculated and will be updated as you enter data in columns J, K, and L.
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 J, K and L.
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.