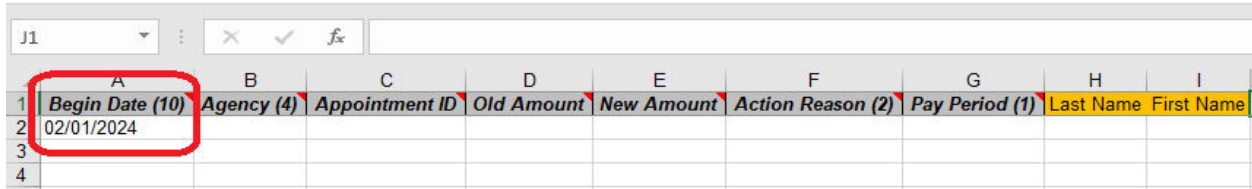


Column A: Begin Date

This field must be ten (10) characters, MM/DD/YYYY. Enter the beginning date of the pay change.

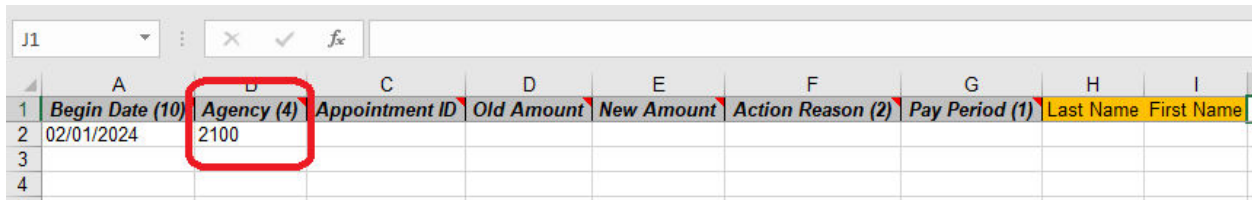


The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Begin Date (10)	Agency (4)	Appointment ID	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	Last Name	First Name
2	02/01/2024								
3									
4									

Column B: Agency

This field must be four (4) numeric digits. Enter the 4-digit agency OLO code. The code will always be 2100.



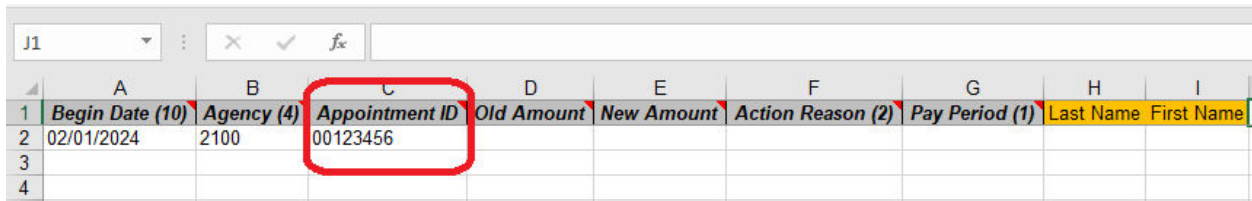
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Begin Date (10)	Agency (4)	Appointment ID	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	Last Name	First Name
2	02/01/2024	2100							
3									
4									

Column C: Appointment ID

This field must be eight (8) numeric digits. Enter the employee's **Appointment ID (not Login ID)**. If necessary, the Appointment ID must be entered using leading zeros to make it eight (8) digits. For example, Appt ID 123456 **must be entered as 00123456**.

The Appointment ID can be found in People First and on the Rate Report under column "P"



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Begin Date (10)	Agency (4)	Appointment ID	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	Last Name	First Name
2	02/01/2024	2100	00123456						
3									
4									

Column D: Old Amount

This column is not required. This is the **current** base rate of pay (does not include additives) amount for FTE employees or the hourly amount for OPS employees. The value in the cell **must** only be two (2) numeric digits after the decimal place.

Column E: New Amount

This is the **new** base rate of pay (does not include additives) amount for FTE employees or the **new** hourly amount for OPS employees. The value in the cell **must** only be two (2) digits after the decimal place.

Note: For part-time salaried employees, the amount entered should be the part-time period (biweekly or monthly) amount.

	A	B	C	D	E	F	G	H	I
1	Begin Date (10)	Agency (4)	Appointment ID	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	Last Name	First Name
2	02/01/2024	2100	00123456		\$7,062.50				
3									
4									

Column F: Action Reason

This field must be two (2) numeric digits. Enter the 2-digit PAR Reason Code for the pay change. Some examples are shown below (codes are in bold) and are the most commonly used:

- 07** = Merit Salary Increase
- 10** = Legislative Mandate
- 54** = OPS Salary Increase
- 62** = JAC/SCS - Pay Increase for Retention
- 66** = JAC/SCS - Change in Work Assignment

	A	B	C	D	E	F	G	H	I
1	Begin Date (10)	Agency (4)	Appointment ID	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	Last Name	First Name
2	02/01/2024	2100	00123456		\$7,062.50	07			
3									
4									

Column G: Pay Period

This field must be one (1) character. Enter the one-digit character based on whether the employee is Hourly or Salaried.

Hourly Employee (OPS): H

Salaried Employee: S

	A	B	C	D	E	F	G	H	I
1	Begin Date (10)	Agency (4)	Appointment ID	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	Last Name	First Name
2	02/01/2024	2100	00123456		\$7,062.50	07	S		
3									
4									

Column H: Last Name

The Last Name of the Employee.

	A	B	C	D	E	F	G	H	I
1	Begin Date (10)	Agency (4)	Appointment ID	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	Last Name	First Name
2	02/01/2024	2100	00123456		\$7,062.50	07	S	Snow	
3									
4									

Column I: First Name

The First Name of the Employee.

	A	B	C	D	E	F	G	H	I
1	<i>Begin Date (10)</i>	<i>Agency (4)</i>	<i>Appointment ID</i>	<i>Old Amount</i>	<i>New Amount</i>	<i>Action Reason (2)</i>	<i>Pay Period (1)</i>	<i>Last Name</i>	<i>First Name</i>
2	02/01/2024	2100	00123456		\$7,062.50	07	S	Snow	John
3									
4									
5									

Common Reasons for Record Dropping from Template

- Employee Not Active
- Please remember to use the employee's Appointment ID (Previously Known as Employee ID) on the template that shows in People First instead of their Login ID (Previously Known as User ID).
- Employee on Leave with or without pay and
- Employee has a future-dated action already in People First

Recommendations

- Discussions between the Administration and the Agency Head should occur before the month ends, providing a Mass Upload.
- Use the Mass Upload Template if you have 10 or more salary adjustments in one month. Please note: we will not discourage you from using the mass upload template if you have less than 10 salary adjustments.
- If you do not find out before the deadline for the Mass Upload to be received, consider waiting until the following month to use the mass upload.

For example, if the agency head lets you know past the February 2024 deadline they would like to give salary adjustments, instead of sending in PARs, consider waiting until March 2024 to send in the template and date it for February 2024.