# JUSTICE ADMINISTRATIVE COMMISSION
MASS UPLOAD TEMPLATE INSTRUCTIONS

When making a large number of salary adjustments, the mass upload template is a valuable tool. While the template may be used only if there are 100 or more rows of data, if your office alerts JAC early enough in the month, templates from multiple judicial-related offices can be combined to meet the 100 row threshold.

Deadlines: In order to use the template, deadlines must be strictly met. These dates are not flexible and tend to fall within the first week of the month. This early deadline requires coordination between your Human Resources section and your office's leadership.

Instructions: There are certain nuances to using the template. In addition to this guidance, please follow the instructions on the second page of the Excel template workbook.
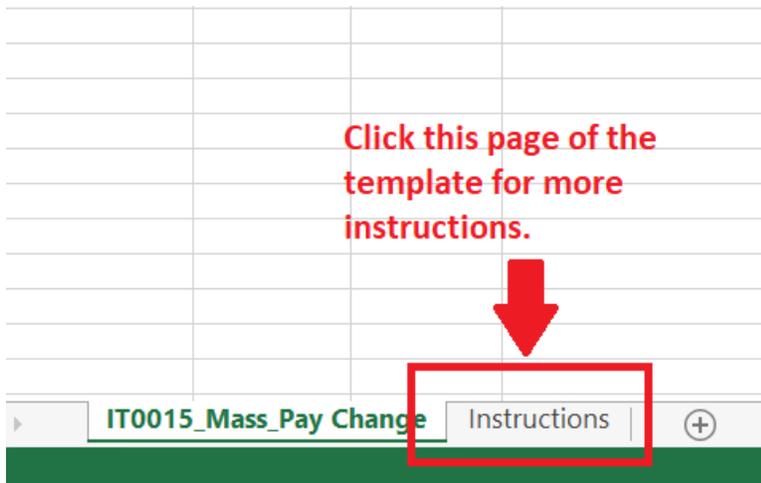
➢ On the template, you will see numbers in parentheses. These numbers indicate the number of characters that must be entered in that column. Forward slashes count as characters.

Column A -- If you wanted a Begin Date of March 1, 2021, you must enter it as 03/01/2021 rather than 3/1/21 or any other variation.

Column B -- The Agency code will always be 2100. (The funding source tied to the employee ID number will pull automatically.)
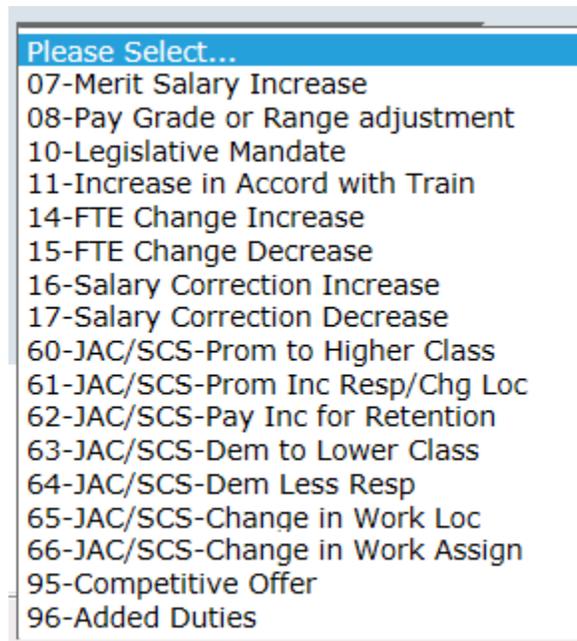
Column C -- The PERNR refers to Employee ID numbers (also called Appointment IDs). When entering the PERNR, you must enter enough zeroes in <u>front</u> of them to ensure that 8 characters are entered in this column. Please be careful and use Employee ID numbers – <u>*not*</u> position numbers. Employee ID numbers can be pulled (or copy and pasted) from Column P on your Rate Reports.

Column D -- You do not need to enter anything in this column.

Column E -- The number must look like this: 1234.56
1. Do not use dollar signs
2. Do not use commas
3. The amount must be monthly, not annual
4. The number must have two digits after the period, even if they are zeroes (i.e., 1234.00)

Column F -- The reason codes in People First are not the same as those in BOMS or other system you use. The People First reason codes are listed below and are the only codes that can be used in Column F of the template. And, as indicated in the instructions, two characters must be used (enter "07" rather than "7"). If you have any questions regarding which People First reason code to use, please do not hesitate to contact your payroll specialist.


```
Please Select...
07-Merit Salary Increase
08-Pay Grade or Range adjustment
10-Legislative Mandate
11-Increase in Accord with Train
14-FTE Change Increase
15-FTE Change Decrease
16-Salary Correction Increase
17-Salary Correction Decrease
60-JAC/SCS-Prom to Higher Class
61-JAC/SCS-Prom Inc Resp/Chg Loc
62-JAC/SCS-Pay Inc for Retention
63-JAC/SCS-Dem to Lower Class
64-JAC/SCS-Dem Less Resp
65-JAC/SCS-Change in Work Loc
66-JAC/SCS-Change in Work Assign
95-Competitive Offer
96-Added Duties
```

Column G -- Enter "S" for a salaried employee or an "H" for an OPS employee.

Also:

- Please do not change the format of the workbook and do not convert it to PDF.

- The increase (or decrease) must occur in a <u>sequentially correct fashion</u>. In other words, a salary change should not be placed on the template followed by a position change or other action you anticipate taking.

- Please do not include any employee who is on leave <u>with or without</u> pay. The record will drop from the upload.

- Keep in mind that even when using the template, you will need to adjust BOMS or whatever other system you use in your office.

When working with Excel, it is critical that the correct display formulas are selected. As illustrated below, you will not be able to ensure the required number of characters unless the correct selection in the "Number" field is made.

	Begin Date (10)	Agency (4)	PERNR (8)	Old Amount	New Amount	Action Reason (2)	Pay Period (1)	
1	**Begin Date (10)**	**Agency (4)**	**PERNR (8)**	**Old Amount**	**New Amount**	**Action Reason (2)**	**Pay Period (1)**	
2	10/1/2019		123456			7		
3								
4	10/01/2019		00123456			07		
5								
6	43739.00		123456.00			7.00		
7								
8	Row 2 is how your figures will appear if you select "General" in the circled box.							
9	Row 4 is how your figures will appear if you select "Text" in the circled box. Please select "Text".							
10	Row 6 is how your figures will appear if you selecte "Number" in the circled box.							
11								
12								

Please do not hesitate to contact JAC with any questions you may have.