

HOW TO RUN A SALARY PROPOSAL REPORT (SAL PRO)

WHY:

The Salary Proposal report shows you the current salary information for all of your employees. When an employee is hired or receives a salary increase, the action in SAP updates the salary amount for that individual in the HR module of SAP. The HR module of SAP is NOT what populates funding for positions on the Budget Expense Estimate ("Unit Budget") or on the Fund Center Balances: Budget vs. Actual ("Ledger Sheet"), so it is possible for the actual salary and the funding in the position line to have different information. You can run the Salary Proposal and compare it to your position line funding to make sure all positions are properly funded. This is an extremely important step in the Budget Process each year.

HOW:

1. Go to your IRIS Launch Pad and click on the BW Web Reporting link.

myUK

Good morning Toni

Launch Pad Employee Self Service Student Services Enterprise Services Home Payment Request myReports Shopper BW Testers Confirmati

IRIS Systems

IRIS Systems

Related Links

- Active Directory Accounts
- IRIS Training
- myHelp
- IRIS Project
- Business Warehouse
- Campus Management
- Faculty Effort System
- Grants Management
- Human Resources/Payroll
- Materials Management
- Plant Maintenance

IRIS Launch Pad

From here you can select a system to launch.

IRIS

Training Sandbox

BW Web Reporting

BW BEx Reporting

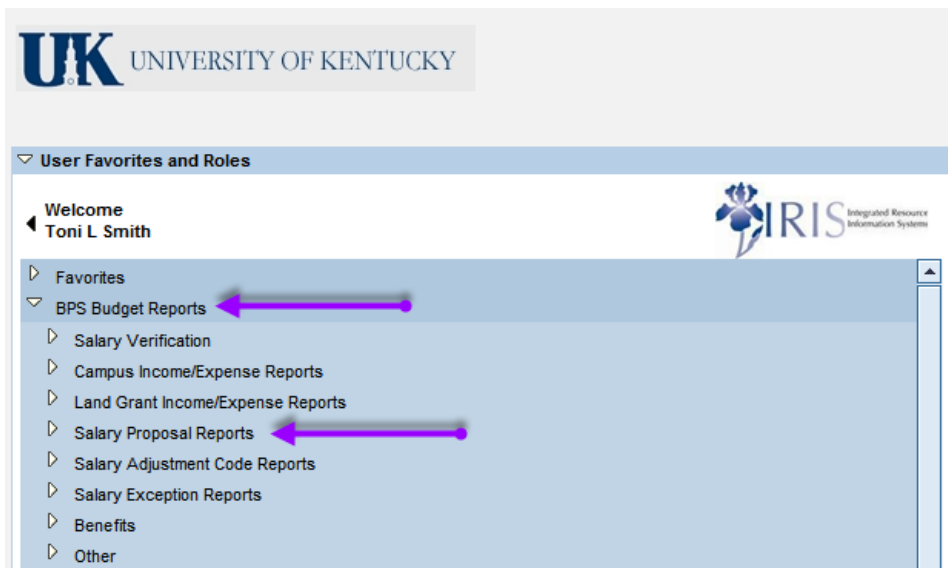
BPS Budget Prep

FESClient

IRIS Team Logon Pad

Training Logon Pad

- Click on the BPS Budget Reports link and then click on the Salary Proposal Reports link.



- There are many options for Salary Proposal Reports. The ones that are marked STATIC are only used during the budget process and are not ones that you would run throughout the year. The ones that are marked Salary Proposal SUMMARY pull the information together by Employee Group (group A, B, C, etc.). If you are checking your salary amounts for accuracy, you will want to choose one of the Salary Proposal Detail Reports. I recommend the Full/Part time because it pulls everyone in together and you don't have to run a report twice.



- On the variable screen you will need to include the Fiscal Year and your department number. You can further limit the report by cost centers if needed. (Your department name will populate after you click "Check") Once these are filled in correctly, click Execute.

Variables for Ad Hoc Report

Fiscal Year (Required) (*) 2014

Business Area = [] Include Insert Row

Fund = [] Include Insert Row

Department = 40120 FISCAL AFFAIRS Include Insert Row

Funds Center = [] Include Insert Row

Grant = [] Include Insert Row

Budget Family = [] Include Insert Row

Personnel Number (Selection Options, Optional) = [] Include Insert Row

Execute Check Free

- The report will be returned. It is sorted by Employee Group. It includes the Regular Service date for each employee, the cost center they are paid on, their position number their distribution percentage, their pay rate and their annual salary.

Time - Regular Emplo

Info

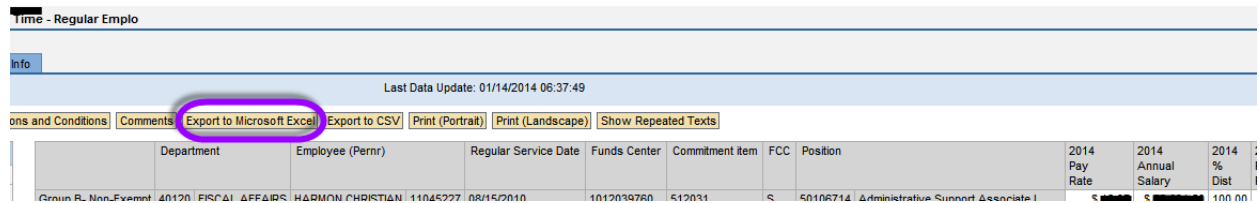
Last Data Update: 01/14/2014 06:37:49

ons and Conditions Comments Export to Microsoft Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

	Department	Employee (Pernr)	Regular Service Date	Funds Center	Commitment Item	FCC	Position	2014 Pay Rate	2014 Annual Salary	2014 % Dist
Group B - Non-Exempt	0120	FISCAL AFFAIRS								
		HARMON CHRISTIAN	11045227 08/15/2010	1012039760	512031	S	50106714	\$ 100.00	\$ 100.00	100.00
		HISEL DARLENE	2227 05/30/1998	1012039760	512031	S	50129726	\$ 100.00	\$ 100.00	100.00
		WHEELER WILLIAM	11032219 04/05/2010	1013156210	512031	I	50106715	\$ 100.00	\$ 100.00	100.00
		Result								
Group C - Exempt	0120	FISCAL AFFAIRS								
		DUNCAN JUDY	5763 01/20/1986	1012039760	512021	S	50106716	\$ 100.00	\$ 100.00	100.00
		ISON NANCY	8460 11/05/1990	1012039760	512021	S	50126895	\$ 100.00	\$ 100.00	100.00
		MCCINTOCK JOEL	5316 07/15/1996	1012039760	512071	S	50103289	\$ 100.00	\$ 100.00	100.00
		SMITH TONI	11025099 09/04/2007	1012039760	512021	S	50106708	\$ 100.00	\$ 100.00	100.00
		SUPPLEE JACK	4372 02/01/1967	1013156210	512011	I	50108471	\$ 100.00	\$ 100.00	100.00
		Result						\$ 804,407.50		

- If you see that a salary is entered incorrectly, you will need to do an action in SAP to correct it.
- If you see that the salary amount does not match what is funded for the position line, you will need to do a budget transfer to properly fund the budget for the position line.

8. This report can be exported to Excel if you would rather look at it there. To export to Excel, click on the Export to Microsoft Excel button.



9. On the pop up window, choose Open to open the excel file immediately. Or, choose Save to save the file to a directory and open later.

