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, 2019, you must enter it as 03/01/2019 rather than 3/1/19 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** -- Employee ID numbers must have enough zeroes in front of them to ensure that 8 characters are entered in this column. Use Employee ID (also called Appointment IDs) numbers – not position numbers. Employee ID numbers can be pulled from the Rate Reports.

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

**Column E** -- Dollar signs cannot be entered in any of the data fields.

**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.

![Reason Codes](image)

**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 sequentially correct fashion. 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 with or without 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.

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