



Mass Upload 101

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What is a Lean Six Sigma Black Belt

- Project-based learning based on data and focused on improving an Agency/Business performance process.
- Use strategic, decision, and analytical tools to promote critical thinking and fact-based decisions on process improvement.
- Develop and implement countermeasures designed for process improvement.

Project Process

- Six Sigma is based on the DMAIC process; the five-step process to Define, Measure, Analyze, Improve, and Control a performance process.
- Data is collected, measured, and analyzed to discover areas of improvement in a process.
- Analytical tools are used to make decisions on potential root causes.
- Countermeasures are developed based on the root causes and then implemented to reach the improvement goal.
- Data is continuously collected and analyzed to ensure the countermeasures produce an improved and in-control process.

Par 5's Project Background

- Par 5 selected a project based on improving the number of salary adjustments completed by the Mass Upload Template.
- During the project, Par 5 asked JROs to complete a survey on the Mass Upload Template.
- Using the survey results, data since January 2023, and analytical tools, countermeasures were identified to reach Par 5's goal.
- These countermeasures include:
 - Updating the Mass Upload Template, updating instructions included in the Template, and instructions found in BOMS and People First.
 - Training on using the updated Mass Upload Template.
 - Hence, why you see our smiling faces right now.

Project highlights

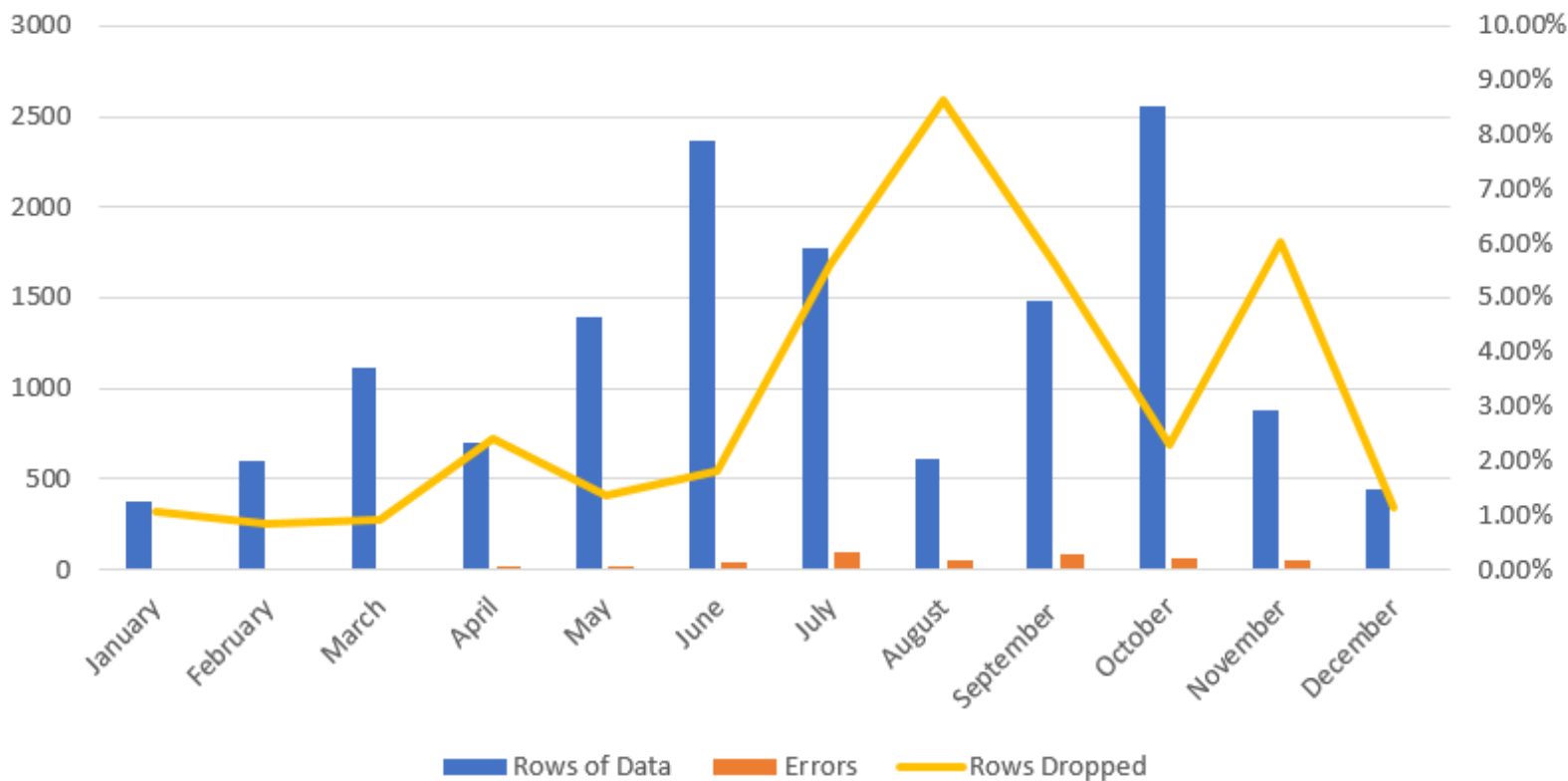
- On average, only 18% of the JROs use the Mass Upload Template for salary adjustments on a monthly basis. Par 5 wants to increase that to 50% of the JROs.
- Through the Survey results, Par 5 discovered the three most common reasons the Mass Upload Template is not used.
 - The employee's name is not included on the Template;
 - Entries for the Mass Upload Template have to be submitted too early in the month; and
 - JRO staff is not aware that Mass Upload entries can be generated through BOMS after creating a PAR, or a PAR is generated after the Mass Upload is used.

Why use the Mass Upload?

- Fewer Errors;
- Timesaver for both JAC and JRO HR Payroll Staff;
- Using the Mass Upload in BOMS creates the PARs when it is submitted; and
- Utilizing the Mass Upload Template is more efficient, resulting in hundreds of salary adjustments in one upload.

Mass Upload Numbers for 2023

Justice Administration Mass Upload for 2023 Results January - December



Updated Mass Upload Template

Survey Fall of 2023

- The Three Main Takeaways:
 - No employee name on the Mass Upload;
 - Mass Upload Must be submitted too early in the month; and
 - Not aware the Mass Upload can be generated through BOMS and/or BOMS creates a PAR when Mass Upload is submitted.

Update to Mass Upload Template Instructions

- What updates we can and cannot do...
 - We can update the Mass Upload Template to include names in and out of BOMS;
 - We cannot change the date of when the Mass Upload is due. The dates are set by People First; and
 - We can provide written instructions to better inform the JROs of what is possible with the updated template.

Updated Mass Upload

- We are working with CIP to update the Mass Upload Template and the instructions provided in CIP Learn.
- We have or will provide the updated Mass Upload Template and Instructions to the JROs.

	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									
3									
4									

Review Updates to the Mass Upload

- 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**.

	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						
3									
4									



Review of Updates to the Mass Upload

- Column H: Last Name
 - The Last 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>	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>	Last Name	First Name
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;
- Incorrect Appointment ID (Previously Known as Employee ID) used on the template in People First. Do not use the 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 regarding salary adjustments between the Administration and the Agency Head should occur before the month ends, allowing time to complete a Mass Upload entry.
- 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 Mass Upload deadline, consider waiting until the following month to execute the salary adjustments via the Mass Upload Template.
 - For example, if the agency head lets you know about salary adjustments past the February 2024 deadline, instead of sending in PARs, consider waiting until March 2024 to include entries on the Mass Upload Template and backdate the entries to February 2024.

Questions?

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