



JUSTICE ADMINISTRATIVE COMMISSION MASS UPLOAD TEMPLATE INSTRUCTIONS

I. PURPOSE

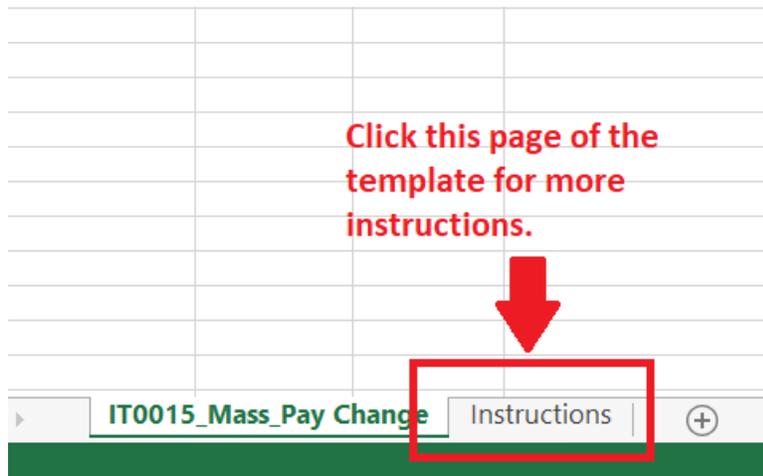
When making a large number of salary adjustments, the mass upload template is a valuable tool. While the template may be used only if there are 100 or more rows of data, if your office alerts JAC early enough in the month, templates from multiple judicial-related offices can be combined to meet the 100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

II. DEADLINES

In order to use the template, **deadlines must be strictly met**. These dates are on the Human Resources Payroll Calendar. They 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.

III. INSTRUCTIONS

There are certain nuances to using the template. In addition to using these instructions, please follow the instructions on the second page of the Excel template workbook.



IV. COLUMNS

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.

A	B	C	D	E	F	G
Begin Date (10)	Agency (4)	PERNR (8)	Old Amount	New Amount	Action Reason (2)	Pay Period (1)

Column A -- If you wanted a Begin Date of March 1, 2021, you must enter it as 03/01/2021 (so there are 10 keystrokes) 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.)

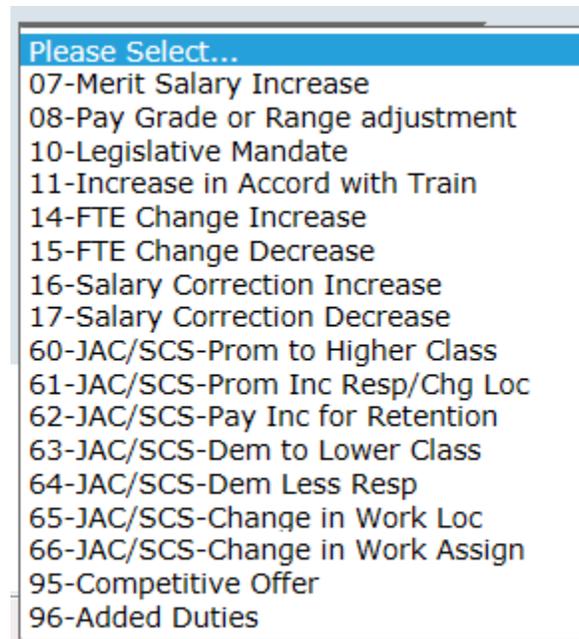
Column C -- The PERNR refers to Employee ID numbers (also called Appointment IDs). When entering the PERNR, you must enter enough zeroes in front of them to ensure that 8 characters are entered in this column. Please be careful and use Employee ID numbers – not position numbers. If a position number is used, the item will drop from the template and a PAR must be submitted before payroll deadline. Employee ID numbers can be pulled (or copy and pasted) from Column P on your Rate Reports. If you copy and paste, though – you must make sure to keep the cells in **text** format.

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.



Column G -- Enter “S” for a salaried employee. You cannot include salaried AND hourly (OPS) employees on the same template.

V. FORMULAS

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. If you copy and paste from the Rate Report, you will still need to make sure column E is in “text” format. Excel formats each column so even if other columns are in “text”, you still need to properly format each column.

IT0015 - Pay Change Template

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW LASERFICHE

Cut Copy Paste Format Painter Clipboard

Arial 10 A A Wrap Text

B I U Merge & Center % .00

Clipboard Font Alignment Number

A15

	A	B	C	D	E	F	G	H
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 select "Number" in the circled box.							
11								
12								

VI. TIPS

1. Please do not change the format of the workbook and do not convert it to PDF. The template must be returned in the exact format it was sent in.
2. Avoid “future dated actions”. 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. Another example: a name change was processed July 7, and the effective date for the salary adjustment on the template is July 1. That record will drop because People First already has a “future dated action”. If you have previously entered a future dated action, the salary adjustment will drop from the template and you will need to submit a PAR.
3. Please do not include any employee who is on leave with or without pay. The record will drop from the template and you will need to submit a PAR.
4. Check your template before sending it to JAC. Please make sure not to include any inactive employees on the template.

5. 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.