

Creating Batches for Salary Increases

During the university's budget development, the Budget Office will disperse batches of employee salary information to division administrators for completion. Division administrators will divide their batches and disperse to units (colleges and departments) for completing salary increases.

LOGIN TO BUDGET SALARY INCREASES

1. Login to MyUNiverse with your username and password.
2. Click the Work@UNI tab and then Budget Salary Increases in the Custom UNI Applications channel and enter your CatID Login.

BUDGET SALARY INCREASES HOME PAGE

Salary Increases home page provides several functions.

- Ability to sub-divide a batch and then using Batch Wizard, assign a batch to the person responsible for entering salary increases
- Ability to load a batch and Export the batch to Excel
- Load a batch for data entry of salary increases

LOAD BATCH

1. Select a **Batch** in the drop down list
2. Click **Load** and batch information will appear on the lower part of the screen
 - Division offices may sub-divide a batch and disperse to units by creating a batch in Batch Wizard.
 - Units (colleges and departments) may also give sections of a batch to their areas either by exporting the batch to Excel and then sub-dividing the batch in Excel, or using the Batch Wizard.

SELECTION CRITERIA

Batches can be divided by selecting lines *individually* or by *applying a filter to select multiple lines*.

To select lines individually, load the batch and place ✓ in the box before the line.

To apply a filter:

1. Load the batch
2. Select the filter
 - a. Last Name –enter name in blank field
 - b. Account Code – enter part of account code combinations (example 0011.xx.21)
 - c. UnAssigned Only
3. Click Apply Filter (lines will appear below)
4. Select lines. Select all by placing a ✓ in the box above all the lines. Uncheck any lines you do not want included in the batch.

Control Total:		
	Fiscal	Year End
<input checked="" type="checkbox"/>	2006	Bt
<input checked="" type="checkbox"/>	2006	Bt
<input checked="" type="checkbox"/>	2006	Gt
<input checked="" type="checkbox"/>	2006	Ht
<input checked="" type="checkbox"/>	2006	St



CREATE A BATCH

1. Select batch lines through Selection Criteria.
2. Click **Batch Wizard**.
3. Select name in **Assign Lines Below To** drop-down list.
4. Enter **Batch Name**
5. Enter a dollar amount in **Control Batch Amount** field.
6. Click **Create a New Batch**.

Message **You have Successfully Created a new Batch** will appear.

Lines that you assign to a new batch will be grayed out in the original batch.

Create a New Batch

Assign Lines Below To: Whitt, Patricia B

Batch Name: FARS Pt 5

Control Batch Amount: 1000

Create A New Batch

Edit Existing Batch

Select a Batch: [dropdown] Amount: [input] Add Line(s) or Adjust Money

Take Back Selected Line and Amount: 0 Take Back Line

Cancel Batch Action

Lines Selected for Action			
Remove	Name	Account Code	Organization
<input type="checkbox"/>	Bouska, Denise	0011.XX.41001.XXXXX.0000.61.0000	Financial Accounting & Reporting Services
<input type="checkbox"/>	Feber, Mark	0011.XX.41001.XXXXX.0000.61.0000	Financial Accounting & Reporting Services
<input type="checkbox"/>	Gerbracht, Tonya	0011.XX.41001.XXXXX.0000.61.0000	Financial Accounting & Reporting Services

TIP

To load another batch, return to full batch or create another filter **be sure to click the clear filter button first**.

EDIT A BATCH

CAN BE USED ONLY BY THE CREATOR OF A BATCH

1. From the Salary Increases home page, load batch to be edited.
2. Select all lines or individual line(s) to be edited.
3. Click Batch Wizard
4. Select the batch from the drop-down list in the Edit Existing Batch section and
 - a. Edit the amount of the batch and add a line(s) **or**
 - b. Edit the amount and take back a line(s)

CANCEL BATCH ACTION

The Cancel Batch Action button allows one to void work begun on a batch that you do not want to complete.