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 ✓ in the box above all the lines. Uncheck any lines you do not want included in the batch.

**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.

**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.

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For questions, please contact the Budget Office at 3-2383 or 3-6137.
For questions about this document, please contact Pat Whitt, e-Business Trainer, at 3-6881.
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