GO TO YOUR INTERNET BROWSER AND LOGON TO MY.UNM.EDU
ENTER YOUR LOGON AND PASSWORD
CLICK ON EMPLOYEE LIFE TAB
CLICK ON LOBO WEB
Click on the "SALARY PLANNER" link.
Click on “Edit Scenario”
There are nine (9) scenarios for departments to select from. *Extract ID and Scenario must be selected in combination as listed below.*

- Extract ID: 12FAC09
- Scenario: 12_MO_FACULTY_15
- Extract ID: 9FAC15
- Scenario: 9_MO_FACULTY_15
- Extract ID: HSTAFF15
- Scenario: HOUSESTAFF_15
- Extract ID: RSTAFF15
- Scenario: REG_STAFF_15
- Extract ID: POOL15
- Scenario: POOLED_POSITIONS_15
- Extract ID: CSTAFF15
- Scenario: CONTRACT_STAFF_15

Union Scenarios:
- Extract ID: CWA15
- Scenario: CWA_BARG_UNIT_15
- Extract ID: POLICE15
- Scenario: POLICE_BARG_UNIT_15
- Extract ID: USUNM15
- Scenario: USUNM_BARG_UNIT_15

There are two filter criteria: By Position Attributes (will select all positions) – default option. By Employee Name (will select one employee at a time).

Click on Select button at bottom of screen.

Extract ID & Scenario will always be the same.
Select which organization number you would like to see, or choose all. (You will only see orgs. That you have access to.)

Employee Classes for Org . selected will show . Select all to see all the Employee Classes listed.

You may select 25, 50 or 100 records to view all at once.
List By Employee

Enter a Mass Change or modify an employee, then select Save. Rounding applies to mass change as well as individual employee changes.

**Mass Change**

<table>
<thead>
<tr>
<th>Hourly or Salary</th>
<th>Reason</th>
<th>Percent</th>
<th>Amount</th>
<th>Include in Change Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>000.000000</td>
<td>Both</td>
<td>0.00</td>
<td>0.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Annual Salary Increase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A percent or amount may be entered to mass apply a change of salary to all those who have been selected. Enter change percent or amount and click "Mass Apply".

**Proposed Salary** is the rate the employee will be paid come July 1st or August 1st (Faculty) as their Base Salary in NBAJOBS.

**NOTE**: IF CHANGES HAVE BEEN SAVED YOU MUST APPLY A ZERO VALUE TO RESET AND THEN SAVE.

To change the salary on an individual Job choose to enter manually either a percentage or amount is entered TAB OUT! DO NOT USE THE MOUSE AND CLICK OUT.

Click on ID to go to Employee Detail.

This will reflect if something has been added or changed from the refresh process.

Download Job Data | Download Job and Distribution

Return to Top
Don’t forget to hit SAVE!

You can double check all employee salaries by downloading the spreadsheet with or without labor.
IF INCREASES ARE TO BE APPLIED INDIVIDUALLY
CLICK ON EITHER CHANGE PERCENT or CHANGE AMOUNT BASED ON PREFERENCE
CHANGE PERCENT BOX – ENTER CHANGE PERCENT IF APPLYING A SPECIFIC PERCENTAGE INCREASE
CHANGE AMOUNT BOX – ENTER CHANGE AMOUNT IF APPLYING A SPECIFIC DOLLAR INCREASE
AFTER ENTERING INTO EITHER THE CHANGE PERCENT OR CHANGE AMOUNT BOXES PRESS TAB BUTTON TO SEE RESULT OF INCREASE

LISTS (RIGHT SIDE OF SCREEN)
Job Detail – CLICK ON THIS LINK TO GO TO JOB DETAIL SCREEN
Distribution – CLICK ON THIS LINK TO GO TO JOB LABOR DISTRIBUTION SCREEN
Comments – CLICK ON THIS LINK TO GO TO JOB COMMENTS SCREEN
Position Detail – CLICK ON THIS LINK TO GO TO POSITION DETAIL SCREEN

LISTS (BOTTOM OF SCREEN)
List by Employee – CLICK ON THIS LINK TO GO TO LIST BY EMPLOYEE SCREEN
List by Position – CLICK ON THIS LINK TO GO TO LIST BY POSITION SCREEN
Position Filter – CLICK ON THIS LINK TO GO TO POSITION FILTER SCREEN
Employee Filter – CLICK ON THIS LINK TO GO TO EMPLOYEE FILTER SCREEN
Summary Totals – CLICK ON THIS LINK TO GO TO SUMMARY TOTALS SCREEN

DON'T FORGET TO HIT SAVE!
**THIS SCREEN HAS TWO UPDATEABLE FIELDS, THE APPOINTMENT PERCENT AND EXCLUDE FROM TOTALS**

THE APPOINTMENT PERCENT BOX IS FOR VALUES FROM 1-100%

THE EXCLUDE FROM TOTALS CHECK BOX WILL EXCLUDE SALARY FROM ORG TOTALS WHEN CHECKED

**NOTE:** IF CHANGES ARE CORRECT SAVE THE CHANGES. CHANGES ARE SAVED BY CLICKING SAVE BUTTON AT BOTTOM OF SCREEN.

---

### Job Detail for Position and Suffix FY0485 – 00

<table>
<thead>
<tr>
<th>Field</th>
<th>Proposed</th>
<th>Base</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Jul 01, 2010</td>
<td>Jul 01, 2009</td>
<td>Jul 01, 2010</td>
</tr>
<tr>
<td>Title</td>
<td>Professor</td>
<td>Professor</td>
<td>Professor</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>76.6214 01</td>
<td>76.6214 01</td>
<td>76.6214 01</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>159,369.45</td>
<td>159,369.45</td>
<td>159,369.45</td>
</tr>
<tr>
<td>Total Change Percent</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Total Change Amount</td>
<td>399.00</td>
<td>399.00</td>
<td>399.00</td>
</tr>
<tr>
<td>Appointment Percent</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>FTE</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Hours per Day</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Hours per Pay</td>
<td>173.33</td>
<td>173.33</td>
<td>173.33</td>
</tr>
<tr>
<td>Salary Group</td>
<td>2011</td>
<td>2010</td>
<td>2011</td>
</tr>
<tr>
<td>Grade</td>
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</tr>
<tr>
<td>Step</td>
<td>99</td>
<td>99</td>
<td>99</td>
</tr>
<tr>
<td>Budget Factor</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Estimated Fiscal Year Budget</td>
<td>159,369.45</td>
<td>159,369.45</td>
<td>159,369.45</td>
</tr>
</tbody>
</table>

**Exclude from Totals:**

Don’t forget to hit SAVE!
Job Labor Distribution

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

Name and ID: 100000001
Position-Suffix and Title: FY0485-00 Professor
EPAF Transaction #: 60389

**Current**

<table>
<thead>
<tr>
<th>COA Index</th>
<th>Fund</th>
<th>Organization Account Program Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost</th>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>U 889025 2U0224 889C</td>
<td>2000</td>
<td>P108 GNACTV</td>
<td></td>
<td></td>
<td>50.00</td>
<td>79,684.73</td>
<td></td>
</tr>
<tr>
<td>U 524104 3U0032 524B</td>
<td>2000</td>
<td>P222 524815</td>
<td></td>
<td></td>
<td>7.69</td>
<td>12,255.51</td>
<td></td>
</tr>
<tr>
<td>U 914059 3U0044 914C</td>
<td>2000</td>
<td>P121 GNACTV</td>
<td></td>
<td></td>
<td>42.31</td>
<td>67,429.21</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>159,369.45</td>
<td></td>
</tr>
</tbody>
</table>

**Proposed**

<table>
<thead>
<tr>
<th>COA Index</th>
<th>Fund</th>
<th>Organization Account Program Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost</th>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>U 914059 3U0044 914C</td>
<td>2000</td>
<td>P121 GNACTV</td>
<td></td>
<td></td>
<td>45.49</td>
<td>72,497.16</td>
<td></td>
</tr>
<tr>
<td>U 524104 3U0032 524B</td>
<td>2000</td>
<td>P222 524815</td>
<td></td>
<td></td>
<td>4.51</td>
<td>7,187.56</td>
<td></td>
</tr>
<tr>
<td>U 889025 2U0224 889C</td>
<td>2000</td>
<td>P108 GNACTV</td>
<td></td>
<td></td>
<td>50.00</td>
<td>79,685.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>159,370.00</td>
<td></td>
</tr>
</tbody>
</table>

**Note the copy function only applies to the Labor Distribution it does not include any changes done in the List by Position.**

**Buttons**
- **Add New Record** button – will add additional labor distribution lines
- **Save Button** – this button will save any changes to labor distributions additions, changes, or modifications
- **Copy Position Distribution to Job** – will copy position record labor distribution strategy to job record labor distribution (note: copy transaction will error if account code 2005 is used in the position labor distribution)
- **Copy Job Distribution to Position** – will copy job record labor distribution strategy to position record labor distribution.

**Note:**
- The index field can be updated with new or different value. The account field can be updated with new or different value but should follow account code rules. (Note: Transaction will error if account code 2005 is used, this is not a valid account code for the “job” in Salary Planner)
- The percent field is the percent of allocation to this index; multiple labor distribution indices must total 100%.
- The X button will delete this line of labor distribution

**This screen is used to update both job and position labor distributions**
- Current section details the existing job record labor distribution
- Proposed section details the proposed job record labor distribution
- The index field can be updated with new or different value. The account field can be updated with new or different value but should follow account code rules. (Note: Transaction will error if account code 2005 is used, this is not a valid account code for the “job” in Salary Planner)
- The percent field is the percent of allocation to this index; multiple labor distribution indices must total 100%.
- The X button will delete this line of labor distribution
- Proposed position distribution section details the proposed position budget record labor distribution.
THIS SCREEN IS TO BE USED TO ENTER SPECIFIC DETAILS AND JUSTIFICATIONS RELATED TO SALARY CHANGES OUT OF RANGE, APPOINTMENT PERCENT CHANGES, CAREER LADDERS, AND ANY OTHER RELEVANT INFORMATION.

**BUTTONS**

- **Save** – This button will save any comments.
- **Reset** – This button will reset values to original.

**Job Comments**

**Name and ID:** 100000001

**Position-Suffix and Title:** FY0485-00 Professor

**Last Updated by:** Alex Jacob Lopez

**Last Updated on:** Mar 19, 2010

**Comments:**
List By Position

Enter a Mass Change and select Mass Apply, or modify an individual position.

Mass Change

Percent:

Amount:

Mass Apply

MASS CHANGE SECTION — THIS SECTION IS TO MASS APPLY POSITION BUDGET INCREASES (DO NOT USE THIS SECTION IF NOT MASS APPLYING INCREASES)

PERCENT BOX – ENTER A PERCENT TO MASS APPLY

AMOUNT BOX – ENTER A DOLLAR AMOUNT TO MASS APPLY

CLICK ON MASS APPLY BUTTON FOR MASS APPLY OPTIONS TO BE APPLIED

IF SATISFIED WITH MASS APPLY CLICK ON SAVE BUTTON AT BOTTOM OF SCREEN

COPY ESTIMATED BUDGET TO BUDGET TO UPDATE ALL POSITIONS TO MATCH JOB AMOUNTS

CLICK ON DOWNLOAD POSITION DATA BUTTON TO OPEN OR SAVE JOB DATA TO AN EXCEL SPREADSHEET

CLICK ON DOWNLOAD POSITION AND DISTRIBUTION BUTTON TO OPEN OR SAVE JOB AND LABOR DISTRIBUTION DATA TO AN EXCEL SPREADSHEET.
Position Detail

Mass Changes

<table>
<thead>
<tr>
<th>Percent:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6,681.00</td>
</tr>
</tbody>
</table>

- Indicates a required field.

Budget Detail for Position FY0246 Associate Professor

<table>
<thead>
<tr>
<th>Model</th>
<th>Proposed</th>
<th>Base</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Budget:</td>
<td>101,174.00</td>
<td>94,493.00</td>
<td></td>
</tr>
<tr>
<td>Appointment Percent:</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Total Salaries:</td>
<td>101,174.00</td>
<td>94,493.00</td>
<td></td>
</tr>
<tr>
<td>Estimated Fiscal Year Budget:</td>
<td>101,174.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude from Totals:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Position

Organization: 624A - Cell Biology
Type: Single
Begin Date: Jul 01, 2007
End Date: 
Status: Active

- Mass Apply Salary Increase/(Decrease) to this employee
- Percent box – enter a percent to mass apply
- Amount box – enter dollar amount to mass apply
- Click on apply button for mass apply options to be applied
- The FTE box will change the FTE value on the position record
- The exclude from totals check box will exclude salary from org totals when checked

Save | Reset | Next
Position Labor Distribution

Select the link to change the proposed position budget distribution. Select a New Record to add distribution records.

Budget Distribution for Position FY0246 Associate Professor.

### Current

<table>
<thead>
<tr>
<th>COA Index</th>
<th>Fund</th>
<th>Organization Account</th>
<th>Program Activity</th>
<th>Location Project</th>
<th>Type Cost</th>
<th>Type Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>U 624000 3U0044 624C0</td>
<td>2000</td>
<td>P101</td>
<td>GNACTV</td>
<td>30.00</td>
<td>30,352.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U 624176 362V0 624C04</td>
<td>2000</td>
<td>P16R</td>
<td>GNACTV</td>
<td>65.00</td>
<td>65,762.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U 624185 372N0 624C12</td>
<td>2000</td>
<td>P16R</td>
<td>GNACTV</td>
<td>5.00</td>
<td>5,060.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>100.00</strong></td>
<td><strong>101,174.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Proposed

<table>
<thead>
<tr>
<th>COA Index</th>
<th>Fund</th>
<th>Organization Account</th>
<th>Program Activity</th>
<th>Location Project</th>
<th>Type Cost</th>
<th>Type Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>U 624000</td>
<td>3U0044 624C0</td>
<td>2000</td>
<td>P101</td>
<td>GNACTV</td>
<td>30.00</td>
<td>30,352.00</td>
<td>X</td>
</tr>
<tr>
<td>U 624176</td>
<td>362V0 624C04</td>
<td>2000</td>
<td>P16R</td>
<td>GNACTV</td>
<td>65.00</td>
<td>65,762.00</td>
<td>X</td>
</tr>
<tr>
<td>U 624185</td>
<td>372N0 624C12</td>
<td>2000</td>
<td>P16R</td>
<td>GNACTV</td>
<td>5.00</td>
<td>5,060.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>100.00</strong></td>
<td><strong>101,174.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CURRENT SECTION DETAILS** the existing position record labor distribution.

**PROPOSED SECTION DETAILS** the proposed position record labor distribution.

The **INDEX FIELD** can be updated with new or different value.

The **ACCOUNT FIELD** can be updated with new or different value but should follow account code definition rules.

The **PERCENT FIELD** is the percent of allocation to this index; multiple labor distribution indices **MUST TOTAL 100%**.

The **AMOUNT FIELD** can be updated with position budget amount. **(NOTE: SYSTEM WILL AUTOMATICALLY ROUND TO THE NEAREST DOLLAR)**

The **X BUTTON** will delete this line of labor distribution.

**CURRENT INCUMBENT** section details the proposed job record labor distribution.

**BUTTONS**
- **ADD NEW RECORD BUTTON** -- will add additional labor distribution lines
- **SAVE BUTTON** -- this button will save any changes to labor distributions, adds, changes, or modifications
- **COPY POSITION DISTRIBUTION TO JOB** -- will copy position record labor distribution strategy to job record labor distribution **(NOTE: COPY TRANSACTION WILL ERROR IF ACCOUNT CODE 2005 IS USED IN THE POSITION LABOR DISTRIBUTION)**
- **UPDATE BUDGET** -- will update the position budget on the list by position screen to match the modified total budget in the proposed section.
THIS SCREEN IS TO BE USED TO ENTER SPECIFIC DETAILS AND JUSTIFICATIONS RELATED TO POSITION CHANGES, FTE CHANGES, CAREER LADDERS, AND ANY OTHER RELEVANT INFORMATION RELATED TO THE DEVELOPMENT OF THE POSITION BUDGET.