



SALARY PLANNER

SALARY PLANNER EXCEPTION REPORT

Date Issued/Revised: 2/1/2023

General Description:

Purpose: Reports Salary Planner updates that do not adhere to salary increase rules.

Responsible Manager: HUMAN RESOURCES

How to request a Salary Planner Exception Report

1. Login to myUNM
2. Login to LoboWeb using one of the three options listed below:
 - Click on “ENTER LOBOWEB” in the LoboWeb (Employees) section. Then select the “Employee” tab
 - Click on “Employee” in the Quick links
 - Click on “LoboWeb” in the UNM Business Applications section. Then select the “Employee” tab
3. Click on the “Salary Planner Menu”
4. Click on “Salary Planner Reports Menu”
5. Click on “Salary Planner Exception Report”
6. **Chart of Accounts:** enter “U”
7. **Budget ID:** select “BUDxx” (Fiscal Year) from drop down list
8. **Scenario:** select “Scenario” from drop down list
9. **Salary Increase Range:** enter “% to %”
10. **Eligibility Cutoff Date:** enter “date”
11. **Organization:** enter “Organization”
12. **Include Sub-orgs?:** select “Yes or No” from drop down list

Salary Planner Exception Report

Reports Parameter Page

Chart of Accounts	<input type="text" value="U"/>
Budget ID	<input type="text" value="BUD23 - 2023 Budget ID"/>
Scenario	<input type="text" value="ALL"/>
Salary Increase Range*	<input type="text" value=""/> % To <input type="text" value=""/> %
Eligibility Cutoff Date*	<input type="text" value="MM-DD-YYYY"/>
Organization	<input type="text" value="ADF - Human Resources HR"/>
Include Sub-orgs?	<input type="text" value="Yes"/>

* Please refer to current HR mass salary update guidelines for specific salary increase ranges and eligibility cutoff dates. The current guidelines may be found at <https://hr.unm.edu/mass-salary-update>.

To run the report: Click “PDF” or “Excel”

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