

SALARY PLANNER

SALARY PLANNER POSITION WORKING REPORT

Date Issued/Revised: 2/1/2023

General Description:

Purpose: Reports Salary Planner Position information by index within organization.

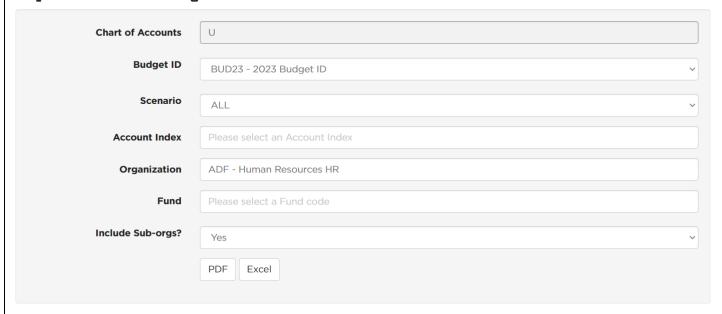
Responsible Manager: HUMAN RESOURCES

How to request a Salary Planner Position Working 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 Position Working 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. **Account Index:** enter "Account Index" or leave blank if running by "Organization" or "Fund"
- 10. Organization: enter "Organization" or leave blank if running by "Account Index" or "Fund"
- 11. Fund: enter "Fund" or leave blank if running by "Account Index" or "Organization"
- 12. Include Sub-orgs?: select "Yes or No" from drop down list

Salary Planner Position Working Report

Reports Parameter Page



To run the report: Click "PDF" or "Excel"

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