



SALARY PLANNER

SALARY PLANNER WORKING REPORT

Date Issued/Revised: 2/1/2023

General Description:

Purpose: Reports Salary Planner Information by index within organization.

Responsible Manager: HUMAN RESOURCES

How to request a Salary Planner 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 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
13. **Include Employee (Banner) ID?:** select “Yes or No” from drop down list
14. **View by Account/Employee?:** select “Account or Employee” from drop down list
15. **Include Vacant Positions?:** select “Yes or No” from drop down list

Salary Planner Working 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"/>
Account Index	<input type="text" value="Please select an Account Index"/>
Organization	<input type="text" value="ADF - Human Resources HR"/>
Fund	<input type="text" value="Please select a Fund code"/>
Include Sub-orgs?	<input type="text" value="Yes"/>
Include Employee (Banner) ID?	<input type="text" value="Yes"/>
View By Account/Employee?*	<input type="text" value="Account"/>
Include Vacant Positions?	<input type="text" value="Yes"/>
	<input type="button" value="PDF"/> <input type="button" value="Excel"/>

* View By only applies to PDF report; Excel report is grouped by employee/position

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

*** END ***