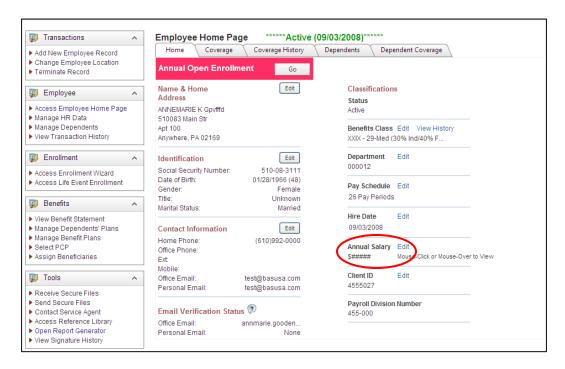
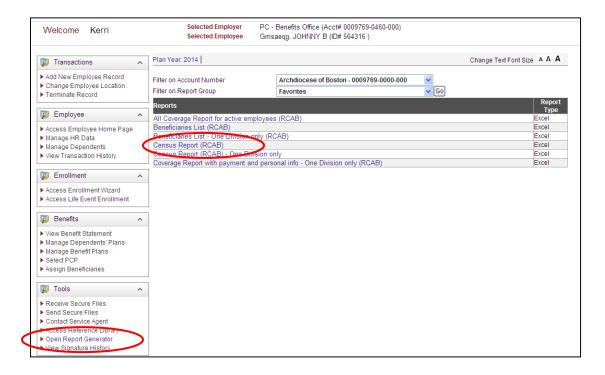
## Salary Update Process - Non-IOI Locations

To determine the salary amounts currently on file for employees, you can either review each employee's record by performing a Search for the employee's name on the Employees tab and looking on the Employee Home Page:



...or you can run a Census Report to see all of your employees and their salaries. First, be sure that pop-up blockers have been turned off. Then navigate to the Employees tab and click on Open Report Generator. On the Favorites report group click "Census Report (RCAB)". Then click "Generate Report."



Look for a new window to open, which may be labeled "Grid Display" and which may appear behind the Report Generator. Look for the Salary column towards the right side of the report. You can also export this report to Microsoft Excel by clicking "Convert to Excel".

Convert to Excel																				
ensus Repor	•	0:51 P	М																	
ACCOUNT_NUMBER	ACCOUNT_NAME	SSN E	BAS# I	LAST_NAME	FIRST_NAME	MIDDLE_INITIAL	DOB	AGE	GENDER	IOI EE#	MARITAL_STATUS	FULL_PART_TIME	PHONE_NUMBER	CLASS_CODE	CLASS_DESC	DOH	COBRA_DESC	SALARY	ADDRESS	1 ADDF
0009769-0295-000	Academy of Notre Dame	508- 48- 7111	08487/	Affitjh	Kathleen		12/25/1948	65	F		Unknown	F	(610)992-0000		67-Medical & Dental Only	9/1/1990 12:00:00 AM	Active	22222.22	508487 Main Str	
0009769-0295-000	Academy of Notre Dame	508-	08468/	Amssaqi	Elizabeth		05/01/1958	56	F		Unknown	F	(610)992-0000		67-Medical & Dental Only	8/23/2010 12:00:00 AM	Active	22222.22	508468 Main Str	
0009769-0295-000	Academy of Notre Dame	508- 47- 0111	08470	Aouucsa	Donna		08/22/1954	60	F		Unknown	F	(610)992-0000		67-Medical & Dental Only	9/1/1987 12:00:00 AM	Active	22222.22	508470 Main Str	
0009769-0295-000	Academy of Notre Dame	9111	19079/	Atvfbbj	Maureen	P	01/11/1951	163	F		Widowed	F	(610)992-0000		67-Medical & Dental Only	9/1/2014 12:00:00 AM	Active	22222.22	619079 Main Str	#605
0009769-0295-000	Academy of Notre Dame	3111	085436	Bjppxrd	Geraldine		08/30/1945	68	F		Unknown	F	(610)992-0000		67-Medical & Dental Only	9/1/1980 12:00:00 AM	Active	22222.22	508543 Main Str	
0009769-0295-000	Academy of Notre Dame	5111	08575	Bpwdxf	Timothy		08/21/1946	68	М		Unknown	F	(610)992-0000		67-Medical & Dental Only	9/1/2012 12:00:00 AM	Active	22222.22	508575 Main Str	
	Academy of Notre Dame	6111	08716	Daggogg	Jacqueline		10/05/1950	63	F		Unknown	F	(610)992-0000		67-Medical & Dental Only	9/1/1990 12:00:00 AM	Active	22222.22	508716 Main Str	
0009769-0295-000	Academy of Notre Dame	1111	08701	Olrrzbb	Jeannine		09/05/1948	65	F		Unknown	F	(610)992-0000		67-Medical & Dental Only	9/1/2007 12:00:00 AM	Active	22222.22	508701 Main Str	
0009769-0295-000	Academy of Notre Dame	0111	19990	uwgcma	Michelangelo		03/29/1989	25	М		Married	F	(610)992-0000		67-Medical & Dental Only	9/1/2014 12:00:00 AM	Active	22222.22	619990 Main Str	Apt. 4
0009769-0295-000	Academy of Notre Dame	1111	19081	vxhddb	Lauren		12/26/1987	26	F		Single	F	(610)992-0000		67-Medical & Dental Only	9/1/2014 12:00:00 AM	Active	22222.22	619081 Main Str	Apt. 42
0009769-0295-000	Academy of Notre Dame	7111	08797	Gdjjrth	Sarah		02/29/1980	34	F		Unknown	F	(610)992-0000		67-Medical & Dental Only	9/1/2012 12:00:00 AM	Active	22222.22	508797 Main Str	
0009769-0295-000	Academy of Notre Dame	2111	08832	Gmssagc	Daniel		12/10/1986	27	М		Single	F	(610)992-0000		67-Medical & Dental Only	5/14/2009 12:00:00 AM	Active	22222.22	508832 Main Str	
0009769-0295-000	Academy of Notre Dame	2111	08812	Gsyygmc	Monica		06/29/1956	58	F		Unknown	F	(610)992-0000		67-Medical & Dental Only	9/1/1996 12:00:00 AM	Active	22222.22	508812 Main Str	
0009769-0295-000	Academy of Notre Dame	619- 08- 3111	19083	Gxzjffd	Норе	E	05/07/1988	26	F		Married	F	(610)992-0000		67-Medical & Dental Only	9/1/2014 12:00:00 AM	Active	22222.22	619083 Main Str	Apt#

To update a salary, return to the Employee Home Page and click "Edit" next to the salary amount. Then click "Add New Salary." The current salary and effective date fields will become blank. Enter the new salary into that field. Then enter an Effective Date of 10/01/2014 or later. Next click "Save". If you enter an Effective Date prior to 10/01/2014, your next invoice will reflect either retro debits or credits depending on whether the new salary was higher or lower than the prior salary. Our Life/Long-Term Disability carrier requires an annual update of salaries, so interim updates throughout the year are not required at this time.

