

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:

The screenshot shows the 'Employee Home Page' for an active employee. The page is divided into several sections:

- Transactions:** Add New Employee Record, Change Employee Location, Terminate Record.
- Employee:** Access Employee Home Page, Manage HR Data, Manage Dependents, View Transaction History.
- Enrollment:** Access Enrollment Wizard, Access Life Event Enrollment.
- Benefits:** View Benefit Statement, Manage Dependents' Plans, Manage Benefit Plans, Select PCP, Assign Beneficiaries.
- Tools:** Receive Secure Files, Send Secure Files, Contact Service Agent, Access Reference Library, Open Report Generator, View Signature History.

The main content area displays the following information:

- Name & Home Address:** ANNEMARIE K Gpvffid, 510083 Main Str, Apt 100, Anywhere, PA 02169.
- Identification:** Social Security Number: 510-08-3111, Date of Birth: 01/28/1966 (48), Gender: Female, Title: Unknown, Marital Status: Married.
- Contact Information:** Home Phone: (610)992-0000, Office Phone: (610)992-0000, Ext: , Mobile: , Office Email: test@basusa.com, Personal Email: test@basusa.com.
- Email Verification Status:** Office Email: annmarie.gooden..., Personal Email: None.
- Classifications:** Status: Active, Benefits Class: XXIX - 29-Med (30% Ind/40% F...).
- Department:** 000012.
- Pay Schedule:** 26 Pay Periods.
- Hire Date:** 09/03/2008.
- Annual Salary:** \$##### (highlighted with a red circle).
- Client ID:** 4555027.
- Payroll Division Number:** 455-000.

...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."

The screenshot shows the 'Open Report Generator' interface. The top navigation bar includes 'Welcome Kerri', 'Selected Employer PC - Benefits Office (Acct# 0009769-0460-000)', and 'Selected Employee Gmsaeg, JOHNNY B (ID# 564316)'. The 'Plan Year' is set to 2014. The 'Filter on Account Number' is 'Archdiocese of Boston - 0009769-0000-000' and the 'Filter on Report Group' is 'Favorites'. The 'Reports' table is as follows:

Reports	Report Type
All Coverage Report for active employees (RCAB)	Excel
Beneficiaries List (RCAB)	Excel
Beneficiaries List - One Division only (RCAB)	Excel
Census Report (RCAB)	Excel
Census Report (RCAB) - One Division only	Excel
Coverage Report with payment and personal info - One Division only (RCAB)	Excel

The 'Open Report Generator' option in the Tools section and the 'Census Report (RCAB)' option in the Reports table are both circled in red.

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](#)

Sensus Report (RCAB)
Run on: Monday, August 29, 2014 - 12:10:51 PM

ACCOUNT_NUMBER	ACCOUNT_NAME	SSN	BAS#	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	ADDRESS1	ADDR2
0009769-0295-000	Academy of Notre Dame	508-48-7111	508487	MlNjh	Kathleen		12/25/1948	65	F			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/1990 12:00:00 AM	Active	22222.22	508487	Main Str
0009769-0295-000	Academy of Notre Dame	508-48-8111	508488	Amssaql	Elizabeth		05/01/1958	56	F			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	8/23/2010 12:00:00 AM	Active	22222.22	508488	Main Str
0009769-0295-000	Academy of Notre Dame	508-47-3111	508470	Kouucsa	Donna		08/22/1954	60	F			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/1987 12:00:00 AM	Active	22222.22	508470	Main Str
0009769-0295-000	Academy of Notre Dame	508-07-8111	619079	Amfbbj	Maureen	P	01/11/1951	63	F			Widowed	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/2014 12:00:00 AM	Active	22222.22	519079	Main Str #605
0009769-0295-000	Academy of Notre Dame	508-54-3111	508543	Bppvrd	Geraldine		08/30/1948	66	F			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/1980 12:00:00 AM	Active	22222.22	508543	Main Str
0009769-0295-000	Academy of Notre Dame	508-57-5111	508575	Bpvvdf	Timothy		08/21/1948	66	M			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/2012 12:00:00 AM	Active	22222.22	508575	Main Str
0009769-0295-000	Academy of Notre Dame	508-71-8111	508716	Dagvooq	Jacqueline		10/05/1950	63	F			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/1990 12:00:00 AM	Active	22222.22	508716	Main Str
0009769-0295-000	Academy of Notre Dame	508-70-1111	508701	Dlrrzbb	Jeannine		09/05/1948	65	F			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/2007 12:00:00 AM	Active	22222.22	508701	Main Str
0009769-0295-000	Academy of Notre Dame	508-99-0111	619990	Fuwvoma	Michelangelo		03/29/1989	25	M			Married	F	610/992-0000	LXVII	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	508-99-1111	619081	Fvhdob	Lauren		12/26/1987	26	F			Single	F	610/992-0000	LXVII	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	508-79-7111	508797	Gdljrh	Sarah		02/29/1980	34	F			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/2012 12:00:00 AM	Active	22222.22	508797	Main Str
0009769-0295-000	Academy of Notre Dame	508-83-2111	508832	Gmssagc	Daniel		12/10/1988	27	M			Single	F	610/992-0000	LXVII	67-Medical & Dental Only	5/14/2009 12:00:00 AM	Active	22222.22	508832	Main Str
0009769-0295-000	Academy of Notre Dame	508-81-2111	508812	Gsyymc	Monica		06/29/1958	56	F			Unknown	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/1996 12:00:00 AM	Active	22222.22	508812	Main Str
0009769-0295-000	Academy of Notre Dame	508-89-3111	619083	Gvcjffs	Hope	E	05/07/1988	26	F			Married	F	610/992-0000	LXVII	67-Medical & Dental Only	9/1/2014 12:00:00 AM	Active	22222.22	619083	Main Str Apt # 50

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.

Update Salary

You may use this page to update the following Employee's Annual Current Salary. Enter the salary and pick an Effective Date from 'Calendar' then click 'Save' button.

Employee ANNEMARIE K. Gpvfffd
Account Number 0009769-0301-000
Employee Number 510083
Processing Year 2014
Current Salary \$22,222.22
Salary Effective 10/01/2013

Enter the new salary value and the date such the salary went/goes into effect.

Add New Salary Edit Existing Salary

Current Salary \$

Effective Date

Salary History

Value	Date
\$22,222.22	10/01/2013
\$22,222.22	10/01/2012