



Budget Planner SALARY PLANNER



SP-109 Salary Planner Working Report

Date Issued/Rev: 03/24/2010

General Description: This report assists in verifying job salary and position budget data before the budget is submitted as final.

Responsible Manager: Division of Human Resources

Related Procedures:

- SP-101 Apply Salary Updates – Regular Staff
- SP-102 Apply Salary Updates – Bargaining Units
- SP-103 Budgeting for Pooled Positions
- SP-104 Apply Salary Updates – 12 Month Faculty
- SP-105 Apply Salary Updates – 9 Month Faculty

How to request a Salary Planner Working Report

1. Logon to my.unm.edu
2. Select the “Employee Life” tab
3. Click on “LoboWeb”
4. Select the “Finance” tab
5. Click on the “Budget Planner Menu”
6. Click on the Salary Planner Menu”
7. Click on “Salary Planner Reports Menu”
8. Click on “Salary Planner Working Report”
9. **Chart of Accounts:** enter “U”
10. **Budget ID:** enter “BUD11”
11. Click on “Continue”

Salary Planner Working Report

Salary Planner Working Report

Chart of Accounts

Budget ID

UNM FastInfo Find help about: within: Student Faculty/Staff

[[Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Journal Voucher Entry](#) | [Budget Planner Menu](#)]

12. **Scenario:** defaults to “All” or select Scenario from the drop down menu
13. **Include Suborgs:** defaults to “Yes” or select No
14. **Include Employee ID:** defaults to “Yes” or select No
15. **View By:** defaults to “Account” or select Employee. Displays data by employee (alphabetically) or grouped by account code
16. **Organization:** enter Organization code (Level 1-7)
17. **List changes only:** defaults to “No” or select Yes
18. **Paper Size:** radio button defaults to “Letter”
19. **Include Vacant Position:** defaults to “Yes” or select No
20. **Account Index:** enter 6digit “account index number” or leave null
21. **Fund:** enter “fund code” or leave null
22. Click on “Submit”

Salary Planner Working Report

Scenario Include Suborgs Include Employee ID View By

Organization List Changes Only Paper Size LETTER LEGAL

Account Index Fund

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Salary Planner Working Report

Report Characteristics:

- Other information includes UNM ID, employee name, position number, suffix, title, position budget, current and proposed **job** labor distribution and FTE.
- This report does not include position distribution information.
- Calculated fields or columns include the Change Amount and Change Percent.
- Report totals are provided at the bottom of each relevant column.

***** END *****