

HOW TO UPLOAD 2007-08 MID-LEVEL ADMIN & PROF SALARY SURVEY DATA

The new MIDDLELEVEL Upload Option allows you to upload a file of salary data to the SurveysOnLine (SOL) database server, saving you the effort of manually entering a large quantity of data.

The *WILL DO* and *DONE* status boxes above the survey's main menu still need to be checked and Institutional Basics and the Pay Practices data still have to be manually entered. The MIDDLELEVEL Upload Option is for salary and related incumbent data only.

This process will **most benefit** institutions with HRIS type groups that can create the file for you. If you have to create your upload file manually (e.g. in Excel), this option may not save you time.

IMPORTANT: NEW NUMBERING AND ORDERING OF SURVEY POSITIONS

- All positions in the Mid-Level Survey have been re-numbered and re-ordered; the first to provide greater flexibility when adding new positions and the second to create groupings that more closely resemble the type of organizational structure commonly found in higher education. The Mid-Level Survey has been similarly changed. The grouping of positions in the two surveys is now the same and the numbering complimentary, with the AdComp Survey having the lower half of a given series and the Mid-Level Survey the upper half. The positions in this year's survey are the same as last year.
- To facilitate the transition, this year's worksheets provide a cross-walk that matches last year's position numbers to the new structure. To download a copy of the worksheets, go to <http://www.cupahr.org/surveys/salarysurvey2007-08.html>.

UPLOAD STEPS

1. Create the Upload File according to the directions below.
2. Go to SurveysOnLine at <https://surveysonline.cupahr.org> and logon as you normally would.
3. Go to Surveys/Survey Menu and select the Mid-Level Admin & Prof Salaries Survey for year on which you are reporting.
4. Check "My institution will complete this survey." This step will reveal an **Upload Data** area right below the Survey Status area.
5. Use the browse button to find your file to be uploaded.
6. Select your file and hit the Upload button.
7. Wait while your data are verified and imported to your MidLevel Survey online.
8. You will then get a Web page report that your data file was imported without trouble - **or** you will be notified that there are one or more errors in the file that must be fixed. Correct the error(s) and resubmit. You may have to repeat this step several times if you have numerous errors in the file.
9. Once you have uploaded your data and completed the Institutional Basics, Pay Practices, and Feedback sections, please remember to check the box "My institution has completed this survey."

FILE CREATION

File Type

File type must be **comma separated variables** (CSV).

You do not need to use a header record - i.e. a first row that identifies the columns (fields) in the file. If you do use one, it will be stripped out and you will get a non-fatal error message about it that you can ignore.

Record/Row Layout

1. Position Code	Enter the CPA-HR position number, including all significant decimals after a decimal point, followed by a comma.
2. Internal Reference	Enter an optional reference number or character sequence that allows you to correlate the position with a position code your institution uses, followed by a comma. Include the comma even if you are not using the optional Internal reference. Note: Please do not enter a person's name.
3. N of Incumbents	Enter the number of incumbents in the position, followed by a comma.
4. FLSA	Enter the FLSA value. Acceptable entries are: Exempt, Non-Exempt, or Both.
5. Average Salary	Enter the full-time, 12-month salary average for the job code rounded to the nearest whole dollar. Report all salaries full-time (100 percent) equivalent as of October 15 of the academic year.
6. Low Salary	Enter the lowest full-time, 12-month salary for the job code rounded to the nearest

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	whole dollar. Report all salaries full-time (100 percent) equivalent as of October 15 of the academic year.
7. High Salary	Enter the highest full-time, 12-month salary for the job code rounded to the nearest whole dollar. Report all salaries full-time (100 percent) equivalent as of October 15 of the academic year.
8. Rate Minimum	Enter the minimum (lowest), 12-month equivalent salary for this job code. If this job code has more than one Rate Structure, enter the arithmetic average of the minimum salaries for each Rate Structure.
9. Rate Midpoint	Enter the midpoint, 12-month equivalent salary for this job code. If this job code has more than one Rate Structure, enter the arithmetic average of the midpoint salaries for each Rate Structure.
10. Rate Maximum	Enter the maximum (highest), 12-month equivalent salary for this job code. If this job code has more than one Rate Structure, enter the arithmetic average of the maximum salaries for each Rate Structure.

Sample File Lines and Interpretation

101,407, 2, Exempt, 44000, 42000, 46000, 40000, 45000, 50000

At position 101 (Reference Specialist [101]), which the institution refers to internally as position 407, there are two incumbents with an Annualized Average Salary of \$44,000, a low actual salary of \$42,000, and a high actual salary of \$46,000. The Rate Structure Minimum, Midpoint, and Maximum are \$40,000, \$45,000 and \$50,000 respectively.

101,, 4, Non-Exempt, 40000, 36000, 46000,,

At position 101 (Reference Specialist [101]), where the institution doesn't use the optional Internal Reference field, there are 4 incumbents with an Annualized Average Salary of \$40,000, a lowest actual salary of \$36,000, and a highest actual salary of \$46,000. The Rate Structure Minimum, Midpoint, and Maximum are left blank because the institution hasn't implemented Rate Structures at present for this position.

Basic Validation Rules Checked on Upload

1. The CUPA-HR Position code (the first field in the row) must be valid.
2. If Number of Incumbents is non-blank, Number of Incumbents must be greater than 0. (Number of Incumbents must never equal 0.)
3. Number of Incumbents and average salary must both together be either blank or non-blank (blank is acceptable where only Rate Structure data are being reported for a given position).
4. If Number of Incumbents is greater than 1, then Low salary and High salary must be non-blank.
5. FLSA can be either blank or exactly "Exempt" or "Non-Exempt" or "Both". (Do not include the quotes.)
6. For salary data, If Number of incumbents > 1 then Low salary <= Average salary <= High salary
7. For Rate Structure, Minimum <= Midpoint <= Maximum.
8. If Number of incumbents equals 2, the average of Low salary and High salary must equal (reported Average salary ± \$10).