



HOW TO UPLOAD DATA: For the CUPA-HR Administrative Compensation Salary Survey

The Upload Data option in Surveys Online (SOL) allows you to upload a file of salary data, saving you the effort of manually entering a large quantity of data. The Upload Data option is for salary and related incumbent data only. Data on Institutional Basics and Pay Practices must still be entered manually in Surveys Online.

Step 1: Creating Your Data File to Upload

Accepted File Types:

- **Microsoft Excel (XLS)**
Excel 2007's XLSX format is NOT supported
- **Comma separated values (CSV)**
DOS, UNIX or Mac line endings are accepted

Set Up Rules:

- Excel files should contain only a single worksheet. *(If a file has multiple worksheets, only the first worksheet will be uploaded.)*
- Do not use a header record or first row to identify the fields or columns in the file. *(Using a header record or first row will cause an error when uploading the file.)*



Step 2A: Formatting Your Data in Excel

If you are using a CSV file format, refer to Step 2B on page 3.

Record/Row Layout in Excel:

CUPA-HR Position Code	Internal Reference	Number of Incumbents	Annualized Average Salary	Years of Service	Hiring Source	Gender	Ethnicity	Age
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Examples:

	A	B	C	D	E	F	G	H	I
1	1026	instid300	1	150000	4	External	Male	BAA	48
2	7077	740	2	76000					

In the First Row Above:

At CUPA-HR Position Code 1026 (Chief Academic Officer or Provost), which the institution refers to internally as position 300, there is 1 Incumbent, with an Annualized Salary of \$150,000, who has been at the position 4 years, was sourced as an External hire, is a Male whose Ethnicity is Black/ African American and is 48 years old.

In the Second Row Above:

At CUPA-HR Position Code 7077 (Associate Director Student Housing), which the institution refers to internally as position 740, there are 2 Incumbents, with an Annualized Average Salary of \$76,000. Because there is more than 1 incumbent, no further information is provided.

Data Set-Up Checklist for Validation for Excel Files:

- ✓ (Check each validation rule below before uploading your file.)
- The **CUPA-HR Position Code** (the first field in the row) must be valid. (CUPA-HR Position Codes can be found in the Position Descriptions document at www.cupahr.org/surveys/participation.asp.)
- Make sure that the **Number of Incumbents** is greater than zero for each position.
- The **Annualized Average Salary** must be greater than zero and should NOT contain any decimal places, dollar signs or embedded commas. (Example: \$40,000.00 should be entered as 40000)
- Is the **Number of Incumbents** greater than 1 for any position? If so, then **Years of Service, Hiring Source, Gender, Ethnicity** and **Age** for those positions must all be blank.
- If the **Number of Incumbents** is equal to 1 for any position, then:
 - **Years of Service** must be greater than or equal to zero and should NOT contain decimal places;
 - The **Hiring Source** must be External, Internal or Don't Know;
 - The **Gender** indicated must be Female, Male or Unknown;
 - The **Ethnicity** must be any of these valid codes: AIA, American Indian/Alaska Native; ASN, Asian; BAA, Black/ African American; HOL, Hispanic or Latino; HPI, Native of Hawaii or other Pacific Islander; TWO, Two or more ethnicities; UNK, Unknown; WHT, White (not Hispanic);
 - **Age** must be greater than or equal to zero and should NOT contain any decimal places. If you are not providing **Age** data, a space must be entered in place of the missing information.
- Delete any row without this information before you upload your file.

Step 2B: Formatting Your Data as CSV File

If you are using an Excel file format, refer to Step 2A on page 2.

Record Layout for CSV files:

CUPA-HR Position Code, Internal Reference, Number of Incumbents, Annualized Average Salary, Years of Service, Hiring Source, Gender, Ethnicity, Age

Examples:

1026, instid300, 1, 150000, 4, External, Male, BAA, 48

CUPA-HR Position Code 1026 (Chief Academic Officer or Provost), which the institution refers to internally as position 300, there is 1 Incumbent, with an Annualized Salary of \$150,000, who has been at the position 4 years, was sourced as an External hire, is a Male whose Ethnicity is Black/African American and is 48 years old.

7077, 740, 2, 76000, , , , , ,

At CUPA-HR Position Code 7077 (Associate Director Student Housing), which the institution refers to internally as position 740, there are 2 Incumbents, with an Annualized Average Salary of \$76,000. Because there is more than 1 incumbent, no further information is provided. **Note: Commas still need to be inserted.**

Data Set-Up Checklist for Validation of CSV Files:

- ✓ (Check each validation rule below before uploading your file.)
- The **CUPA-HR Position Code** (the first field in the row) must be valid. (CUPA-HR Position Codes can be found in the Position Descriptions document at www.cupahr.org/surveys/participation.asp.)
- Make sure that the **Number of Incumbents** is greater than zero for each position.
- The **Annualized Average Salary** must be greater than zero and should NOT contain any decimal places, dollar signs or embedded commas. (Example: \$40,000.00 should be entered as 40000)
- Is the **Number of Incumbents** greater than 1 for any position? If so, then **Years of Service, Hiring Source, Gender, Ethnicity** and **Age** for those positions must all be blank.
- If the **Number of Incumbents** is equal to 1 for any position, then:
 - **Years of Service** must be greater than or equal to zero and should NOT contain decimal places;
 - The **Hiring Source** must be External, Internal or Don't Know;
 - The **Gender** indicated must be Female, Male or Unknown;
 - The **Ethnicity** must be any of these valid codes: AIA, American Indian/Alaska Native; ASN, Asian; BAA, Black/African American; HOL, Hispanic or Latino; HPI, Native of Hawaii or other Pacific Islander; TWO, Two or more ethnicities; UNK, Unknown; WHT, White (not Hispanic);
 - **Age** must be greater than or equal to zero and should NOT contain any decimal places. If you are not providing **Age** data, a space must be entered in place of the missing information.
- Delete any row without this information before you upload your file.

Step 3: Uploading Your File

1. Create the Upload File according to the directions in Step 2A or 2B for either Excel or CSV files.
2. Visit <https://surveysonline.cupahr.org> and log in using your Surveys Online username and password.
3. Go to the Surveys drop-down menu and select Survey Menu. Find the Administrative Compensation survey for the year on which you are reporting and click on the Go button.
4. In the **Survey Status** section, check the box next to **My institution will complete this survey**. This allows you to enter your data and will reveal the option to Upload Data.
5. In the Upload Data section, use the Browse button to find the file you wish to upload.
6. Select your file and click the Upload button.
7. Wait while your data are verified and imported.
8. A webpage will automatically open to indicate either that your file was imported without trouble, or that there are one or more errors in the file that must be fixed.
9. If you have error(s) that must be fixed, review the Data Set-Up Checklist in either Step 2A or 2B (depending on your file type), correct errors and upload your file again following Step 3.
10. When you have successfully uploaded your data, **complete the Institutional Basics, Pay Practices and Feedback sections of the survey**.
11. Your survey is **NOT** complete until you check the Survey Status box next to “My institution has completed this survey.”
12. After you check this box, the Data Validation process will start automatically. Here, the system will review your data for Fatal or Serious Problems. Please review the description of each problem carefully.
 - a. All Fatal Problems must be fixed.
 - b. All Serious Problems can either be fixed or noted as correct with an explanation via the Add a Comment link.

Need Assistance? The CUPA-HR research department staff is available to help.
Simply contact us at research@cupahr.org.