



## HOW TO UPLOAD DATA:

### For the CUPA-HR Mid-Level Administrative and Professional 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	FLSA	Annualized Average Salary	Actual Low Salary	Actual High Salary	Rate Structure Minimum	Rate Structure Midpoint	Rate Structure Maximum
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### Examples:

	A	B	C	D	E	F	G	H	I	J
1	5501	407		2 Exempt	44000	42000	46000	40000	45000	50000
2	3578			4 Non-Exempt	40000	36000	46000			

#### In the First Row Above:

At position 5501 (Programmer Analyst), which the institution refers to internally as position 407, there are 2 incumbents in the Exempt position 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.

#### In the Second Row Above:

At position 3578 (Police Sergeant), where the institution does not use the optional Internal Reference field, there are 4 incumbents in the Non-Exempt position with an Annualized Average Salary of \$40,000, a lowest actual salary of \$36,000, and a High Actual Salary of \$46,000. The Rate Structure Minimum, Midpoint and Maximum are blank because the institution has not implemented Rate Structures for this position.

### 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.cupah.org/surveys/participation](http://www.cupah.org/surveys/participation).)
- Make sure that you do not have more than one row for each **CUPA-HR Position Code**.
- If there is no Internal Reference, a space must be entered in place of the missing information.
- Make sure that the **Number of Incumbents** is greater than zero for each position.
- Is the **Number of Incumbents** equal to 1? If so, then enter the same figure for **Annualized Average Salary**, **Actual Low Salary** and **Actual High Salary**.
- Is the **Number of Incumbents** greater than 1 for any position? If so, then:
  - The **Actual Low Salary** must be less than the **Annualized Average Salary**.
  - The **Annualized Average Salary** must be less than the **Actual High Salary**.
- Is the **Number of Incumbents** greater than 1 for any position? If so, then **Actual Low Salary** and **Actual High Salary** can NOT be left blank.
- Does the **Number of Incumbents** equal to 2? Then the average of the **Actual Low Salary** and **Actual High Salary** must equal the reported **Annualized Average Salary**.
- FLSA can either be left blank or must be exactly **Exempt**, **Non-Exempt** or **Both**.
- 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)
- Are you providing Rate Structure Data? If yes, then:
  - If yes, the **Rate Structure Minimum** must be less than the **Rate Structure Midpoint**.
  - If yes, the **Rate Structure Midpoint** must be less than the **Rate Structure Maximum**.
  - If not, a space must be entered in place of the missing information for The **Rate Structure Minimum**, **Midpoint** and/or **Maximum**.
- Check that each row has data for the **CUPA-HR Position Code**, **Number of Incumbents** and the **Annualized Average Salary**, **Actual Low Salary** and **Actual High Salary**. All other fields are optional. 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, FLSA, Annualized Average Salary, Actual Low Salary, Actual High Salary, Rate Structure Minimum, Rate Structure Midpoint, Rate Structure Maximum**

### Examples:

**5501,407, 2, Exempt, 44000, 42000, 46000, 40000, 45000, 50000**

At position 5501 (Programmer Analyst), which the institution refers to internally as position 407, there are two incumbents in the Exempt position 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.

**3578,, 4, Non-Exempt, 40000, 36000, 46000,,**

At position 3578 (Police Sergeant), where the institution does not use the optional Internal Reference field, there are 4 incumbents in the Non-Exempt position 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 blank because the institution has not implemented Rate Structures for this position.

### 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.cupah.org/surveys/participation](http://www.cupah.org/surveys/participation).)
- Make sure that you do not have more than one row for each **CUPA-HR Position Code**.
- If there is no Internal Reference, a space must be entered in place of the missing information.
- Make sure that the **Number of Incumbents** is greater than zero for each position.
- Is the **Number of Incumbents** equal to 1? If so, then enter the same figure for **Annualized Average Salary, Actual Low Salary** and **Actual High Salary**.
- Is the **Number of Incumbents** greater than 1 for any position? If so, then:
  - The **Actual Low Salary** must be less than the **Annualized Average Salary**.
  - The **Annualized Average Salary** must be less than the **Actual High Salary**.
- Is the **Number of Incumbents** greater than 1 for any position? If so, then **Actual Low Salary** and **Actual High Salary** can NOT be left blank.
- Does the **Number of Incumbents** equal to 2? Then the average of the **Actual Low Salary** and **Actual High Salary** must equal the reported **Annualized Average Salary**.
- FLSA can either be left blank or must be exactly **Exempt, Non-Exempt** or **Both**.
- 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)
- Are you providing Rate Structure Data? If yes, then:
  - If yes, the **Rate Structure Minimum** must be less than the **Rate Structure Midpoint**.
  - If yes, the **Rate Structure Midpoint** must be less than the **Rate Structure Maximum**.
  - If not, a space must be entered in place of the missing information for The **Rate Structure Minimum, Midpoint** and/or **Maximum**.
- Check that each row has data for the **CUPA-HR Position Code, Number of Incumbents** and the **Annualized Average Salary, Actual Low Salary** and **Actual High Salary**. All other fields are optional. 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 Mid-Level 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](mailto:research@cupahr.org).