



Deltek

# Deltek Costpoint®

## 8.1

Import Salary Survey Data  
Preprocessor

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# Import Salary Survey Data

Use the Import Salary Survey Data screen to import salary survey data from a formatted flat file.

The file specifications are listed at the end of this section.

**Note:** You can use this application after you have established survey companies, set up survey regions, and defined the linkage between survey job titles and functional job titles. Note that after you import data, data can be accessed via the Manage Salary Survey Data screen.

## Display the Import Salary Survey Data Screen

You access the Import Salary Survey Data screen from the People domain.

Click **People » Compensation » Salary Surveys » Import Salary Survey Data**.



## Contents of the Import Salary Survey Data Screen

Use the fields and options to configure the Import Salary Survey Data screen.

### Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options, if there are any, are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

Field	Description
<b>Parameter ID</b>	<p>Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY.</p> <p>When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using <b>Query</b>.</p> <p>You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults.</p>
<b>Description</b>	<p>Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.</p>


### Selection Ranges

Use this group box to define the year and survey company to be updated.

### Year



Field	Description
<b>Option</b>	This field displays <b>One</b> as the range option.
<b>Start</b>	Enter the four-digit year for the year in which the salary survey was done.

### Survey Company

Field	Description
<b>Option</b>	This field displays the <b>One</b> range option.
<b>Start</b>	Enter, or click  to select, the survey company ID for the survey company to be updated.

### Options

Use this group box to select the source file to be processed.

Field	Description
<b>File Location</b>	Enter, or click  to select, the location of the data file to import.
<b>File Name</b>	Enter, or click  to select, the data file to import.
<b>Replace Existing Values</b>	Select this check box to delete existing rows for the entered <b>Year</b> and <b>Survey Company</b> combination and replace them with the data to be imported. If you do not select this option, Costpoint imports only rows that do not already exist in the current tables.

### Sort By

Field	Description
<b>1st Sort</b>	This field displays <b>Survey Region</b> as the primary sort order of the data to be imported.
<b>2nd Sort</b>	This field displays <b>Compensation Plan Code</b> as the secondary sort order of the data to be imported.
<b>3rd Sort</b>	This field displays <b>Survey Job Title</b> as the tertiary sort order of the data to be imported.

### File Layout For Upload

The following table shows the input file format that must be used to import salary survey data.

Characters	Description	Comments
1-20	Survey Region ID	Must have the same format as set up on the Manage Survey Region Mappings screen.
21-40	Survey Job Title	Must have the same format as set up in Maintain Survey Job Title Mappings screen.
41-52	Minimum Salary	Numeric value without decimals.
53-64	Maximum Salary	Numeric value without decimals.

This is the only format currently supported. Other file formats will be added as necessary. Contact the Costpoint Human Resources group if your salary survey company provides a different format.

## Table Information for the Import Salary Survey Data Screen

Changes to the Import Salary Survey Data screen update several tables.

Updated tables include:

- SURVEY\_COMP\_PLAN
- SURVEY\_COMPANY
- SURVEY\_FUNC\_TITLE
- SURVEY\_SAL\_RANGE

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