


# Deltek Costpoint®

Version 7.1.1 Preprocessor

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A blue geometric graphic consisting of several overlapping triangles and polygons, located in the top-left corner of the page.

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# **IMPORT SALARY SURVEY DATA**



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

## MANAGE SALARY SURVEY DATA

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Use this screen to update the salary survey data for a specific survey company, compensation plan, and year combination. Use this screen any time it is necessary to update existing salary survey data between salary survey data uploads.

### Location


- People
- Compensation
- Salary Surveys

Enter the required data to create a new salary survey data record, or click  to open an existing record for modification. Click  to save all newly entered or modified data.


### Compensation Plan

Use this group box to specify the Survey Company, Compensation Plan, and Year for which you want to update salary survey data.

#### Survey Company

Enter, or click  to select, the survey company ID for the survey company to be updated. The survey company name is displays in the unlabeled field on the right.


#### Compensation Plan

Enter, or click  to select, the compensation plan ID for the compensation plan to be updated. The compensation plan description displays in the unlabeled field on the right.


#### Year

Enter the year to be updated for the selected survey company.

### Salary Information

Click  on the toolbar to add a new salary survey data entry.

#### Functional Job Title

Enter, or click  to select, the functional job title code to associated with the survey job title.

#### Description

Displays the detailed description for the selected functional job title.

#### Starting Salary

Enter a starting salary for the selected functional job title. This field is optional; however, if you do not make an entry, Costpoint defaults to "\$0.00."





#### Ending Salary

Enter an ending salary for the selected functional job title. This field is optional; however, if you do not make an entry, Costpoint defaults to "\$0.00."

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- Table Information

Changes to this screen update the following tables:

-  SURVEY\_SAL\_RANGE
-  COMP\_PLAN\_SETUP
-  FUNC\_JOB\_TITLES
-  SURVEY\_COMPANY





## IMPORT SALARY SURVEY DATA

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Use this screen to import salary survey data from a formatted flat file. The file specifications are listed at the end of this section.

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](#).

### Location


- ☐ People
- ☐ Compensation
- ☐ Salary Surveys

### 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 are also included in the saved parameter ID if there are any. You can change any of the associated selection defaults as necessary.

### Parameter ID

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 in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

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 in the screen, you can override the defaults.

### Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

### Selection Ranges

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

#### Year

##### Option

This field displays **One** as the range option.

##### Start

Enter the four-digit year for the year in which the salary survey was done.

#### Survey Company

##### Option

This field displays the **One** range option.


##### Start

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.

**File Location**

Enter, or click  to select, the location of the data file to import.

**File Name**

Enter, or click  to select, the data file to import.

**Replace Existing Values**

Select this check box to delete existing rows for the entered **Year** and **Survey Company** 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**

**1st Sort**

This field displays **Survey Region** as the primary sort order of the data to be imported.

**2nd Sort**

This field displays **Compensation Plan Code** as the secondary sort order of the data to be imported.

**3rd Sort**

This field displays **Survey Job Title** 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](#)

Changes to this screen update the following tables:

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