
Accessing the Salary Planning Report in the University Data Store

The Salary Planning Report

- e-Comp Submitters and Reviewers will have access to the Salary Planning report, which provides a view of salary increases from the e-Comp salary planning system
- This report can be viewed online, printed or downloaded to review salary increases while e-Comp is open, and will be available until August 31 of the new fiscal year.
- Salaries updated in e-Comp will be reflected in the Salary Planning Report on the following day
- The report can be run by individual or multiple groups, and will indicate if a group has been submitted in e-Comp
- Once groups have been submitted, the data will still be available through the report
- This deck provides step by step instructions on how to run the Salary Planning Report from the Business Objects/InfoView platform

Log in to MyColumbia

- The Salary Planning Report is available through the myColumbia HR Manager Reports. Login into MyColumbia (<https://my.columbia.edu>)

- Click the Log In Now button



- Enter your UNI and Password

The screenshot shows the login page of the MyColumbia system. It features a blue header with the "COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK" logo. Below the header, there is a warning message about phishing emails. The main content area contains a login form with fields for "UNI" and "PASSWORD", and a "Log In" button. At the bottom, there is a disclaimer about the use of the system and a link to the "Columbia University's Acceptable Use and Information Resources Policy".

HR Manager Resources Tab

- Click the Enterprise Reporting Tab

The screenshot shows the MyColumbia HR Manager interface. At the top, the 'MyColumbia' logo is on the left, and 'Help · Email' is on the right. Below the logo, there are three tabs: 'Faculty and Staff', 'HR Manager', and 'Enterprise Reporting'. The 'Enterprise Reporting' tab is highlighted with a blue circle and a blue arrow pointing to it from the text 'Click the Enterprise Reporting Tab'. Below the tabs, there is a section titled 'NEWS & ANNOUNCEMENTS' with three featured articles: 'Embracing Our New Work Environment' (with a photo of a woman at a computer), '75th Annual Columbia Community Service Appeal' (with a photo of a group of people), and 'COVID-19 Returning to Campus Protocols' (with a photo of COVID-19 vaccine vials). Below this is a section titled 'RESOURCES' with six icons and their corresponding labels: 'Columbia Directory' (phone icon), 'Uni & Passwords' (arrow icon), 'People at Columbia' (PAC logo), 'CUBES' (cube icon), 'University Policies' (document icon), and 'University Services' (people icon). At the bottom, there is a section titled 'UNIVERSITY HOLIDAYS' with a timeline showing 'MAY Memorial Day', 'JUL Independence Day', and 'SEP Labor Day'.

Note: the screen print is specific to this user. Different users have different tabs available to them in myColumbia.

HR Manager Resources

- Click on BI Launch Pad



MY.COLUMBIA

Help · Email

Faculty and Staff HR Manager Enterprise Reporting

Home Enterprise Reporting

Enterprise Reporting

BI Launch Pad FDS Refresh Information DARTS Resources About EBIS

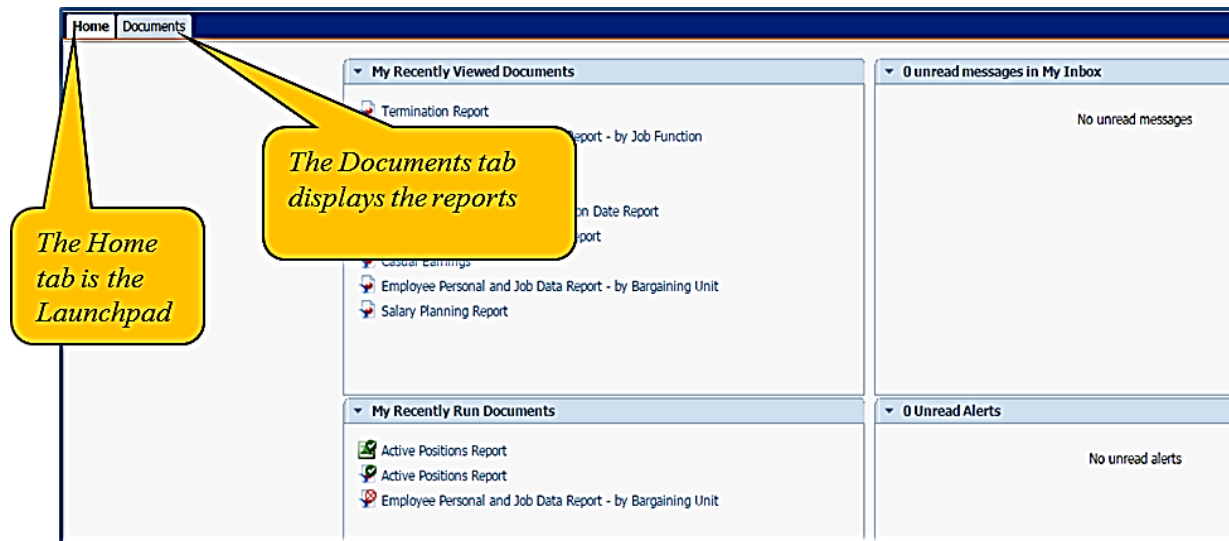
About Enterprise Reporting

Enterprise Reporting provides a diverse inventory of reports available to support the strategic and operational needs of Columbia University in the City of New York. By utilizing cutting edge enterprise-wide technologies such as Web Intelligence and Crystal Reports, Enterprise Reporting users have access to data related to Finance, Human Resources, Student Administration, Research and beyond.

The gateway to all your authorized reports is the BI Launch Pad. Only approved business users have access to the BI

Business Objects InfoView Home Page

- The Launchpad is located on the **Home** tab and is a reporting dashboard that displays scheduled and recently run reports. Scheduling is not currently used with HR reports; therefore, this page will not provide you with much detail if you are an HR only report user. If you are also a Finance user, this page will be more useful
- The **Documents** tab is where you can see the list of available reports. If you prefer to have the Documents list be your landing page, please refer to the HR Manager Reports Training Guide located in the Course Catalog on the HR Website
- Click the **Documents** tab to view the reports available to you



Business Objects – Documents Page

- Click and expand the Public Folders
- Then click on the HR folder in order to see your available reports
- All of the HR reports available to you, based on your system access, are displayed

Documents contains the reports

The HR Manager Reports appear. Double click on any of the report lines to access the report

Title ^	Type	Last Run	Instances	Desc
*JA_HR Manager Reports - Business Obj	Adobe Acrobat			HR Ma
Active Positions and Incumbents Report	Web Intelligence		0	
Active Positions Report	Web Intelligence	Apr 1, 2016 9:53 AM	1	
	Web Intelligence		0	
	Web Intelligence		0	
	Web Intelligence		0	
Employee Personal Data Report * by Job	Web Intelligence		0	
Employee Vacation Accrual	Web Intelligence		0	
Post-Docs Demographic Report	Web Intelligence		0	
Salary Planning Report	Web Intelligence		0	
Termination Report	Web Intelligence		0	
Upcoming/Past Appointment End Date Re	Web Intelligence		0	
Upcoming/Past Visa/Permit Expiration Da	Web Intelligence		0	



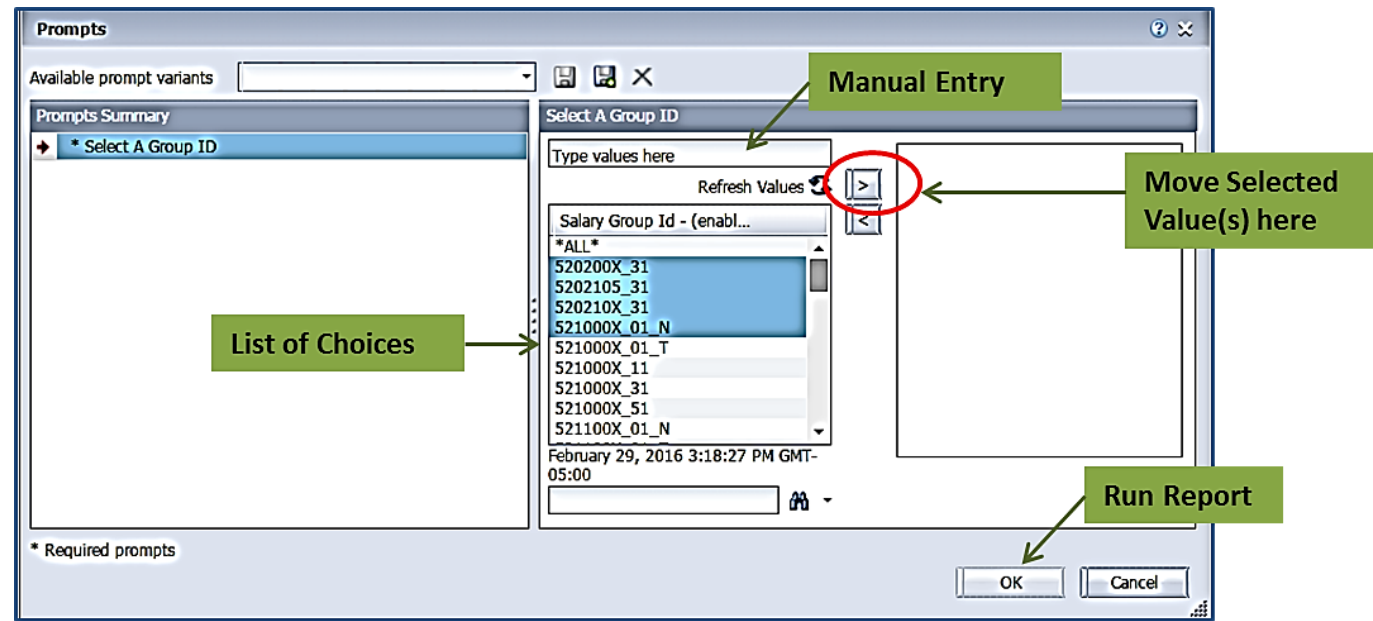
If the reports do not automatically display upon clicking the Documents tab, click the plus sign next to the 'Public Folders' link to expand the report types (available to you per your access) and then click the folder for the suite of reports you would like to see. Once a report area is selected, e.g. HR, the listing of available reports displays under the Title column.

Running the Salary Planning Report

- To run the report, double-click on the Salary Planning Report from the report listing (previous slide)
- You are then prompted to provide input information from a list of choices presented via the 'Prompt' list of values or it can be manually entered on this screen (this report only requires one prompt)
- Enter the requested information manually or from the list of values by double clicking on the selection or via selection arrows; this will move it from the manual entry/list of choices to the selected choice section (as noted in the screen print).

Note to select multiple Salary Group IDs in one report - Hold the Ctrl Key and Click on the individual values needed or Hold the Shift Key and Click on a group of values listed together

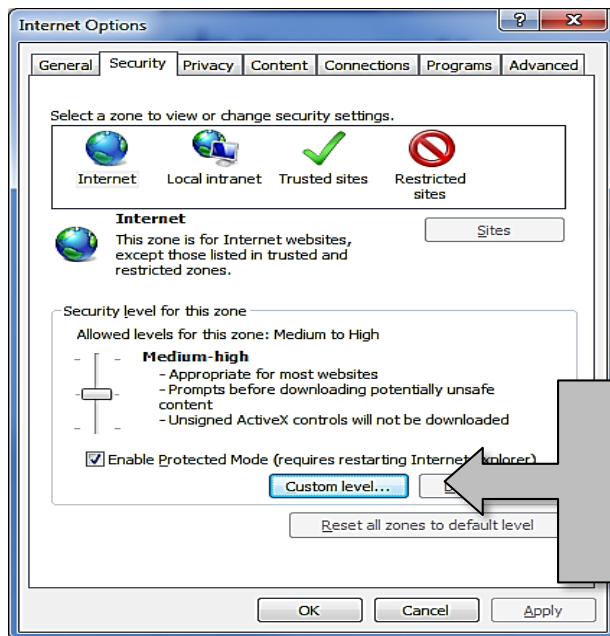
- Click 'OK' to run the report



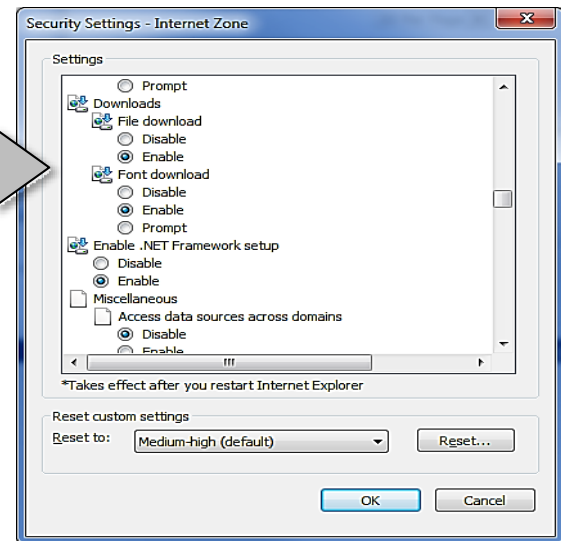
Internet Options for File Download on Internet Explorer

- The Business Objects InfoView Portal provides you with a list of icons and buttons which allow you to view, save and print your reports
 - Before doing so you will need to ensure that your Internet Explorer Browser is set up to enable automatic prompting for file downloads. You can check this by bringing up Tools on Internet Explorer and following the links under Security

Note: If you have trouble and use a browser other than Internet Explorer, please contact your IT support for assistance



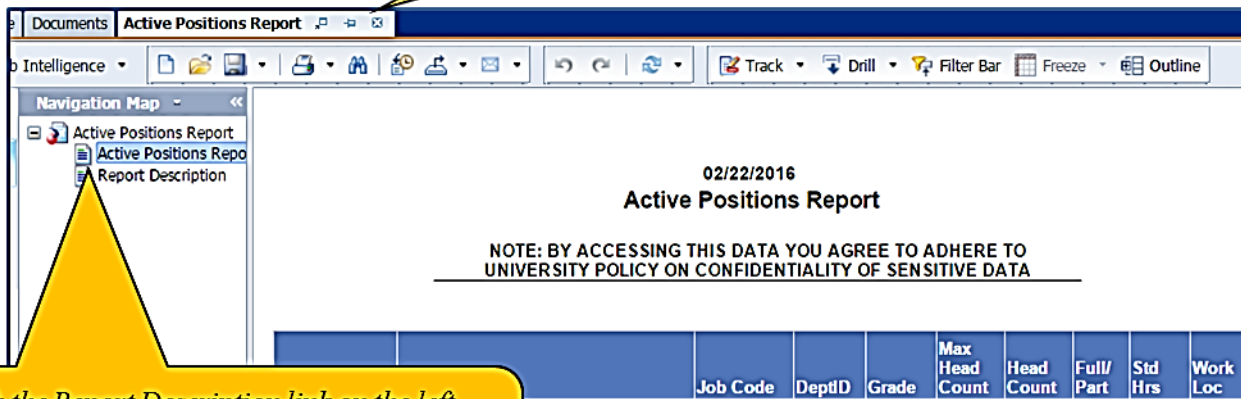
Make sure
Downloads
are Enabled



Navigating a Report

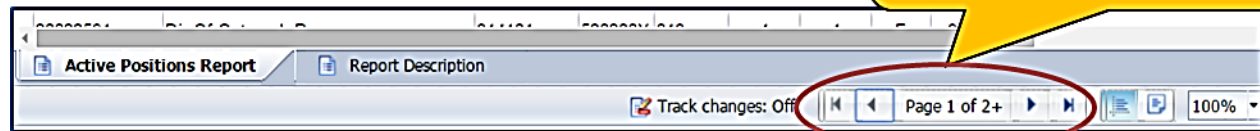
- The Report appears in its own tab
- You can navigate through your report by using the Right and Left arrows provided on the **footer** of the report. The pages will be shown using format “Page1 of 2+”

The Report appears in its own tab.



Click the Report Description link on the left hand menu to display the report description and user entered parameters, if any.

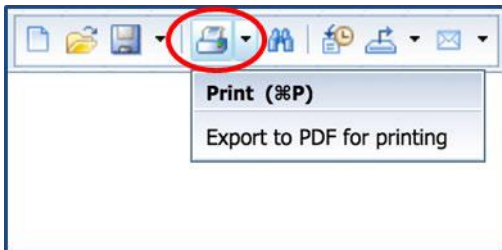
Click the arrows on the footer of the report to page through reports if there are multiple pages.



Printing and Saving

Printing

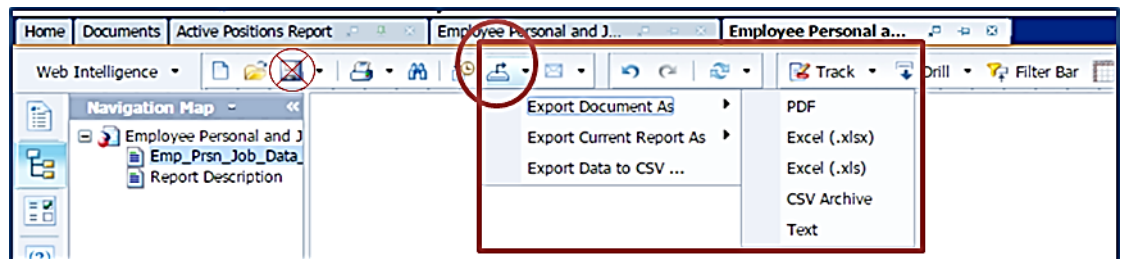
- Using the printer icon listed on your report you can print your report. This outputs to PDF format



- Note:** if you export the report into another format such as Excel, you may also print the report from that format.

Saving

- Use the Export Document dropdown list to save the report to your computer. Do not use the “save icon”
- You can save your document using several formats including Excel, PDF and comma delimited (CSV). The report will be saved to your PC for safe keeping
- You will be given the opportunity to name the report and select the location to save the file



Salary Planning Report Fields

- Employee ID, Employee Record Number
- Name
- Administrative Department, Position Department
- Title
- Tenure Status
- Grade
- e-Comp Status (Update, Deferred/Non-reappoint, No Increase/Reappoint, Promotion)
- Visa Expiration Date
- Current Annual Rate, Change Amount
- New Annual Rate, Change Percent
- Group ID
- Updated - date
- Submitted

Your CUHR/Provost's Office Contacts

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