
Accessing the Salary Planning Report from the BI Launch Pad

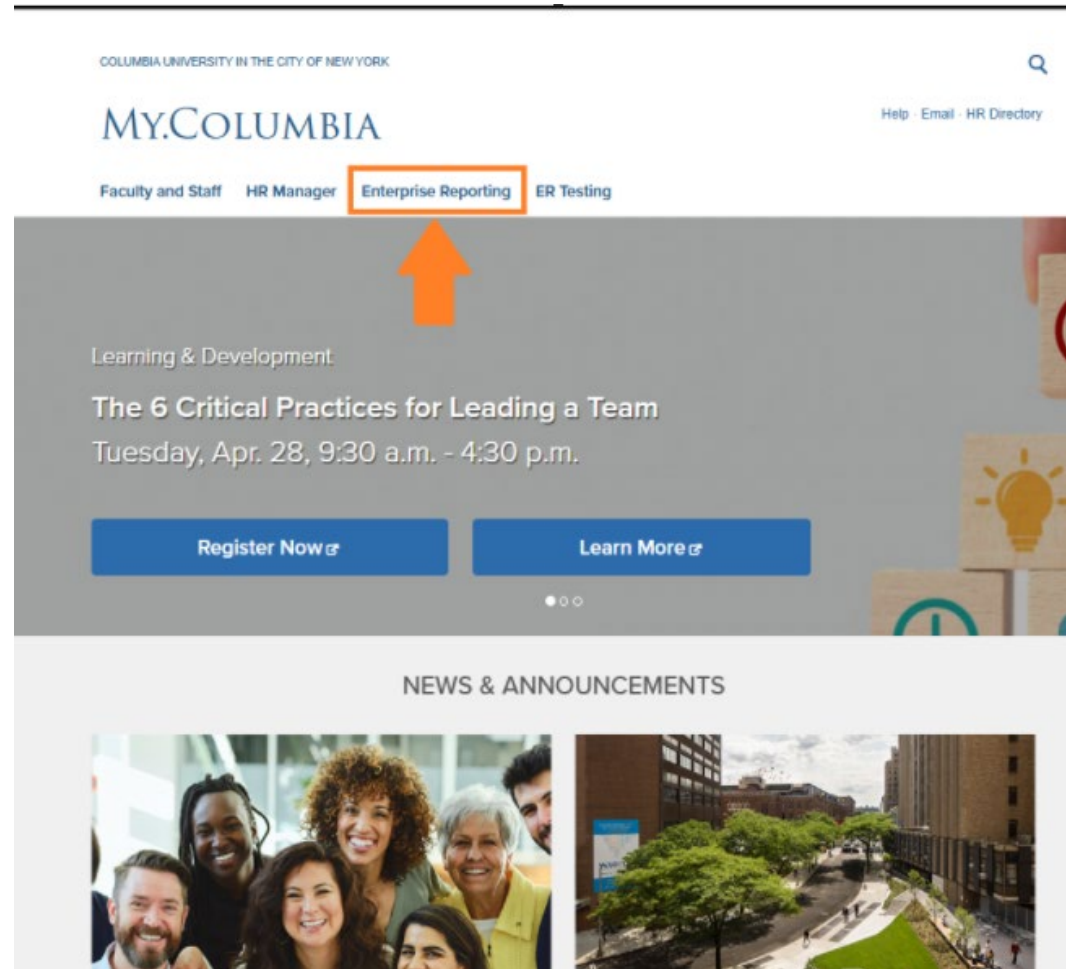
The Salary Planning Report

- 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 for the remainder of the 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 BI Launch Pad.

Log in to My.Columbia

The Salary Planning Report is available through the Enterprise Reporting tab

1. Login into [My.Columbia](#)
2. Click on the Enterprise Reporting tab



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

Enterprise Reporting Tab

3. Click on the BI Launch Pad (also known as University Data Store)

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

MY.COLUMBIA

Help - Email - HR Directory

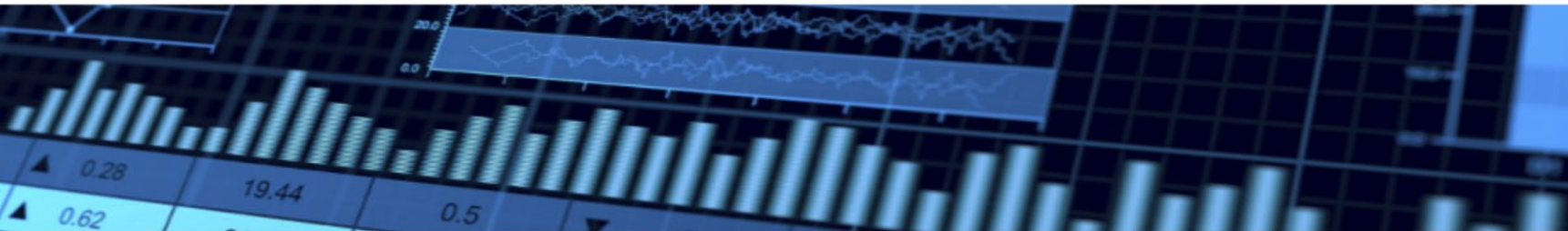
Faculty and Staff HR Manager Enterprise Reporting ER Testing

Home Enterprise Reporting

Enterprise Reporting

Please note, in keeping with CUIT's mandate, Enterprise Reporting production systems are updated with the latest security and maintenance patches on a monthly basis. The next maintenance is scheduled for:

Thursday, April 23, 6PM - 10PM



BI Launch Pad



FDS Refresh
Information



DARTS



Resources



About EBIS

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BI Launch Pad Home Page

4. Login with your UNI and Password

5. Click on the Folders Icon

The screenshot displays the BI Launch Pad Home Page. At the top left, the Columbia University logo is visible. The page title is "BI Launch Pad" with a dropdown arrow. Below the title is a navigation bar with tabs: "Home", "Favorites", "Recent Documents", "Recently Run", and "Applications". The main content area features six large, light blue rectangular tiles arranged horizontally. The first tile, labeled "Folders", is highlighted with an orange border and contains a folder icon. The other tiles are labeled "Categories" (with a tag icon), "Documents" (with a document icon), "BI Inbox" (with an envelope icon), "Instances" (with a document and clock icon), and "Recycle Bin" (with a trash can icon). Below the tiles, there is a "Favorites" section with a single item titled "Workforce Demographics" dated "Feb 10, 2025 11:56 AM". This item includes a star icon, a hyperlink icon, and the text "Hyperlink". At the bottom left, there is a "Recent Documents" section which is currently empty.

BI Launch Pad Folder Path

6. Click Public Folders

7. Click on the “HR” subfolder

8. This should display all available reports, double click **Salary Planning Report**

The screenshot shows a web interface for Columbia University's Human Resources. The left sidebar shows a folder tree with 'Public Folders' and 'HR' highlighted. The main area displays a table of reports under the path 'Public Folders / HR /'.

Title	Favorites	Type	Description	Last Updated
*JA_HR Manager Reports - Business Objec...		Adobe Acrobat	HR Manager Reports Business Objec...	Nov 4, 2018 10:53 AM
Active Positions		Web Intelligence		May 16, 2025 1:02 PM
Active Positions and Incumbents		Web Intelligence		Feb 3, 2026 6:03 AM
Employee Personal and Job Data - by Barg...		Web Intelligence		Jan 7, 2026 4:36 PM
Employee Personal and Job Data - by Job ...		Web Intelligence		Jan 7, 2026 4:36 PM
Employee Personal and Job Data - by Job ...		Web Intelligence		Jan 7, 2026 4:36 PM
Employee Personal and Job Data - By Posi...		Web Intelligence		Mar 17, 2026 12:33 PM
Employee Personal Data - by Job Function		Web Intelligence		Jan 7, 2026 4:36 PM
Employee Personal Data Report - by Barga...		Web Intelligence		Jan 7, 2026 4:36 PM
Employee Vacation Accrual		Web Intelligence	This report displays the employees t...	Jul 1, 2025 2:09 PM
Job Transactions		Web Intelligence		Jun 17, 2025 5:50 PM
Post-Docs Demographic Report		Web Intelligence		May 16, 2025 1:09 PM
Salary Planning Report		Web Intelligence		Dec 3, 2025 2:18 PM
Student Officer Appointment Transactions		Web Intelligence		Jun 17, 2025 5:50 PM
Terminations		Web Intelligence		May 16, 2025 1:10 PM
Upcoming/Past Appointment End Date Rep...		Web Intelligence		May 16, 2025 1:10 PM
Upcoming/Past Visa/Permit Expiration Date...		Web Intelligence		May 16, 2025 1:11 PM
Workforce Demographics Dashboard		Hyperlink		Feb 10, 2025 11:56 AM

Running the Salary Planning Report

9. The default should be “**ALL**” departments listed under *Select A Group ID*. If it does not include “ALL” or you would like to select the specific department numbers to include in this report -First, **reload the list of values**.

Then select “ALL” listed or choose the specific department numbers to include in the report

10. Click **Run**

The screenshot displays a software interface for running a report. At the top, there is a 'Prompts' section with a search bar and a refresh icon. Below this, there is a list of 'Salary Group Id' options, including '*ALL*' and several department numbers. The '*ALL*' option is selected. A 'Run' button is visible at the bottom right of the interface.

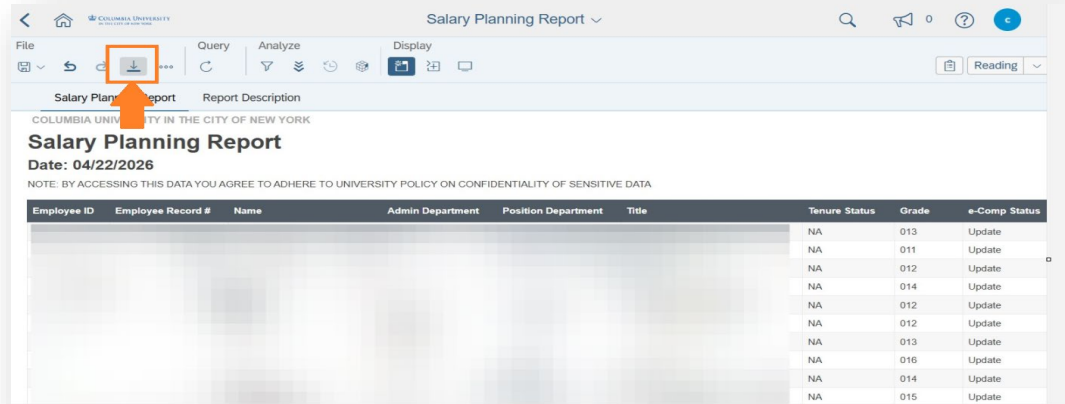
1. Click to Reload List of Values

2. Select ALL or choose from the list below.

3. Click Run

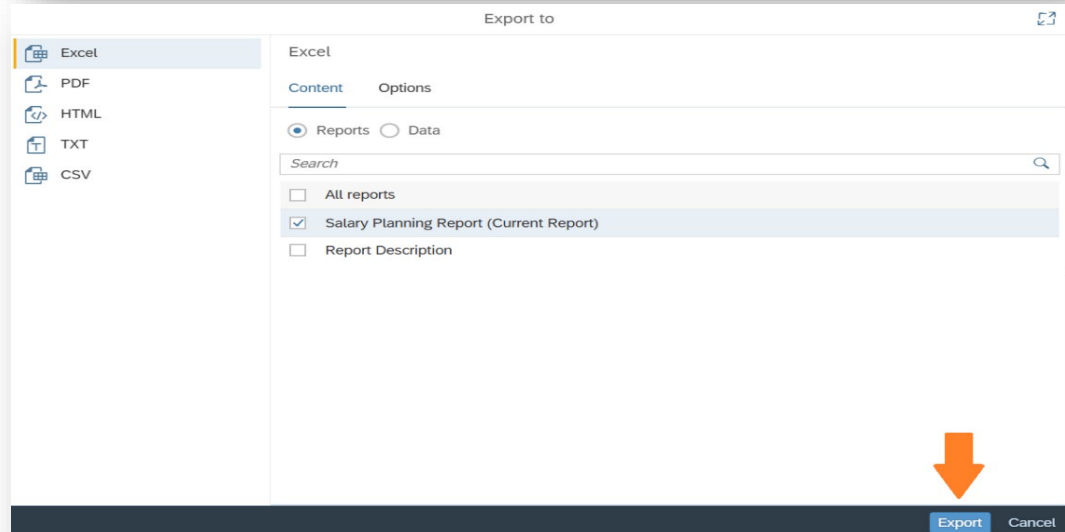
Export the Report

11. Click the Download icon



The screenshot shows the 'Salary Planning Report' interface. The top navigation bar includes 'File', 'Query', 'Analyze', and 'Display'. A red box highlights the download icon (a downward arrow) in the 'File' menu. Below the navigation bar, the report title 'Salary Planning Report' is displayed, along with the date '04/22/2026' and a note about confidentiality. A table with columns for Employee ID, Employee Record #, Name, Admin Department, Position Department, Title, Tenure Status, Grade, and e-Comp Status is visible. The table contains several rows of data, with the last row showing 'NA' for Tenure Status, '015' for Grade, and 'Update' for e-Comp Status.

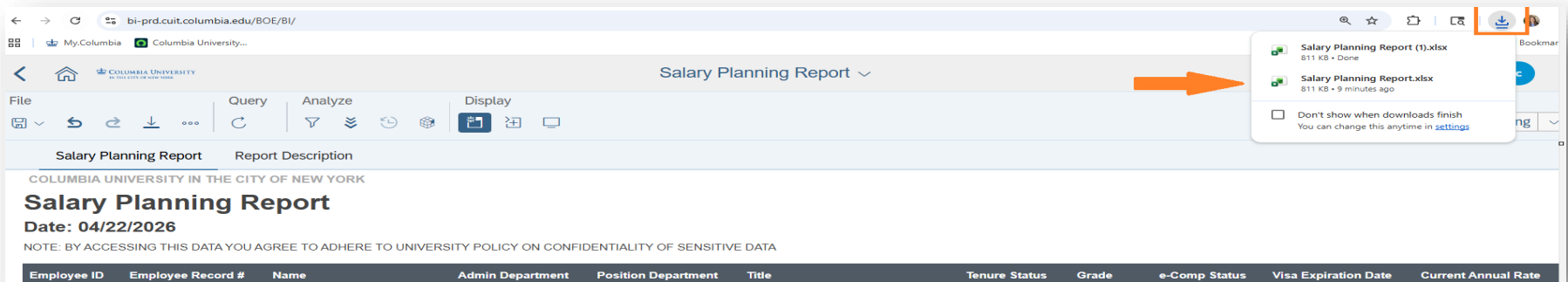
12. Choose the format type and **Click Export**



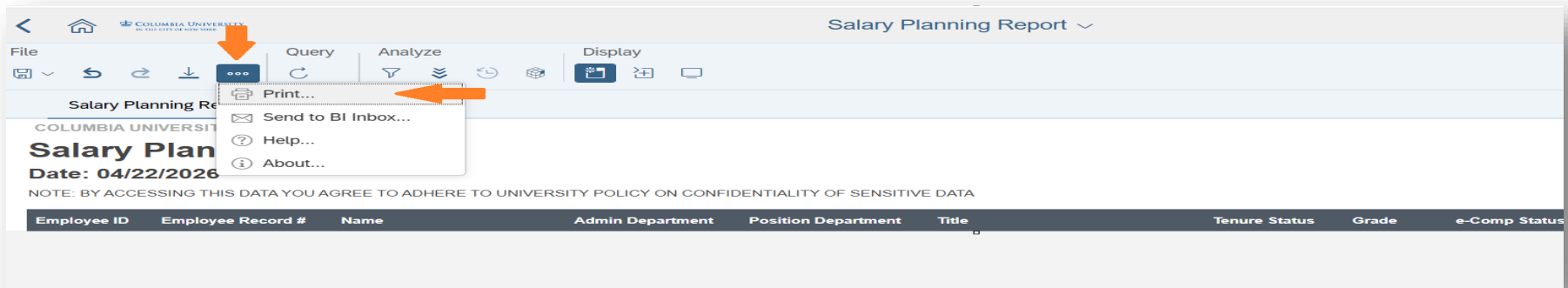
The screenshot shows the 'Export to' dialog box. The 'Excel' format is selected in the left sidebar. The 'Content' tab is active, and the 'Reports' radio button is selected. The 'Salary Planning Report (Current Report)' is checked in the list of reports. The 'Export' button is highlighted with a red arrow.

Opening or Printing the Report

*Open the report from your browser download file or your desktop downloads folder.



*To print the report, click on the three dots icon next to the download icon in the report, and click Print.



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

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