

Enter salary uploads ^[1]

June 1, 2013 by [Employee and Information Services](#) ^[2]

The salary planning pages are now open for entry of all University staff and faculty increases. For a refresher on how to enter the data, refer to the step-by-step guide on the Employee Services website at <https://www.cu.edu/pbs/sbs/CUonly/misc/Salary-Plng.pdf> ^[3]. If you have any questions on the pages, gaining security access or on the salary planning process, please email pbs.datachange@cu.edu ^[4]. Each campus will have a date on when the data entry needs to be completed. Please be sure to confirm the final dates with them. HRMS will be down all day on Tuesday, July 2, for the loading of all the increases to take effect July 1. This includes Classified Staff, University Staff and 12-month Faculty. Please refrain from entering any July 1 rows until after the salary uploads are completed on July 2. The system will be down on Friday, Aug. 2, to upload 9-month Faculty changes. Please be sure to have all Faculty Election to Defer Receipt of Salary payment forms to Employee Services by June 30.

[salary](#) ^[5]

Display Title:

Enter salary uploads

Source URL: <https://www.cu.edu/blog/hcm-community/enter-salary-uploads>

Links

[1] <https://www.cu.edu/blog/hcm-community/enter-salary-uploads>

[2] <https://www.cu.edu/blog/hcm-community/author/23>

[3] <https://www.cu.edu/pbs/sbs/CUonly/misc/Salary-Plng.pdf>

[4] <mailto:pbs.datachange@cu.edu>

[5] <https://www.cu.edu/blog/hcm-community/tag/salary>