Negotiations Manager Made Simple

This document contains instructions for using Negotiations Manager to increase/decrease salaries by a percentage, flat amount or both for those employees who are in an employee type that is NOT associated with a NEXT salary schedule. Follow the steps below for the successful completion of changing salaries and moving salary information to Payroll Manager.

1. In Human Resources Manager, create a record for each bargaining unit in the Bargain Unit Maintenance File.
2. In either Human Resources Manager or Payroll Manager, go to the Employee Type folder in Employee Type Maintenance and link each employee type with the appropriate bargaining unit.
3. In Negotiations Manager, select the Earnings Global Change routine from the Data Entry menu. Select the Bargaining Unit and associated Employee Type(s) from the browser.
   - - If the Modify button is not active (not highlighted), you have not generated any salary information for the selected bargaining unit and employee type(s). To continue the global earnings change process, choose the **Generate** button. Choose the type of earning (Contract, Supplemental, etc.) that you want to project. Indicate the effective date, rounding method, percent/flat amount/combination flag, increase/decrease flag, and percentage and/or flat dollar amount. Press the **Save** button. Press the **Modify** button to see or change the earnings.
   - - If the Modify button is active (highlighted), you have already generated your salary changes. In this case, you can do one of the following.
   A) Clear All salaries. Press the **Clear All** button to remove all salary changes associated with the highlighted bargaining unit and employee type(s). Be aware that if you choose the Clear All option and you had made changes to the system-calculated salaries, all your changes are removed.
   B) Change or View Salary Information. Press the **Modify** button to look at or change salary information.
4. To change salary information, press the **Update** button. Use the **Override** button only if you DO NOT want the system to recalculate amounts for you. Press the **OK** button.
5. To return to the initial Earnings Global Change window, press the **Salary** button. From here, you can select another bargaining unit and employee type(s) to generate.
6. From the Reports menu, run the Earnings Projection Report routine. Make sure that you have the Projection Type radio button set to **Non-Schedule**. Carefully check and verify that the salary information is correct BEFORE you process the salary move to Payroll. If you notice that information is NOT CORRECT on the Projection report, DO NOT move the salaries to Payroll. Check to make sure that the processes noted in steps 1 through 2 above were completed. If necessary, call the Finance Manager Support line.
7. If needed, print the Earnings Projection Letters from the Reports Menu. Make sure to change the Effective Date on the Options window to the same date entered on the Earnings Global Change window.
8. After you have confirmed that all salary information is correct and you have run your final payroll in Payroll Manager, use the Earnings Move option on the Utility menu to move salary information to Payroll Manager. Highlight the appropriate bargaining unit and employee type(s), select the **Non-Schedule** Projection Type, and press the **Move** button. Enter **Yes** at the prompt to indicate that the final payroll has been run. Enter the Effective Date of the move. **This date must be the same date as the Effective Date entered on the Earnings Global Change window and is used for correct distribution of account information.** Press the **OK** button to process the Move.