Negotiations Manager Made Simple

This document contains instructions for using Negotiations Manager to project salary and benefit costs for those employees who are in an employee type that is associated with a salary schedule.
Follow the steps below for the successful completion of projecting 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, set up all schedules for the upcoming year for all applicable pay methods (Contract, Hourly, Supplemental, etc.) using the Earnings Schedules routine under the Data Entry menu.
4. In either Human Resources Manager or Payroll Manager, access the Employee Type Maintenance option. Go to the Schedule folder and link the appropriate Next schedule with each employee type. Be sure to set the schedule status to **NEXT**.
5. In Negotiations Manager, select the Earnings Projection 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 projection process, choose the **Generate** button. Choose the type of earning (Contract, Supplemental, etc.) that you want to project. Indicate the number of steps to increase, stop at max steps flag, effective date, and rounding method. Press the **Save** button. Press the **Modify** button to see or change the projection.
   - - If the Modify button is active (highlighted), you have already generated your projections. In this case, you can do one of the following.
   A) Clear All Projections. Press the **Clear All** button to remove all projections 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 projected salaries, all your changes are removed.
   B) Change or View Projections. Press the **Modify** button to look at or change projected salary information.
6. To change projection 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.
7. To return to the initial Earnings Projection window, press the **Salary** button. From here, you can select another bargaining unit and employee type(s) to project.
8. From the Reports menu, run the Earnings Projection Report routine. Make sure that you have the Projection Type radio button set to **Schedule**. Carefully check and verify that the projection 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 4 above were completed. If necessary, call the Finance Manager Support line.
9. 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 Projection window.
10. After you have confirmed that all projected 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 **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 Projection window and is used for correct distribution of account information.** Press the **OK** button to process the Move.
11. After the move is completed, you must go to the Schedule folder for the employee type in Employee Type Maintenance and change the Next schedule status from "**Next**" to "**Current**" and the Current schedule status from "**Current**" to "**Previous**". You should have only one schedule with a current status.

If you forget to clear out projections and already have performed step 11, which changes the schedule status from Next to Current, go to the Special Routines area in System Manager and run the following utility: **util/wutilproj.r**. A window will display where you will select those employee types in the browser that have no Next schedule. Press the Clear All button to clear out projections for the selected employee types.