

# Mass Salary Updates – Cheat Sheet

If you have 10 or more salary updates to process in Ariel, you can submit these to EBP using the Mass Salary Update spreadsheet. EBP will then send these to LifeWorks to load on to the system.

**NOTE:** Save a copy of the Mass Salary Update Template. We recommend saving it with your Ariel assigned school division number (i.e., PROD\_SSBA\_SAL\_##SD\_yyyymmdd) for reuse each time. This number can be found on any employee's Ariel record or under Billing. See #7 below for details.

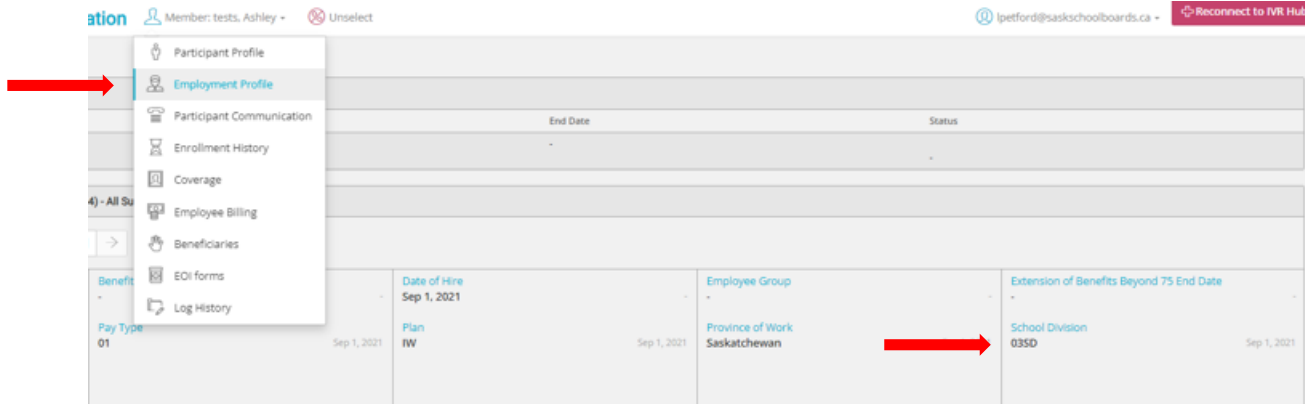
**NOTE:** Only submit salary updates once. Do not enter a salary both manually on Ariel and on the Mass Salary Update spreadsheet.

**NOTE:** Only include salaries on the spreadsheet that need updating. Do not include a salary on the spreadsheet if it is already showing correct on the Ariel record.

## Instructions for completing the spreadsheet:

1. Division Number column: Format this column as “text” and use ( ‘ ) so that the number appears as three digits. For example, [‘023] rather than [023]
  - a. To quickly fill a large amount of cells with the same formatting, fill in the first two cells in the column with the identical information, i.e., ‘023. Then hover your mouse on the bottom right-hand corner until you see the plus sign and drag it down to all cells you wish to fill.
2. Effective Date format is mm/dd/yyyy
3. Salary format has no dollar sign and two decimal places, i.e. 50000.00
4. Do not include nicknames, additional notes or lines. If in doubt, use the name on the Ariel record
5. Keep all data on one tab, lines are unlimited
6. Remove the headings (row 1 to 3)
7. If you have more than one spreadsheet to submit on the same day, combine the data into one spreadsheet
8. Save as an Excel document
  - a. Note the naming convention in the name of the file
    - i. It will always be PROD\_SSBA\_SAL\_##SD\_yyyymmdd, updated with your ##SD and the current date.
    - ii. Your Ariel School Division Number appears in format ##SD and can be found on any plan member's “Employment Profile” under the

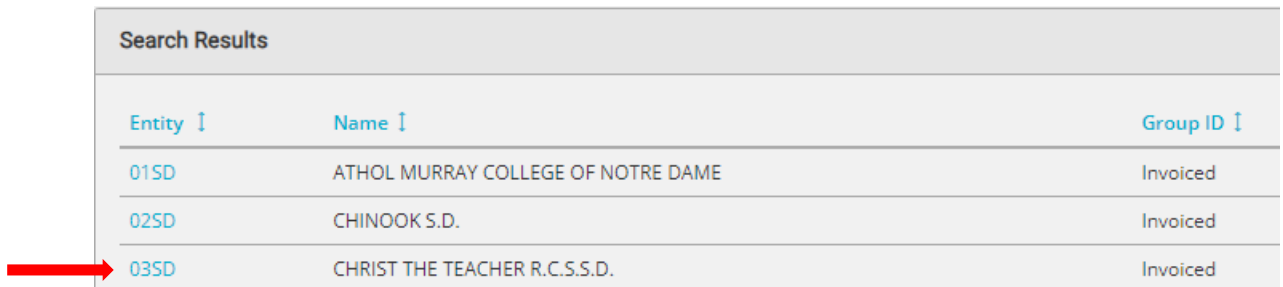
heading “School Division”. This is a number that Ariel has assigned that encompasses all your separate groups/divisions.



The screenshot shows a user interface for an employee profile. A dropdown menu is open, highlighting 'Employment Profile'. Below the menu is a table with columns for 'Date of Hire', 'Employee Group', and 'Extension of Benefits Beyond 75 End Date'. The 'School Division' column contains the value '03SD'.

Date of Hire	Employee Group	Extension of Benefits Beyond 75 End Date
Sep 1, 2021	Province of Work Saskatchewan	School Division 03SD

You can also find this number under “Billing”, “Entity”.



The screenshot shows a table titled 'Search Results' with three columns: 'Entity', 'Name', and 'Group ID'. The 'Entity' column contains the value '03SD'.

Entity	Name	Group ID
01SD	ATHOL MURRAY COLLEGE OF NOTRE DAME	Invoiced
02SD	CHINOOK S.D.	Invoiced
03SD	CHRIST THE TEACHER R.C.S.S.D.	Invoiced

- iii. Adjust the name of the file by removing ‘Template’, adding your SD number and adding the current date.
9. Email the completed spreadsheet to your designated EBP Plan Administrator for processing