Add Salary Placeholders in NUPlans Web
Salary Placeholders

• You may need to add placeholders to estimate compensation for new employees or new salary budgets.
Add Placeholder Data

• For employees who do not appear in the Comp Input View
  • New positions
  • New employees
  • Hired
  • Pending hire

• NUPlans Contributor > Add Placeholder Data
  • 5 new employee placeholders
  • 5 chart string rows each, by default.
  • To add 5 additional lines, select the rows dimension [HR_ComplInput] and select the subset 10 lines.
  • Additional custom-named placeholders may be added via NUPlans Web
Add Placeholder Data

New placeholders will appear below New Employee 05.
Add Salary Placeholder

NUPlans Web > Applications > Salary Placeholders > Add Salary Placeholder

• Add custom-named placeholders.
• You can add up to 200 additional placeholders.
• Placeholders cannot be added if the budget grouping is locked (submitted).
• Optionally, you may assign a 6-digit HR Home Department ID to the placeholder.
  – Values ending in 90 or 96 are salary confidential.
• Placeholders are added immediately.
Add Salary Placeholder
- You may create a salary placeholder within your budget grouping in NUPlans.
- Placeholders cannot be added if the budget grouping is locked or if you have view-only access to the budget grouping.
- OPTIONAL: Assign a 6-digit HR home dept. ID to the placeholder. Values ending in 90 or 96 are confidential placeholders.
- You will receive an email when your placeholder is successfully added.
- Salary placeholders are added immediately.
- View new placeholders in NUPlans Contributor's ADD PLACEHOLDER DATA - SIMPLE or ADD PLACEHOLDER DATA tabs.

1. Select budget grouping.
2. To add a placeholder, enter a description (100 character limit)
3. Enter 6-digit HR home dept. ID (OPTIONAL).
4. Click to verify placeholder status.
5. If the status indicates the placeholder can be added, click to add placeholder.
6. View placeholder ID.

<table>
<thead>
<tr>
<th>Training 001 (TRAIN 001)</th>
<th>Budget Grouping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salary Placeholder</td>
</tr>
<tr>
<td></td>
<td>HR Home Department ID (OPTIONAL)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Placeholder Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Placeholder Added</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
2. Enter a placeholder description.
   • You may want to develop a convention for the description. Doing so is helpful to area finance offices and to reviewers with access to multiple budget groupings.
   • Some areas add a prefix, such as the budget grouping number in parentheses. In the scene above, that number is TRAIN 002. Yours appears in the same place.
   • For example, the description “TRAIN 002: John Smith” enables reviewers to sort and find placeholders in a list.
3. Optionally, enter a 6-digit HR Home Department ID.
   - HR Home Department ID is not the same as Financial Department ID.
   - Financial department IDs have seven digits and appear in your chart strings.
   - HR department IDs have six digits.
   - HR department IDs ending in 90 or 96 are treated as salary confidential, which means that only end users with qualifying security access profiles can see and enter estimates for the placeholders.

4. Click Verify Status.
A message in YELLOW confirms that the placeholder is ready to add and the salary is confidential.

5. Click Add Placeholder
   a) Click Continue.
   b) Click OK.
A message in GREEN appears when salary is not confidential or when you do not enter an HR Home Dept ID.

5. Click Add Placeholder
   a) Click Continue.
   b) Click OK.
A message in red warns that a description may only be used once per budget grouping!
6. Last Placeholder Added confirms your placeholder was added. The form automatically clears, so you can add another placeholder, if needed.
Add Placeholder Data

The placeholder appears in Contributor immediately.
Review

• Add placeholders to Contributor for new employees, new positions, or new salary related budget items.

• In NUPlans Web Add Salary Placeholders:
  – Give it a name and (optionally) an HR Home Department ID.
  – Confidentiality applies to salary related to HR Home Department IDs ending in 90 or 96.

• Find the placeholder in the Contributor view Add Placeholder Data.