



MASS SALARY UPDATES FOR CURRENT EMPLOYEES

Current employee salaries can be updated either on an individual basis in the Employee Profile on the Compensation page or using a mass salary update file for the SET SEG Enrollment team to import.

New employees **cannot** be added using this file – you will need to enter new employees in Employee Navigator directly.

Note: Any benefit billing affected by salary changes will update on the day of the effective date. Any billing changes due to salary updates will be reflected on the following invoice.

1. Create an Ad-Hoc Row Based Report to pull current employee and salary data
 - a. Click on the **Reports** tab
 - b. Click on **Row-Based Report**
 - c. Select the following Employee fields (in this order)
 - i. Social Security Number
 - ii. Last Name
 - iii. First Name
 - d. Select additional fields under Compensation
 - i. Annual Base Salary
 - ii. Hourly Rate (if applicable)
 - iii. Hours Per Week (if applicable)
 - iv. Salary Effective Date

The screenshot shows a configuration window for a report. On the left, under the 'Fields' section, there is a dropdown menu set to 'Employee' and a 'Reorder Selected Fields' link. Below this, the 'Profile & Personal' section is expanded, showing a list of fields with checkboxes. The following fields are checked: Social Security Number, First Name, Last Name. Other unchecked fields include Middle Name, Suffix, Preferred Name, Display Name, Full Name, Sex, Gender Identity, and DOB. The 'Compensation' section is also expanded, showing a list of fields with checkboxes. The following fields are checked: Salary Effective Date, Annual Base Salary, Hourly Rate, and Hours per Week. Other unchecked fields include Pay Basis, Annual Benefit Salary, Annual Benefit Salary Effective Date, and Departure Year/WD Employee. On the right, the 'Options' section is visible, containing a 'Review options and filters' link, a 'Dependents' section with an unchecked 'Include dependents' checkbox, a 'What to exclude:' section with unchecked checkboxes for 'Declined enrollments', 'Ended enrollments', and 'Not enrolled', and a 'What type of enrollment:' section with a dropdown menu set to 'Default'.



EMPLOYEE BENEFIT SERVICES

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- e. Click **View & Download**
 - f. Update Salary and Effective date with new information
2. Save the salary template using the following naming conventions:
School Name_SalaryUpdates_EffectiveDate



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Submit Mass Salary Template to SET SEG Employee Benefits via SET SEG Secure Portal:

Keep your employee data safe! Use the SET SEG secure portal to send the salary updates.

1. **Log in** to your SET SEG portal at <https://setseg.org/>
2. Click on **UPLOAD EMPLOYEE ENROLLMENT FORMS** under EMPLOYEE BENEFITS SERVICES on the top navigation bar



3. Complete the required fields – some will prepopulate with your information
4. Select **Salary Updates** from the Submission Type drop-down box

5. Click **Select File** and attach the mass salary update file you created
School Name_SalaryUpdates_EffectiveDate
6. Add comments if needed



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7. Click **Submit**

reporting ensures your records are up-to-date.

Changes reported and/or payments received after the 1st of the month will be on the following months invoice as our billing cycle closes on the last day of each month.

Please complete the following steps:

- Click [here](#) to access forms or if your documents are already complete and saved, move to the upload process below
- Complete the form and save it
- Return to this page to upload the form

* **Contact Name:**

* **Phone Number (xxx-xxx-xxxx):**

* **Email Address:**

* **Submission Type:**

Select Submission Type

- Select Submission Type
- * Beneficiary Form
- Change of Status
- Change Form
- Salary Updates**
- Termination
- Evidence of Insurability
- Application

8. Click **Select File** and **attach** the mass salary update file you created

School Name_SalaryUpdates_EffectiveDate

9. **Add comments** if needed

10. Click **Submit**