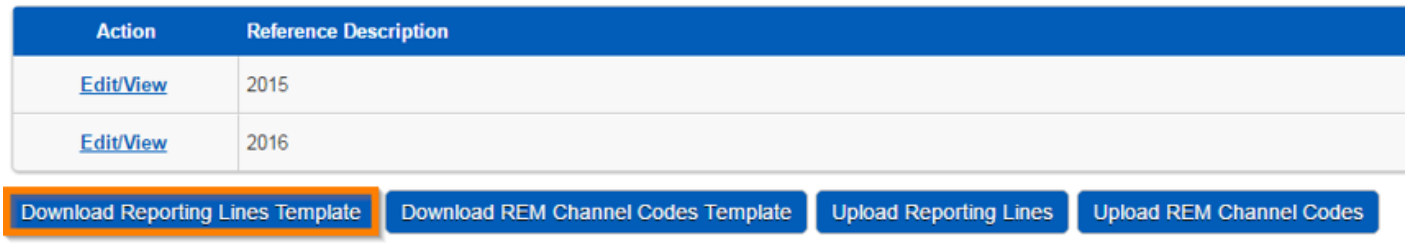
2.3 Step 3: Download and Upload of Reporting Lines Template

WHY: *This section assists the administrator in downloading the Reporting Lines Template, completing them and uploading them*

WHERE: *From the system portal, click* ***System Administration*** **|** ***Modules*** **|** ***Salary Review*** **|** ***Period*** **|** ***Download Reporting Lines Template***

2.3.1 Download Reporting Lines Template

- The most recent template will download with information regarding the last uploaded template
- Click on “Download Reporting Lines Template”



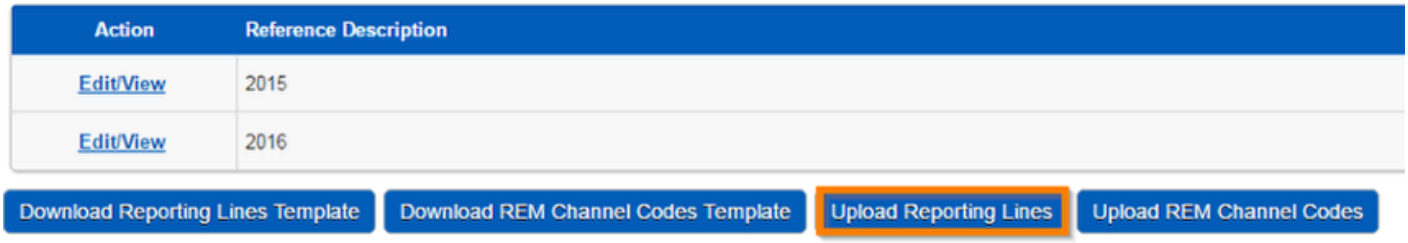
- Complete the Template with the following information:
- Employee number
- Name
- Surname
- REM Channel Code
- Cost to Company
- Overtime
- Increase

- Performance Rating
- Bonus
- Market Adjustment
- Period
- Manager employee number
- Manager Name
- Manager Surname

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee Number	Name	Surname	REMchannel Code	Cost To Company	Overtime	Increase	Performance Rating	Bonus	Market Adjustment	Period	Manager Employ	Manager Name	Manager Surname
2	001	Elize	Bothma	123	210000	10	9	4	2000	10	2016	leeannjvrensbur	Lee-Ann	Janse van Rensburg
3	002	Lize-Mari	Bothma	234	300000	10	5	3	6000	10	2016	leeannjvrensbur	Lee-Ann	Janse van Rensburg
4	003	AJ	Van Niekerk	345	550000	10	2	5	6000	10	2016	leeannjvrensbur	Lee-Ann	Janse van Rensburg
5	004	Jacques	Britz	456	600000	10	3	3	5000	10	2016	MarieJoubertWa	Marie	Wallis
6	005	Marie	Wallis	567	100000	10	4	5	10000	10	2016	Signify	Signify	Signify
7	006	Lee-Ann	Janse van Re	234	300000	10	4	5	10000	10	2016	MarieJoubertWa	Marie	Wallis

2.3.2 Upload Reporting Lines Template

- After completing the template, save a copy.
- Click on “Upload Reporting Lines Template”

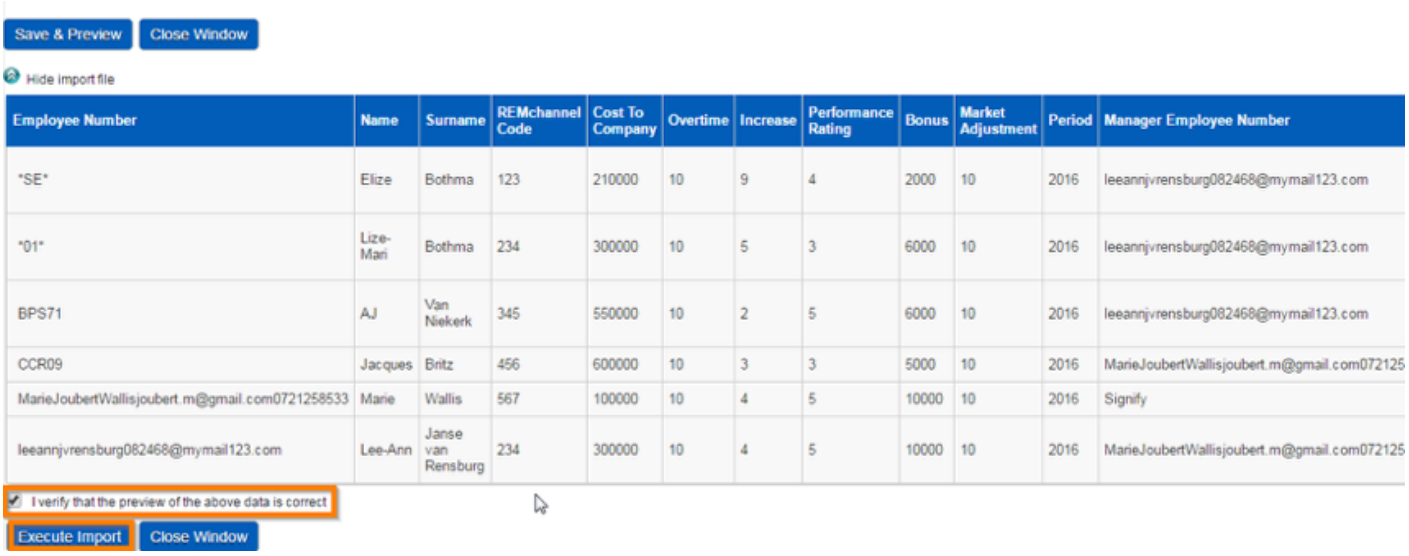


- A page will open where you are prompted to choose the file
- Choose the template that you completed and saved
- There are two options choose from:
- Upload entire list and remove existing data
- Upload only this information and keep existing data as is
- Click then Save and Preview





- If the data is correct, tick the verify box and select Execute Import



Employee Number	Name	Surname	REMchannel Code	Cost To Company	Overtime	Increase	Performance Rating	Bonus	Market Adjustment	Period	Manager Employee Number
SE	Elize	Bothma	123	210000	10	9	4	2000	10	2016	leeannjvrensburg082468@mymail123.com
01	Lize-Mari	Bothma	234	300000	10	5	3	6000	10	2016	leeannjvrensburg082468@mymail123.com
BPS71	AJ	Van Niekerk	345	550000	10	2	5	6000	10	2016	leeannjvrensburg082468@mymail123.com
CCR09	Jacques	Britz	456	600000	10	3	3	5000	10	2016	MarieJoubertWallisjoubert.m@gmail.com072125
MarieJoubertWallisjoubert.m@gmail.com0721258533	Marie	Wallis	567	100000	10	4	5	10000	10	2016	Signify
leeannjvrensburg082468@mymail123.com	Lee-Ann	Janse van Rensburg	234	300000	10	4	5	10000	10	2016	MarieJoubertWallisjoubert.m@gmail.com072125

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