

## 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”

Action	Reference Description
<a href="#">Edit/View</a>	2015
<a href="#">Edit/View</a>	2016

[Download Reporting Lines Template](#) [Download REM Channel Codes Template](#) [Upload Reporting Lines](#) [Upload REM Channel Codes](#)

- 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 Employee	Manager Name	Manager Surname	
2	001	Elize	Bothma	123	210000	10	9	4	2000		10	2016	leeannjvrensbu	Lee-Ann	Janse van Rensburg
3	002	Lize-Mari	Bothma	234	300000	10	5	3	6000		10	2016	leeannjvrensbu	Lee-Ann	Janse van Rensburg
4	003	AJ	Van Niekerk	345	550000	10	2	5	6000		10	2016	leeannjvrensbu	Lee-Ann	Janse van Rensburg
5	004	Jacques	Britz	456	600000	10	3	3	5000		10	2016	MarieJoubertWal	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	MarieJoubertWal	Marie	Wallis

## 2.3.2 Upload Reporting Lines Template

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

Action	Reference Description
<a href="#">Edit/View</a>	2015
<a href="#">Edit/View</a>	2016

[Download Reporting Lines Template](#)
[Download REM Channel Codes Template](#)
[Upload Reporting Lines](#)
[Upload REM Channel Codes](#)

- 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

Image not found or type unknown



Image not found or type unknown



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

Save & Preview Close Window

Hide Import file

Employee Number	Name	Surname	REChannel 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

☒ I verify that the preview of the above data is correct

Execute Import Close Window

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