

<b>Title</b>	<b>CUPA/Oklahoma Reporting White Paper</b>
<b>Version</b>	1.0
<b>Date</b>	March 30, 2011
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<b>Process Owner</b>	HRIS Module
<b>Dept/Division</b>	Human Resources
<b>Get help with this process</b>	Janice Minder, 605-773-3455 RIS HR Applications, 605-773-5413
<b>Processes</b>	Processes completed at RIS – ASP Program
	NA
	NA
	NA
	NA

**Description:**

The reports in this section were created to complete regional and national comparative reporting with the Market.

**Reference Information:**

**CUPA Regional Surrounding States Report**

**Report 1: CUPA Detail Report**

This report is a detail report of CUPA at 100% to that of employees in a Rank/CIP. If there is a \$0 in the CUPA amount, then CUPA did not report any Salary in that CIP/Rank. If the % of Increase and Salary Increase are 0.00, then that depicts one of two reasons, 1. The individual is at or above market comparison, 2. The individual had no comparison from CUPA. It appears that the header is shifted to the right, so please note that as you review the data. Here are the headers:

Camp = Campus (Numeric)

Inst = Institution (Character)

Name (First and Last)

Rank

CUPA Amt – Comparison amount from group below.

100% = 100% (versus say 90%) of CUPA.

Cnt = Count (carry over from PayPers – does not appear to be used in detail report)

Ave Sal = (header is misleading) – this is actual salary of incumbent.

% of Incr. = Percentage of Salary of CUPA Comparison.

Sal Incr. = Salary Increase expected to reach market.

**Report 2: CUPA Report 2:**

This report arrives at an average salary for those in a particular Rank/CIP.

Camp = Campus (Numeric)

Inst = Institution (Character)

Title = Title

Department = Department

Rank = Rank

CIP = CIP

BAMT9 = NBAJOBS Salary (9 month-a-sized)

BFTE = NBAJOBS FTE

Average Salary = Average Salary for all in Rank/CIP

**Report 3: CUPA Report 3:**

This report takes average from Report 2 and compares to CUPA CIP at 100%. This is just a high level overview to provide some information on regional comparisons at Rank/CIP level.

Camp = Campus (Numeric)

Inst = Institution (Character)

Title = Title

Department = Department

Rank = Rank

CIP = CIP

COMP = Comparison of CUPA 100% from Detail report.

Count = Count of employees

Ave Sal = Average Salary from Report 2.

**Report 4: CUPA Report 5a**

Report 4 is a summary of data split out by Agency and Campus in summary format.

Camp = Campus (Numeric)

Inst = Institution (Character)

Total BAMT = Total Salaries from NBAJOBS

Total FTE = Total FTE from NBAJOBS

**Report 5: CUPA Report 6a**

**Report 6: CUPA Report 7a**

**SURROUNDING STATES:**

**Iowa**

University of Northern Iowa

**Idaho**

Boise State University

Idaho State University

Lewis & Clark State College

University of Idaho

**Minnesota**

Bemidji State University

Mankato State University

Metropolitan State University

Moorhead State University

Southwest State University

St. Cloud State University

Winona State University

**Montana**

Montana State University-Bozeman

Montana State University-Billings

Montana Tech/University of Montana

Northern Montana College/Montana State University

University of Montana

Western Montana College/University of Montana

**Nebraska**

Chadron State

Peru State

University of Nebraska-Kearney

University of Nebraska-Omaha

Wayne State

**North Dakota**

Bismarck State College

Dickinson State University

North Dakota State College of Science

North Dakota State University

University of North Dakota

Valley City State University

Mayville State University

Minot State University

**Links:**

CUPA-HR: <https://surveysonline.cupahr.org/>

**Process Name:**

PZRCADM – Admin Level Program

PZRCMID – Mid-Level Program

PZRCFAC – Faculty Program

**General Steps for Each Program:**

Step	Action
1	Go to Surveys Online at <a href="https://surveysonline.cupahr.org/">https://surveysonline.cupahr.org/</a> .
2	Log in to the system as you normally would.
3	Go to the Surveys/Survey Menu and select the Administrative Compensation Survey for the year on which you will be reporting.
4	Check “My institution will complete this survey.” This step will reveal an Upload Data area right below the Survey Status Area.
5	User the Browse button to find your file to be uploaded.
6	Select your file and click the Upload button.
7	Wait while your data is verified and imported into your AdComp Survey online.
8	Once your file is uploaded you will receive a web page report verifying that the file was imported without problems, or you will be notified that there are one or more errors in the file.
9	Once you have uploaded your data and completed the Institutional Basics, Pay Practices, and Feedback sections, remember to check the box “My institution has completed the survey.”

NOTE: If you have to re-upload the data file, it will write over the old data. Be sure if you changed anything you document this so you can go over it again.

Parameters for each report are the same or similar:

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3 (PROD)

Process: PZRCADM CUPA Administrative Report Parameter Set:

**Printer Control**

Printer: Special Print: Lines: Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Institution Initials	BOR
02	As of Date	
03	Fiscal Year	

LENGTH: 8 TYPE: Character O/R: Required M/S: Single

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.  
Record: 1/1 ... List of Valu... <OSC>

**Further explanation of the process or procedure:**

- Open positions will reflect the salary of the prior incumbent.
- When you get the .lis, you will need to save with .csv file extension. This is the only way to update. (For example: PZRCADM.CSV).
- Data is pulled as of the effective date that you input into the parameters.
- There is no way to pull from Banner or Your Future of the hire is External or Internal. Since CUPA allows for “Don’t Know”, this has been set as the default. If you would like to go in and change this data you may.