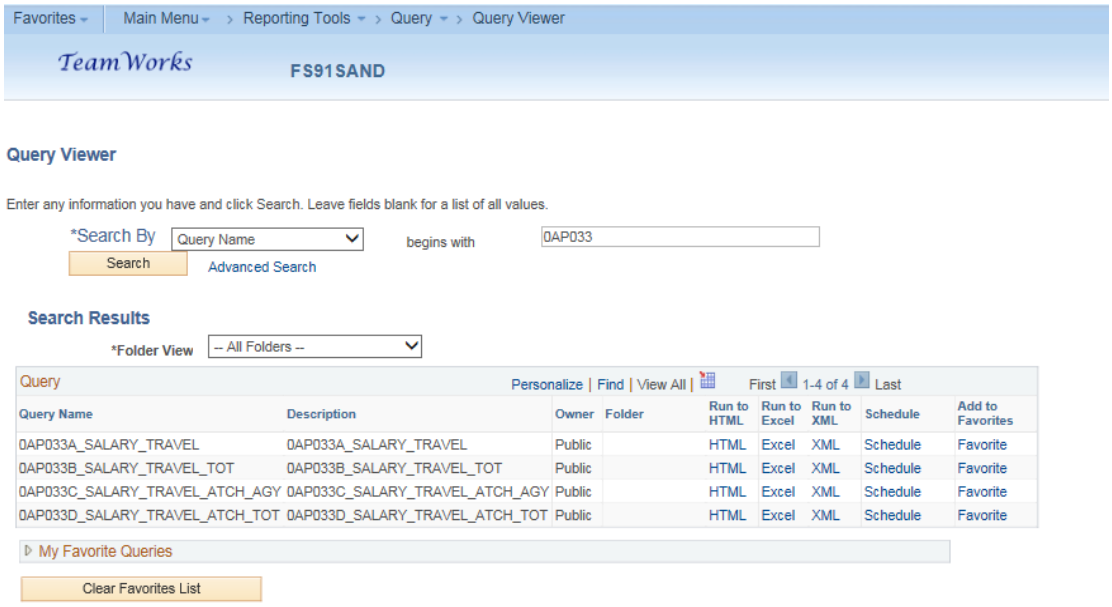
Job Aid - Review and Edit Salary and Travel Data: Salary and Travel Queries and CSV Conversion

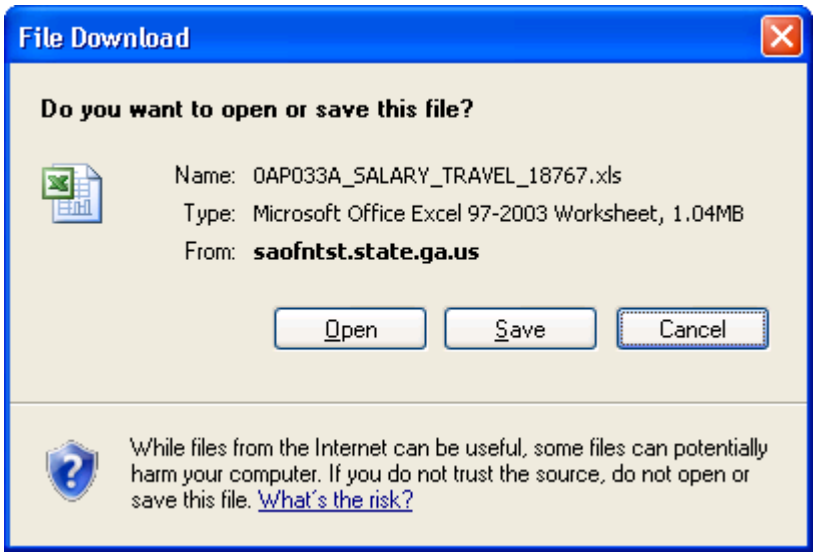
Date Created: 06/30/2016 Reviewed: June 2016

1.	Click the **Reporting Tools** link.
2.	Click the **Query** link.
3.	Click the **Query Viewer** link.
4.	The **Query Viewer** page displayed.
5.	Enter the Query Name into the **Text Field.** Salary and Travel Queries begin with **"0AP033"** **1.** 0AP033A_SALARY_TRAVEL – **This query should be used to extract data for uploading to the DOAA TIGA Salary and Travel website. The extracted data represents salary and travel information for the primary PeopleSoft Business Unit and does not include any employee data in which the 'Related BU" field has been populated with a business unit value other than the primary agency BU (e.g, Primary BU = 40700 / Related BU = 40700).** **2.** 0AP033B_ SALARY_TRAVEL _TOT- **This query should be used to obtain summary totals for Salary and Travel data for the primary PeopleSoft Business Unit. The amounts are totals of the data from the 0AP033A query.** **3.** 0AP033C_ SALARY_TRAVEL _ ATCH _AGY- **This query should be used to extract "Related BU" data for uploading to the DOAA TIGA Salary and Travel website. If an agency has not updated the value in the "Related BU" field (i.e., no Related BU or attached agencies exist), there is no need to run this query. The extracted data represents salary and travel information for any employee/s data in which the 'Related BU" field has been populated with a business unit value other than the primary agency BU (e.g, Primary BU = 48400 / Related BU = 96000).** **4.** 0AP033D_ SALARY_TRAVEL _ ATCH_TOT - **This query should be used to obtain summary totals for Salary and Travel data for the attached agencies. The amounts are totals of the data from the 0AP033C query described in step #3 above.**

6. Click the **Search** button.
Verify the Query Name to execute, then click the **Excel Link (Run to Excel).**



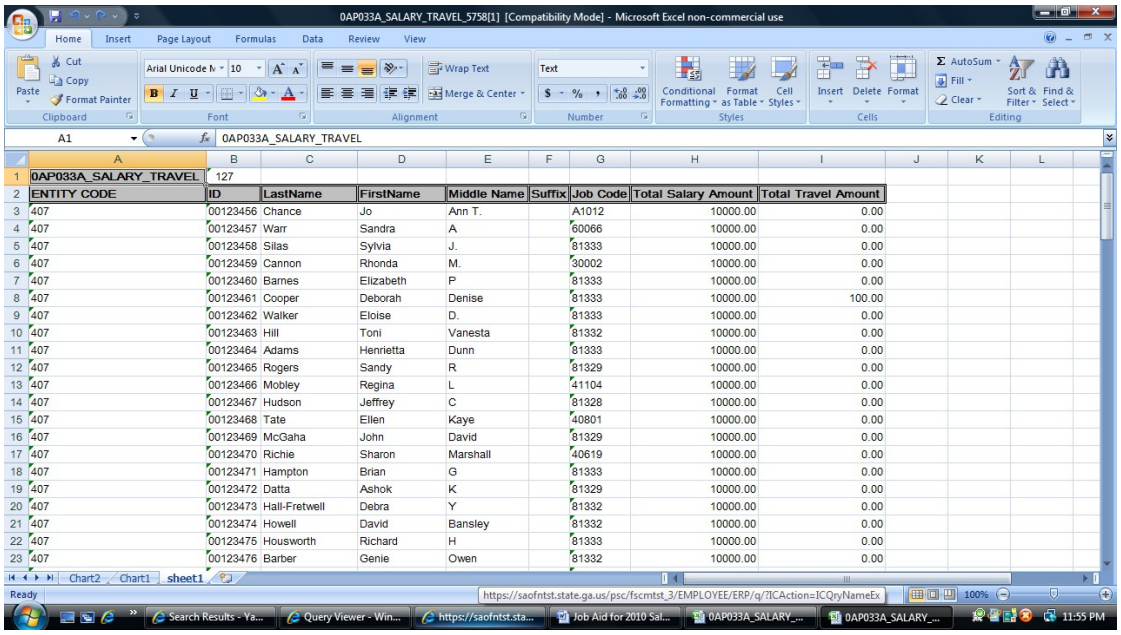
7. The **Run** page appears which will be used to define the parameters of the data to the system.

8.	Enter the applicable **Fiscal Year** for the desired Salary and Travel data.
9.	Enter the applicable **Business Unit** for Salary and Travel data, or use the prompt icon to verify the desired valid **Business Unit**.
10.	Click **View Results** Link.
11.	The **File Download** page is displayed. Click **Open** 

12. The File will open in Microsoft Excel.

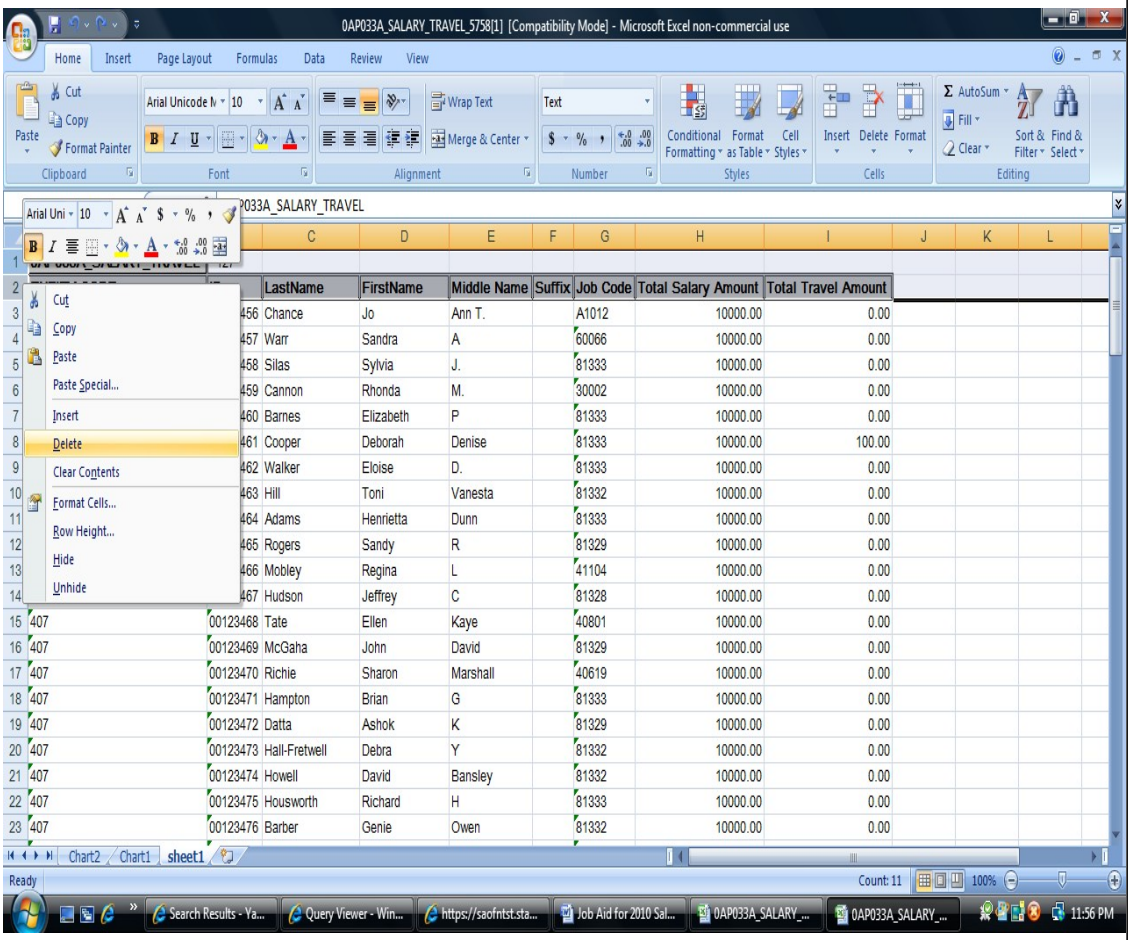
Note (A): The Employee ID, Job Code, Salary Amount and Travel Amount columns have been altered to prevent the display of sensitive data.

Note (B): Please be sure your formatting does not remove the "leading zeros" in the Employee ID column.

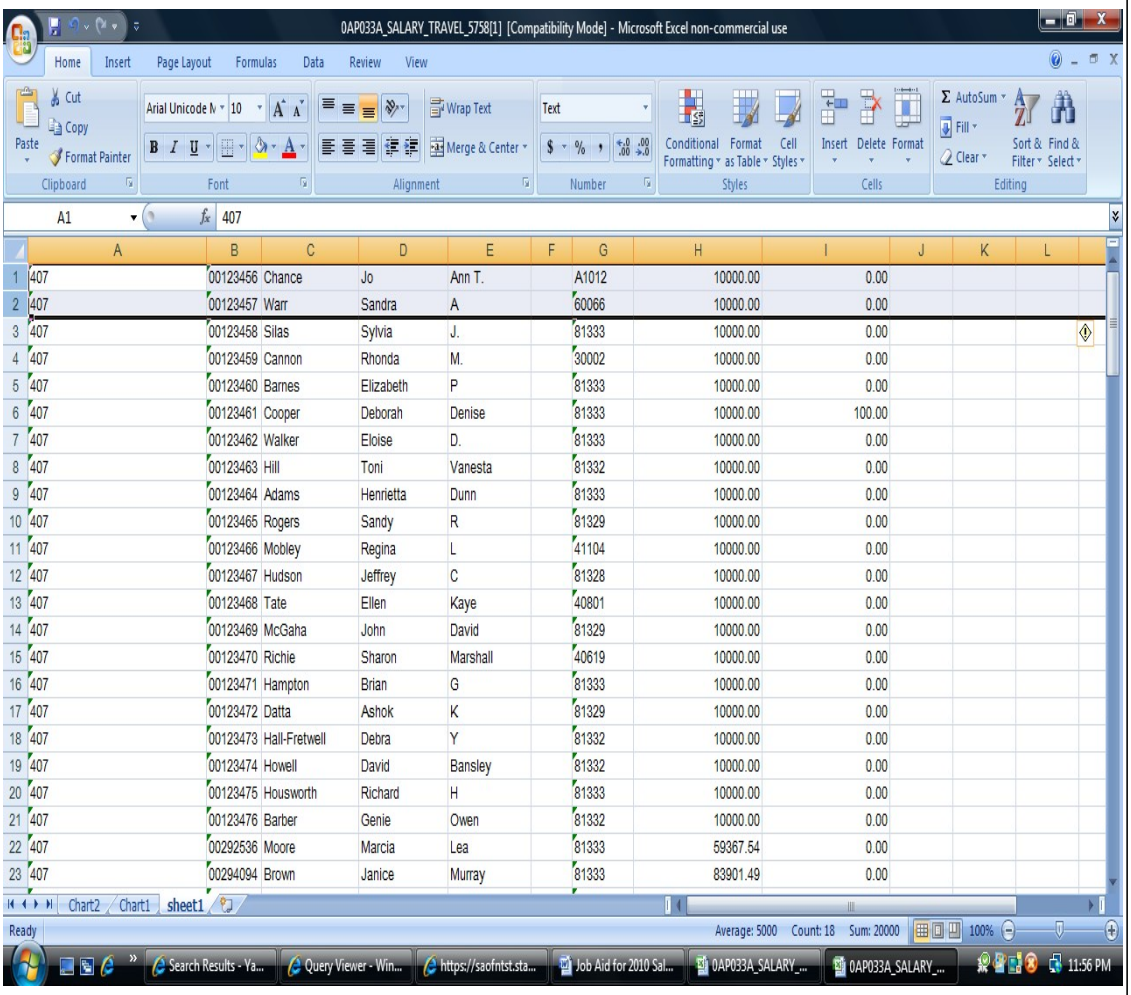


0AP033A_SALARY_TRAVEL	127							
ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount
407	00123456	Chance	Jo	Ann T.		A1012	10000.00	0.00
407	00123457	Warr	Sandra	A		60066	10000.00	0.00
407	00123458	Silas	Sylvia	J.		81333	10000.00	0.00
407	00123459	Cannon	Rhonda	M.		30002	10000.00	0.00
407	00123460	Barnes	Elizabeth	P		81333	10000.00	0.00
407	00123461	Cooper	Deborah	Denise		81333	10000.00	100.00
407	00123462	Walker	Eloise	D.		81333	10000.00	0.00
407	00123463	Hill	Toni	Vanesta		81332	10000.00	0.00
407	00123464	Adams	Henrietta	Dunn		81333	10000.00	0.00
407	00123465	Rogers	Sandy	R		81329	10000.00	0.00
407	00123466	Mobley	Regina	L		41104	10000.00	0.00
407	00123467	Hudson	Jeffrey	C		81328	10000.00	0.00
407	00123468	Tate	Ellen	Kaye		40801	10000.00	0.00
407	00123469	McGaha	John	David		81329	10000.00	0.00
407	00123470	Richie	Sharon	Marshall		40619	10000.00	0.00
407	00123471	Hampton	Brian	G		81333	10000.00	0.00
407	00123472	Datta	Ashok	K		81329	10000.00	0.00
407	00123473	Hall-Fretwell	Debra	Y		81332	10000.00	0.00
407	00123474	Howell	David	Bansley		81332	10000.00	0.00
407	00123475	Housworth	Richard	H		81333	10000.00	0.00
407	00123476	Barber	Genie	Owen		81332	10000.00	0.00

13. **Delete the Header rows** (1and 2) by highlighting the rows and r**ight** clicking the mouse. See and select the **Delete** option.



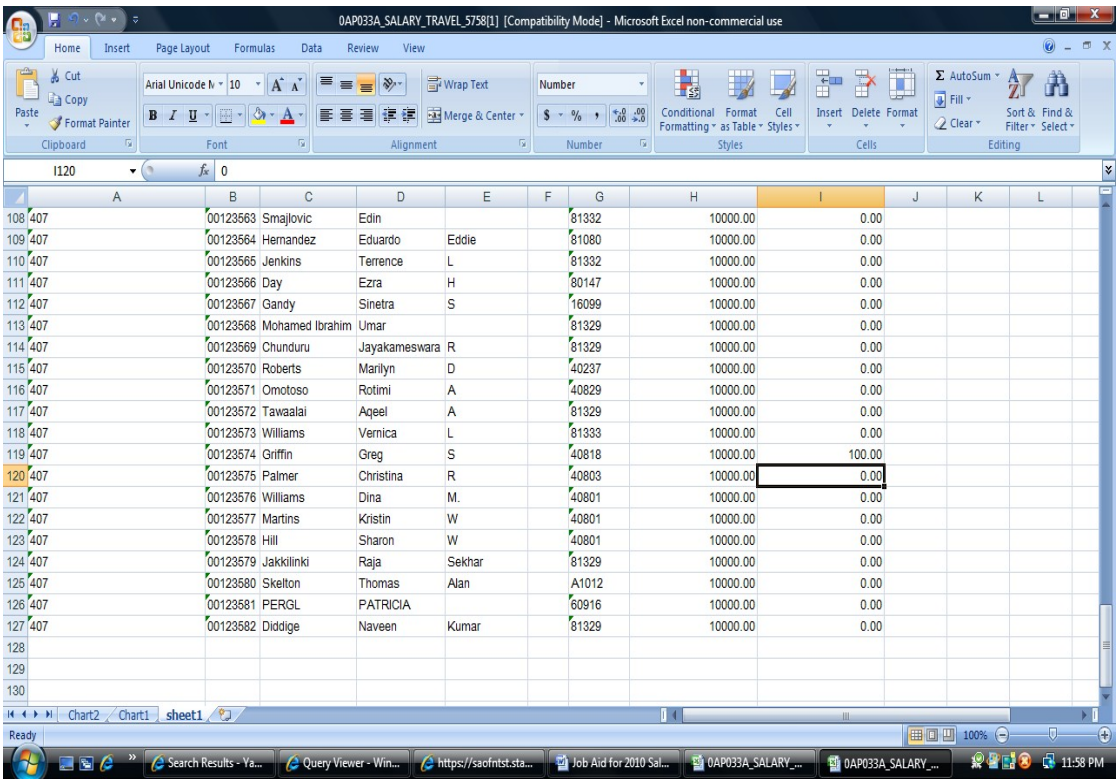
14. The Header rows (1 and 2) are then removed from the file.



407	00123456	Chance	Jo	Ann T.		A1012	10000.00	0.00			
407	00123457	Warr	Sandra	A		60066	10000.00	0.00			
407	00123458	Silas	Sylvia	J.		81333	10000.00	0.00			
407	00123459	Cannon	Rhonda	M.		30002	10000.00	0.00			
407	00123460	Barnes	Elizabeth	P		81333	10000.00	0.00			
407	00123461	Cooper	Deborah	Denise		81333	10000.00	100.00			
407	00123462	Walker	Eloise	D.		81333	10000.00	0.00			
407	00123463	Hill	Toni	Vanesta		81332	10000.00	0.00			
407	00123464	Adams	Henrietta	Dunn		81333	10000.00	0.00			
407	00123465	Rogers	Sandy	R		81329	10000.00	0.00			
407	00123466	Mobley	Regina	L		41104	10000.00	0.00			
407	00123467	Hudson	Jeffrey	C		81328	10000.00	0.00			
407	00123468	Tate	Ellen	Kaye		40801	10000.00	0.00			
407	00123469	McGaha	John	David		81329	10000.00	0.00			
407	00123470	Richie	Sharon	Marshall		40619	10000.00	0.00			
407	00123471	Hampton	Brian	G		81333	10000.00	0.00			
407	00123472	Datta	Ashok	K		81329	10000.00	0.00			
407	00123473	Hall-Fretwell	Debra	Y		81332	10000.00	0.00			
407	00123474	Howell	David	Bansley		81332	10000.00	0.00			
407	00123475	Housworth	Richard	H		81333	10000.00	0.00			
407	00123476	Barber	Genie	Owen		81332	10000.00	0.00			
407	00292536	Moore	Marcia	Lea		81333	59367.54	0.00			
407	00294094	Brown	Janice	Murray		81333	83901.49	0.00			

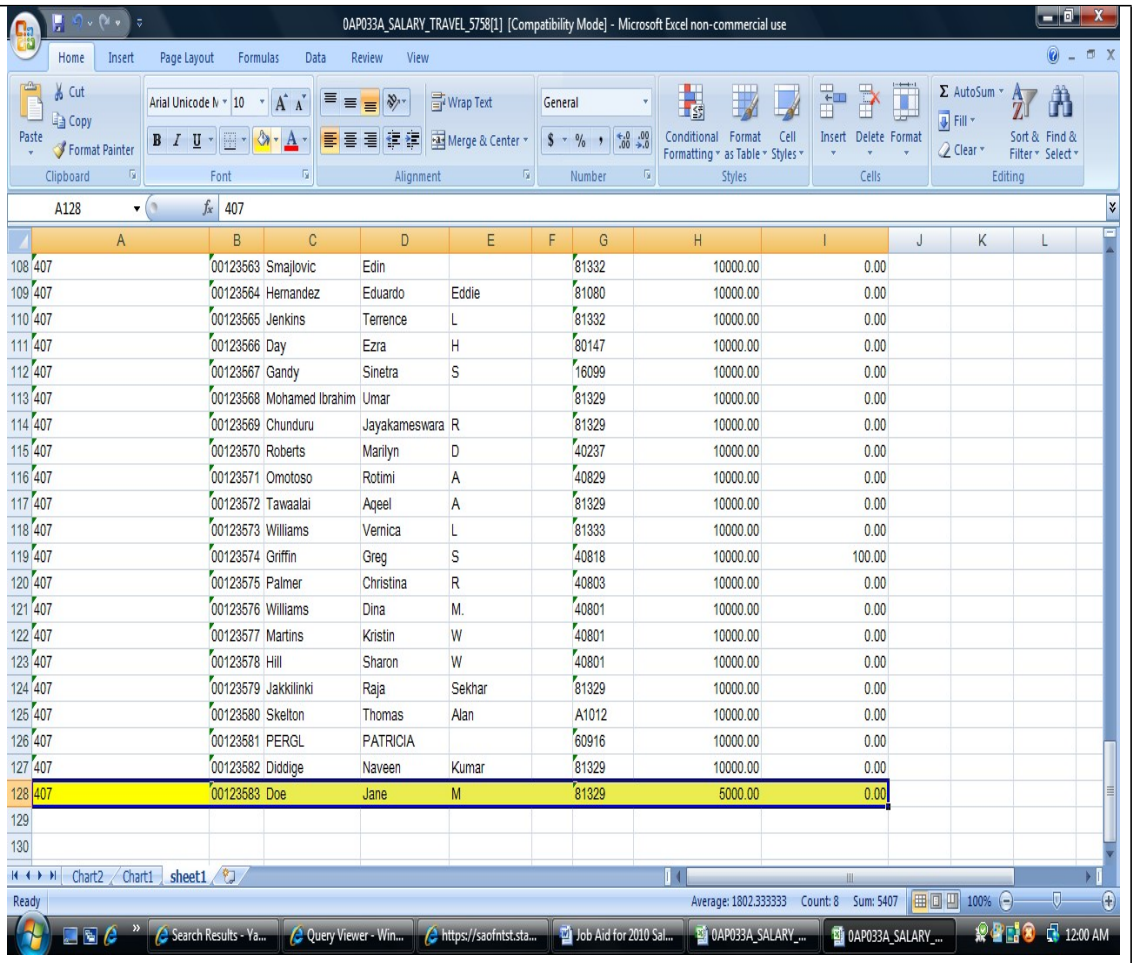
15. If an additional row of data is needed to add employee information for salary or travel data which was not reflected in PeopleSoft, it can be added to the Excel file for TIGA reporting.

Within the Excel file, scroll to the last populated row of data, all new rows should be added at this point.



	A	B	C	D	E	F	G	H	I	J	K	L
108	407	00123563	Smajlovic	Edin			81332	10000.00	0.00			
109	407	00123564	Hernandez	Eduardo	Eddie		81080	10000.00	0.00			
110	407	00123565	Jenkins	Terrence	L		81332	10000.00	0.00			
111	407	00123566	Day	Ezra	H		80147	10000.00	0.00			
112	407	00123567	Gandy	Sinetra	S		16099	10000.00	0.00			
113	407	00123568	Mohamed Ibrahim	Umar			81329	10000.00	0.00			
114	407	00123569	Chunduru	Jayakameswara	R		81329	10000.00	0.00			
115	407	00123570	Roberts	Marilyn	D		40237	10000.00	0.00			
116	407	00123571	Omotoso	Rotimi	A		40829	10000.00	0.00			
117	407	00123572	Tawaalai	Aqeel	A		81329	10000.00	0.00			
118	407	00123573	Williams	Vernica	L		81333	10000.00	0.00			
119	407	00123574	Griffin	Greg	S		40818	10000.00	100.00			
120	407	00123575	Palmer	Christina	R		40803	10000.00	0.00			
121	407	00123576	Williams	Dina	M.		40801	10000.00	0.00			
122	407	00123577	Martins	Kristin	W		40801	10000.00	0.00			
123	407	00123578	Hill	Sharon	W		40801	10000.00	0.00			
124	407	00123579	Jakkilinki	Raja	Sekhar		81329	10000.00	0.00			
125	407	00123580	Skelton	Thomas	Alan		A1012	10000.00	0.00			
126	407	00123581	PERGL	PATRICIA			60916	10000.00	0.00			
127	407	00123582	Diddige	Naveen	Kumar		81329	10000.00	0.00			
128												
129												
130												

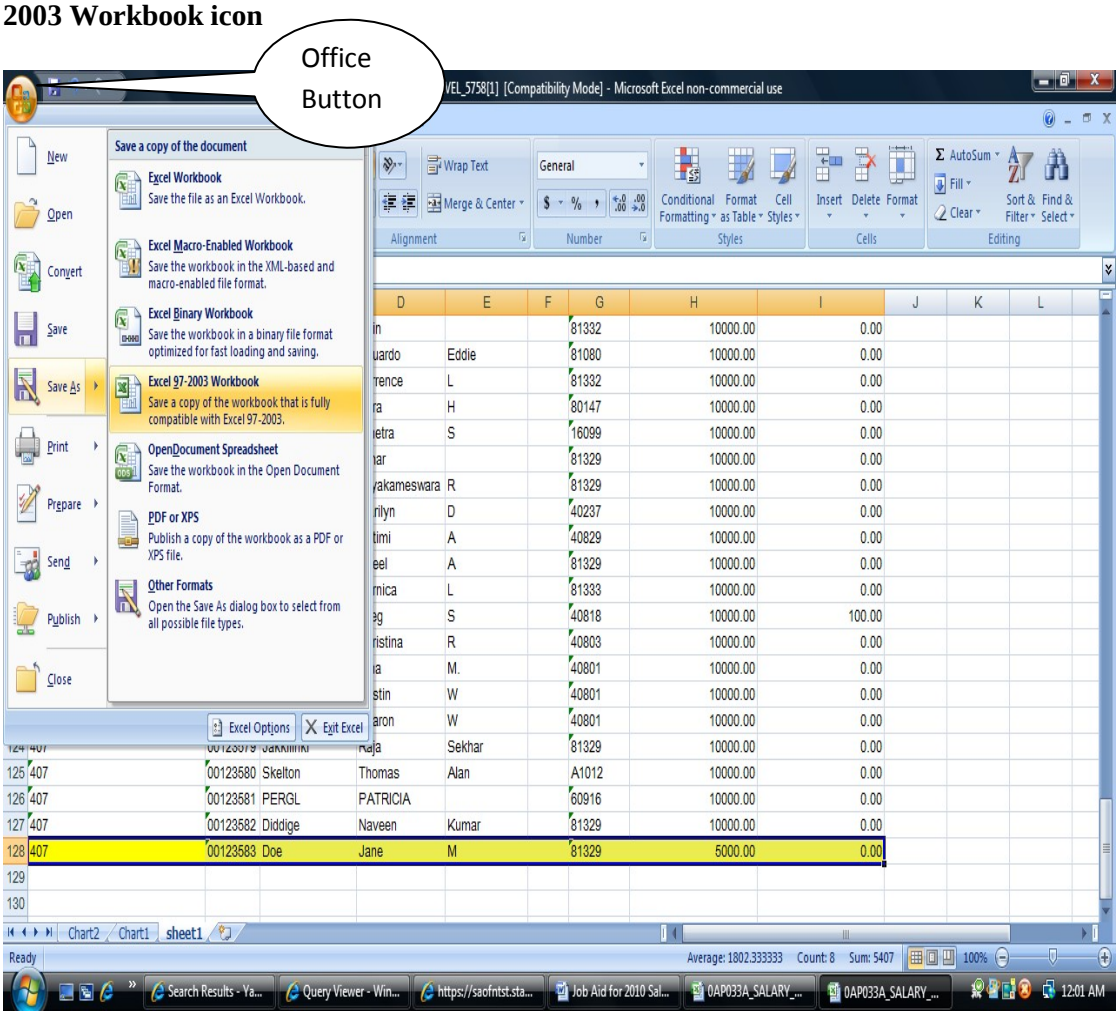
The new row of salary and travel data should be entered by populating all of the fields with the appropriate data. No field should be left blank. **Appropriate formatting updates should be applied** to ensure the leading zeros are retained for the EMPLID data added.



	A	B	C	D	E	F	G	H	I
108	407	00123563	Smajlovic	Edin			81332	10000.00	0.00
109	407	00123564	Hernandez	Eduardo	Eddie		81080	10000.00	0.00
110	407	00123565	Jenkins	Terrence	L		81332	10000.00	0.00
111	407	00123566	Day	Ezra	H		80147	10000.00	0.00
112	407	00123567	Gandy	Sinetra	S		16099	10000.00	0.00
113	407	00123568	Mohamed Ibrahim	Umar			81329	10000.00	0.00
114	407	00123569	Chunduru	Jayakameswara	R		81329	10000.00	0.00
115	407	00123570	Roberts	Marilyn	D		40237	10000.00	0.00
116	407	00123571	Omotoso	Rotimi	A		40829	10000.00	0.00
117	407	00123572	Tawaalai	Aqeel	A		81329	10000.00	0.00
118	407	00123573	Williams	Vernica	L		81333	10000.00	0.00
119	407	00123574	Griffin	Greg	S		40818	10000.00	100.00
120	407	00123575	Palmer	Christina	R		40803	10000.00	0.00
121	407	00123576	Williams	Dina	M.		40801	10000.00	0.00
122	407	00123577	Martins	Kristin	W		40801	10000.00	0.00
123	407	00123578	Hill	Sharon	W		40801	10000.00	0.00
124	407	00123579	Jakkilinki	Raja	Sekhar		81329	10000.00	0.00
125	407	00123580	Skelton	Thomas	Alan		A1012	10000.00	0.00
126	407	00123581	PERGL	PATRICIA			60916	10000.00	0.00
127	407	00123582	Diddige	Naveen	Kumar		81329	10000.00	0.00
128	407	00123583	Doe	Jane	M		81329	5000.00	0.00
129									
130									

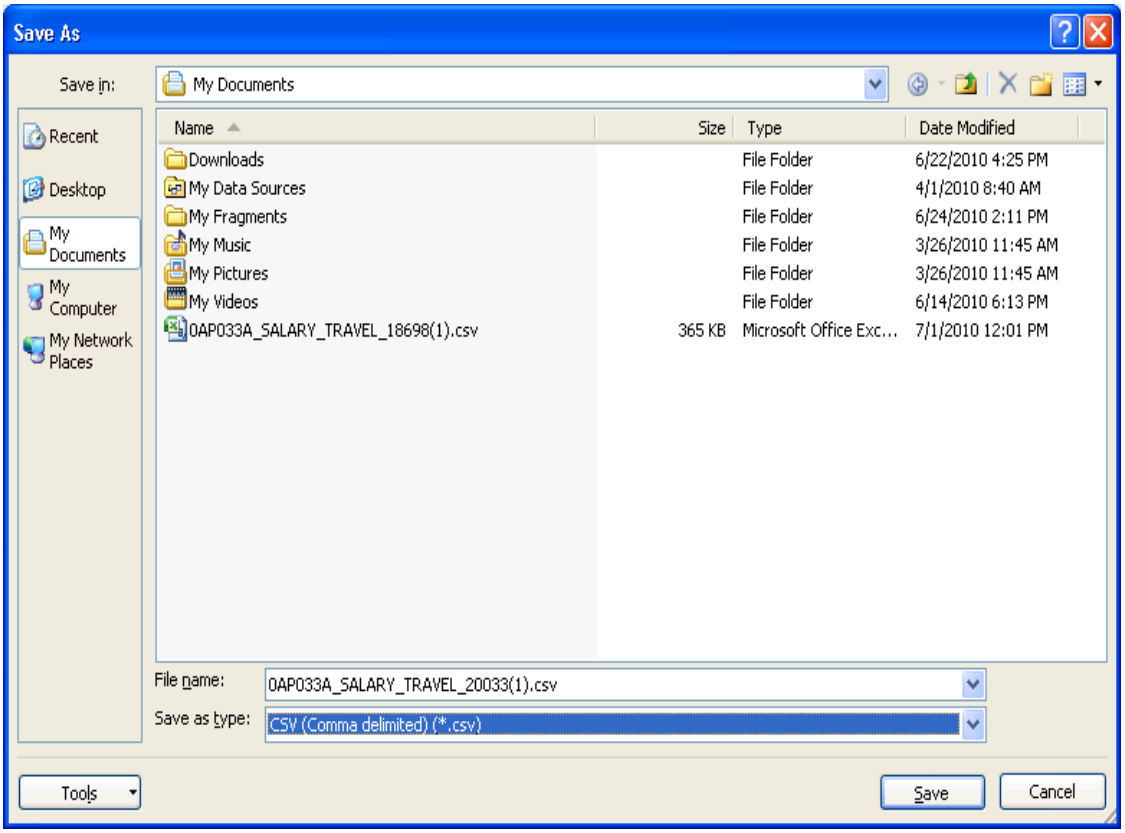
The highlighted row reflects the new row of salary and travel data added. **Additional rows may be added as needed.** Once all information has been added, the file should be saved as a CSV or comma delimited file (instructions follow below). The CSV file will be uploaded to the DOAA Transparency in Government Act (TIGA) Salary and Travel submission website.

16. To save as a CSV file**, Click** the MS **Office Button and navigate to: Save As -> Excel 97-2003 Workbook icon**



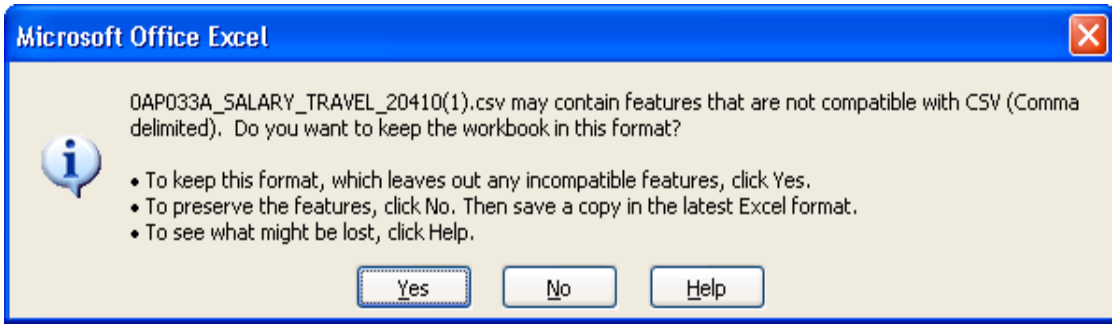
Note: If you have a different version of Excel, use the appropriate navigation to use the **"Save As"** functionality to create a CSV file.

17. The **Save As** dialog page is displayed prompting the user to save the query data in *CSV format.

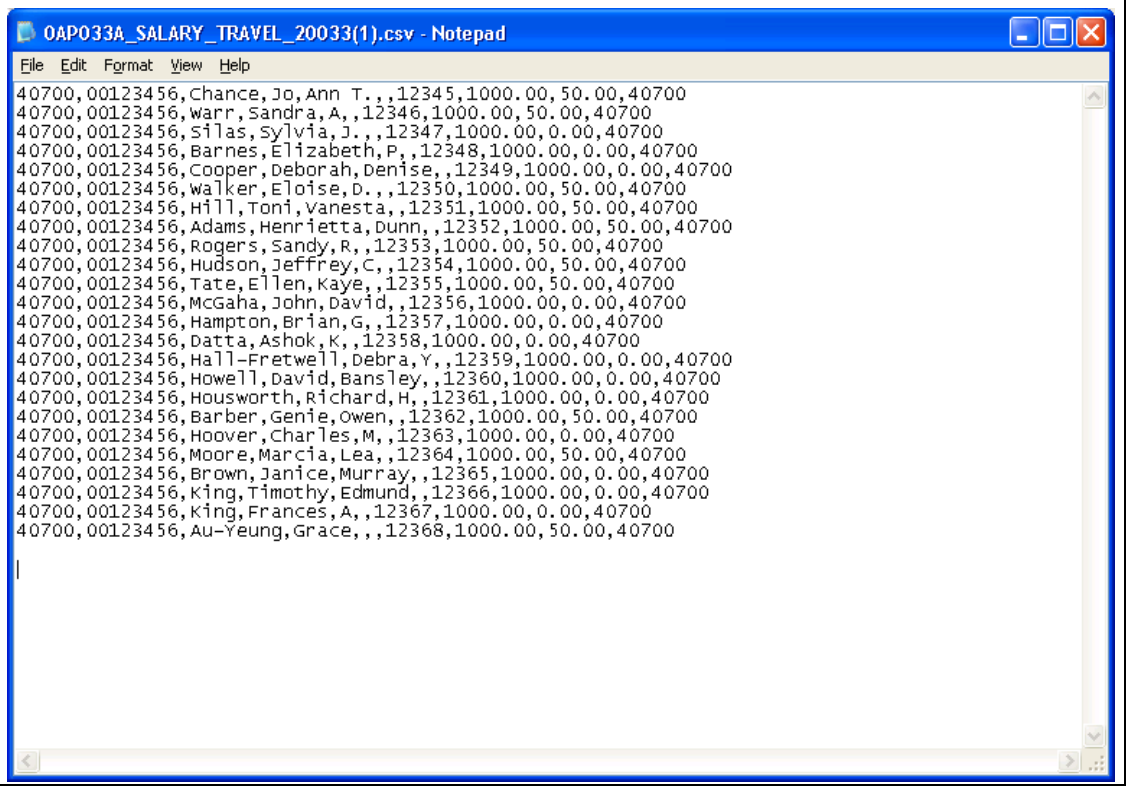


Choose a **folder** where the file will reside and select the **Save As** type = **"CSV (Comma delimited)"** then click **Save.**

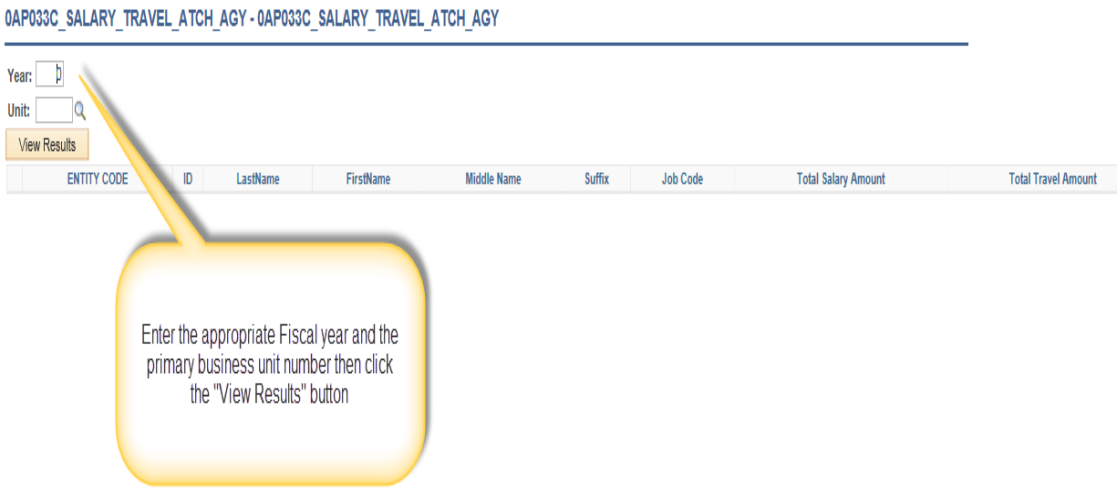
18. The following message box appears. Click **Yes.**



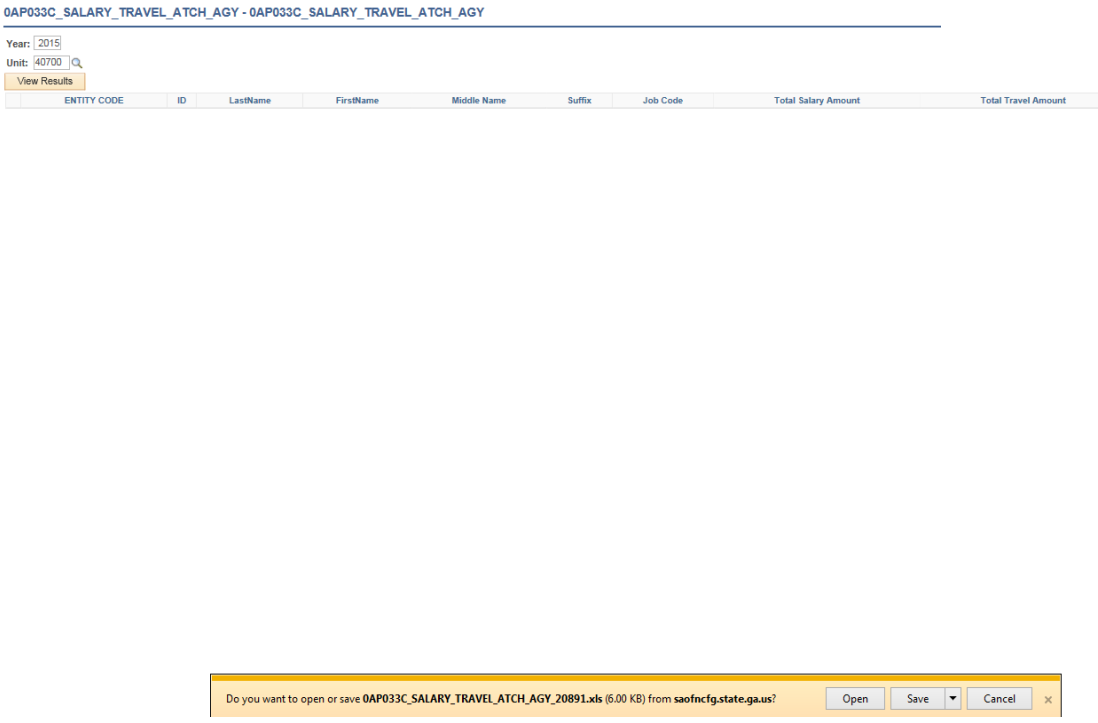
19. **Verify CSV file saved** by locating the file in the folder where it was saved and open it. The file should be similar to the sample below.



20. **If a business unit has been identified in the "Related BU" field for an employee of an attached agency, a separate query (0AP033C_ SALARY_TRAVEL_ATCH_AGY) has been created and must be run to extract the attached agency data separately**. Please note that although the primary business unit will be used to run the query, the entity code identifier for the attached agency will appear in the query results.



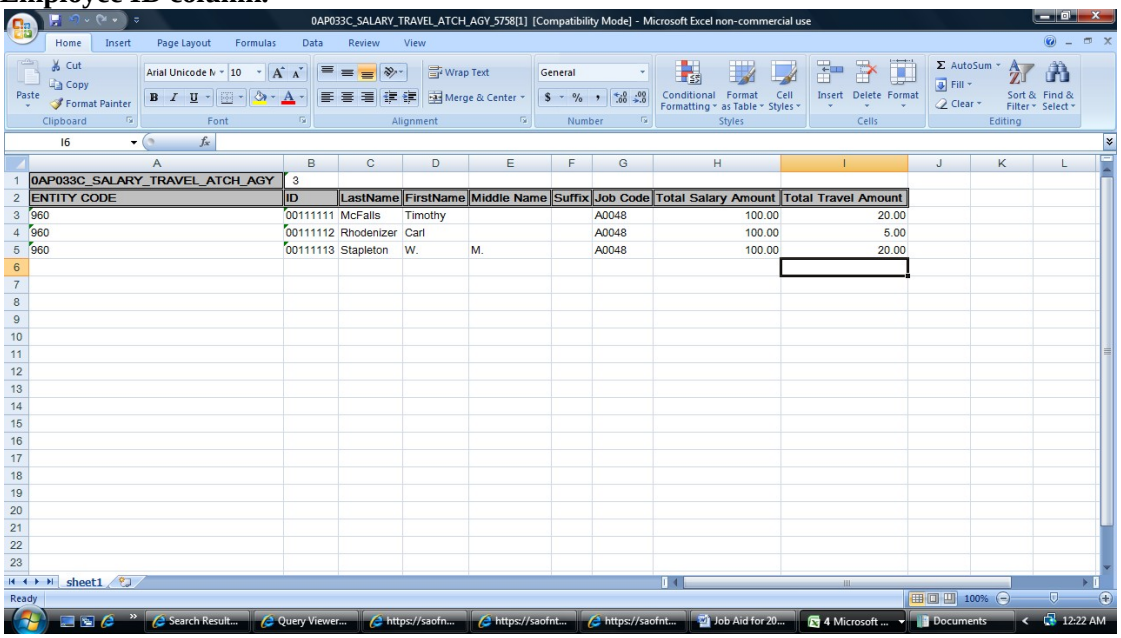
21. The File Download message will then appear. Select the option to "Open" the file.



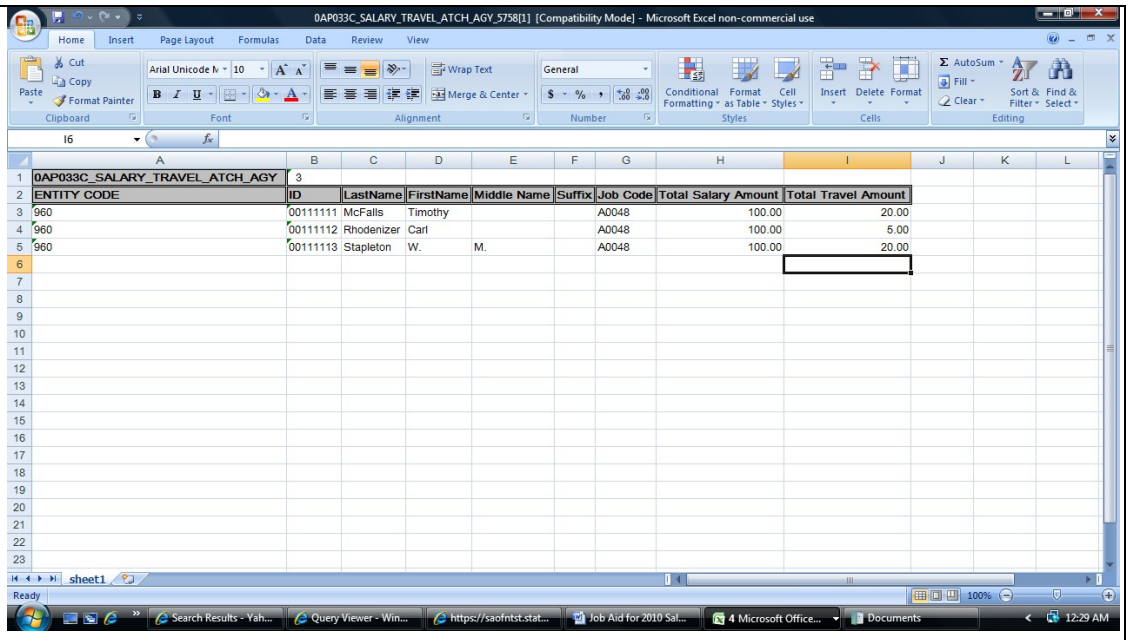
22. The File will open in Microsoft Excel.

Note (A): The Employee ID, Job Code, Salary Amount and Travel Amount columns have been altered to prevent the display of sensitive data.

Note (B): Please be sure your formatting does not remove the "leading zeros" in the Employee ID column.



Note (C): The value entered in the Relate BU field on the online PeopleSoft Salary and Travel page is the value represented in the ENTITY CODE field on the 0AP033 query. Only the data for employees of the attached entity will appear in this query results.



1	0AP033C_SALARY_TRAVEL_ATCH_AGY	3									
2	ENTITY CODE	ID	LastName	FirstName	Middle Name	Suffix	Job Code	Total Salary Amount	Total Travel Amount		
3	960	00111111	McFalls	Timothy			A0048	100.00	20.00		
4	960	00111112	Rhodenizer	Carl			A0048	100.00	5.00		
5	960	00111113	Stapleton	W.	M.		A0048	100.00	20.00		

Note: If a primary agency has more than one attached agency to report, the data will appear in the query for all of the attached agencies; however, the **data must be segregated into separate files for submission to DOAA.**

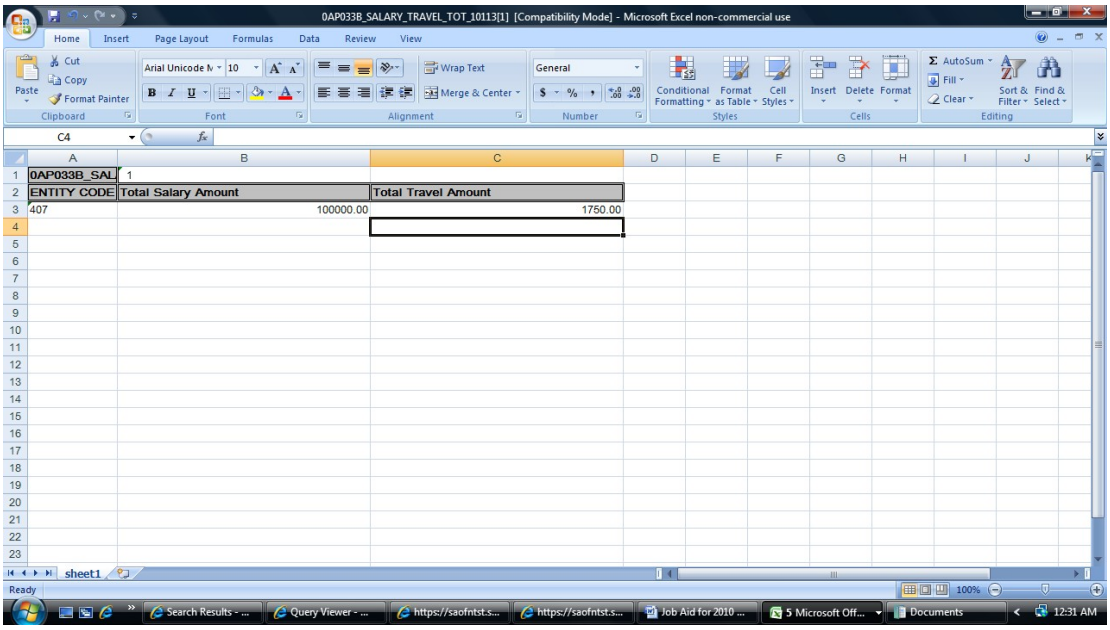
23. If additional rows of data are needed for employees of an attached agency, follow steps 13 through 19 to add additional rows for salary and travel data for each affected employee, and to convert the file to CSV format for uploading to the DOAA TIGA Salary and Travel submission website.

24. Control total queries have been created (0AP033B_ SALARY_TRAVEL_TOT and 0AP033D_ SALARY_TRAVEL_ATCH_TOT) to provide summary totals for the detail information from the 0AP033A_SALARY_TRAVEL and 0AP033C_SALARY_TRAVEL_ATCH_AGY queries. The 0AP033B query should be used to obtain the summary total for the primary business unit, and the 0AP033D query should be used to obtain the summary total for the attached business unit's salary and travel data.

If the results from the 0AP033A_SALARY_TRAVEL and 0AP033C_SALARY_TRAVEL_ATCH_AGY queries are not modified, these summary totals may be used to enter control amounts into the DOAA TIGA Salary and Travel submission website. **If the query results are modified**, the results of queries 0AP033B_ SALARY_TRAVEL_TOT and 0AP033D_ SALARY_TRAVEL_ATCH_TOT will not be valid. Therefore, **the control totals will have to be re-calculated by the agency before submitting to the DOAA.**

The summary totals are not uploaded into the DOAA TIGA Salary and Travel submission website. Rather, they are entered directly into the DOAA website.

The **Year** and **Unit** prompts are valid for both of the summary total queries. Click on the "**View Results**" button to view data.

25.	The File will open in Microsoft Excel. **Note: The Salary Amount and Travel Amount have been altered to prevent the display of sensitive data.** 
26.	You have successfully completed the **Salary and Travel Queries and CSV Conversion** topic. **End of Procedure.**