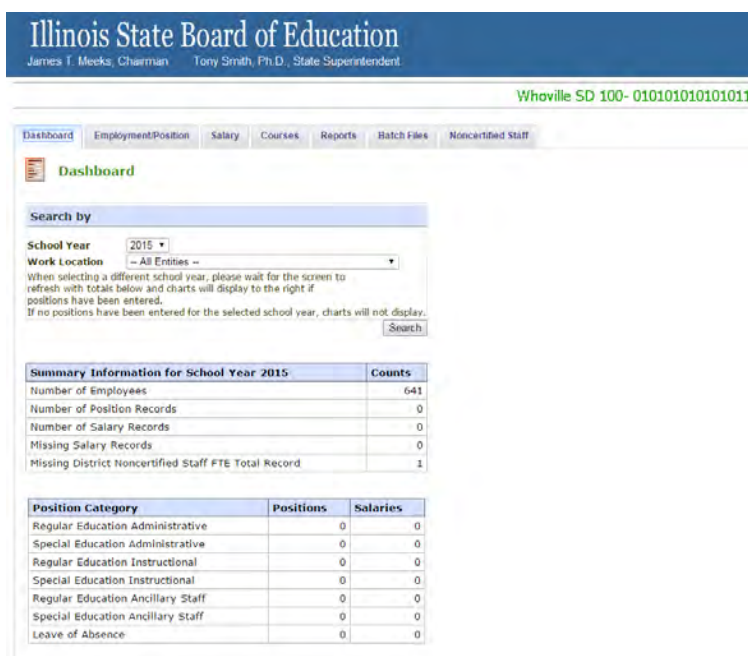# Lession #4: Adding a Salary Online

In Lesson #3, we discussed adding employee information using Batch uploads. In this lesson, we're going to explore adding salaries online in Employment Information Systems (EIS). To begin, log on to IWAS and access EIS.

Select the "Salary" tab. Here, you'll see a search box where you can look for specific employees, and below that, you'll see a box of all your employees with their corresponding positions and work locations. We're going to select an employee from this list. Note that only employees with positions and work locations will display in this list, so make sure you've added those elements before you proceed to Salary. (See Lessons 2 and 3 for an in-depth explanation of that process.) To add a salary, click "Select" to the left of the employee's name.
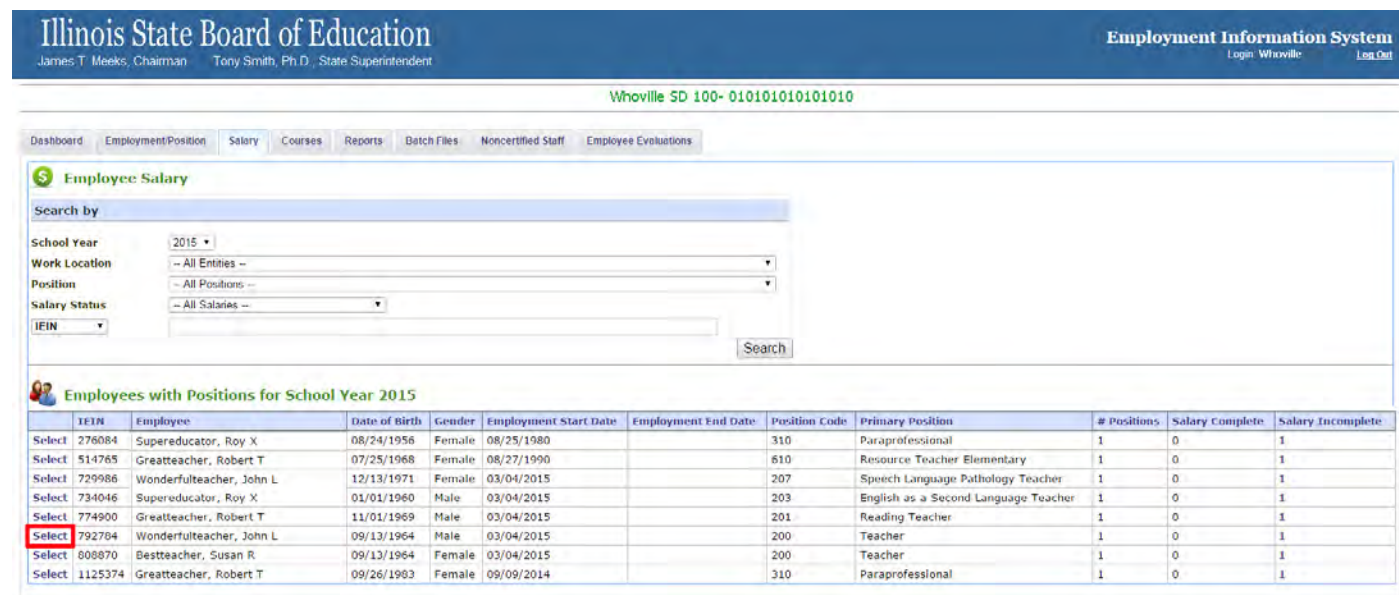
Here, your employee's Salary Summary screen will be displayed. Select "Edit" to add a new salary for the position listed under the current school year.

Selecting "Edit" will open a box where you can edit Salary information. This box is where you'll enter all of the employee's salary details. As always, all fields with a red asterisk are required. Also, you'll notice that the position must have a Position end date before a salary may be entered. The end date is the last date the employee worked in the current school year.
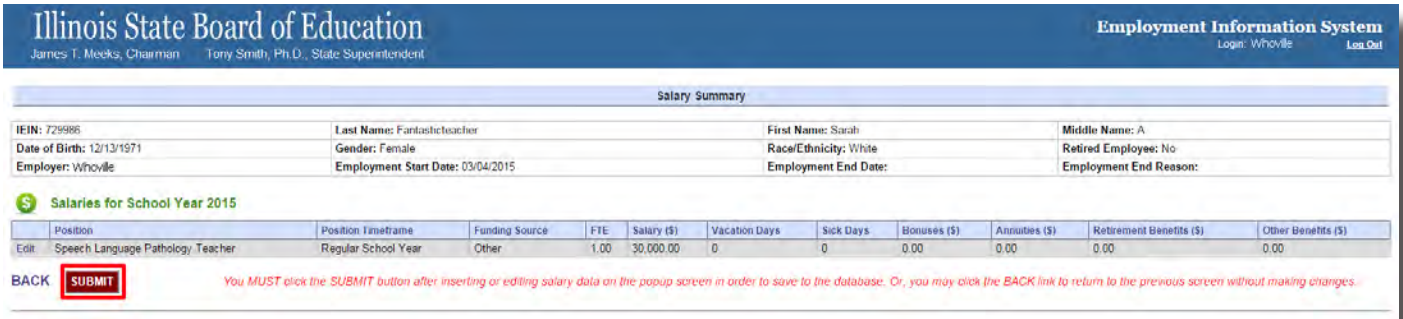
For a more in-depth explanation of each data element in this box, please check out the Salary Data Elements on the EIS webpage here (click the link). The document will provide additional details for each field in this box. There is also an available Excel chart on the webpage called "Salary Benefit Grid" that shows different salary data you may have, and whether or not that needs to be reported.

Using these documents, fill out the employee's salary information, and once you're finished, click "OK."

You'll now be redirected back to the employee's Salary Screen. Here, you can take a second look at the data you've just entered. If your data needs editing, click "Edit." If it is correct, click "Submit."
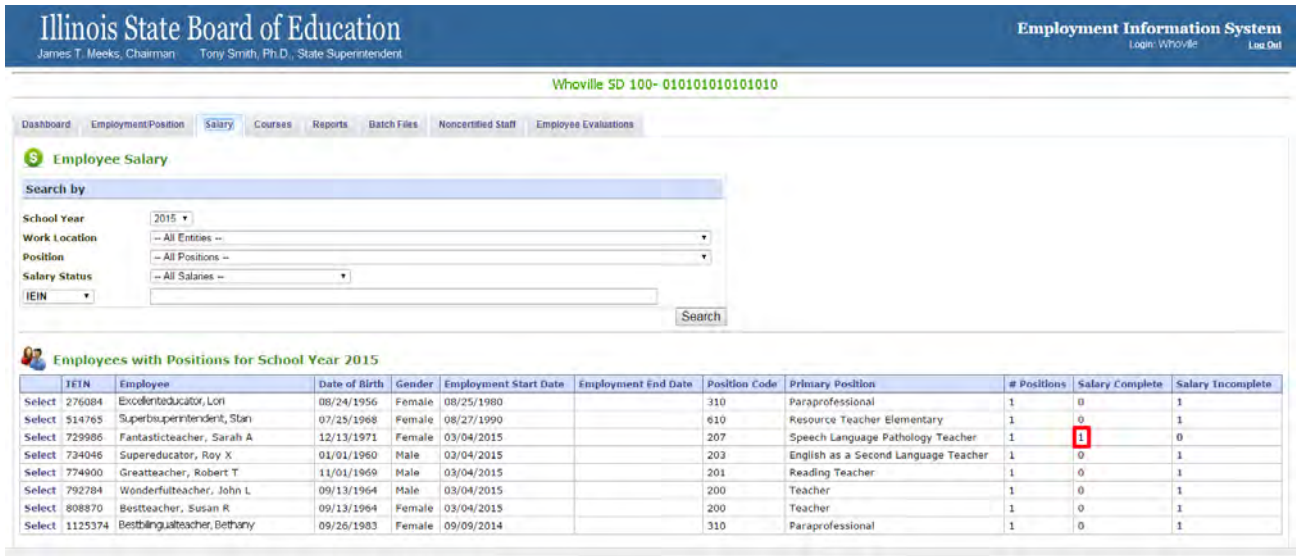

Now, you'll see the list of employees with positions and work locations for the current school year. You should see the employee you just edited, and their completed salary will display under "Salary Complete." That will verify your data has been entered.

You may now repeat this process for any other employee salaries.

In the next video in our series, we'll discuss adding a salary again, only this time we will do so using batch uploads.