# Lession #5: Adding a New Salary Using Batch Uploads

In Lesson #4, we discussed the function of adding or updating a salary online through IWAS. In this lesson, we'll discuss performing the same function, but this time we'll use batch uploads. Batch uploads are helpful when you're uploading information about several employees at once. To begin, visit isbe.net/eis and select the Excel Templates link from the Resources panel on the right-hand side of the page. Today, we're working within Salary, so click Salary and then select the template according to the system you're working on: Macintosh or Windows.

A box will pop up asking if you'll like to save or open. Click "Save As." Do not click "Open." Name and save your file. Note your screen may look slightly different than mine, depending on what browser you're using. There are also PDFs under each section--"Tips for Completing the Salary Template" and "Steps for Creating and Uploading Salary Data" that can help you with the more complex aspects of this type of data entry process, should you need them.
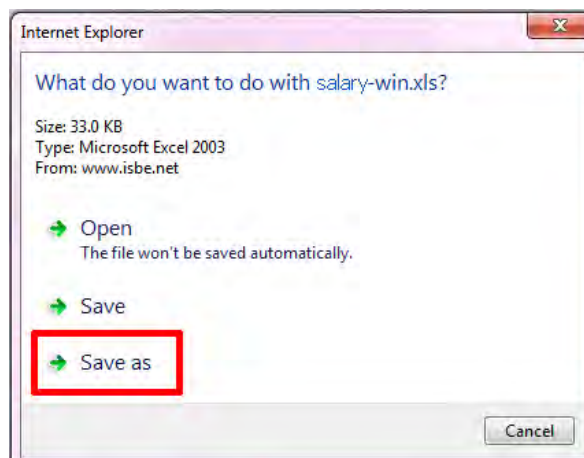
Upon the completion of downloading the file, open the file in Excel. You can either open the file where you've saved it, or click the "Open" button that will pop up after your template has been downloaded.

Once open, make sure to select "Enable Editing" so you may make changes to the document.

Now, you'll need to make some edits to the header row before you continue. That's B1, C1, D1, and E1.

> For B1, Record Count: If you can, put the number of records you are entering, but if you do not know the precise number, simply use 1.
> For C1, what you enter in this field is what your file will be named when it is returned from ISBE. Therefore, put the name of your file here. I'll use "WhovilleSalary."
> Note that you must include the file extension, so I'll enter "WhovilleSalary.csv."
> For D1, enter today's date.
> For E1, enter the district or school's RCDTS. This is used by ISBE to validate that you have permission to upload and edit data.
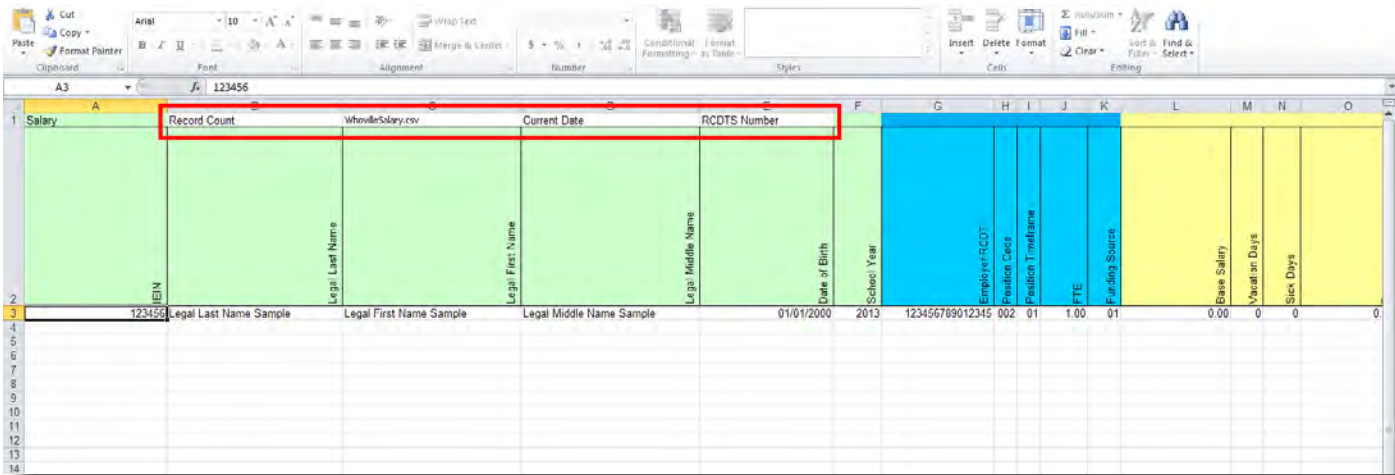

Starting on Row 3, type over the sample data and fill in all of your data until the rows are full. For a more in-depth explanation of each column, please see "Tips for Completing the Salary Template" for a written guide including explanation of each data element.

Sometimes, you may not need to enter data for every column in the template. Please note that it is essential that you don't delete any columns, even if a certain data element doesn't apply to you. If you delete a column, the file will not upload correctly.

When you have finished typing in your data, select "File" and "Save As." We're going to be saving twice, once as a regular Excel workbook, which can be edited later if your file has errors, and then as a Comma delimited or .csv file, which can be uploaded to IWAS.
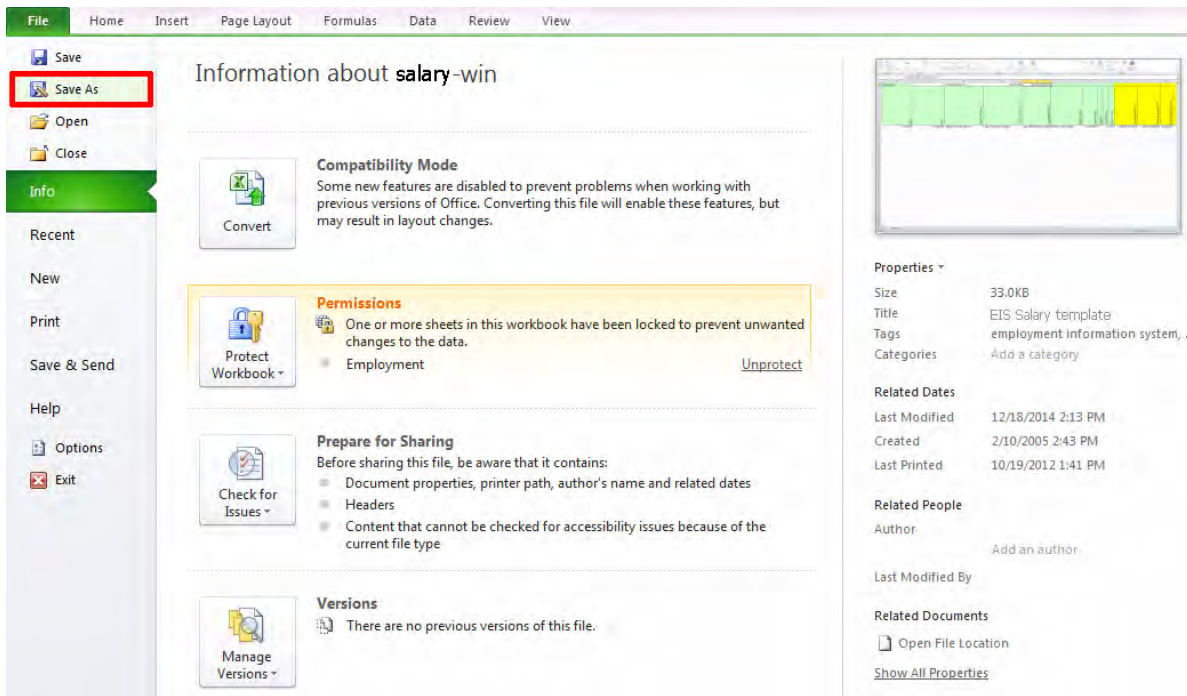

We'll save the workbook version first. Name your document the same thing you've entered in C1 (for me, that's "WhovilleSalary") but do not type in the file extension. Select "Save."
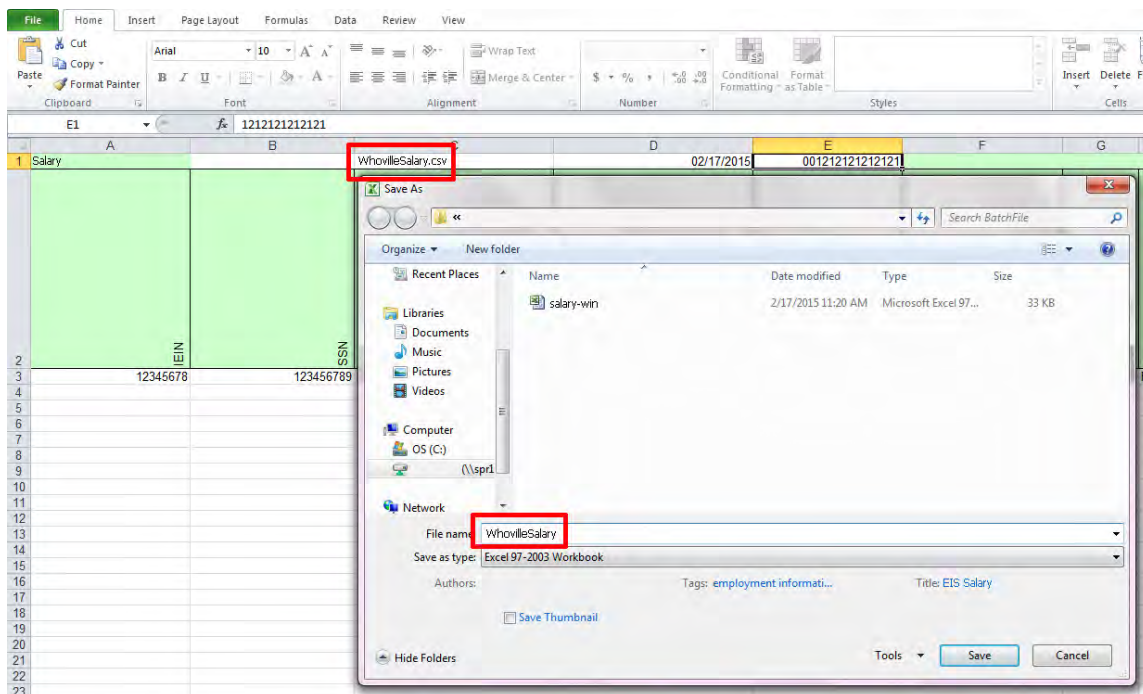
After you click "Save," a compatibility checker will likely appear. Click "Continue" to bypass the compatibility checker and save the file.
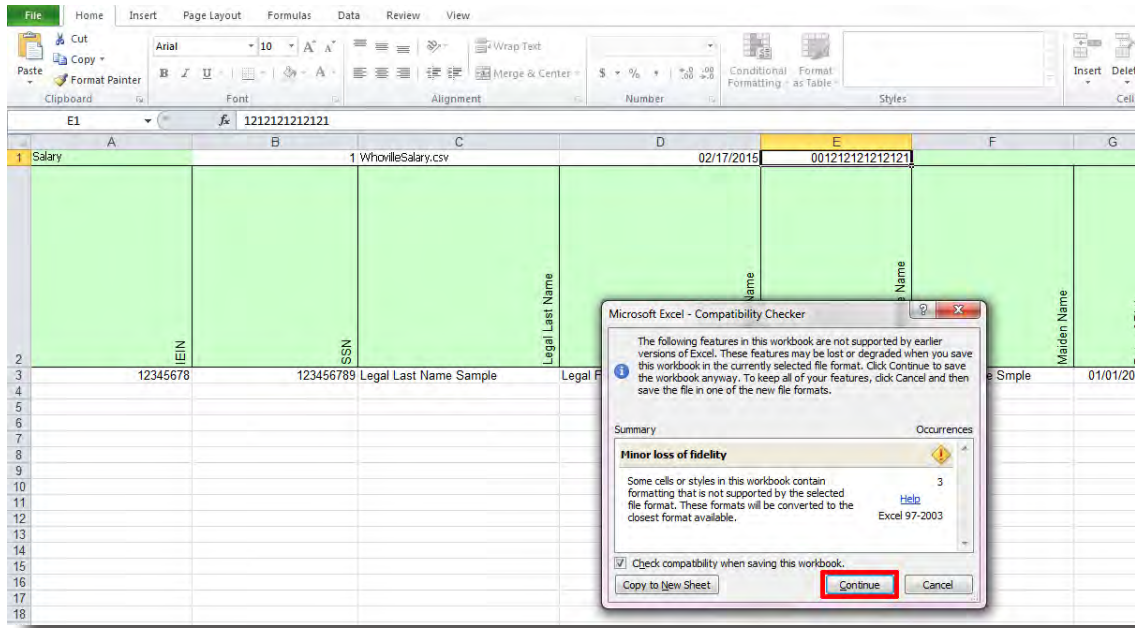

After this, you've saved your document as a Workbook, so now we'll save it as a Comma delimited file, which is what we'll upload into IWAS. Select "File," and then "Save As," and then select "Save As Type." From there, select "CSV (Comma delimited)." Click "Save."
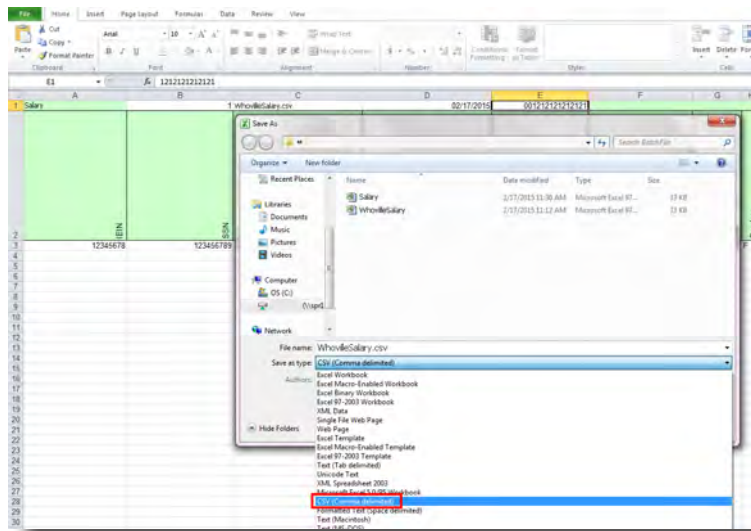
After you've saved your template as comma delimited, a format checker box will appear. Click "Yes" to bypass the format checker.
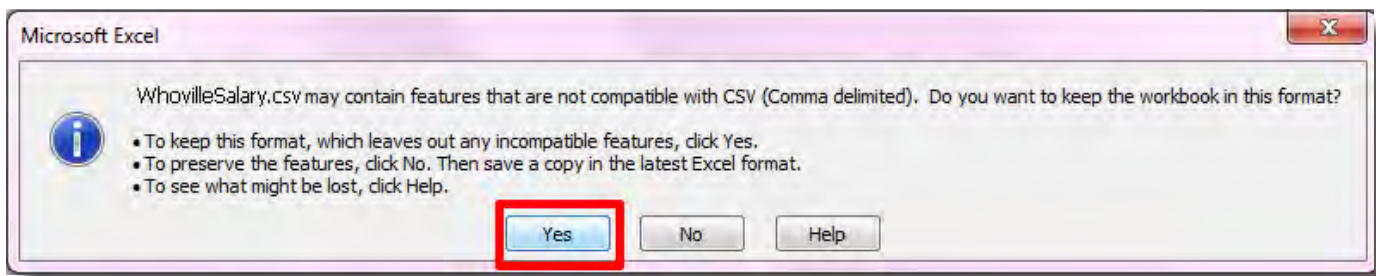
Now, you must exit Excel to upload your file. Excel will ask you if you'd like to save. Select "Don't Save," since we've already done that.
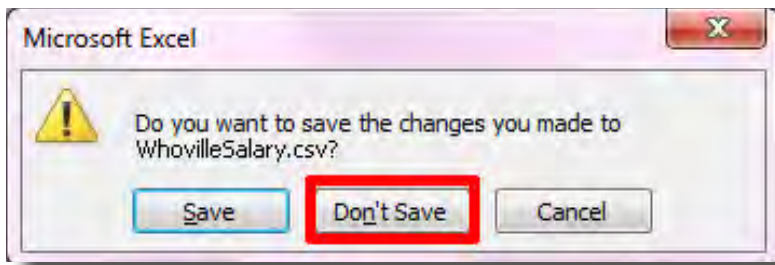

We've entered our data into the batch template, we've saved it twice, and now we're ready to upload it online. Navigate to the Batch File screen on EIS. Select "Choose File."


Select the Comma delimited (.csv) file. If you can't see the file extention in your window, you can always tell the Comma delimited file based on the icon. The Comma delimited file will have a little letter "a" on the icon. Select the Comma delimited file and click "Open."
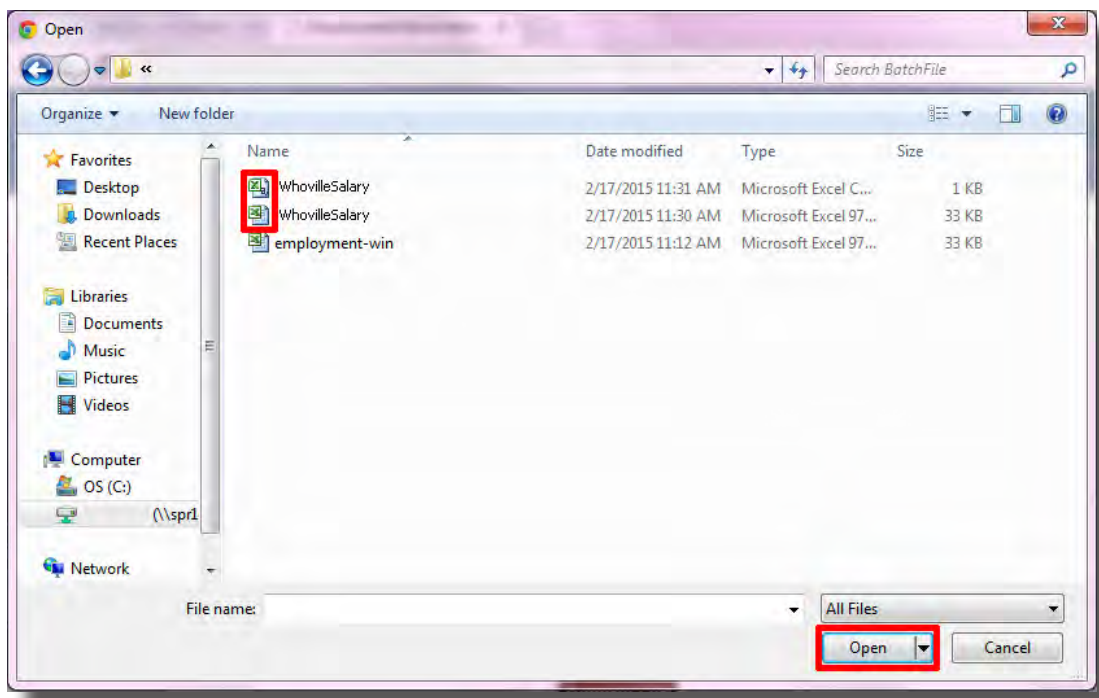
Click "Upload" to upload your file.
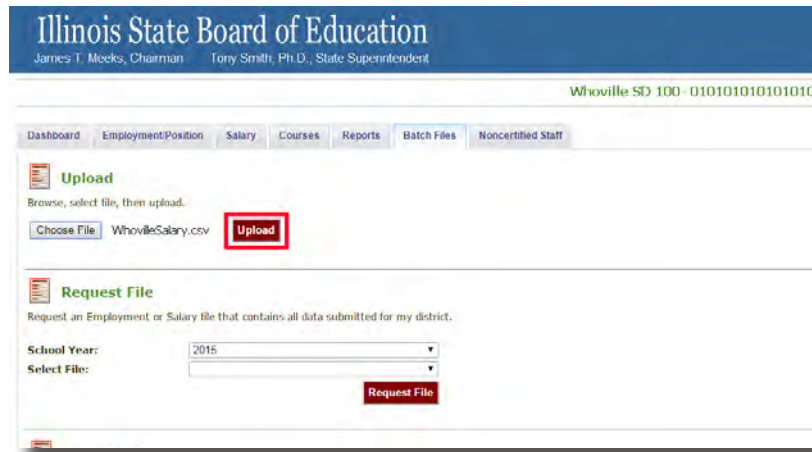
If your document is successfully uploaded, this confirmation box will appear. All this means is that your file is in the queue to process. It does not mean your individual data, however, is free from error. We'll discuss this further in a moment.
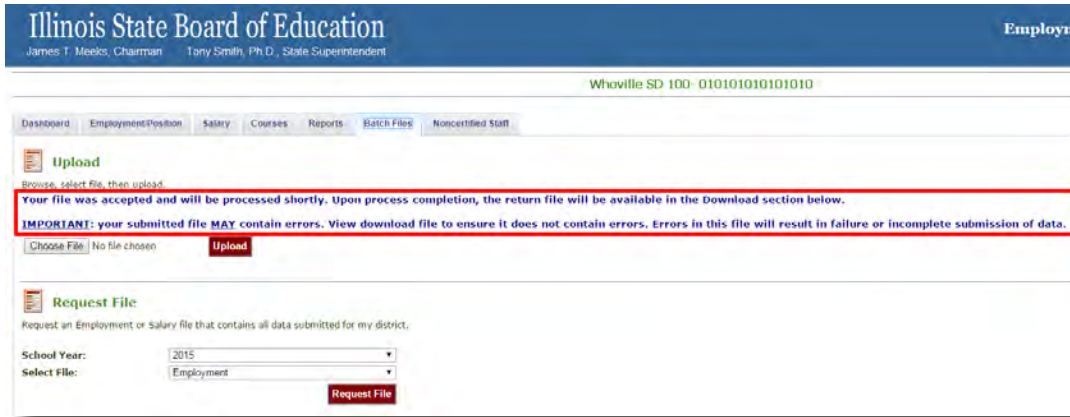
If you get an error instead of the confirmation screen, that means your data has an issue in the header or number of columns. If you cannot figure out your error, call the helpdesk and they will help you fix your issue. Your error message may look like one of the following screens:
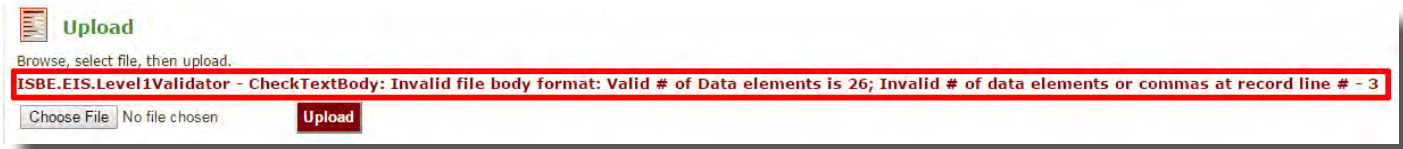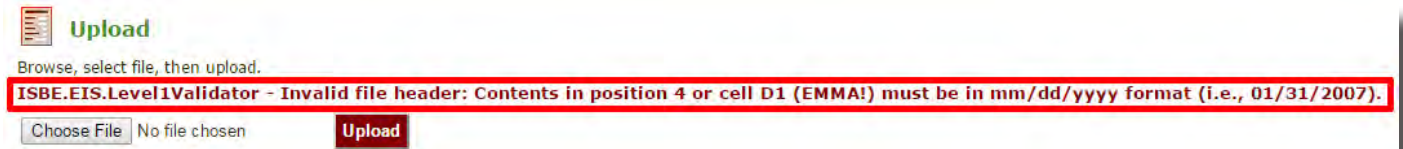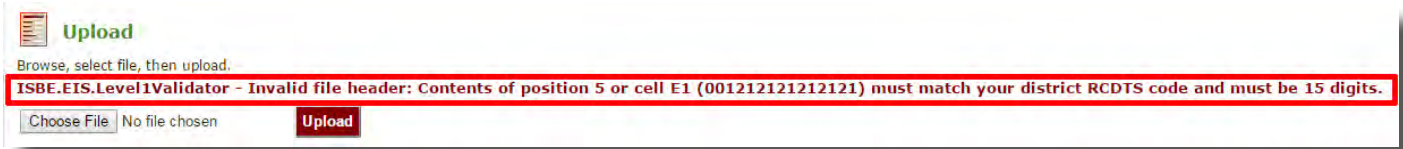

Once your file is successfully uploaded, please check back for your download after 30 minutes. Your download may take longer than 30 minutes, depending on the size of the document, but will never take longer than a day. Should your document still be unavailable for download after 24 hours, try re-uploading and then call the helpdesk for assistance. Once your file is available for download, you will see it under the "Downloads" section. Click "Download" to receive your file.
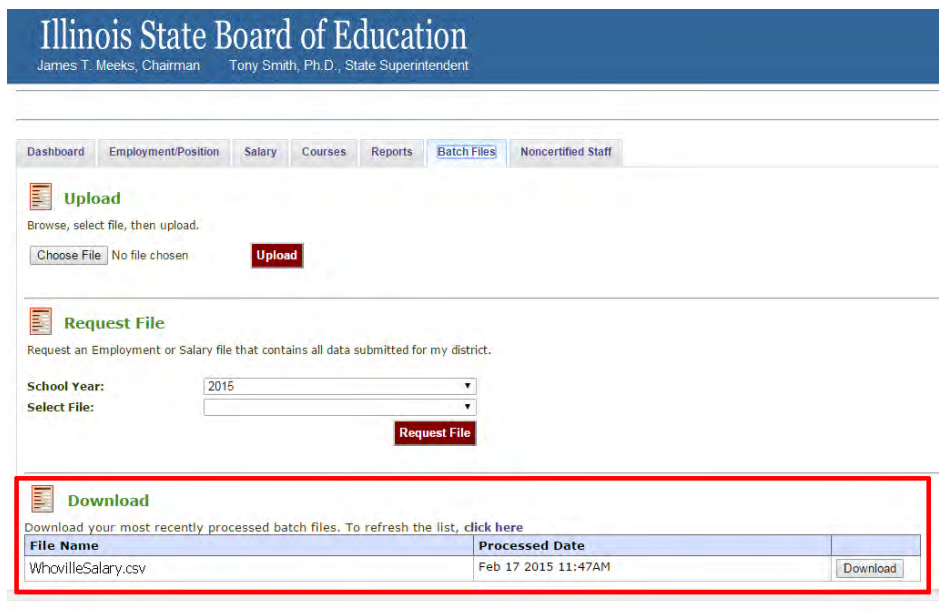
Download your file and open it in Excel. Scroll to the far right (you'll want to use your arrow keys since the scroll bar in Excel never scrolls fully to either side) and see if the data itself has any errors. An error message will look something like this:
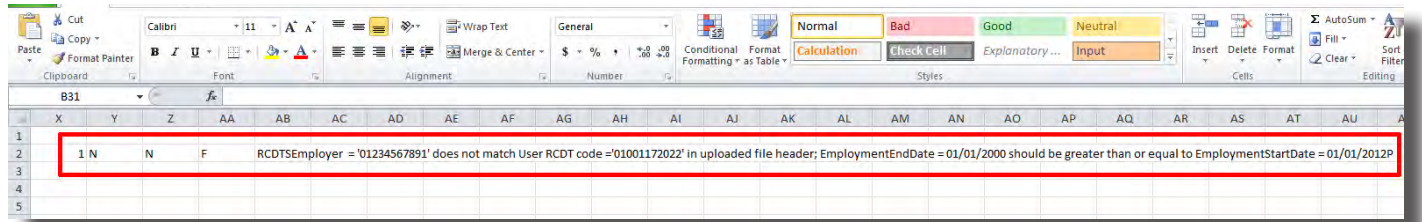
If you see an error, then go back to the template you saved as an Excel workbook, and, using the Comma delimited file as a reference, correct your errors. You'll then save two copies again, as before, one as a workbook and one as a comma delimited file.
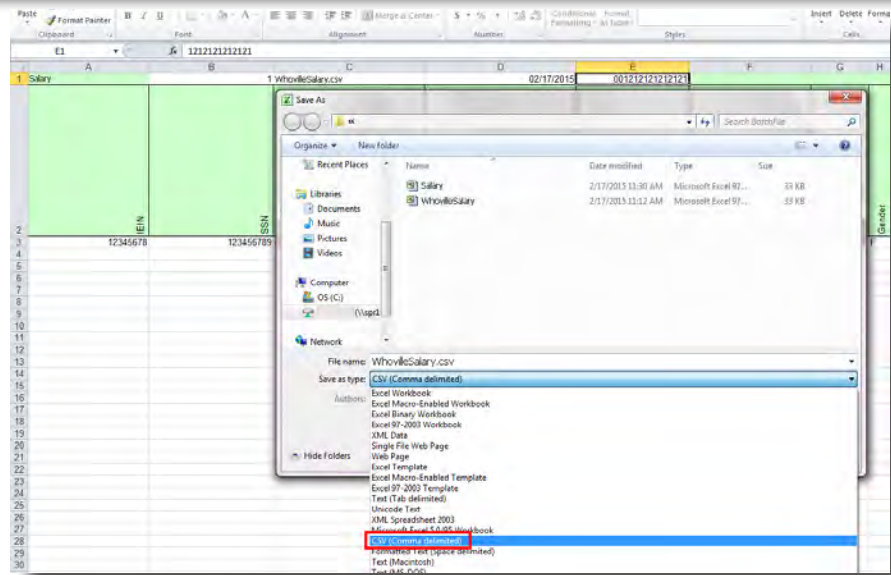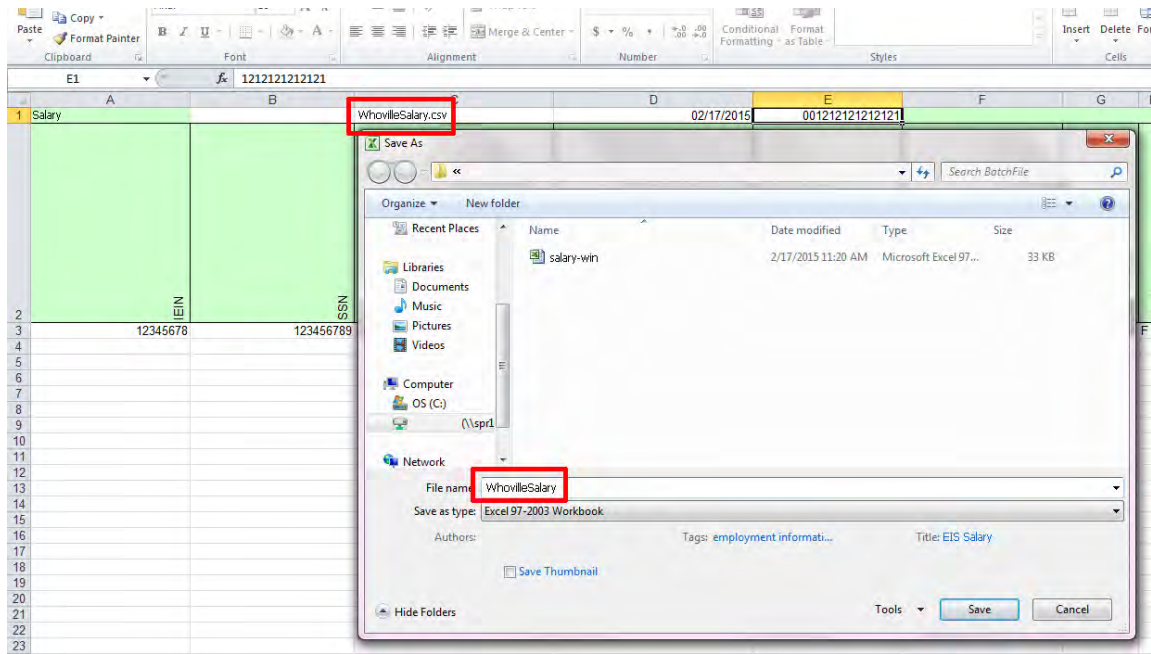
Keep doing this until your errors are fixed. Again, if you cannot seem to identify or correct your errors, refer to the "Tips for Completing Employment" PDF on the Batch Templates screen on the EIS site, and you may also call helpdesk for assistance. When your upload is successful, you'll see a message that says "Position Records Created."
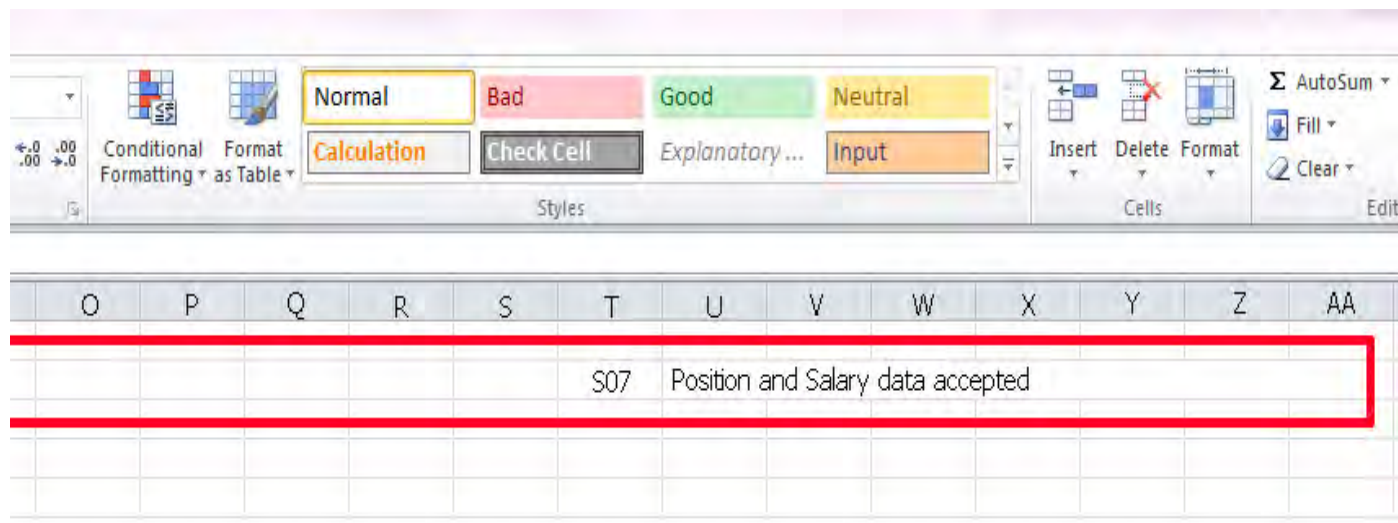
Upon seeing this message, you'll know your batch template has been successfully submitted via IWAS. In the next video in our series, we'll discuss how to edit, remove, and end an employee online.