OA Salary Increases
User Guide

FY16

Budget and Resource Planning
10/30/2015
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CALENDAR

October 15 - November 1: Departments and schools/colleges forward written criteria to their vice president or senior vice provost regarding criteria to be used to evaluate merit

November 1: Salary increase information made available to departments

November 1 – November 30: Departments review and input merit increase proposals

December 1– December 8: Dean review and approval (for academic units)

December 8 – December 14: Vice President / Senior Vice Provost review and approval

December 15– December 18: HR/BR prep and send file to payroll

January 2– January 8: Payroll / IS upload new rates

End of January paycheck: includes merit increase
SALARY PLANNER

Introduction

This is the UO’s (and likely your) second time using Salary Planner. As a reminder, when we used Salary Planner as part of the FY2016 budgeting process, we took data from the employees’ Jobs and Positions in Banner and put it all into a Scenario in Salary Planner. Data from the Positions went in a summarized version to Budget Development, and all those totals by FOPA and Account Code were loaded into Banner FIS as the FY16 Original Permanent Budget.

This time, we have taken data from the OA employees’ Jobs in Banner and put it into a new Scenario in Salary Planner. When we are done, data from the Jobs in Salary Planner will be loaded back into the Jobs in Banner. The data you put in Salary Planner will be the new salaries for the Jobs as of January 2016.

Helpful Tips Before Getting Started

- Use Internet Explorer or Firefox as your browser when accessing Salary Planner.

- A list of links is provided at the bottom of each Salary Planner screen. Use these links to navigate to the various screens you wish to access. This navigation method is preferred to using the “Back” button in your browser.

  **Example of List of Navigation Links:**

  List By Employee | List By Position | Position Filter | Employee Filter | Summary Totals

  The “Back” button can be utilized when navigating out of non-data enterable screens.

- When entering data into Salary Planner, remember to use the Tab key to move out of a data entry cell, rather than the Enter key.

- Have a good understanding of your Organizational Hierarchy. Many of the functions within Salary Planner rely on the University’s Organizational Hierarchy.

- The Organization sorting function in Salary Planner is based on the Budget Organization. The Budget Organization designates who has budget authority over a particular position. The Budget Organization is its own field within the Banner system and may not be the same as the Timesheet Organization, Home Organization, or Labor Distribution Organization.
Accessing Employee List

Log into DuckWeb, choose the **Employee Information** menu, then **Salary Planner**:

- Select **Edit Scenario**.

- Choose the following:
  
  Extract ID: **FY16_OA_MERIT**  
  Scenario: **FY16_OA_MEIRT**  

- Leave Filter Criteria as “By Position Attributes”.

- Select the “Select” button.
Example of Edit Scenario Screen:

Edit Scenario

Choose Extract ID and Scenario, then select filter criteria.

Scenario Selection

<table>
<thead>
<tr>
<th>Extract ID:</th>
<th>FY16_OA_MERIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario:</td>
<td>FY16_OA_MERIT</td>
</tr>
</tbody>
</table>

Filter Criteria

By Position Attributes: 

By Employee Name: 

Select

After Extract ID and Scenario has been set to “FY16_OA_MERIT” and Filter Criteria is set to “By Position Attributes”, select the “Select” button.

Adjustments to Active Employees

In the Position Filter Screen:

- Choose the Organization you wish to view/edit. REMEMBER, this selects positions with that Budget Organization code.
- Leave the “Include Subordinate Organizations” box checked if you wish to see all employees that roll up to a particular Budget Organization.
  
  If you wish to only view the employees within a single Budget Organization (and not subordinate organizations), deselect the “Include Subordinate Organizations” box.
- We recommend you do not use the Employee Class, Bargaining Unit, and Faculty Rank filter criteria. Leave the default as “ALL” for these sorting criteria.
- Leave the “Include Pooled Positions” and “Include Vacant Positions” boxes unchecked.
- Adjust the “Number of Records per Page” drop-down to see more employees on a single page.
- Once your filter criteria is decided, select the “List by Employee” button.
Helpful Tip: You can search for the Budget Organization you wish to select by placing your cursor in the Organizations box and typing the Organization number you wish to query.

**Position Filter Screen Example:**

After filter criteria is decided, select the “List By Employee” button.

This provides a list of all Jobs (Position #, Employee ID, Job Suffix) with the filter criteria you selected.
Example of List by Employee screen:

List By Employee

Enter a Mass Change or modify an employee, then select Save. Rounding applies to mass change as well as individual employee changes.

Mass Change
Rounding: None
Hourly or Salary: Both

<table>
<thead>
<tr>
<th>Reason</th>
<th>Percent</th>
<th>Amount</th>
<th>Include in Change Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mass Apply

Jump to Bottom

<table>
<thead>
<tr>
<th>ID and Name</th>
<th>Position, Title</th>
<th>Appointment Percent</th>
<th>Base Salary</th>
<th>Proposed Appointment Percent</th>
<th>Base Salary</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Salary</th>
<th>Extract Status</th>
<th>Excluded from Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>897702 - 00 Office Manager</td>
<td>100.00</td>
<td>57,564.04</td>
<td>100.00</td>
<td>100.00</td>
<td>57,564.04</td>
<td>1.00</td>
<td>575.96</td>
<td>58,150.00</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>896001 - 00 Financial Analyst</td>
<td>100.00</td>
<td>67,481.04</td>
<td>100.00</td>
<td>100.00</td>
<td>67,481.04</td>
<td>1.00</td>
<td>647.96</td>
<td>66,156.00</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>896009 - 00 Director of Budget Operations</td>
<td>100.00</td>
<td>118,673.04</td>
<td>100.00</td>
<td>100.00</td>
<td>118,673.04</td>
<td>1.00</td>
<td>1,156.96</td>
<td>119,830.00</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>896195 - 00 Financial Analyst</td>
<td>100.00</td>
<td>60,030.00</td>
<td>100.00</td>
<td>100.00</td>
<td>60,030.00</td>
<td>1.00</td>
<td>600.00</td>
<td>60,630.00</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>895858 - 00 Financial Analyst</td>
<td>100.00</td>
<td>67,451.04</td>
<td>100.00</td>
<td>100.00</td>
<td>67,451.04</td>
<td>1.00</td>
<td>574.95</td>
<td>68,156.00</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Total: [371,249.16] 1.00 | 3,712.64 | 374,962.00 |

Totals
Organization | Base Salary | Change Percent | Change Amount | Proposed Salary |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>421000 - BRP Operations</td>
<td>371,249.16</td>
<td>1.00</td>
<td>3,712.64</td>
<td>374,962.00</td>
</tr>
<tr>
<td>Total:</td>
<td>371,249.16</td>
<td>1.00</td>
<td>3,712.64</td>
<td>374,962.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>Include Subordinate Organizations</th>
<th>Employee Classes</th>
<th>Bargaining Units</th>
<th>Faculty Rank</th>
<th>Include Pooled Positions</th>
<th>Include Vacant Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>420000 - Budget and Resource Planning</td>
<td>Yes</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Organizations with No Employees

Records 1 - 5 of 5

Save | Reset

Download Job Data | Download Job and Distribution | Download Job Data with FOAPAL
Download Data for Upload File | Download Salary Change
The following is a list of definitions for the fields on the “List By Employee” screen:

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID and Name</td>
<td>Employee ID and Name</td>
</tr>
<tr>
<td>Position, Suffix, and Title</td>
<td>Position Number, Job Suffix, and Job Title</td>
</tr>
<tr>
<td>Employee Totals - Appointment Percent</td>
<td>Total Appointment Percent for employee. This is for all appointments for the employee, so it does not have to match Dept. Totals. You will not make changes to Employee Total info.</td>
</tr>
<tr>
<td>Employee Totals - Salary</td>
<td>Total Appointment Salary for employee. This is for all appointments for the employee, so it does not have to match Dept. Totals. You will not make changes to Employee Total info.</td>
</tr>
<tr>
<td>Department Totals – Base Appointment Percent</td>
<td>Current Appointment Percent for the Job listed. You will not adjust appointment percent as part of this process.</td>
</tr>
<tr>
<td>Dept. Totals – Proposed Appointment Percent</td>
<td>“Proposed” denotes what is being applied after Salary Planner process is complete. For purposes of this exercise, no changes to Appointment Percent will be allowed.</td>
</tr>
<tr>
<td>Dept. Totals – Base Salary</td>
<td>The current Appointment Salary for the job. This is the amount that is actually going to be paid for the position (not the Annualized Salary). The “Base Salary” is used as the base number for all calculations in this process.</td>
</tr>
<tr>
<td>Dept. Totals – Change Percent</td>
<td>Used to enter in proposed percent adjustment to the “Base Salary”. If entered, this will update the “Change Amount” and “Proposed Salary” field.</td>
</tr>
<tr>
<td>Dept. Totals – Change Amount</td>
<td>Used to enter in proposed amount adjustment to the “Base Salary”. If entered, this will update the “Change Percent” and “Proposed Salary” field.</td>
</tr>
<tr>
<td>Dept. Totals – Proposed Salary</td>
<td>The salary you are proposing after your adjustments. Will equal “Base Salary” until data is entered into “Change Percent” or “Change Amount” fields.</td>
</tr>
<tr>
<td>Dept. Totals – Extract Status</td>
<td>Provides detail of when Job was included as part of employee extract (blank means part of original extract). Not important for user purposes.</td>
</tr>
<tr>
<td>Dept. Totals – Exclude from Totals</td>
<td>Unable to use this field in “List By Employee” Screen.</td>
</tr>
</tbody>
</table>

**Warning:** When entering data into the “List By Employee” screen, use the **TAB** key to move out of a field after data has been entered rather than the Enter key.

**Salary Change Report**

The Salary Change report is for units to provide to their administrators for decision making and high level reporting purposes.
**Downloading Salary Change Report**

To download the Salary Change Report from the List by Employee screen:

- Scroll to bottom of the List by Employee screen or use the “Jump to Bottom” link located near the top of the page.

![List By Employee](image)

- Select the “Download Salary Change” button.

- The Salary Change Report will populate in an Excel File.

**Example of Salary Change Report:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salary Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Date</td>
<td>23-Oct-15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dept:</td>
<td>420000 - Budget and Resource Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>UHID</td>
<td>Name</td>
<td>Position</td>
<td>Suffix</td>
<td>Title</td>
<td>Aspt %</td>
<td>Base Salary</td>
<td>Change %</td>
<td>Change Amount</td>
<td>Proposed Salary</td>
</tr>
<tr>
<td>6</td>
<td>897762</td>
<td>0 Office Manager</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>57584.04</td>
<td>0</td>
<td>0</td>
<td>57584.04</td>
</tr>
<tr>
<td>7</td>
<td>898001</td>
<td>0 Financial Analyst</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>67481.04</td>
<td>0</td>
<td>0</td>
<td>67481.04</td>
</tr>
<tr>
<td>8</td>
<td>896009</td>
<td>0 Director of Budget Operations</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>118673.04</td>
<td>0</td>
<td>0</td>
<td>118673.04</td>
</tr>
<tr>
<td>9</td>
<td>896198</td>
<td>0 Financial Analyst</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>60000.00</td>
<td>0</td>
<td>0</td>
<td>60000.00</td>
</tr>
<tr>
<td>10</td>
<td>896888</td>
<td>0 Financial Analyst</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>67481.04</td>
<td>0</td>
<td>0</td>
<td>67481.04</td>
</tr>
<tr>
<td>11</td>
<td>896825</td>
<td>0 Financial Analyst</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>60000.00</td>
<td>0</td>
<td>0</td>
<td>60000.00</td>
</tr>
<tr>
<td>12</td>
<td>897785</td>
<td>0 Senior Financial Analyst</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>60000.00</td>
<td>0</td>
<td>0</td>
<td>60000.00</td>
</tr>
<tr>
<td>13</td>
<td>Department Total</td>
<td>491249.16</td>
<td>0</td>
<td>0</td>
<td>491249.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Approved By:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Print Name</td>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This is a static report. The “Change %”, “Change Amount” and “Proposed Salary” columns are a snapshot of what is in Salary Planner at the point in time the report is downloaded. Adjustments made to Salary Planner will be reflected in the report if you download the report after the adjustments have been made.

Note that there is a “Comments” column in the Salary Change Report. Further in this guide are directions on how to enter a comment into Salary Planner and can be used for explaining changes made to a particular Job. If you enter a comment in Salary Planner, it will populate in the Salary Change Report.

Helpful Tip: As part of your internal process, you may want to add some calculated fields in the report and let the Dean/Director/VP make changes within the Salary Change Report. Then, collect that data from the decision makers within your unit and enter that information into Salary Planner. This is not required, just a suggestion as to how you may want to utilize the report.

Making Salary Adjustments
There are two ways to make salary adjustments on the List By Employee screen. You can make mass changes (make a change to all employees listed) or make changes to an individual Job.

Mass Changes
A “Mass Change” will apply your proposed change to all Jobs listed on the List By Employee screen.

To apply a Mass Change:

- In the Rounding drop-down, select “None”
- In the Hourly or Salary drop-down, select the type of employees you want a salary adjustment applied to (Hourly, Salary, or Both).
- Enter in the change you wish to have applied to all employees listed in the “Change Percent” or “Change Amount” boxes. Hit the Tab key.
- Select “Mass Apply”.

Example of Mass Change election:

<table>
<thead>
<tr>
<th>Mass Change</th>
<th>Rounding: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly or Salary: Both</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
<td>Percent</td>
</tr>
<tr>
<td>Merit Increase</td>
<td>2</td>
</tr>
</tbody>
</table>

After “Mass Apply” criteria has been chosen, select the “Mass Apply” button.
Helpful Tip: If you want to clear a mass change that has been applied, enter zero into the “Percent” box and select the “Mass Apply” button. The “Proposed Salary” will revert to the “Base Salary” for all listed Jobs.

**Individual Job Changes**

A salary adjustment can be made to an individual Job by using the “Change Percent” or “Change Amount” boxes for each individual Job.

- Find the Job (Employee ID, Position #, Suffix) you want to adjust on an individual basis.
- Enter the desired change for that Job using the “Change Percent” or “Change Amount” fields.
- Select the “Save” button at bottom of screen.

Helpful Tip: If you make individual changes and use the tab key, you can use the “Reset” button at the bottom of the screen to reverse that entry. Once you select “Save”, you are not able to utilize the “Reset” button.

**Example of Individuals Job Change:**

<table>
<thead>
<tr>
<th>ID and Name</th>
<th>Position, Suffix and Title</th>
<th>Appointment Percent</th>
<th>Salary</th>
<th>Base Appointment Percent</th>
<th>Proposed Appointment Percent</th>
<th>Base Salary</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Salary</th>
<th>Excluded Status Excluded from Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Name</td>
<td>867702 - 00 Office Manager</td>
<td>100.00</td>
<td>57,584.04</td>
<td>100.00</td>
<td>100.00</td>
<td>57,584.04</td>
<td>2.00</td>
<td>1151.68</td>
<td>58735.72</td>
<td>No</td>
</tr>
</tbody>
</table>

Enter in the desired change (example 2%) and the “Change Amount” and “Proposed Salary” fields will calculate based on the “Base Salary”.

**Leaving Comments**

Comments can be added to provide an explanation as to why a change was made to a salary. Comments are added on the Employee Detail screen.

To add a comment from the List by Employee page:

- Select the “Employee ID and Name” link of one employee from the List by Employee page.
- The “ID and Name” link will take you to the Employee Detail screen. Select the “Comments” link.

![Employee Details Screen](image)

- A Comments block will appear. Enter in your comments into the Comments block and select “Save”. You will then select the “Employee Detail” link at bottom of screen.

![Example of Job Comments Screen](image)

**Example of Job Comments Screen:**

**Job Comments**

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>B97702-00 Office Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position-Suffix and Title:</td>
<td>421000 - BRP Operations</td>
</tr>
<tr>
<td>Last Updated by:</td>
<td>Oct 13, 2015</td>
</tr>
</tbody>
</table>

**Comments:**

Enter comment into Comments text box. Select “Save”.

After comments have been saved, select the “Employee Detail” link to return to Employee Detail Screen.
If a comment has been added, an asterisk will appear next to the “Comments” link on the Employee Detail screen.

**Summary Totals**

You can check summary totals for the employees listed on the “List by Employee” screen by selecting the “Summary Totals” link at the bottom of the List by Employee screen.

**Example of Summary Totals Screen:**

**Summary Totals**

Select an Organization to display subordinate organizations.

Select Organization link to drill through the Organizational Hierarchy.
Locking Salary Planner

Users have the ability to use the Organizational Lock function so that no changes can be made to Jobs within a particular Budget Organization.

To utilize the Organizational Lock Function:

- Return to the Salary Planner menu and choose “Organization Lock”.
- Choose the following:
  - Extract ID: FY16_OA_MERIT
  - Scenario: FY16_OA_MERIT
  - Lock Status: All
  - Organization: This can be a data-enterable or a roll-up Orgn.
- Select the “Submit” button.

Example of Organizational Lock Selection:
A window of the direct subordinate Organizations will appear. If you select a Level 3 Organization (for example, 222000), a list of the Level 4 Organizations that roll up to the Level 3 Organization will appear.

**Example of Organizational Lock Selection:**

*Change Organization Lock*

Mark the Change checkbox and select Update to change an Organization’s Lock Status for change. Select an Organization to display the successor organizations.

<table>
<thead>
<tr>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extract ID:</td>
</tr>
<tr>
<td>Scenario:</td>
</tr>
<tr>
<td>Lock Status:</td>
</tr>
<tr>
<td>Organization:</td>
</tr>
<tr>
<td>Drill From Organization:</td>
</tr>
</tbody>
</table>

**Organization Lock Status**

<table>
<thead>
<tr>
<th>Organization Code</th>
<th>Locked/Unlocked</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>222001 CAS Humanities</td>
<td>Unlocked</td>
<td></td>
</tr>
<tr>
<td>225000 CAS Social Sciences</td>
<td>Unlocked</td>
<td></td>
</tr>
<tr>
<td>223000 CAS Natural Sciences</td>
<td>Unlocked</td>
<td></td>
</tr>
<tr>
<td>228000 CAS Administration</td>
<td>Unlocked</td>
<td></td>
</tr>
<tr>
<td>223858 CAS Administrative Support</td>
<td>Unlocked</td>
<td></td>
</tr>
<tr>
<td>222655 CAS Budget Administration</td>
<td>Unlocked</td>
<td></td>
</tr>
</tbody>
</table>

**Choose Organization Lock**

- You can lock any Organization provided in the list by ticking the “Change” check box.
- Or, you can drill to subordinate organizations by selecting the Organization link.
- After Organization “Change” check box is ticked, select “Update” button.

- You can drill into any underlined Organization Code to choose specific organizations under it to lock, or you can lock an entire roll up.

- The display shows you the current status. Tick the Change box and select “Update” to Lock or Unlock.

Once you have locked an Organization, anyone assigned to an Organization within that rollup Organization Code will be unable to further edit.

**Helpful Tip:** If you need to move back up the Organizational Hierarchy in the Organizational Lock Status screen, you can use the back button.

**SUBMITTING CHANGES**

After your merit increases have been entered into Salary Planner, HR will need a signed copy of the final Salary Change Report. The signature will come from the Dean/VP level (VP Level for non-schools and colleges).
Directions on how to retrieve this report from Salary Planner is provided earlier in the User Guide instructions. A line is provided on the report for a printed name and signature. A hard copy of the report must be provided to HR once the necessary signature is obtained.

**CONTACTS**

If you have any questions regarding the content of the Job lists, process, or increase guidance, please contact Catherine Bonomini, Randi Schmechel, Grant Keeney or Sonia Potter in Human Resources.

If you have questions about the Salary Planner application, please contact your financial analyst in Budget and Resource Planning.

**HR Contacts:**

Catherine Bonomini  6-2032  
Randi Schmechel  6-2981  
Grant Keeney  6-2959  
Sonia Potter  6-2002

**BRP Contacts:**

Tim Finch  6-3247  
Christian Larson  6-7665  
Angie Peatow  6-7226  
Kelly Peterson  6-2159  
Renee Turner  6-9885