

Take Note: Increases must be processed before any input is done.

If you process an increase only after input has been done it will not recalculate the values. You will have to reverse the input and redo.

The Global Increase function can be used to activate an increase globally for either all the employees in the company, a specific Department, Job Grade, Pay Point or Category of employees within the company. The Global changes will be applied in the Current Processing Period and the Global Increase function will always be made effective immediately. Employees who have been terminated in the Current Processing Period or who are on Leave Pay, will NOT be updated.

From the Main Menu, select Payroll>Global Increases. A message will be displayed

PLEASE NOTE

Salary changes will always be applied in the CURRENT Processing Period, irrespective of the date entered for the Salary Date of Change.

Employees terminated in the CURRENT Period, or on Leave, will not be Updated.
(Employees who are activated for Maternity Leave/Suspension via the Payslip Screen functionality, will not be updated")

Fields available on the Global Increase Screen

Field	Description
Apply Increase/ Decrease?	Select to either increase or decrease the employees' salaries. Note that if an incorrect increase has been applied, you cannot correct it by applying a decrease.
Increase the Salary using	Click on the drop down-arrow and select the required field on the Increase Screen to apply the increase to. The following fields on the Increase Screen can be increased or decreased: <ul style="list-style-type: none"> • Annual Basic Salary • Basic Salary • Rate per Day • Rate per Hour • Charge-out Rate per Hour

Date of Increase as required on the Increase Screen	The default date is the current processing period's start date but may be altered. This date is only for reference purposes and does not affect any calculation on the VIP system.
Increase by Percentage or Fixed Amount	Select whether you want to enter a percentage or a fixed amount to increase/decrease the employees' salaries.
Enter the Increase Percentage/Fixed Amount	Enter the required percentage or amount, e.g. 10% or 1 000.00 to increase/decrease the selected Increase Screen field.
Enter the Minimum/Maximum	Enter the minimum or maximum amount that is to be allowed in the selected field, e.g. if you are increasing the Rate per Day field and no one is to have a rate per day of less than R 85.00, enter 85.00 as the minimum.
Apply the Increase to Basic Salary for	<p>Select which employees must be given the increase. You can select all employees, or employees in a specific department, job grade, pay point or category. If the global increase is applicable to employees in a specific department, job grade, pay point or category, you will be required to enter the code for the specific department, job grade, pay point or category.</p> <p>To determine the correct code to enter for the applicable department, job grade, pay point or category, the following steps can be followed:</p> <ul style="list-style-type: none"> • From the Main Menu click on Payroll • Click on Definitions • Click on System Description Codes • Click on the applicable system codes to view

Take Note: Once Global Increases have been processed you cannot undo them. It is important to make a backup before doing the increases.