

# Sage Business Cloud Payroll Professional

## *Salary Increase: Global Activation*

### Title

How to process salary increases using the Global Activation Function

### Summary

You need assistance to process salary increases

### Description

When needing to increase employees' salaries there are various options available

### Cause

Employee's salary needs to be increased

### Resolution

- Make a backup before processing the increases
- Read any onscreen messages very carefully before proceeding
- From the main screen of the company go to Payroll>Global Increases
- Select from the dropdown list which field needs to be increased
- Select Increase Date
- Select if you want to process a % or a fixed amount
- Increases can be captured for either all employees or by certain predefined fields, select the applicable option and continue