

Sage Business Cloud Payroll Professional

Salary Increase: Manually

Title

How to process a salary increase on an employee's Increase Screen

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 any increases
- From the main screen of the company go to Employee>Change Employee
- Click on the employee for whom you wish to process an increase
- In the routing block type INC and enter
- On the Increase Screen amend the respective field you wish to increase