Where their grade has a standard yearly incremental progression, there are various circumstances when the due date or hold flag for an employee's salary increment must be updated manually, eg:

- If the increment date was not entered during the appointment process.
- Where there is a Scale bar restricting automatic increments and a discretionary increment has been applied.

This guide covers the process steps below:

**Where Scale Bar restricts automatic increments**

**Changing Increment Due Dates**

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**Note:** The automatic increment process runs overnight and checks for increment dates up to one day in the future. If another pay change already exists with the same effective date then the automatic increment will not be applied. It is possible to back date an automatic increment but *only if no other pay changes exist after the due date*. If an annual increment has been missed and can't be backdated for the above reason then this should be managed by adding a manual salary increase (as per QRG: CH5_Change Pay) with a reason of 'Annual Increment'. Refer also to QRG: IP6_Tracking Changes and Correcting Records.

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**Where Scale Bar restricts automatic increments**

Moving to a salary point above a scale bar (e.g. for retention) must be authorised, and with reference to Personnel Services guidance. Refer to QRG: CH5_Change Pay to update the salary to the next point above the Scale Bar and then follow the steps below to enter the next increment date (if required).

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**Navigate to:** Personnel > Maintenance > Salary Administration > Maintain HR Salary Amendments

**Changing Increment Due Dates**

1. Enter/search for the employee record and click on **Search**. The Maintain HR Salary Amendments window opens:

![Maintain HR Salary Amendments window](image)

2. Ensure the correct salary line is selected and click on the **Salary Details** button to open the Salary Details window:
3. Enter the **Increment Due Date** and add **Comments** as required [A].

4. Click the **Save Increment Changes** button.

5. Click **Close** and **OK** to the ‘Changes Saved’ message.

**Useful Reports**
To help track increment due dates don’t forget to regularly run:
PERDEP44_Increment Due Dates