

CH17 – Changing the increment due date


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..... 1

Changing Increment Due Dates 1

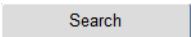
 **Note:** The automatic increment process runs overnight and checks for increment dates up to one day in the future. If another pay change already exists with the same effective date then the automatic increment will not be applied. It is possible to back date an automatic increment but *only if no other 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**.

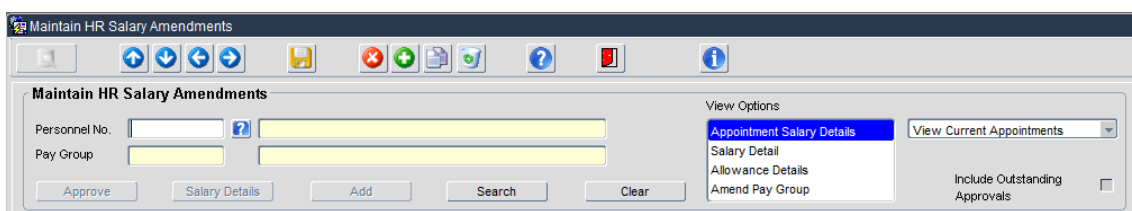
Where Scale Bar restricts automatic increments

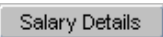
Moving to a salary point above a scale bar (e.g. for retention) must be authorised, and with reference to Personnel Services guidance. Refer to **QRG: CH5_Change Pay** to update the salary to the next point above the Scale Bar and then follow the steps below to enter the next increment date (if required).

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

Changing Increment Due Dates

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



2. Ensure the correct salary line is selected and click on the  button to open the *Salary Details* window:

CH17 – Changing the increment due date

Maintain HR Salary Amendments

Personnel No. 0002004 MELANIE CORNMARKET
Pay Group 20 University Monthly

View Options
Appointment Salary Details View Current Appointments

Approve **Salary Details** Add Search Clear

Include Outstanding Approvals

Appointments

| Start Date | End Date | Appointment Id | Status | Job Title | Post Type | FTE | Rate Of Pay | Allowances |
|-------------|----------|----------------|-----------|---------------------|------------|--------|-------------|--------------------------|
| 01-JUL-2015 | | 228804-1 | COMMENCED | ASSOCIATE PROFESSOR | FIXED TERM | 0.8000 | 37423.00000 | <input type="checkbox"/> |



Note: The appointment must have been commenced for the Salary Details button to show.

Salary Details for Appointment 228804-1

Personnel No. 0002004 MELANIE CORNMARKET

Effective Date 01-JUL-2015 Enquiry Date 01-JUL-2015 ?

Date Input 28-JUL-2015

Pay Rate Type Scale-Point

Pay Scale 30S ASSOCIATE PROFESSOR (TF-UNIVERSITY)

Point 1

Comments New Starter

Rate Annual

Rate Of Pay 37423.00 Annualised Pay 37423.00

Multiplier .800000

Actual Pay 29938.40 Actual Annualised Pay 29938.40

Total Salary (incl. Allowances) 29938.40

Increment Details

Increment Due Date **A** 01-OCT-2016 ? Comments

Qualification Ind History

Increment Hold Ind **B** Save Increment Changes

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