How-To Guide

Change the increment due date

There are various circumstances when the due date or hold flag for an employee’s salary increment must be updated manually, ie:

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

This is only applicable where an individual’s grade has a standard yearly incremental progression.

Important Information

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, see Make appointment and pay changes how-to guide, with a reason of Annual Increment.

Refer also to the How-to track changes and correct records guide.

Where Scale Bar restricts automatic increments

Moving to a salary point above a scale bar (eg for retention) must be authorised, and with reference to policy guidance. Refer to the Make appointment and pay changes how-to guide 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).

Changing Increment Due Dates

1. In the individual’s staff record, select Current Salary from the staff record menu.

2. Click into the appointment selection menu to select the correct appointment.
3. Select the **Increment History** tab.

4. Click the **ADD** button, this will open the **Add Increment History** pop-up.

5. Add the **Increment Due Date** and enter **Comments** as required.

6. Click **OK**.

**Useful Reports:**
To help track increment due dates don’t forget to regularly run: **PERDEP44 Increment Due Dates**