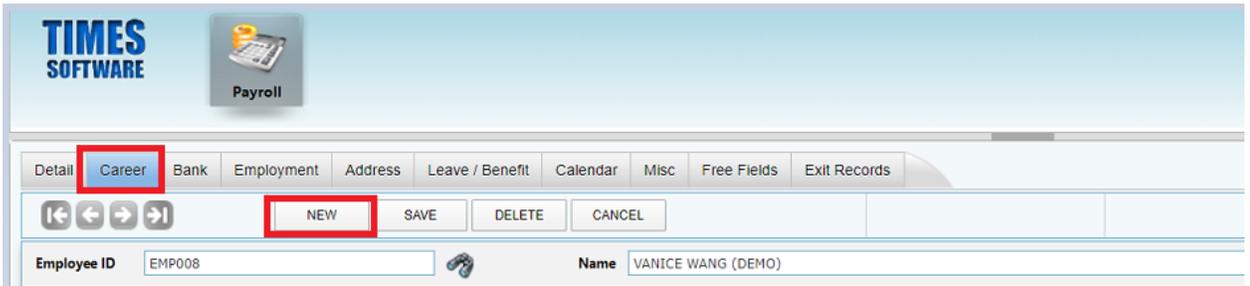
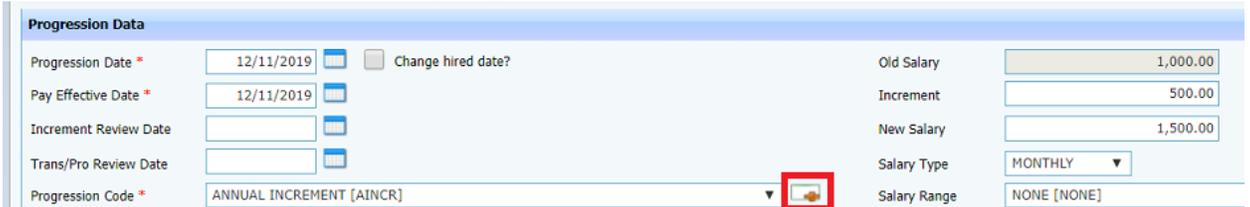


Steps to perform increment / pay cut. (For small group of employees)

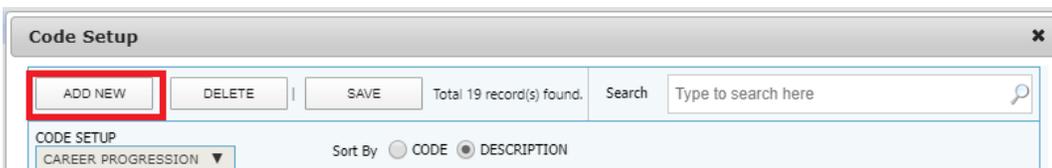
1. Login to effective pay cut period.
2. Go to **EMS >Employee > Career**
3. Click on New to add a progression record.



4. Click on  to add in new progression code,



If the code does not exist in the listing. You may create a new code by click on **Add New**.



The Career Progression Code Maintenance Table will be prompted, if the code has not been created. Type in your preferred description. For example: PAY CUT

Code Setup

SAVE & VIEW LIST SAVE & ADD ANOTHER CANCEL

CODE SETUP
CAREER PROGRESSION ▼ Sort By CODE DESCRIPTION

Code: PAYCUT a-z A-Z 0-9 - _

Description: PAYCUT

Click on **Save & view list** and the code is created.

- Next, key in increment/pay cut effective date under Progression Date. You can either indicate pay cut amount under Increment or New salary after pay cut in New Salary field, when done click on **Save** button.

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

NEW SAVE DELETE CANCEL

Employee ID: EMP008 Name: VANICE WANG (DEMO)

Progression Data

Progression Date * 01/04/2020 Change hired date? Old Salary 1,500.00

Pay Effective Date * 01/04/2020 Increment -150.00

Increment Review Date New Salary 1,350.00

Trans/Pro Review Date Salary Type MONTHLY

Progression Code * PAYCUT [PAYCUT] Salary Range NONE [NONE]

6. To view up dated record go to **EMS > PAY ITEM.**

E-Payroll		Statutory Requirement	Allowances/Deductions	Stop Payment			
< < > >		SAVE	CANCEL	Company Select - ALL	Query Select - AD-HOC		
Employee ID	EMP008	Name	VANICE WANG (DEMO)		Pay Group	STD	Head Count - 1
Pay Group/Type Setting				Salary Information			
Pay Group	STD	Batch Group	DEFAULT	Basic Salary	1,500.00		
Pay Type *	SN-Mthly Rated-SubjOT [SN]			Increment	-150.00		
Mid Mth Pay	<input type="checkbox"/> Semi-Month?	0	% / 0.00	New Salary	1,350.00		
Bonus Factor				Daily Rate	61.36		
Daily Rate Formula	Working Days/Mth [01]						

-END-