

This facility enables you to add a salary update to members of staff within a service term, rather than on an individual basis. Any staff members to whom the update should not be applied can be removed before applying the update. The system then updates the employees' contract automatically to reflect the new salary.

Multiple increases can be added in the same month and year. If more than one percentage increase is applied in a month, the calculated value is added to the previous calculated value, i.e. the increase is maintained and not replaced.

1. Select **Tools | Staff | Salary Update** to display the **Apply Salary Update to Staff** page.
2. Select the appropriate **Service Term** from the drop-down list.

- Specify the relevant **Award Date** by selecting the month and year from the drop-down lists.
- Click the **Search** button.

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The **Range Types** table displays all the range types for the selected service term.

5. Select the appropriate radio button to indicate whether the increase is by a specified **Amount** or **Percentage**. If **Percentage** is selected, ensure the correct **Effective Date** is selected. The calculation of the percentage of the salary will be based on the value that the salary has on this date. Click the **Refresh** button to refresh the staff details.
6. Select the members of staff to whom the salary update should be applied by selecting the check box beside their name. Alternatively, you can click the **Select All** and **Clear All** buttons to select all the names on the list or clear your selections.

NOTE: *Once a record has been selected, salary changes can also be made by directly typing into the **Value of change** and **New Annual Salary** columns.*

7. Any notes you wish to be recorded for the selected increases can be entered in the **Global Update to Notes** section. These notes will be appended to any pre-existing notes in the selected record with a date and time stamp.