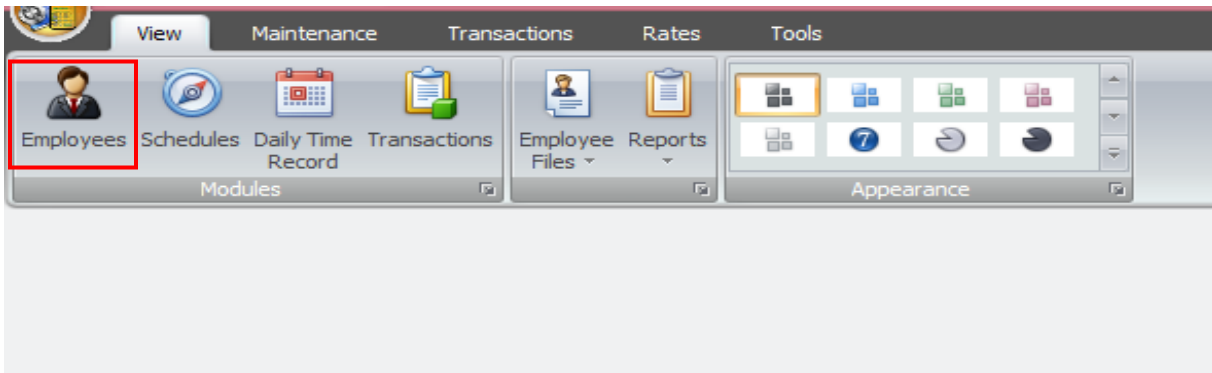## INCREMENT OF BASIC PAY

Go to Payroll Menu Bar > View then click Employees.
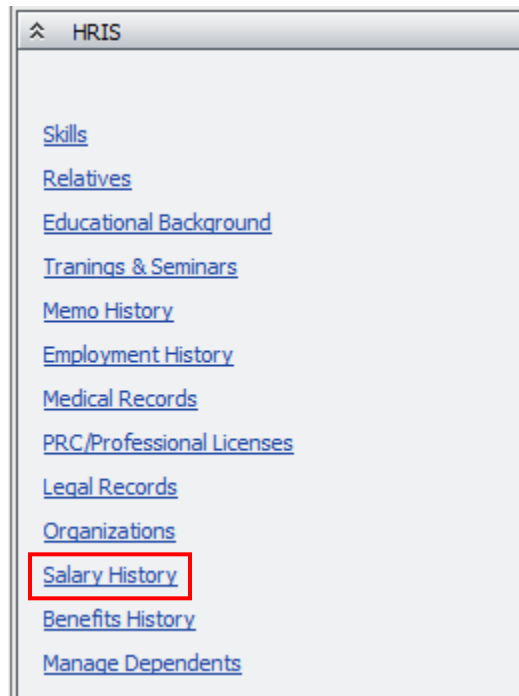

Employees' window will show, click the employee you want to change the Basic Pay.
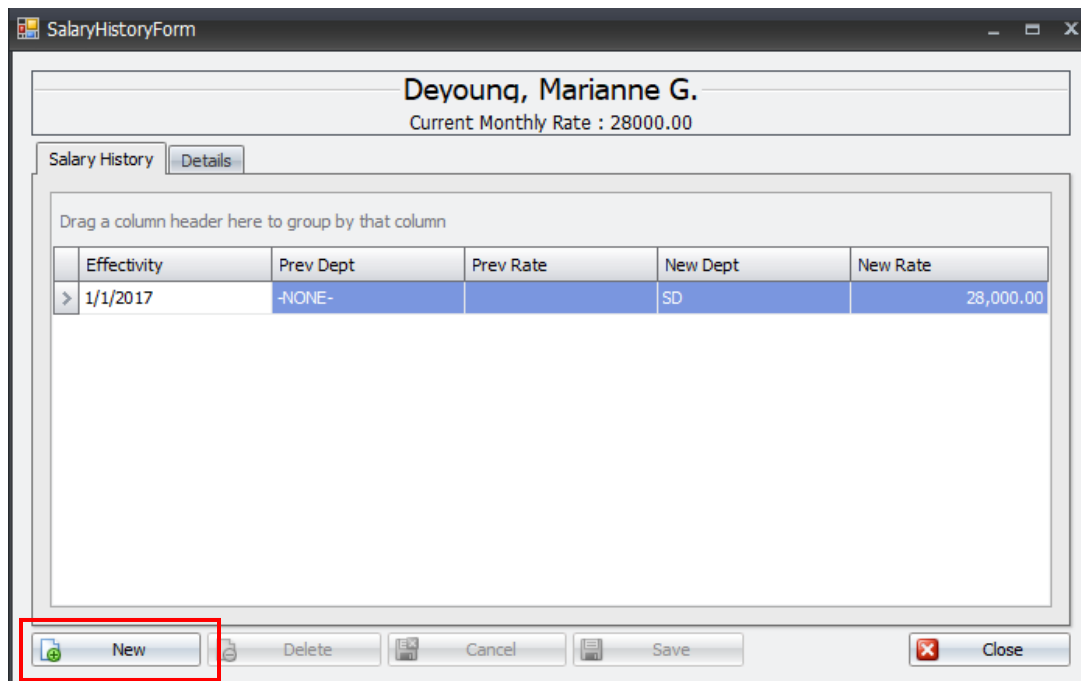
Then under HRIS (Lower right part of the window), click the **Salary History.**

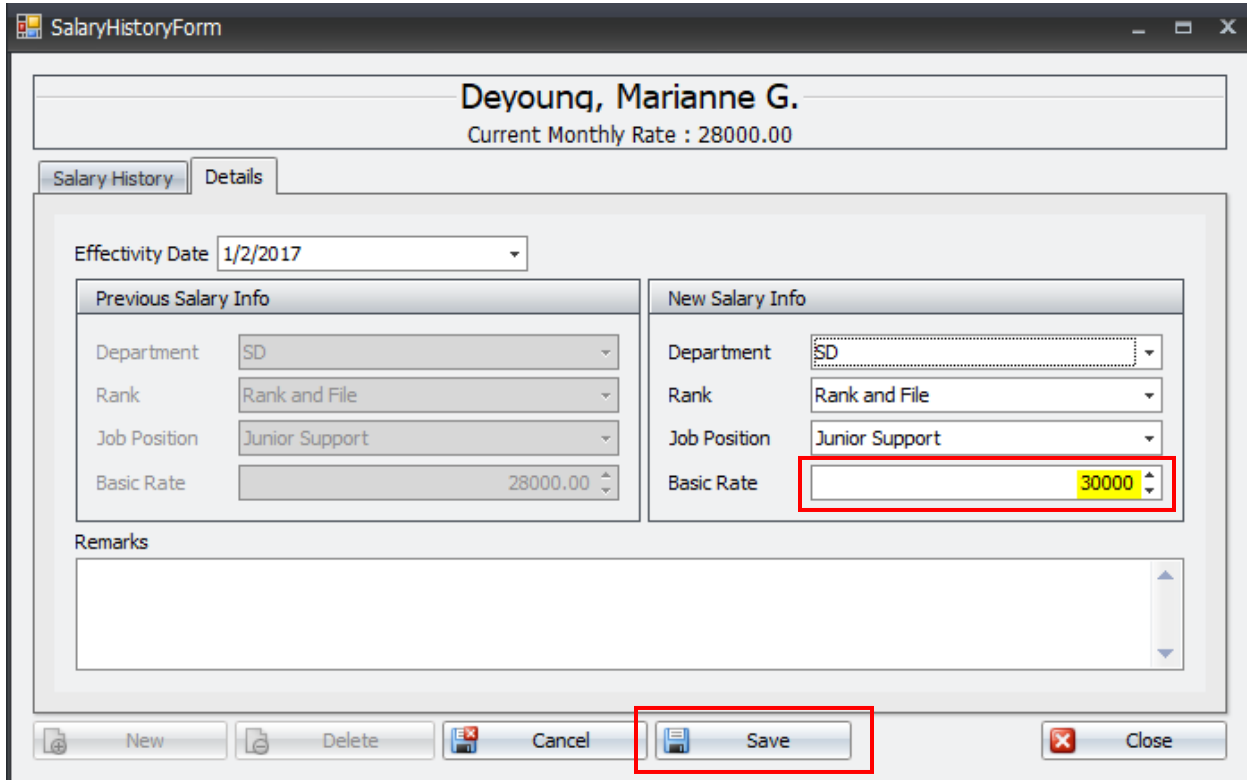**Salary History Form** window will show, and then click **NEW.**

After clicking **NEW,** you can now change the **Basic Rate** of the employee you have highlighted on the employees' window, after changing click **Save.**

After clicking **Save**, a prompt will show, just click **Yes**.

To verify if the **Basic Pay** is updated, Just **DOUBLE CLICK** the **Employee.**

As you can see, the **Basic Rate** is updated.