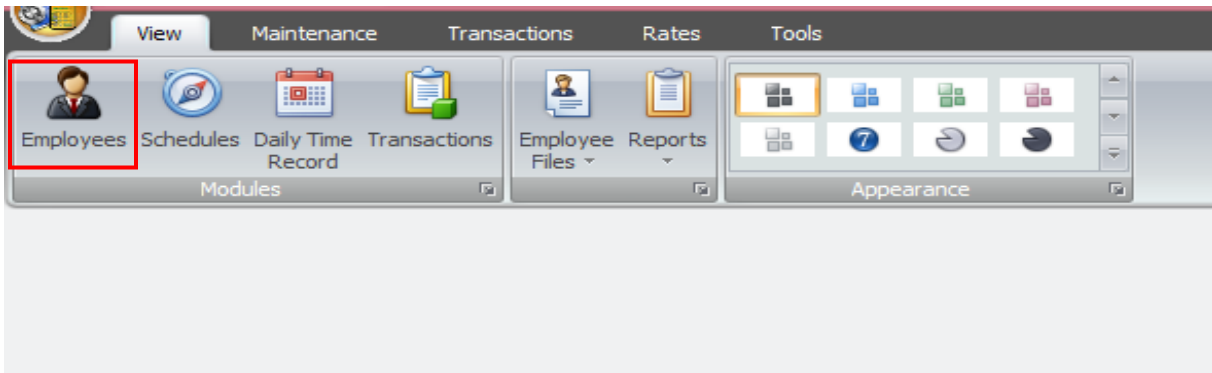




## INCREMENT OF BASIC PAY

Go to Payroll Menu Bar > View then click Employees.

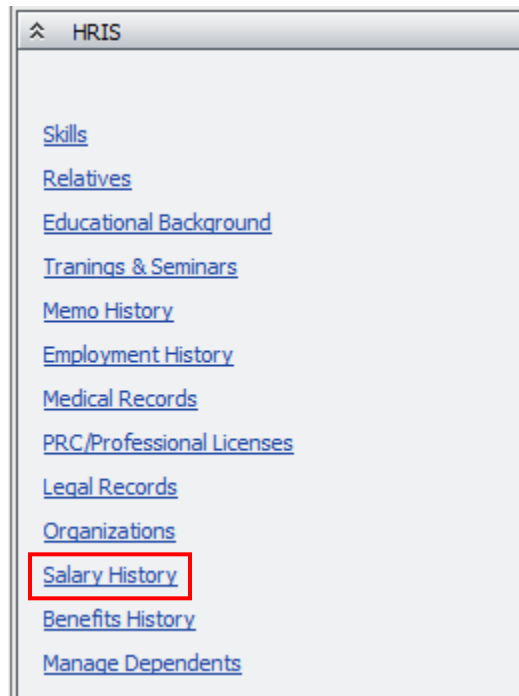


Employees' window will show, click the employee you want to change the Basic Pay.

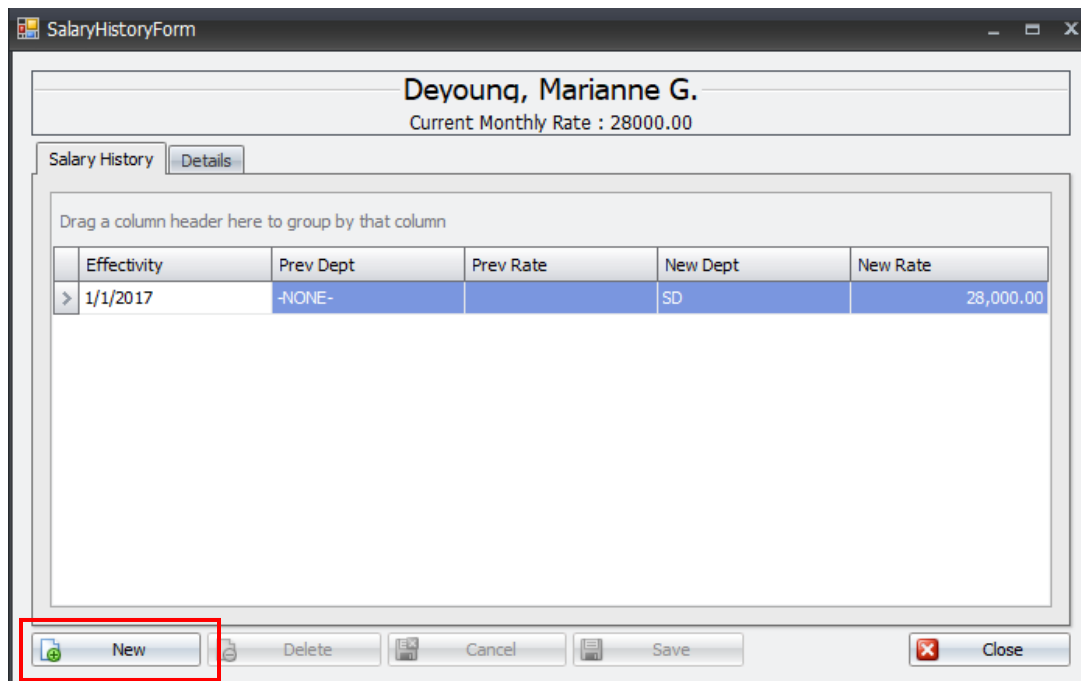
Drag a column header here to group by that column

Last Name	First Name	Department	Job Position	Tax Status	Salary Type
Castillo	Bessie	Sales and Marketing...	Junior Sales Staff	Single	Weekly
Deyoung	Marianne	Support Department	Junior Support	Married employee w...	Semi-Monthly
Jones	Janine	Support Department	Junior Support	Single	Weekly
Leffler	Kirk	Admin Department	CEO	Single	Monthly
Maggio	Daniel	Admin Department	Junior Accountant	Single	Weekly

Then under HRIS (Lower right part of the window), click the **Salary History**.



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

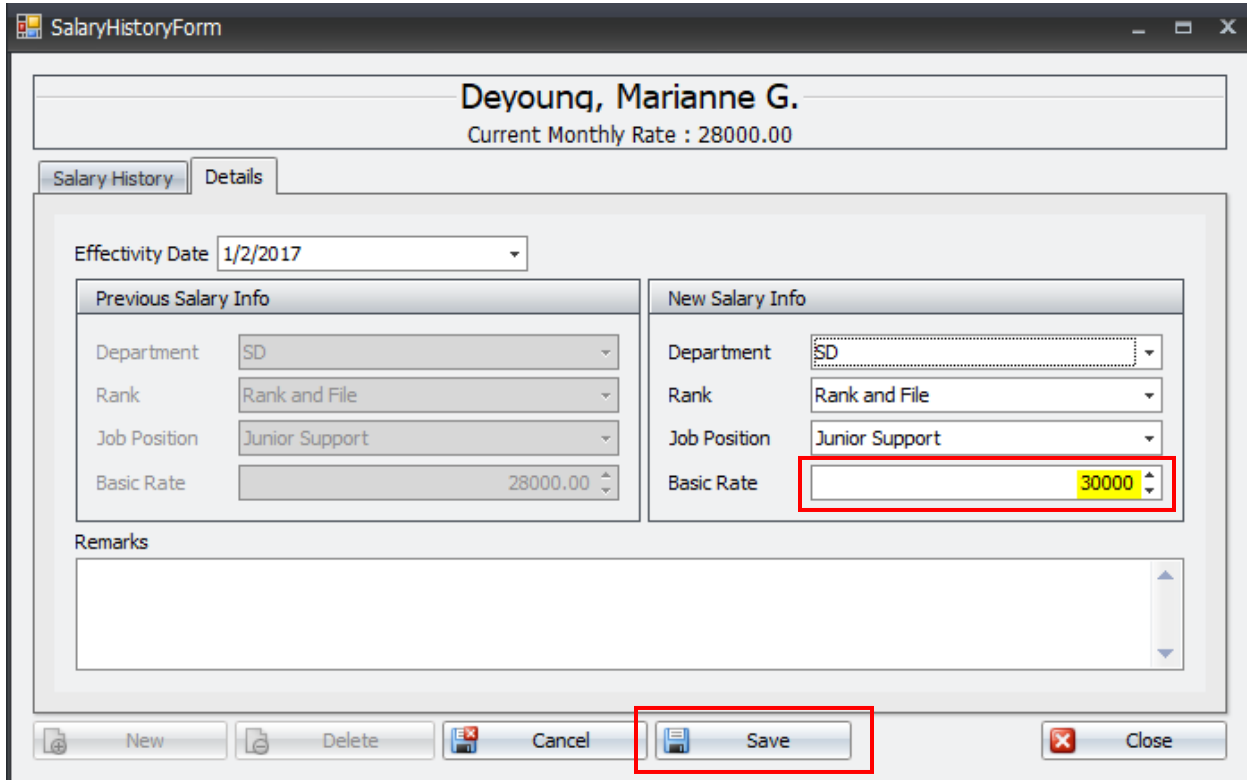


A screenshot of the "SalaryHistoryForm" window. The window title is "SalaryHistoryForm". The main content area displays the name "Deyoung, Marianne G." and "Current Monthly Rate : 28000.00". Below this, there are two tabs: "Salary History" (selected) and "Details". The "Salary History" tab contains a table with the following data:

Effectivity	Prev Dept	Prev Rate	New Dept	New Rate
> 1/1/2017	-NONE-		SD	28,000.00

At the bottom of the window, there is a toolbar with buttons: "New", "Delete", "Cancel", "Save", and "Close". The "New" button is highlighted with a red rectangular box.

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



SalaryHistoryForm

**Deyoung, Marianne G.**  
Current Monthly Rate : 28000.00

Salary History | Details


Effectivity Date: 1/2/2017

Previous Salary Info	New Salary Info
Department: SD	Department: SD
Rank: Rank and File	Rank: Rank and File
Job Position: Junior Support	Job Position: Junior Support
Basic Rate: 28000.00	Basic Rate: 30000

Remarks

New Delete Cancel Save Close

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



**Save Record**

This will update the Salary Info of **Marianne Deyoung** and will effect on next Transaction  
Do you want to continue?

Yes No

