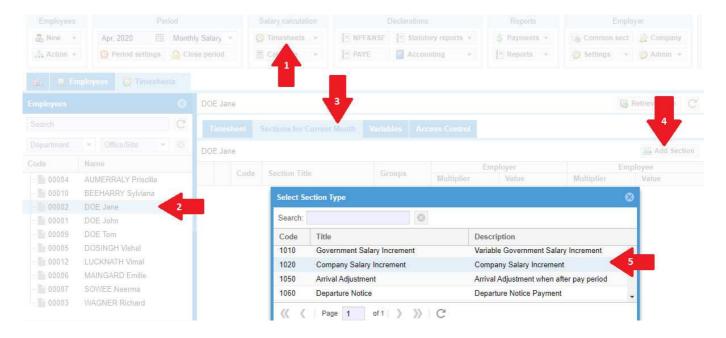## Objective

At any time, you can increase an Employee's basic salary. This increase will then be taken into account as from the pay period in which you have carried out the increase.

However, by modifying the basic salary, even if it is historically recorded for the previous closed periods, you may want to show this increase to the Employee on his Payroll Statement in order to formalize it.
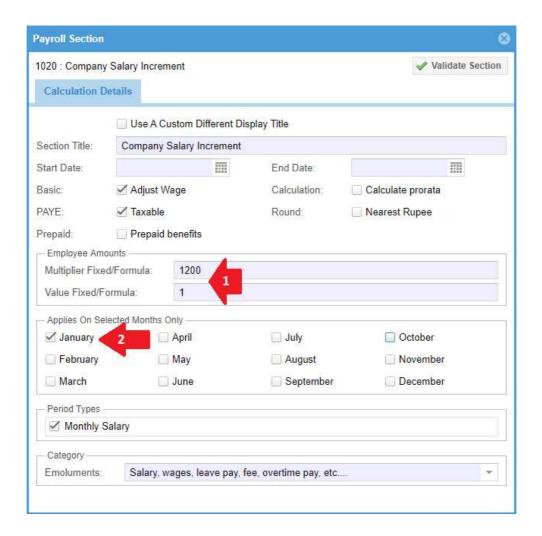
How to do this ?

For this increase, a Payroll section <u>for the current month</u> must be added in the timesheet of the Employee concerned.

To do this, go to the 'Salary Calculation' section and click on the **[Timesheet]** button. Select the concerned Employee in the list on the left then click on the tab "**Sections for Current Month**" and click on [Add Section] and **select 1020 section** in order to add a new field for the increase of the Company's part.

Then eventually customize label, tick the month for which you want the increase to take place (2),

Enter formula (1) or the amount corresponding to the desired increase.
For example a 5% increase would be: p.basic*1.05 or a fixed amount (our example): 1200

Reminder: Don't forget to put the 1 in Fixed/Formula Multiplier, since the result is always the multiplication between what is in Multiplier Fixed/Formula **x** Value Fixed/Formula.

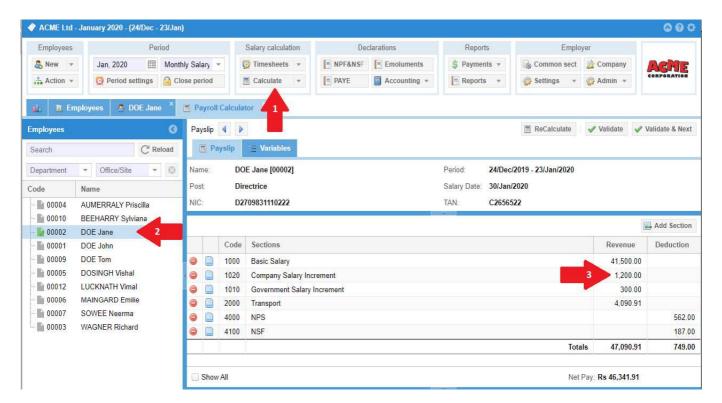Click on the **[Validate Section]** button and **[Save]** the Employee record.

Going to the Salary calculation of the Employee, now a new line is displayed :

For the following months:

As soon as you **close** the period of the month of the increase (here January), the amount of Payroll Section 1020 (here Rs 1,200) will be **automatically added to the Basic Salary** (Section 1000) and Section 1020 will no longer appear next month: there will be then only one line left on the Payslip (in our example, with a Basic Salary of Rs 42,700).

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