

There are various circumstances when the due date or hold flag for an employee's salary increment must be updated manually, ie:

- if the increment date was not entered during the appointment process, or
- where there is a Scale bar restricting automatic increments and a discretionary increment has been applied.

This is only applicable where an individual's grade has a standard yearly incremental progression.

Important Information

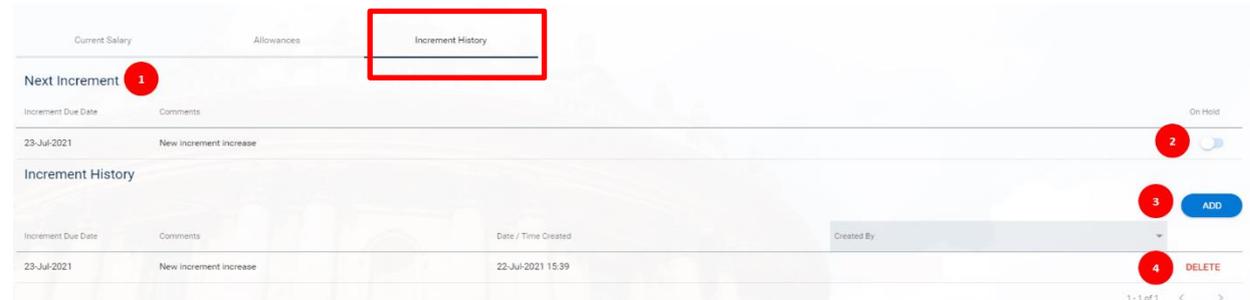
The automatic increment process runs overnight and checks for increment dates up to one day in the future. If another pay change already exists with the same effective date, then the automatic increment will not be applied.

If an annual increment has been missed then this should be managed by adding a manual salary increase, see [Make appointment and pay changes](#) how-to guide, with a reason of **Annual Increment**.

Refer also to the [How-to track changes and correct records](#) guide for how to view Increment History and correcting pay changes where an increment is due to be applied.

Increment History Screen

People Management > Command Centre > Employee search > View > Current Salary



The Next Increment (1) section indicates when an increment is due to be applied.

Users can hold an upcoming increment by sliding the toggle to the right (2).

Note * Please contact HR Systems Support for guidance and advice on putting increments on hold.



Individuals with 'on-hold' increments will not appear in the [PERDEP44 Increment Due Date](#) report as on hold until the next day allowing the overnight process to update. The Increment Due Date will also still display as currently recorded within the Current Salary and Increment Due Date screens.

The **Add** button (3) enables users to make manual changes to the increment due date.

The **Delete** button (4) enables users to remove an increment that was incorrectly added.

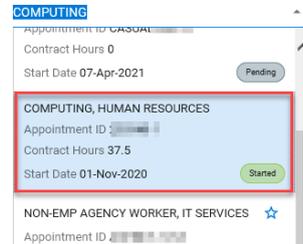
Adding/ Changing the Increment Due Date



Note * Before adding an increment, ensure that the employee has been in the post for at least 3 months.

Increments should not be applied against apprenticeships.

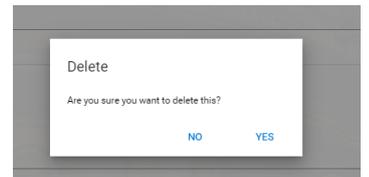
1. Navigate to the relevant Employee record.
2. Click into the appointment selection menu to select the correct appointment.
3. Select the **Increment History** tab.
4. Click the **ADD** button, this will open the **Add Increment History** pop-up.
5. Add the **Increment Due Date** and enter **Comments** as required.
6. Click **OK**.



Deleting an increment

If an increment has been added with incorrect information, or if it has been applied against an employee record that is not entitled to an increment increase, it can be deleted.

1. Navigate to the relevant Employee record.
2. Click into the appointment selection menu to select the correct appointment.
3. Select the **Increment History** tab.
4. Locate the relevant increment line, click **Delete**.
5. When the **Delete** prompt appears, click **Yes**.
6. The **Increment Due Date** field in the **Current Salary** screen should now have updated to **N/A**.



Where Scale Bar restricts automatic increments

Moving to a salary point above a scale bar (eg for retention) must be authorised, and with reference to policy guidance. Refer to the [Make appointment and pay changes how-to guide](#) to update the salary to the next point above the Scale Bar and then follow the steps below to enter the next increment date (if required).

1	+4,000
2	+5,000
3	+1,500
4	+1,125
5	+1,062

Useful Reports:

To help track increment due dates don't forget to regularly run: [PERDEP44 Increment Due Dates](#)