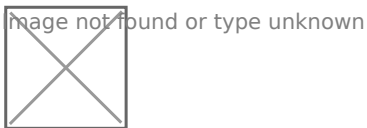


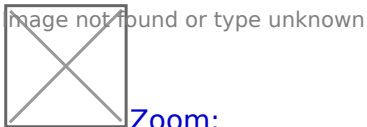
# 2.1 Step 1: Define an Active Period

**WHY:** This section assists the administrator in adding an Active Period

**WHERE:** From the system portal, click **System Administration | Modules | Salary Review | Period**

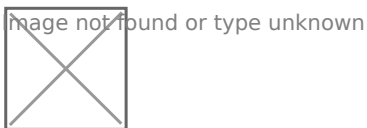


- If there is no active Period, click on *Add* to create a new active period

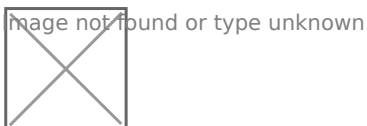


[Zoom:](#)

- The newly created Period can be *Viewed* and *Edited*



- Complete all applicable fields
- Mandatory fields include:
  - Period
  - Start Date
  - End Date
  - Global Increase Percentage
  - Code of Conduct - Title, Description and Acceptance Text



---

Revision #1

Created 28 March 2021 18:20:26 by Lizette Lotter

Updated 28 March 2021 18:20:42 by Lizette Lotter