

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



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