2.2 Step 2: Download and Upload of REM Channel Codes Template

WHY: *This section assists the administrator in downloading the REM Channel Codes, completing them and uploading them*

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

2.2.1 Download REM Channel Codes Template

- These codes must be downloaded first
- Click on “Download REM Channel Codes Template”

2.2.1 Download REM Channel Codes TemplateZoom: 2.2.1 Download REM Channel Codes Template

- Complete the Template
- These are the remuneration brackets and once uploaded it will be plotted on the graph



2.2.2 Upload REM Channel Codes Template

- Click on “Upload REM Channel Codes Template”

2.2.2 Upload REM Channel Codes Template

Zoom: 2.2.2 Upload REM Channel Codes Template

- A page will open where you are prompted to choose the file
- Choose the template that you completed and saved
- Click then Save and Preview



- If the data is correct, tick the verify box and select Execute Import



Revision #1
Created 2021-03-28 20:20:50 UTC
Updated 2021-03-28 20:21:04 UTC