

# 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 Template](#)

[Zoom: 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

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## 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

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

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