

# 2.5 Step 5: Undo Submissions

**WHY:** This section assists the administrator to undo submissions that was wrongfully submitted.

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

- Once a submission is made, it can be reversed
- A reason for reversing the submission is mandatory
- Cases where a reversing occurs will be when an employee needs to be moved from one manager to another

Complete the Reason for reversing this submission and the click Reverse Submission

Action	Employee	Subordinate's Direct Manager	Job Title	Number of Employees	Total Cost to Company	Average Performance Rating	Average Increase	Average Market Adjustment	Average Bonus	Total CTC After Increase	Reason for reversing
<a href="#">Reverse Submission</a>	Lee-Ann Janse van Rensburg [leeannjrensburg062468@mymail123.com]	Marie Wallis [MarieJoubertWallisjoubert.m@gmail.com0721258533]	Resources	10	1,760,000.00	2	0.90%	0.90%	0.36%	1,806,300.00	Reversing
<a href="#">Reverse Submission</a>	Marie Wallis [MarieJoubertWallisjoubert.m@gmail.com0721258533]	Lee-Ann Janse van Rensburg [leeannjrensburg062468@mymail123.com]	Business Analyst	1	300,000.00	5	2.00%	1.00%	3.34%	309,000.00	Reversing

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