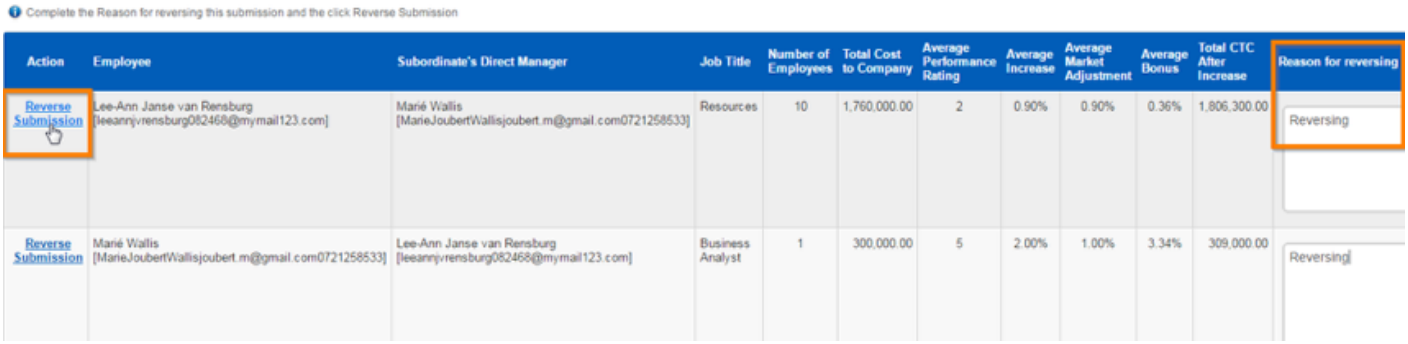
2.5 Step 5: Undo Submissions

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



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