

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 |
|------------------------------------|---|---|------------------|---------------------|-----------------------|----------------------------|------------------|---------------------------|---------------|--------------------------|----------------------|
| Reverse Submission | 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 |
| Reverse Submission | 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 |

Revision #1

Created 28 March 2021 18:23:18 by Lizette Lotter

Updated 28 March 2021 18:23:42 by Lizette Lotter