

2.7 Step 7: Override Employee Salary Ratings

WHY: This section assists the manager to override his subordinate employees' ratings as well as his own employees without reversing a submission.

WHERE: From the system portal, click **System Administration | Modules | Salary Review | Override Employee Salary Ratings**

- A Manager can override his subordinate's employees' ratings as well as his own employees without reversing a submission
- "The reason for overriding" field is Mandatory
- On an employee, you can change the ratings percentages and submit

Finalized	Employee	Job Title	Start Date Years Of Service	Age	Cost to Company (CTC)	RE Midcareer Data	Performance Rating	Increase	Market Adjustment (%)	Bonus (%)	CTC After Increase	Comments	Override Reason
<input checked="" type="checkbox"/>	Biggins, Freda (HO) more info...	Chief	2014/01/01 2 years, 3 months	118	200,000.00	Lower: 100,000.00 Median: 200,000.00 Upper: 300,000.00	S +	% 0.00 R 1,200.00	0.00	25% + Bonus: 50,000.00	200,400.00	bla	Increase is too small

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