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



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