

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 Mid Annual Data	Quartile	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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