Making a Salary Change

This guide will show you how to **Change a Scale Point (scp)** for an employee in **Your HR. (**e.g. As part of the Annual Teachers Performance Review).
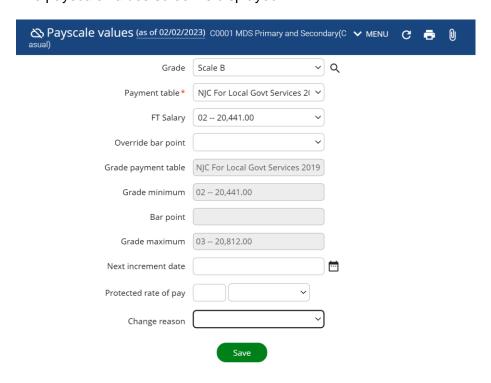
Important Notes:

- Your HR will automatically increment **non-teaching employees** (with the exception of Apprentices) so you are NOT required to manually increment them
- **Apprentice increments** will be processed by WES HR on your behalf
- **Casual/supply workers** are not entitled to an increment
- Maintained, foundation/va schools are not required to submit transactions for authorisation

Changing payscale values

Step 1

- Click on **Your People** > Search for the required employee
- In the top left corner change the effective date to the date of the change of salary
- Click on **Movers & Changes** from the links > Click on **Salary Changes**
- If the employee has more than one position, click on the required position which will be displayed on the left hand side of the screen
- **Effective date –** ensure this is set to the date that the employee's scalepoint will be changing
- The payscale values screen is displayed

Step 2

- The current grade and scp are shown. **The Grade cannot be changed**
- **FT Salary -** change the scp by selecting new scp
- **Change reason** - select a reason for the change

Please note - If an employee requires a bar/ceiling then enter this in the **Override bar point** field. This will prevent the employee from incrementing beyond this scp. If an employee is protected pay, refer to the Pay Protection section in the main administration guide

- **Save** the changes made. A warning message is displayed if you select a scp outside of the min and max for the grade change. Review your input and save again. **(Only for maintained, foundation/VA schools and academies where in system authorisation is not used). Please follow the instructions after the academy section to finish.**