Pay rises, annual increases or backpay

Uploading data from Spreadsheets · https://paiyroll.com/kb/pay-rises-annual-increases-or-backpay/

Follow this guide to quickly upload annual salary increases, pay rises, or back pay.

Salary automated backpay

Salary has special inputs for increases or backpay - these are **Next Base Salary** and **Next Effective Date**. All calculations are handled automatically after you enter the new salary amount and the effective date.

Existing Pay Items

Existing pay items' values can be easily modified, e.g., Hourly paid, and Overtime, without creating any new pay definitions.

New Pay Items

There are two ways of handling new pay information:

1. Payslip Message

If you wish to provide a message relating to the increase, you may find it convenient to create a new Pay Definition based on the **Message** template. This allows you to attach new message pay items to employees that only provide payslip *text*, independent of any pay.

The message will be visible in the **Additional** section on the payslip.

2. Backpay Items

First, create a new pay definition to use for the increment.

- Generally, you can base this on the **payment** pay template and give it an appropriate name, e.g. **backpay**.
- If you want to provide a date and an amount, base this new pay definition on the **per-unit** template. That will allow you to include any display string on the payslip, for example, including

the date. The hours input would be set to the value "1", and you would enter the increment in the base.

Be sure to set the **reuse policy** on the input to **use once, and set to zero** to ensure the increment is applied only once.

This information will be visible in the gross pay section of the payslip.

Verification

After you've decided which of the above methods you want to use, please add this one pay item to a test worker or to yourself.

Bulk upload

If you have multiple employees, then you probably want to perform these in bulk using the steps described in Pay Item workbook upload/edit/download