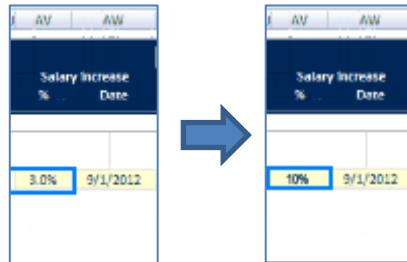## Labor Planning - Salary Increase

Salary Increase %

In the example below, a Managerial/Professional employee will receive a 10% salary increase in September.

1. Go to the Employees tab of the Labor Planning Workbook. You can be in Summary or Detail view.

2. Select the Salary Increase column (AV).

   - Type 10.

   - Press the Tab key.

3. By default, the increase will take effect on September 1. To change the effective date, select column AW and type over the date.

4. To verify this transaction in the Detail view, scroll right to check that the amount after the selected date is 10% higher than the amount before the selected date.

Salary Increase $

In the example below, a Managerial/Professional employee will receive a $5,000 salary increase in January.

1. Go to the Employees tab of the Labor Planning Workbook. You can be in Summary or Detail view.

2. Scroll to the right to access the monthly buckets provided in Detail view.

   - Highlight the cell in **Column BY** in the FTE Salary row.

   - Press F2 to edit the formula in this cell.

   - At the end of the formula at the top of the screen, type +5000, then press Enter.
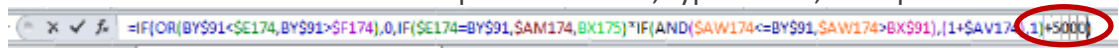
3. Compare the salaries in Column BX and BY. The value in Column BY should be $5,000 larger.