Manual for use LEVELING INCREMENT
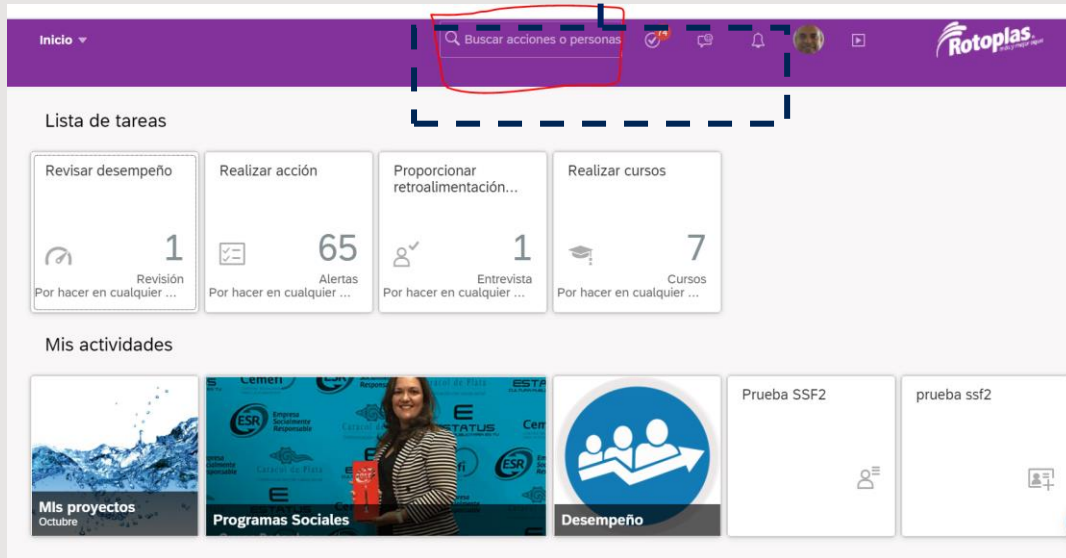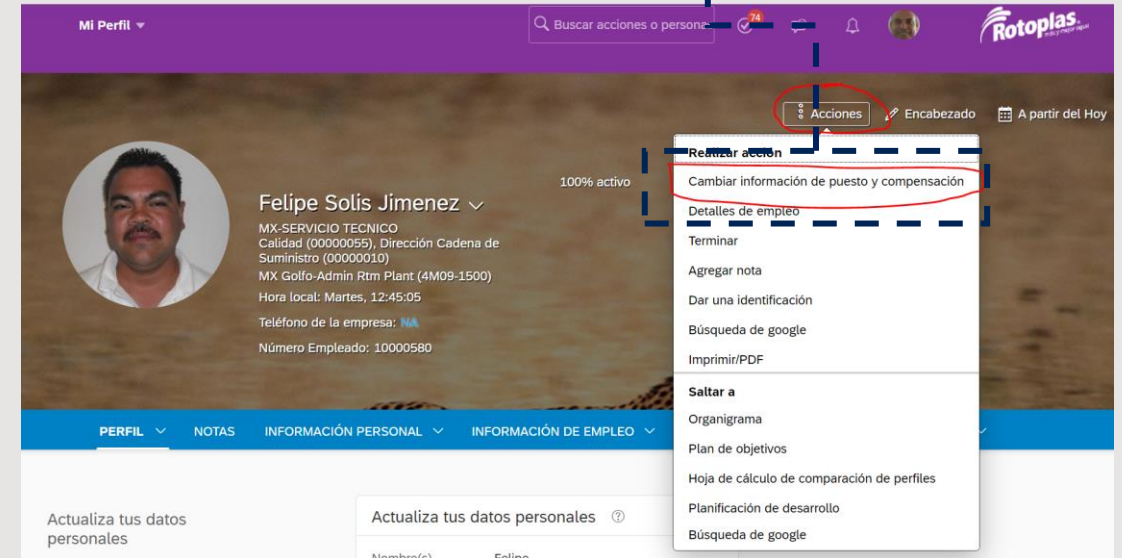
in SAP SuccessFactors

NOTE: Applies to administrative employees who have earned an increase outside of the regular salary review period, which is subject to current policy

1 Enter the number of the employee to whom you will apply the increment

2 Within the Employees's profile, Click on "Actions" and next on **"Change Position and Compensation Information"**

LEVELING INCREMENT

3 Select "Compensation Information" and the date when the change will take effect.

Note:

Mexico: Admin. The change can only be made on the 1st and/or 16th day of the month, within the 4 days following the date. Operators: Changes can only be made on Thursday, the deadline being the following Tuesday.

Peru (Admin), Argentina, Brazil: The change can only be made with on the first day of each month. Peru (oper.) on Mondays within the same month

USA: The change can only be made on the starting date of the fourteen-day period and will only apply in the same week as the change

CA: The change can only be made on days 1 and/or 16

Cambiar información de puesto y compensación

Elija qué desea cambiar

☐ Información del puesto
Cambie los datos del puesto, la información de tiempo y demás información del empleado.

☐ Relaciones del puesto
Especifique el socio comercial de RR. HH. del empleado, sus asesores jurídicos y otros, además del gerente principal.

☑ Información de compensación
Cambie el salario, la bonificación, la elegibilidad para beneficios laborales y demás información.

¿Cuándo desea que surtan efecto sus cambios?*
dd/mm/aa

Cancelar   Guardar

LEVELING INCREMENT

4 The next thing is to update the salary amount, which can be done by clicking on the calculator and placing the % and then clicking **on save** (the change must be made to each concept as applicable: 1M01, 1M02 1M05).

Note: It is important to validate that salary items are correctly assigned.

You can also do this directly by applying the amount manually:

5 When you save, it will display a message where the system will automatically detect the leveling increment which, when you click on **"Confirm"**, will be sent to an authorization flow

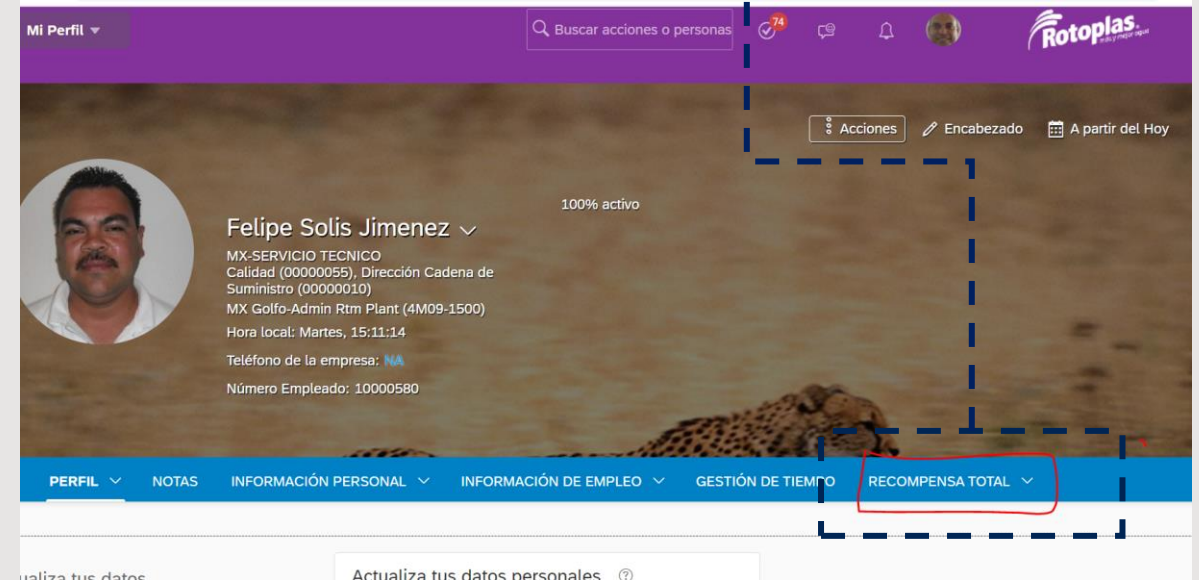**6** The approver will be shown the new request tile:

LEVELING INCREMENT

7 And it is displayed as follows, clicking on "Approve", then it will display the message of successful approval:
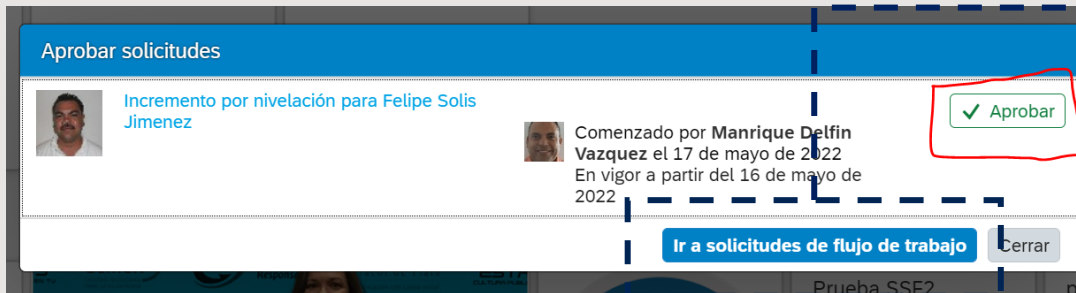
8 Once the change is approved, it can be viewed in the employee's profile - Total Rewards - Compensation Information

LEVELING INCREMENT

7 Click on the clock to view the change:

8 In SAP-HCM, the change will be displayed in IT 8: