



BerniePortal How To: *Update an Employee's Salary*

Follow the steps below for instructions on how to update an employee's salary.

- Step 1:** Log in to your BerniePortal employer account.
- Step 2:** Select *Employees* from the black bar at the top of the home page.
- Step 3:** Click on the employee's name for whom you need to update the salary.
- Step 4:** On the left hand side of the screen, click on *Compensation*.
- Step 5:** On the right hand side of the screen, click on the blue box titled *Add New Adjustment*.
- Step 6:** In the box titled *New Salary*, enter the employee's updated salary.
- Step 7:** Select *Preview*.
- Step 8:** In the box titled *Effective with first paycheck after this date*, select *March 1, 2020*.
- Step 9:** Click *Save*.
- Step 10:** Return to employee list and repeat steps 2-9 for any employee requiring a salary update.