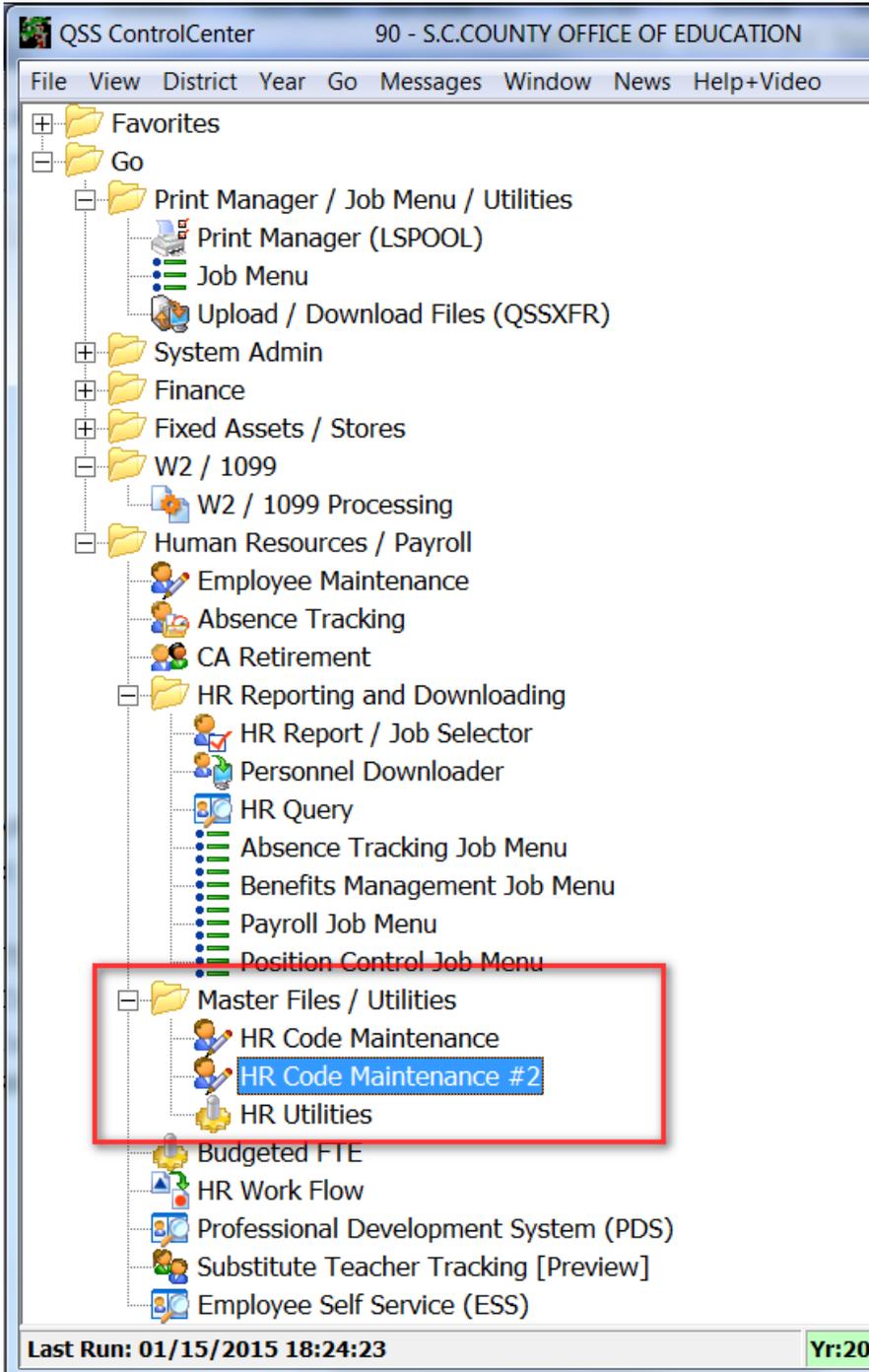# How to copy and increase a Salary Schedule

The Copy Salary Schedules function allows you to copy an existing Salary Schedule and increase it by a percentage or dollar amount.

In Human Resources/ Payroll, click on Master Files/Utilities then HR Code Maintenance #2.

How to copy and increase a Salary Schedule

Once in HR Code Maintenance #2, open Position Control and click on Salary Schedules/ENH.

How to copy and increase a Salary Schedule

Click on the Salary Schedule to be copied on the right side of the screen.

Click on the Copy Salary Schedule icon at the top.

How to copy and increase a Salary Schedule

On the Copy Salary Schedules screen-
1. Click on "S-Copy Specified salary schedules"
2. Fill in the following fields:
    a. From Year
    b. From Schedule
    c. From Model
    d. To Year
    e. To Schedule
    f. To Model
    g. Projection
    h. By Dollar or Percentage
3. Click on "Verify Data and Model Schedule" icon

How to copy and increase a Salary Schedule

Locate new Salary Schedule created and verify that increase was added correctly. Make any adjustments as needed.

How to copy and increase a Salary Schedule

Copy new verified Salary Schedule amounts from new model back to original model.