



Australian
National
University

AUTOMATED ANNUAL AND BIENNIAL INCREMENTS GUIDE



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Annual and Biennial Increments

Annual and Biennial increments have been fully automated through the Human Resources Management System (HRMS).

Relevant Policy

[ANUP_000619- Payment of Salary Increments](#)

[The Australian National University Enterprise Agreement 2013-2016, Salary and Benefits- Incremental salary progression](#)

Automation details

Each fortnight, the HRMS will check records with a salary review date in that period and check for the following:

- Periods of leave without pay;
- Salary review dates;
- That a PDR has been completed in the last 12 months; and
- Eligibility i.e. Annual vs. Biennial, top of level.

If the staff member meets eligibility conditions, the increment will be processed, and the salary review date will be updated.

Exceptions

The HRMS will not be able to automatically process an annual or bi-annual increment where

- there is no salary review date in the system; or
- the system cannot calculate or resolve LWOP durations.

In these instances an exception report will be issued to the Local HR area to review and make appropriate adjustments.

Reporting

Local HR Practitioners will be able to access reports to identify increment payments that have been made. These reports are currently in HRMS, but will be moved to ANU Insight reporting in the coming months.

The reports can be found at the following

→Workforce Administration

→Workforce reports

→Salary Performance Review

Or through the GRD report- checking the Salary Review Date field.