

## **11. How to effect an MPF increment?**

MPF increment should be effected before the Payroll run as follows:-

- a. Run the Discover Report: MPF Increment List to check who are the employees being affected.
- b. Run the Concurrent Program: C000 MPF Increment.
- c. Transfer the BEE with the file MPF IncrementYYYYMM (where YYYY and MM are the year and month numbers respectively, for instance, 200504 for April 2005).
- d. Check whether the BEE is properly transferred or not.

Please note that in this case, the user has just run the C000 MPF Increment program but has not transferred the BEE. Besides, the BEE only amends the Element of the MPF information. If the user wants to adjust the April 2005 MPF contribution, for example, he needs to roll back the April 2005 Payroll Run. If the user wants the changes to be effective in May 2005, he needs to change the effective date in the BEE before the transfer.