

### Process for Mass Salary Increases

In order to accommodate and process Mass Salary Increase requests in a timely matter, please submit the employee information in an Excel spreadsheet in the following format:

- 9 digit Blue Cross System ID Number
- The hourly rate/Annual salary (Please follow same format that the employees are currently listed on system, hourly are an hourly rate and salaried are an annual rate)
- The effective date

	A	B	C	D
1	<b>Blue Cross System ID</b>	<b>Hourly Rate/Yearly Salary</b>	<b>Effective Date</b>	
2				
3	123456789	21.42	June 1,2015	
4	101112134	121,256.78	June 1,2015	
5				
6				
7				

Once you have completed the spreadsheet for updating, please email your request to [FlexBenefits@medavie.bluecross.ca](mailto:FlexBenefits@medavie.bluecross.ca).

You will receive email notification once the salary updates have been completed.