

AutoEnroll

Update Employee's Salary

1. Login to AutoEnroll at www.ppienroll.com
2. Access the employee's record by searching for their name or SSN in the search bar on the home screen
3. Select "Edit/Term" from the drop down menu under the employee's name

4. Click on the gray "Administration" box, and select "Add/Change Salary"
5. Enter the effective date of change and click "Continue"

6. Click on the "Edit" button in the "Compensation Information" section

7. Make the necessary changes to the employee's "Base Salary" and/or "Salary Plus Bonus" and click on the "Next" button

8. Review the salary change and make any additional changes
9. Click "Approve"

Please note: changes must be made in AutoEnroll by the 10th of the month in order to be reflected on your next PPI bill; otherwise they will first be reflected on the following month's bill.