

Compensation: Request Compensation Change

VIEW COMPENSATION

To view current compensation for an employee,

1. Search for the employee in the Workday search bar and open their profile.
2. Click the **Compensation** tab on the left-hand side.

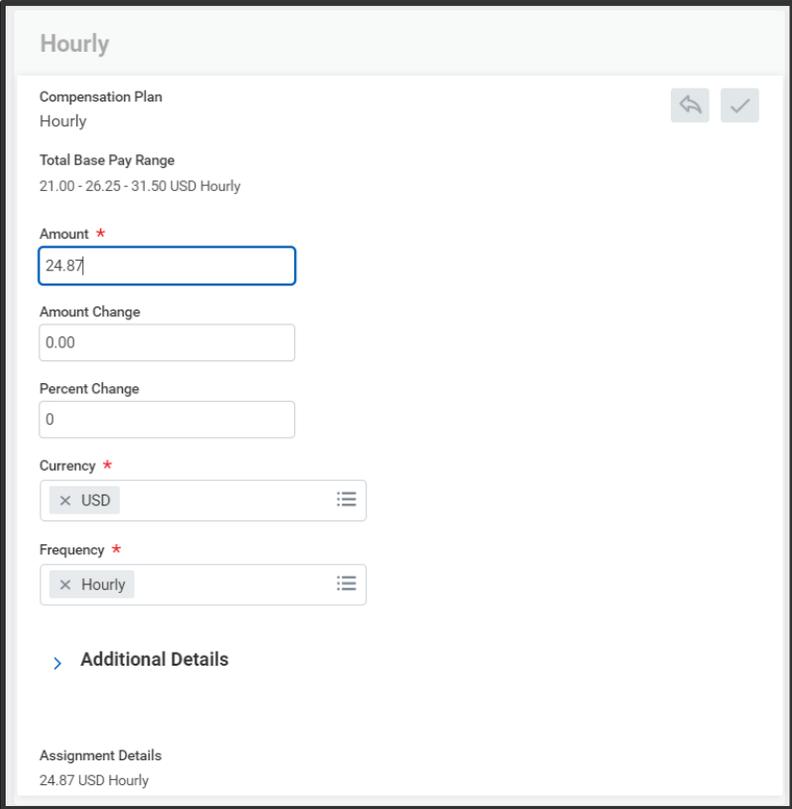
REQUEST A COMPENSATION CHANGE

You can request a base salary or an allowance change for a direct report using **Request Compensation Change**.

1. Search for the employee in the Workday search bar and open their profile.
2. On the left-hand side, click the **Actions** button.
3. Hover over **Compensation** and choose **Request Compensation Change**.
4. Enter the **Effective Date**. This date must be **on or after today's date** and must be **at beginning of a Pay Period**.
5. Click **OK**.
6. Click the **Edit** icon  to open the Effective Date & Reason section. You must select a **Reason** for the adjustment.

REQUESTING A BASE PAY CHANGE

7. Click the **Edit** icon  to open the **Hourly** or **Salary** section, depending on the worker.
8. Enter a new Amount, Amount Change, or Percent Change. Updating one field will auto-populate the other fields.



The screenshot shows a 'Hourly' compensation change form. At the top, it says 'Compensation Plan Hourly' with a back arrow and a checkmark icon. Below that, it shows 'Total Base Pay Range 21.00 - 26.25 - 31.50 USD Hourly'. There are three input fields: 'Amount *' with the value '24.87', 'Amount Change' with '0.00', and 'Percent Change' with '0'. Below these are two dropdown menus: 'Currency *' set to 'USD' and 'Frequency *' set to 'Hourly'. At the bottom, there is a section for 'Assignment Details' showing '24.87 USD Hourly' and a 'Save' icon with a checkmark.

9. Click the **Save** icon 

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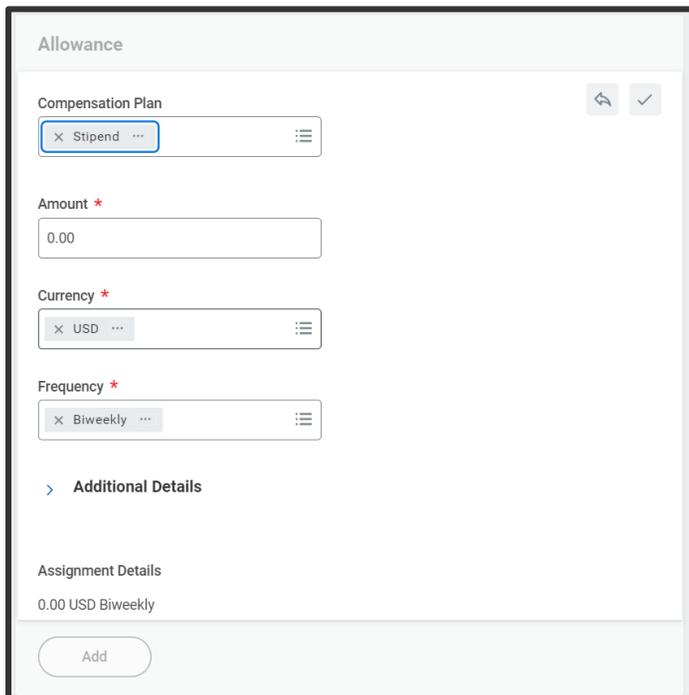
REQUESTING AN ALLOWANCE CHANGE

Allowance plans give employees a set allowance for expenses such as cell phones, gas, or fitness memberships.

10. Scroll down to Allowance and click the **Add** button.



11. Select the appropriate plan. Eligible allowance plans display, allowing you to make changes if needed.

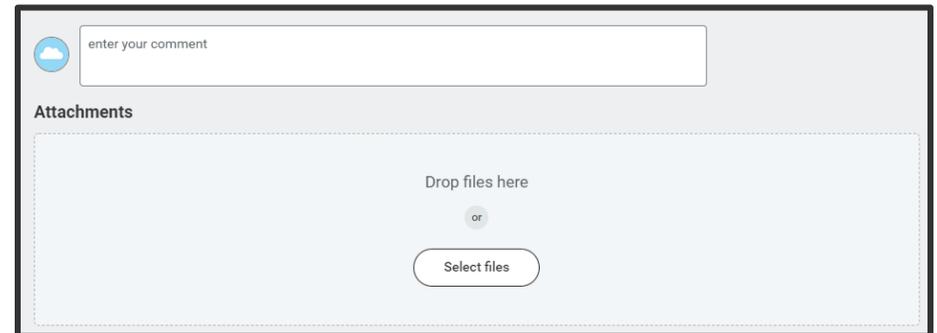


12. Click the **Save** icon .

SUBMITTING FOR APPROVAL

All **Request Compensation Changes** route to your manager for approval before going to your Compensation Partner for final review and approval.

13. Add any supporting comments or documentation.



14. Click **Submit** and **Done**. The request is now routed for approval.