

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

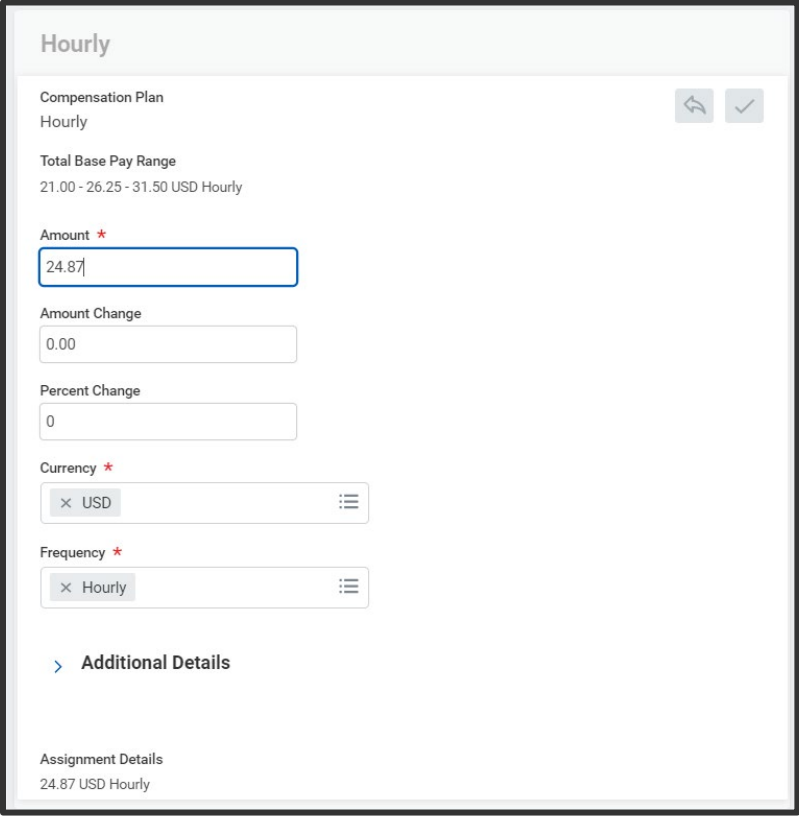
You can request a base salary or an allowance change for a direct report using **Request Compensation Change**.

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

A **Base Pay Change** is an adjustment to an employee's ongoing, recurring salary or hourly rate.

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

9. Click the **Save** icon 

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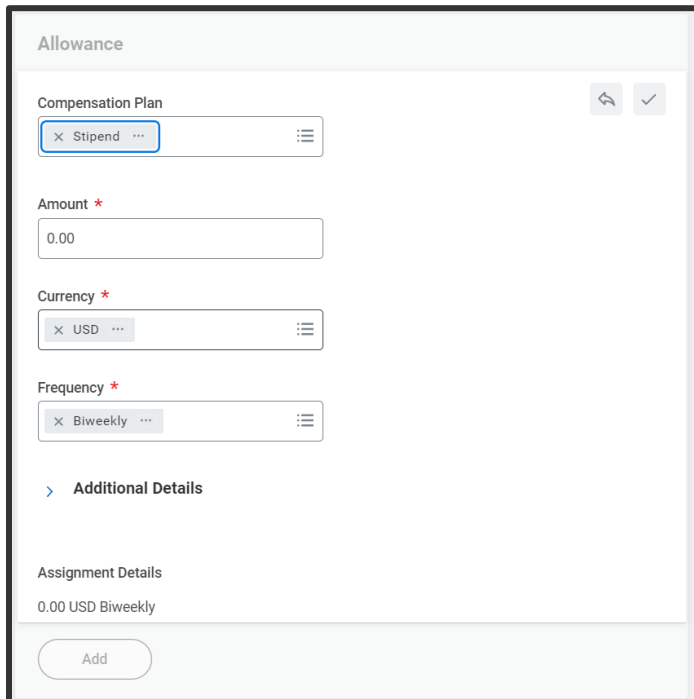
REQUESTING AN ALLOWANCE CHANGE

Allowance plans provide employees with recurring or one-time non-salary payments such as cell phone stipend, on-call or shift allowances, or stipends for expanded responsibilities.

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

A screenshot of a web interface showing a section titled "Allowance". Below the title is a single button labeled "Add".

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

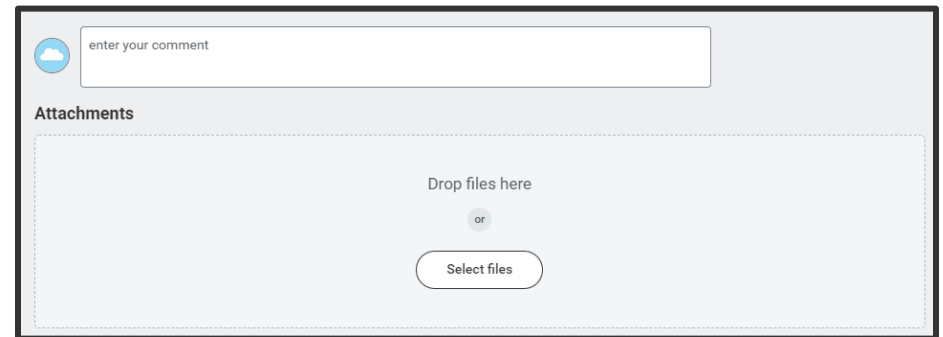
A screenshot of a web form titled "Allowance". It contains several input fields: "Compensation Plan" with a dropdown menu showing "Stipend"; "Amount" with a text input field containing "0.00"; "Currency" with a dropdown menu showing "USD"; and "Frequency" with a dropdown menu showing "Biweekly". Below these fields is a section titled "Additional Details" with a right-pointing arrow. At the bottom, there is a section titled "Assignment Details" showing "0.00 USD Biweekly" and an "Add" button.

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.

A screenshot of a web form for submitting a request. It features a text input field for "enter your comment" with a cloud icon on the left. Below this is a section titled "Attachments" with a large dashed border area for dropping files. Inside this area, there is a "Drop files here" label, an "or" label, and a "Select files" button.

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