

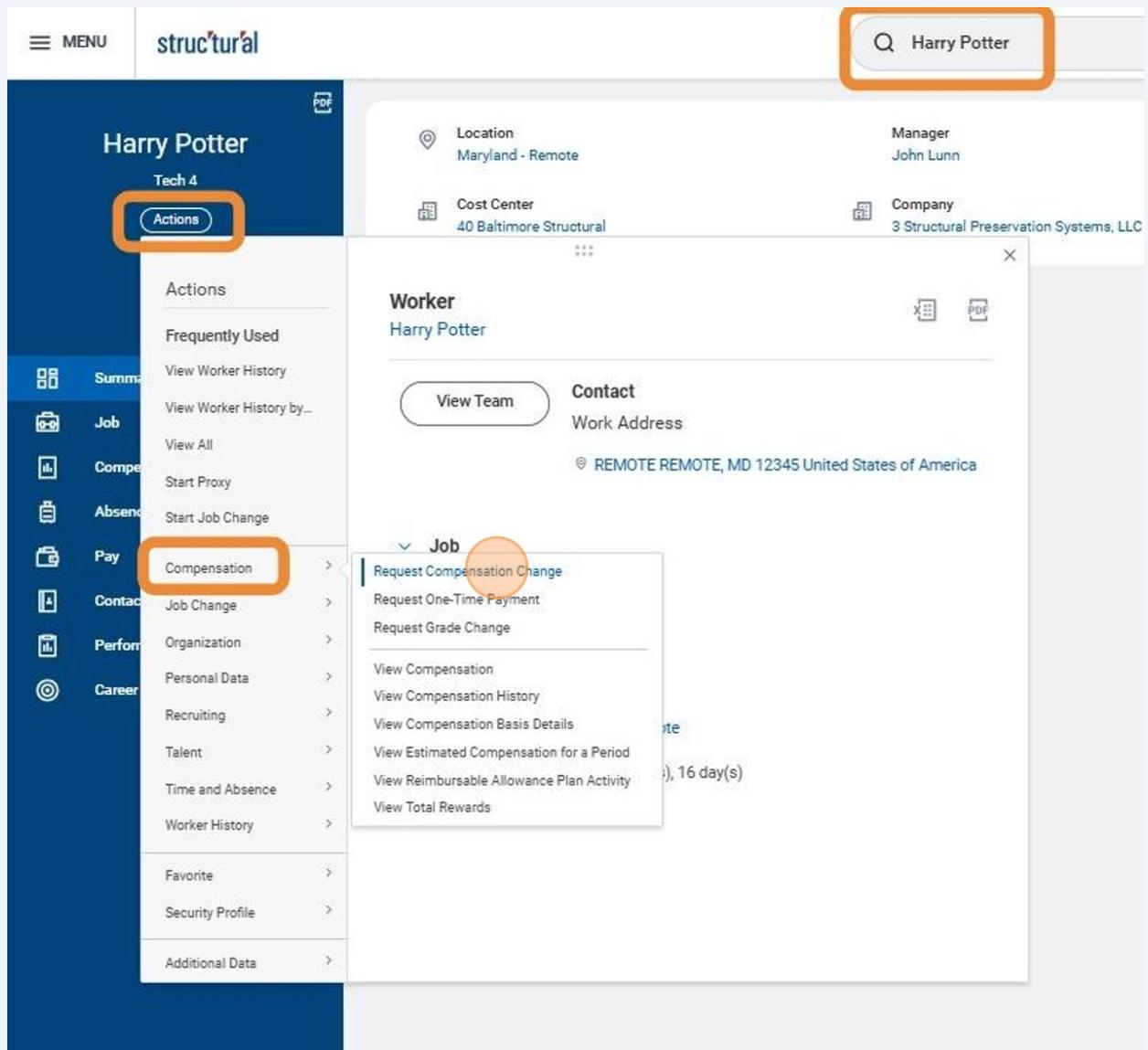
Admin Support requesting Compensation Change

This job aid should be used for an Office Manager requesting a compensation change for one of their direct reports OR a member of the hourly craft crew within the OM's cost center division.

There is a separate process that shows how a Construction Management leader can request a compensation change for an employee

1

Search for the worker in the Search Bar. From the worker's profile, click Actions, and then "Compensation". From there, click "Request Compensation Change"



2

The Effective Date will be automatically populated be set to the start of the next pay period; updated as needed if the effective date should be a date in the past or a future date. Click "OK"

**Note: because you are initiating the change from the Worker profile, the Employee's name auto-populates.*

Request Compensation Change

Effective Date * 02/10/2025

Use Next Pay Period

Employee * Harry Potter

Cancel OK

3

A new Workday page will pop up requiring you to complete additional information. Choose the effective date. Reason field is required. Choose the appropriate reason.

The screenshot shows the 'Request Compensation Change' form in Workday. The header includes a 'MENU' icon, the 'structural' logo, and a search bar with 'Harry Potter'. The main title is 'Request Compensation Change' with sub-headers 'Harry Potter' and 'Tech 4'. The form is titled 'Compensation' and is divided into several sections:

- Effective Date & Reason:**
 - Effective Date ***: A date picker field showing '02/10/2025' with a calendar icon.
 - Use Next Pay Period**: A section with a 'Yes' radio button selected.
 - Reason ***: A dropdown menu with a search bar and a list of reasons. The selected reason is 'Base Salary Change > Completion of Orientation Period'. Other options include 'Base Salary Change > Correction', 'Base Salary Change > Market Adjustment', and 'Base Salary Change > Merit'.
- Total Base Pay:**
 - Total Base Pay: 5.00 USD Hourly
 - Compa-Ratio: 0
 - Position in Range: 0.00%
- Primary Compensation Basis:**
 - Basis: (empty)

4

Use the pencil icon to click in to the pay details. Edit pay as necessary.

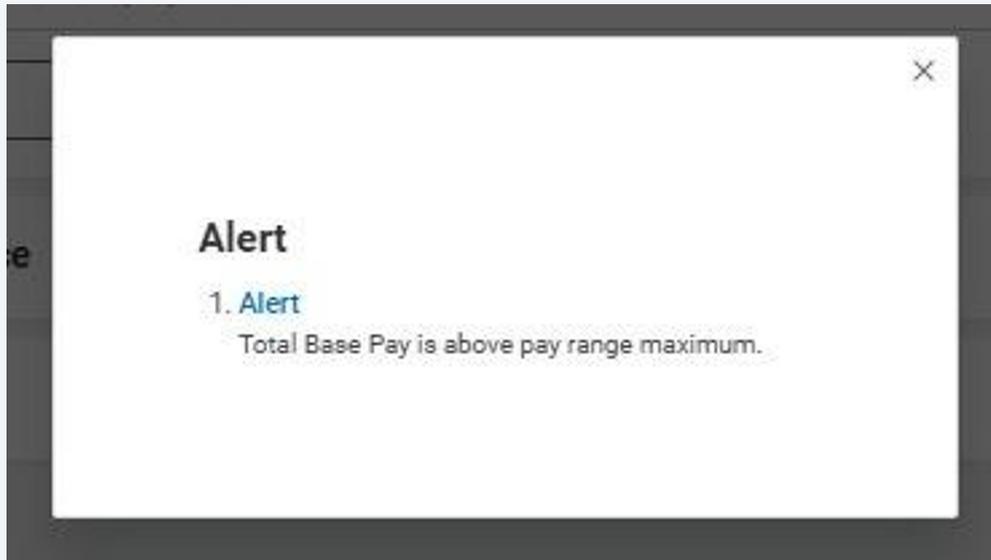
This employee is an Hourly employee so we click into "Hourly". If they were Salary, we would click into "Salary".

Click "Submit"

The screenshot shows a web interface for managing pay details. It features several sections: 'Guidelines' with fields for Total Base Pay Range (0.00 - 0.00 USD Hourly), Compensation Package (General Compensation Package), Grade (Hourly), and Grade Profile (Hourly USA); 'Salary' with an 'Add' button; 'Hourly' with an 'Assignment Details' card (5.00 USD Hourly, Hourly Plan, Effective Date 08/19/2024) containing a pencil icon; 'Allowance' and 'Bonus' sections. At the bottom, there is a comment field, an 'Attachments' section with 'Submit', 'Save for Later', and 'Cancel' buttons, and a 'Drop file here' area. Orange boxes highlight the pencil icon in the 'Hourly' section and the 'Submit' button in the 'Attachments' section.

5

When clicking submit, you may encounter this alert. You can ignore this and click Submit again to bypass it. Orange alerts are warnings. Red alerts require additional information before proceeding.



6

Once submitted, the Compensation Change will route for approval.

