

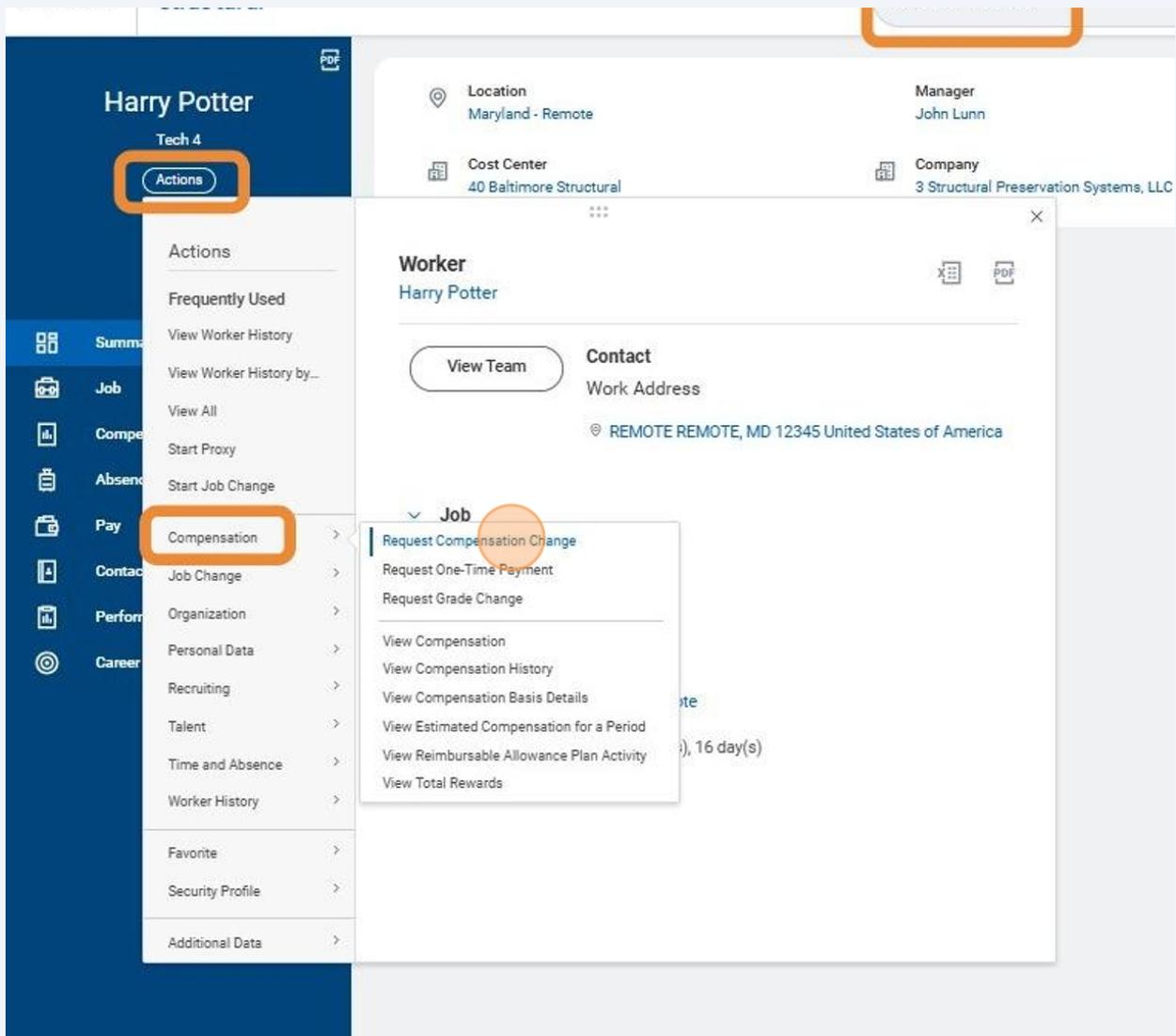
# Compensation Change - Manager request

This job aid should be used for a Manager requesting a compensation change for one of their direct reports.

There is a separate process that shows how Admin Support can request a compensation change for an employee in their cost center.

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"

The screenshot shows a 'Request Compensation Change' dialog box. At the top, there is a search bar containing 'Harry Potter' and a close button. The dialog contains the following fields:

- Effective Date**: A text input field containing '02/10/2025' and a calendar icon, which is circled in orange.
- Use Next Pay Period**: A checkbox that is checked.
- Employee**: A dropdown menu showing 'Harry Potter' with a close button and a menu icon.

At the bottom of the dialog are two buttons: 'Cancel' and 'OK'.

3

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

**Request Compensation Change** Harry Potter Tech 4

### Compensation

**Effective Date & Reason**

**Effective Date \***  
02/10/2025

**Use Next Pay Period**  
Yes

**Reason \***  
Search

**FTE**  
100.00%

> **Details**

**Total Base Pay**

Total Base Pay  
5.00 USD Hourly

Compa-Ratio  
0

Position in Range  
0.00%

**Primary Compensation Basis**

Basis  
(empty)

4 Choose the appropriate reason.

MENU structural

Q Harry Potter

**Request Compensation Change** Harry Potter Tech 4

### Compensation

Effective Date & Reason

Effective Date \* 02/10/2025

Use Next Pay Period  
Yes

Reason \*

- Request Compensation Change > Base Salary Change
  - Base Salary Change > Completion of Orientation Period
  - Base Salary Change > Correction
  - Base Salary Change > Market Adjustment
  - 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)

5

Click here into the pay details. Use the pencil button to edit the pay and update as necessary.

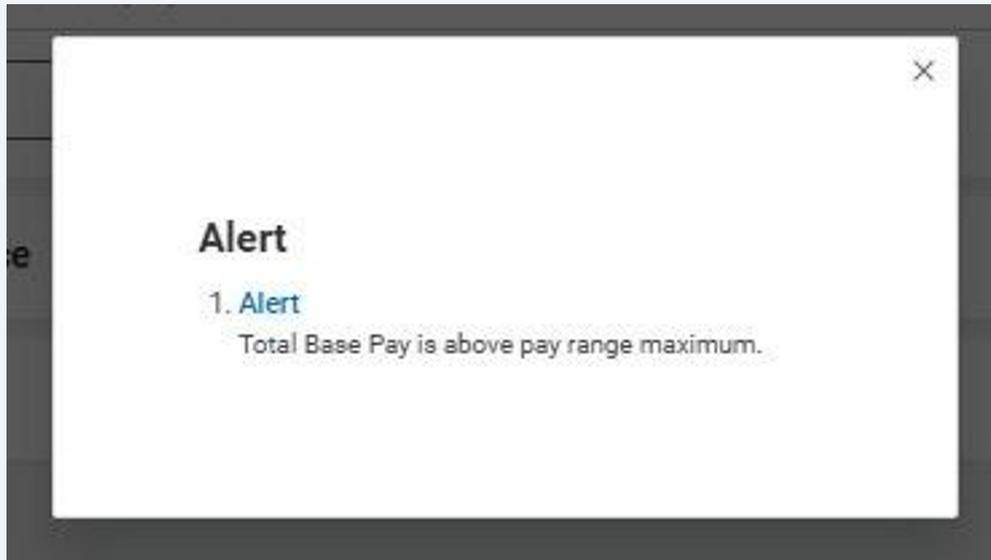
This employee is an Hourly employee so we click into "Hourly". If they were Salary, we would click into "Salary".

Click "Submit"

The screenshot shows a web interface for managing pay details. On the right side, there are 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). Below this is the 'Salary' section with an 'Add' button. The 'Hourly' section is highlighted with an orange box and contains 'Assignment Details' (5.00 USD Hourly), 'Plan Name' (Hourly Plan), and 'Effective Date' (08/19/2024). A pencil icon in the top right of the 'Hourly' section is also highlighted with an orange box. At the bottom left, there is a comment field with a placeholder 'enter your comment' and a blue 'Submit' button highlighted with an orange box. Other buttons include 'Save for Later' and 'Cancel'. The 'Attachments' section is also visible at the bottom.

6

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.



7

Once submitted, the Compensation Change will route for approval.

