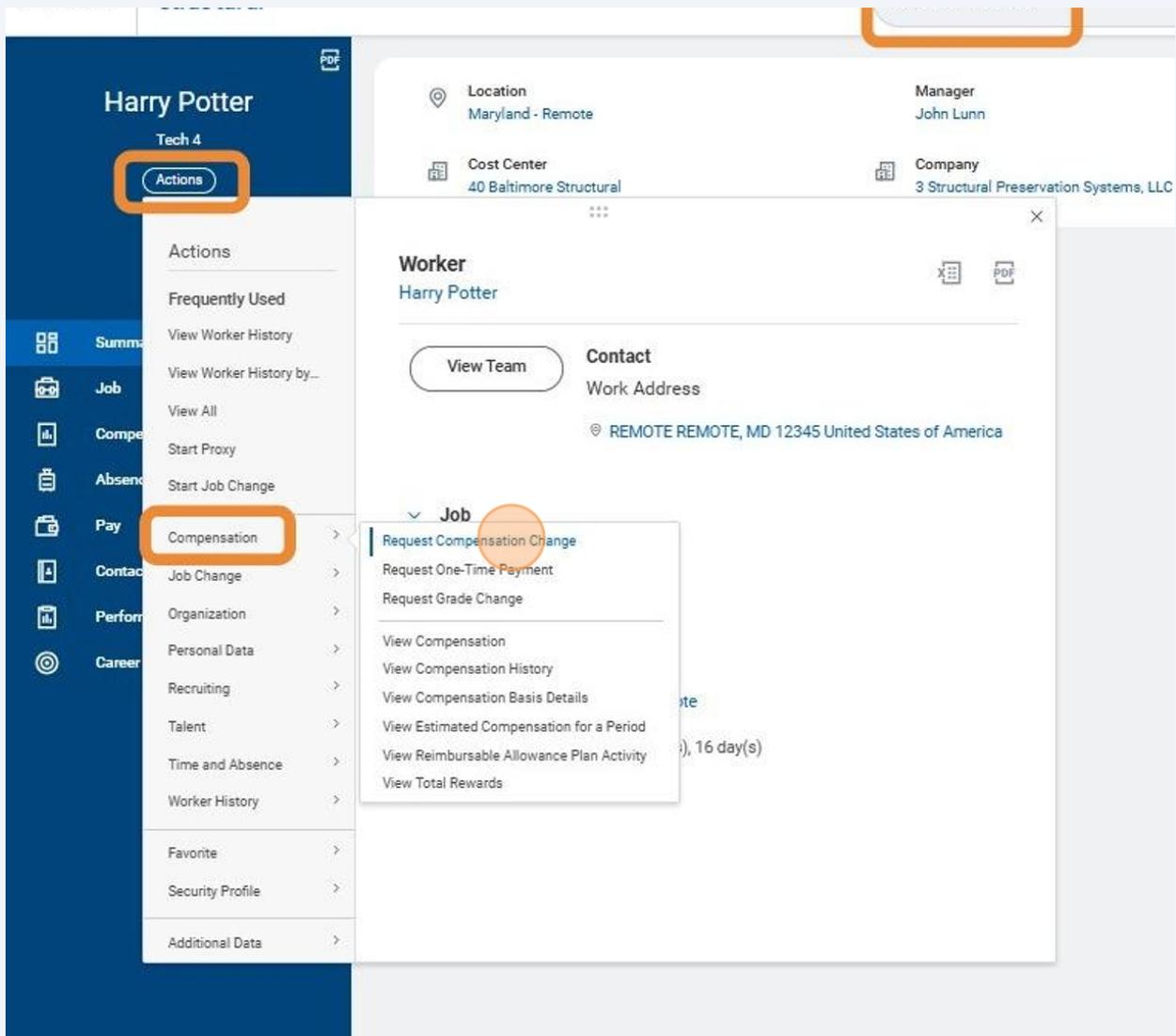# Compensation Change - Manager request

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"

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

4 Choose the appropriate reason.

5

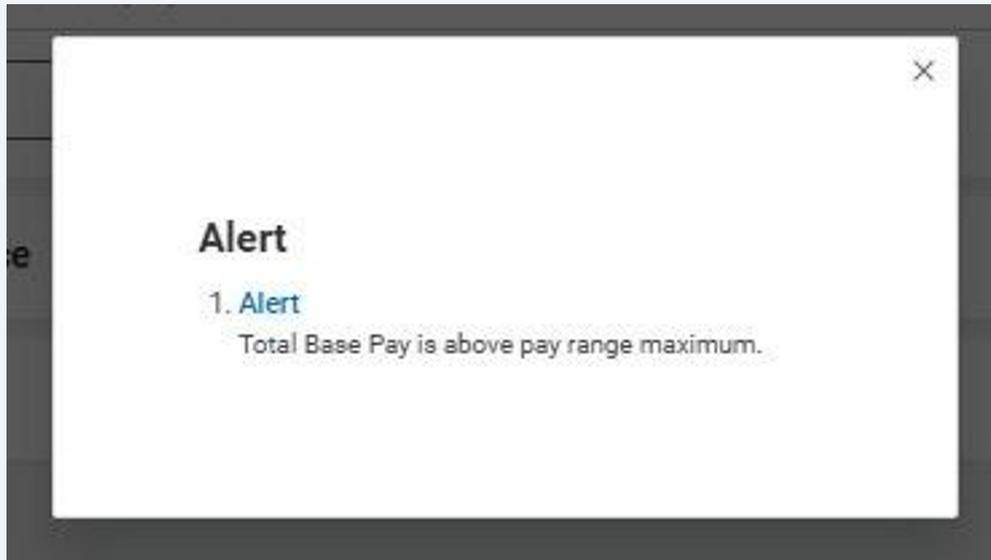Click here into the pay details. Use the pencil button to edit the pay and update as necessary.

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

Click "Submit"

Guidelines

Total Base Pay Range
0.00 - 0.00 USD Hourly

Compensation Package
General Compensation Package

Grade
Hourly

Grade Profile
Hourly USA

Salary

Add

Hourly

Assignment Details   ×   ✎
5.00 USD Hourly

Plan Name
Hourly Plan

Effective Date
08/19/2024

Add

Allowance

Bonus

enter your comment

Attachments

Submit   Save for Later   Cancel

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.

Alert

×

1. Alert

Total Base Pay is above pay range maximum.

7 Once submitted, the Compensation Change will route for approval.

🔍 Harry Potter   ⊗

×

You have submitted

Up Next: Brittney Carmichael | Approval by HR Partner

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