

Overview:

This job aid provides step-by-step guidance on how to perform a compensation change in Workday.

Considerations before completing this process:

- A pay change is not tied to a transfer, promotion, or demotion
- A compensation change needs to occur outside the annual performance merit process

This job aid covers the following:

<u>Request Compensation Change</u>

Request Compensation Change

1. From the Workday homepage, click the Global Navigation Menu icon.



2. Select the **Compensation** application.



3. In the **Request** section, click **Compensation Change**.





4. Go to the **Employee** field (the Effective Date will default to the beginning of the next pay cycle after you select the employee).

In the **Employee** field, enter the employee's name or locate them by clicking in the field and selecting the appropriate prompt for a list of employees. Click **OK**.

Request Compensation Change	Request Compensation Change	Request Compensation Change
Effective Date *	Effective Date * MM/DD/YYYY	Effective Date * 04/15/2023 🖬
Linpoyee	CK Employees by Manager CK Employees by Manager Hierarchy Semanager Missional Action	Employee * X Alaina SAT-A …
OK Cancel	Cripitojese by Supervisory S Organization Employees by Supervisory S Organization Hierarchy	OK Cancel

5. To edit, click the pencil icon in the **Effective Date and Reason** section.

Compensation	
Effective Date & Reason	
Effective Date 04/15/2023	I
Use Next Pay Period	
Yes	
Reason	

6. Verify the Effective Date. Click in the Reason field and select Request Compensation Change > Allowance Plan Change, Base Salary Change or Variable Compensation Change and select the specific reason for the change.

Effective Date & Reason	Effective Date *		$\left\{ \in \right\}$
Effective Date * 04/15/2023 Use Next Pay Period Yes	Request Compensation Change > Allowance Plan Change Request Compensation Change > Base Salary Change Request Compensation Change > Conversion	> > >	B B B B Ir
Reason ★	Request Compensation Change > Variable Compensation Change	>	⊖ s
> Details	Şearch	:=	Search





7. Click the **Check** icon to save before you continue.

Effective Date & Reason		
Effective Date *		\checkmark
Use Next Pay Period Yes		
Reason *		
× Base Salary Change > Special/Merit Increase	:≡	
-		

8. Update Guidelines section, as needed, by clicking the pencil icon.

Guidelines	
Total Base Pay Range	P
17.62 - 17.62 USD Hourly	
Compensation Package	
Mobile County	
Orada	
Grade	
Grade 12	
Crada Drafila	
Grade Profile	
(empty)	
Stop	
Step	
A - 18.51 USD	
Des restation Otant Data	
Progression Start Date	
02/01/2023	

9. Depending on the worker type, scroll down to the **Salary** or **Hourly** section and click the pencil icon to edit. Update items as applicable. Click **Submit**.

Salary Add		
Hourly		
Assignment Details 18.51 USD Hourly	×	
Plan Name Hourly Plan		
Effective Date 02/01/2023		
Add		
Allowance		
Add		Submit Save for Later Ca