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
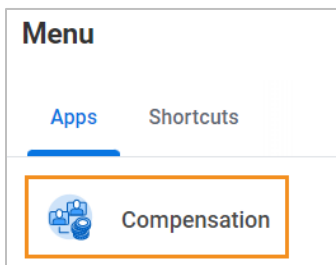
This job aid covers the following:
- Request Compensation Change
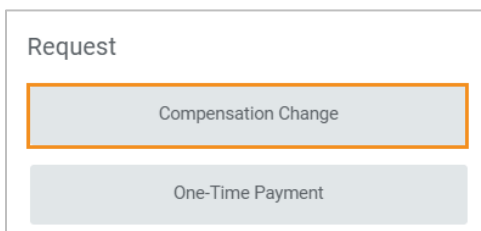
Request Compensation Change

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**.

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

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.

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

Effective Date & Reason

Effective Date *
04/15/2023 📅

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
17.62 - 17.62 USD Hourly

Compensation Package
Mobile County

Grade
Grade 12

Grade Profile
(empty)

Step
A - 18.51 USD

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   Cancel