

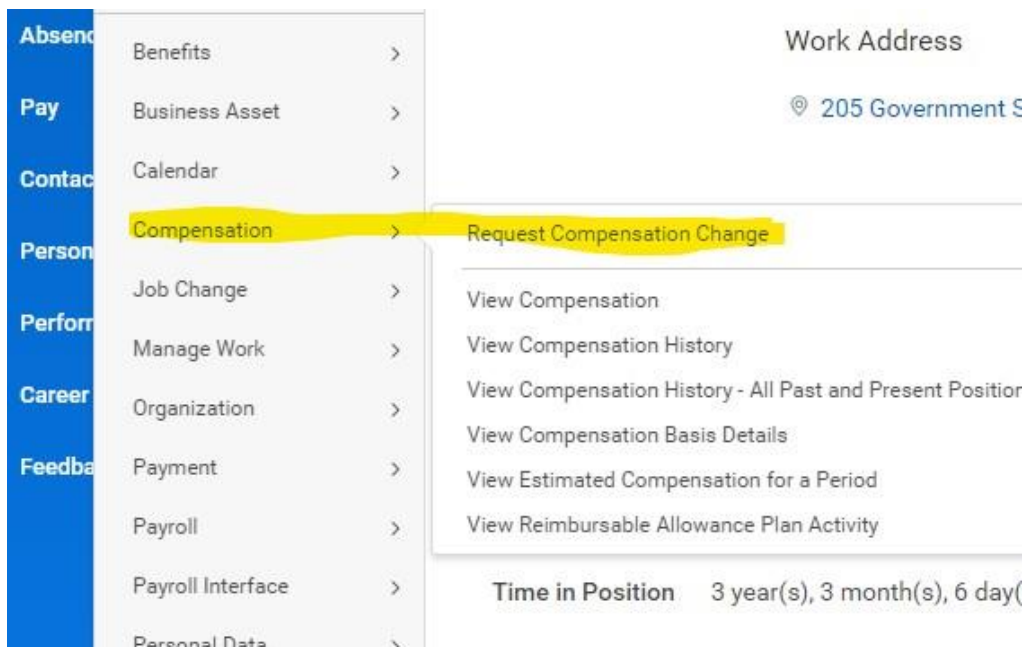


Overview:

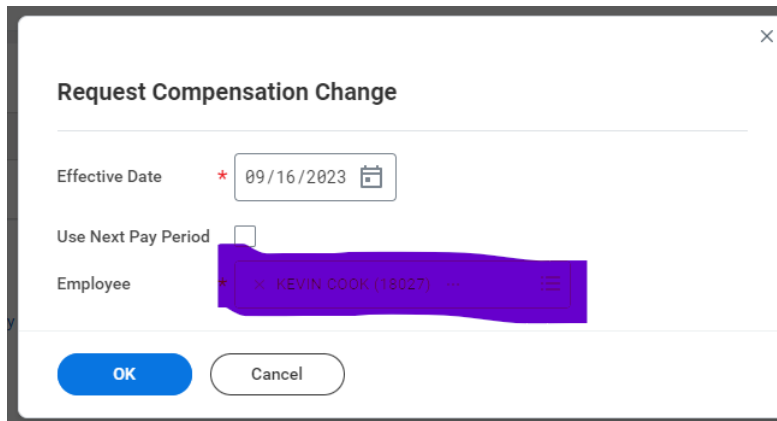
This job aid provides step-by-step guidance on how to Enter Incentives.

Enter Incentives

1. Select Actions > Compensation > Request Compensation Change



2. Effective Date of Change (if in the past, do not select "use next pay period")
3. Select Employee Name





4. Select Request Compensation Change – Allowance Plan Change

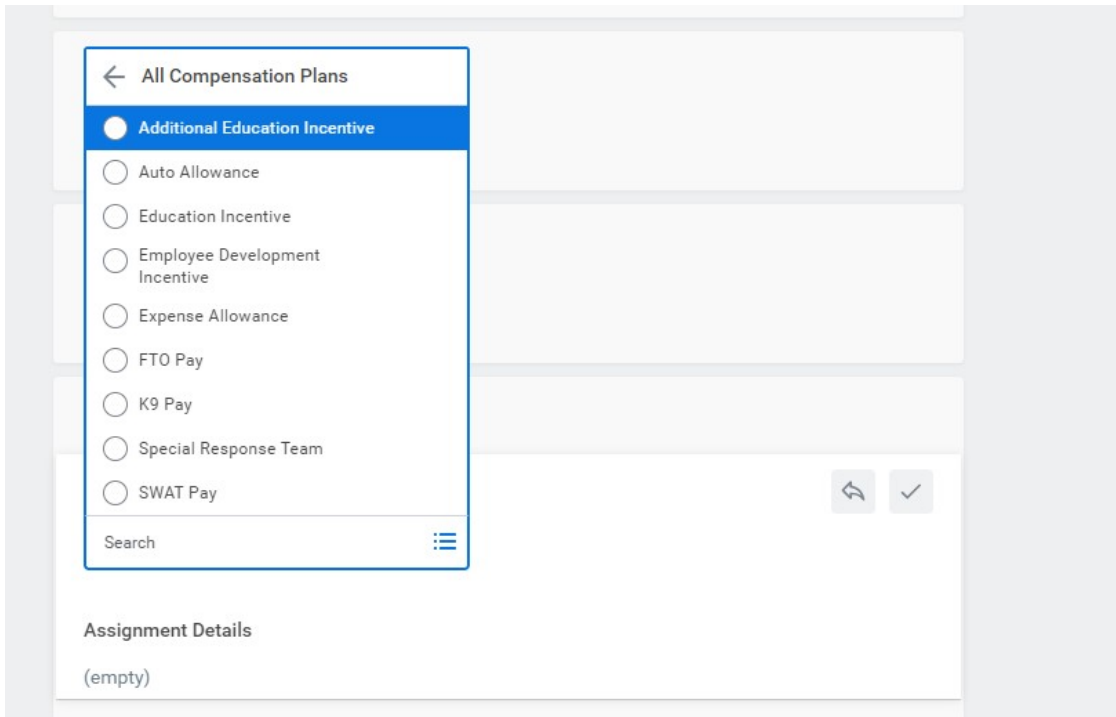
A screenshot of a web form titled "Compensation". The section "Effective Date & Reason" contains a field for "Effective Date" with a red asterisk. A dropdown menu is open, showing several options: "Request Compensation Change > Allowance Plan Change" (highlighted in blue), "Request Compensation Change > Base Salary Change", "Request Compensation Change > Conversion", and "Request Compensation Change > Variable Compensation Change". There is also a "Search" field with a menu icon. To the right of the dropdown are two icons: a refresh icon and a checkmark icon. Below the dropdown is a "Details" link with a right-pointing arrow.

5. Complete Reason – Select Allowance Plan Change > Adding Allowance Plan > Incentive

A screenshot of a web form titled "Compensation". The section "Effective Date & Reason" contains a field for "Effective Date" with a red asterisk, showing the date "08/19/2023" and a calendar icon. Below this is a "Use Next Pay Period" field with the value "No". The "Reason" field has a red asterisk and a dropdown menu is open. The menu shows a search field and several options: "Request Compensation Change > Allowance Plan Change" (with a left arrow), "Allowance Plan Change > Adding Allowance Plan - Incentive" (highlighted in blue and selected with a radio button), "Allowance Plan Change > Adding Allowance Plan - K9", "Allowance Plan Change > Adding Allowance Plan - SWAT", "Allowance Plan Change > Editing Allowance Plan", and "Allowance Plan Change > Removing Allowance Plan". Below the dropdown is a "Primary Compensation Basis" field with the value "Basis (empty)".



6. Select All Compensation Plans and appropriate incentive



7. Calculate hourly amount using the following instructions:

a. To Determine Allowance

1. Confirm current grade and step
2. Determine the percentage for the increase. Example 5%, 10%, etc.
3. Review pay plan for current grade and step with increase. Example:
Grade 16 step K \$28.88 with incentive of 10% would be four steps on pay plan; Grade 16 step O \$31.87. Subtract \$28.88 from \$31.87 and this amount equals the total incentive to be keyed (Please note calculating incentive without using pay plan could result in a different amount than MCPB).



Allowance

Compensation Plan ↶ ✓

× Employee Development Incentive ... ☰

Amount *

1.20

Currency *

× USD ... ☰

Frequency *

× Hourly ... ☰

> **Additional Details**

8. Upload Supporting Documentation and Submit Transaction

Drop files here

or

Select files



9. Verify Compensation Changes (example only)

Totals 1 item



Total Salary & Allowances	Total Base Pay	Currency	Frequency
28.88	27.48	USD	Hourly

Compensation

Compensation Package [Mobile County](#)
 Grade [Grade 15](#)
 Step [K - 27.48 USD](#)
 Total Base Pay Range [20.44 - 20.44 USD Hourly](#)
 Company [MCC Mobile County Commission](#)

Plan Assignments 2 items



Effective Date	Plan Type	Compensation Plan	Assignment
10/15/2022	Hourly	Hourly Plan	27.48 USD Hourly
07/22/2023	Allowance	Employee Development Incentive	1.40 USD Hourly: Individual Target