

# Request Compensation Change

## Overview

Use this process when requesting to change an employee's compensation in your supervisory organization.

**Who Does This:** Manager

## Things to Know:

- This process will only occur for rare exceptions as most compensation changes will be requested in conjunction with a job change or will go through the annual merit process.
- Because ad hoc compensation changes are the exception, you should consult with your HRBP or Compensation partner prior to submitting your request.



### Step 1

Choose the **Compensation** worklet.

## Request

Compensation Change

One-Time Payment

### Step 2

Choose **Compensation Change**.

## Request Compensation Change

Effective Date

MM / DD / YYYY



Reason

\*



Employee

\*




### Step 3

Use the calendar icon  to select the appropriate **Effective Date**.

**Note for U.S. Locations:** Your location uses Workday payroll so you may skip to Step 4. Once step 5 is completed, the Effective Date will auto populate.

## Request Compensation Change


Effective Date \* MM / DD / YYYY 

Reason \*   4


Employee \*   5


View for U.S. Locations after selecting Employee

## Request Compensation Change

Effective Date \* 01 / 22 / 2018 

Use Next Pay Period

Reason \*   4

Employee \*   5

### Hourly


Assignment Details  
19.58 USD Hourly




Plan Name  
Hourly Plan

Effective Date  
05/15/2017

### Step 4

Use the list icon  to select the appropriate Reason.

### Step 5


Use the list icon  to select the Employee.





**Note for U.S. Locations:** After you select the Employee in Step 5, the Effective Date will auto populate with the first day of the next pay period. You may uncheck the "Use Next Pay Period" box to select a different Effective Date. However, the change must take effect on the first day of a pay period.

### Step 6

Select **OK**.

### Step 7

Scroll down, confirm Effective Date and Reason are correct, and select the pencil icon  in the **Hourly** or **Salary** section as appropriate.

<div data-bbox="115 113 846 222"> <p>Hourly</p> </div> <div data-bbox="115 233 846 327"> <p>Compensation Plan Hourly Plan</p> </div> <div data-bbox="667 233 837 327">   </div> <div data-bbox="753 348 824 405"> <p>13</p> </div> <div data-bbox="115 390 846 464"> <p>Total Base Pay 18.00 - 23.80 USD Hourly</p> </div> <div data-bbox="115 506 613 642"> <p>Amount *</p> <input type="text" value="19.58"/> </div> <div data-bbox="662 548 699 600"> <p>8</p> </div> <div data-bbox="115 663 613 789"> <p>Amount Change</p> <input type="text" value="0.00"/> </div> <div data-bbox="672 705 709 758"> <p>9</p> </div> <div data-bbox="115 821 613 947"> <p>Percent Change</p> <input type="text" value="0"/> </div> <div data-bbox="659 852 729 905"> <p>10</p> </div> <div data-bbox="115 978 613 1104"> <p>Currency *</p> <input type="text" value="USD"/> </div> <div data-bbox="662 1020 729 1073"> <p>11</p> </div> <div data-bbox="115 1136 613 1272"> <p>Frequency *</p> <input type="text" value="Hourly"/> </div> <div data-bbox="667 1167 742 1220"> <p>12</p> </div>	<p><b>Step 8</b> Enter the appropriate amount in the <b>Amount</b> section. This will auto populate <b>Amount Change</b> and <b>Percent Change</b>.</p> <p>OR</p> <p><b>Step 9</b> Enter the appropriate amount in the <b>Amount Change</b> section. This will auto populate <b>Amount</b> and <b>Percent Change</b>.</p> <p>OR</p> <p><b>Step 10</b> Enter the appropriate amount in the <b>Percent Change</b> section. This will auto populate <b>Amount</b> and <b>Amount Change</b>.</p> <p><b>Step 11</b> Confirm the <b>Currency</b> section is correct. Use the list icon  to edit.</p> <p><b>Step 12</b> Confirm the <b>Frequency</b> section is correct. Use the list icon  to edit.</p> <p><b>Step 13</b> Select the check mark  to save the entered data.</p>
<div data-bbox="99 1486 326 1566"> <p>Submit</p> </div> <div data-bbox="337 1486 623 1566"> <p>Save for Later</p> </div> <div data-bbox="646 1486 862 1566"> <p>Cancel</p> </div>	<p><b>Step 14</b> Review remaining sections and select <b>Submit</b>.</p>

**You have submitted**  
**Compensation Change:** [Redacted] -

[Actions](#)

Up Next Do Anon

[Request \(](#)  
[Change](#)

Approval Chain by Manager

**16**  
 Details and Process

For Loader/Unloader I - Nowell Newhire

Overall Process Compensation Change:

Overall Status In Progress

Details **Process** **16**

Process History 3 items

Process	Step
Request Compensation Change	
Request Compensation Change	
Request Compensation Change	

**Done** **17** Request Compensation Change

**Step 15**

Wait for your Manager and HRBP to review and approve the compensation change.

*\*Note:* If the increase is significant, further approvals may be required by the system as required per Compensation Guidelines.

**Step 16**

To review the remaining steps in the process, expand Details and Process and select the Process tab.

**Step 17**

Select **Done**.

**FAQ's**

**How can I check the status of my request?** You can view the status at any time by locating the task in your Inbox Archive.

**Inbox**

Actions (1) **Archive**

Sort By: Newest

From Last 30 Days

Compensation Change: Nowell Newhire - Loader/Unloader I  
 8 minute(s) ago - Successfully Completed

**View Event**  
**Compensation Change:**

8 minute(s) ago - Successfully Completed

For

Overall Process Compensation Change:

**Overall Status Successfully Completed**

Details Process