

Request Compensation Changes

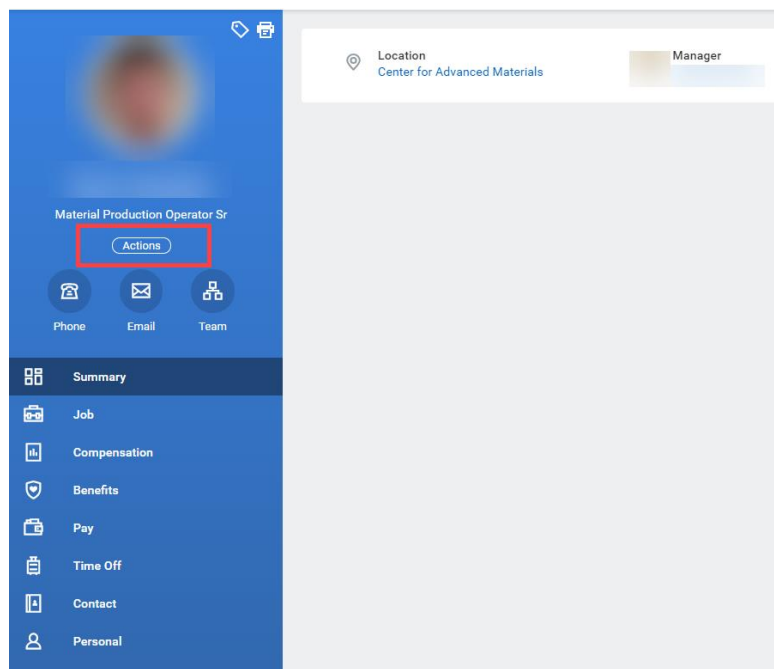
Overview

Provides step by step directions on how to enter a pay change for an employee.

Who Does This: HRBP

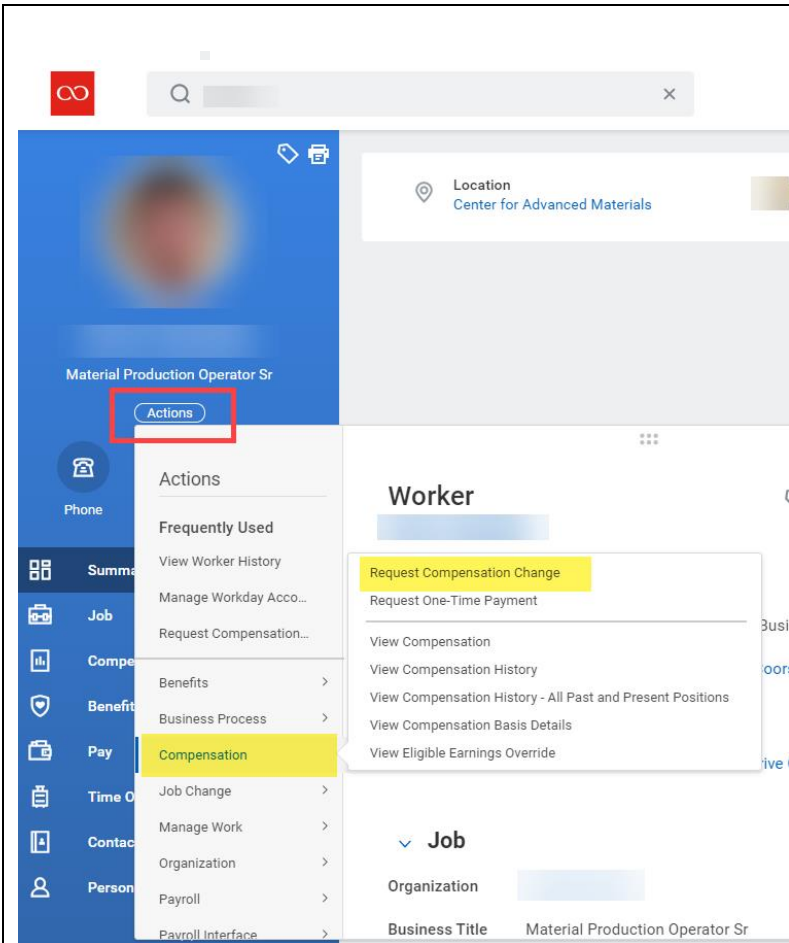
Things to Know:

- This task **only** changes an employee's compensation and does **not** change any other worker data (i.e. job profile, location, manager, etc.)
- If the pay change is related to a change of job (i.e. promotion, lateral move, demotion, etc.) , please use the "Change Job" task instead.
- This task is used only to change the compensation for employees – NOT contingent workers.



Step 1

Use the search bar at the top to go to the worker's profile, whose compensation needs to be changed, and click on the "actions" button.



Step 2
 From the **Actions** button, scroll down to **Compensation >> Request Compensation Change**.

Request Compensation Change

Effective Date *

Use Next Pay Period

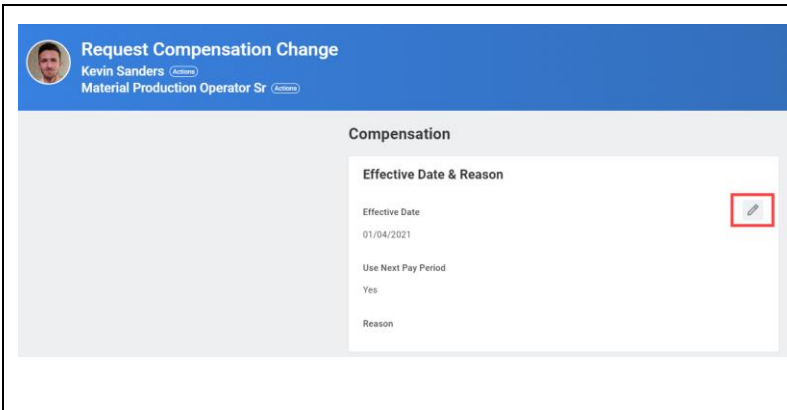
Employee *

Step 3
 Enter the **Effective Date** of the compensation change.

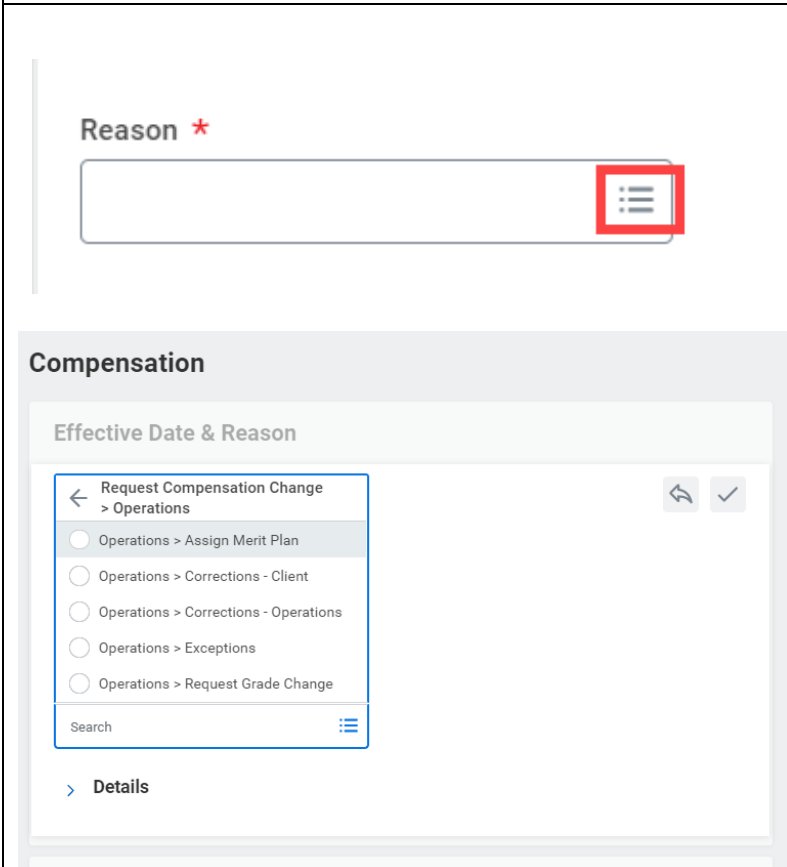
Check or uncheck the box to indicate whether or not this change will go into effect for the next pay period.

The employee's name will pre-populate in the **employee** field.

Click **OK**.



Step 4
Click the pencil to edit the Effective Date & Reason section and to add a reason for the compensation change.



Step 5
Click on the drop down menu in the reason field to select from the available options.
After selecting the appropriate reason, click the check mark to right to close the section and move to the next section.

Hourly

Compensation Plan ↶ ✓

Hourly Plan

Total Base Pay Range
18.90 - 25.00 USD Hourly

Amount *
20.00

Amount Change
0.8375

Percent Change
4.37

Currency *
x USD ...

Frequency *
x Hourly ...

> Additional Details

Step 6

Scroll down to the “Hourly” section and click on pencil to change the compensation for the employee.

Enter the new compensation in the **Amount** field.

Click the check mark to the right to close the section when done.

Hourly ✕ ✎

Assignment Details

- 20.00 USD Hourly was 19.1625 USD Hourly

Plan Name
Hourly Plan

Effective Date
01/04/2021 was 03/30/2020

Add

Allowance

Add

Submit Save for Later Cancel

Step 7

Continue making any other necessary edits to any of the other sections.

When complete, click Submit.

FAQ's

What happens next?

The compensation change request will begin to route for approvals in the approval chain (i.e. the manager >> manager's manager >> HRBP >> Compensation). Please note: for MJB Woods, the approval chain will route to the CFO.