COMPENSATION: STEP INCREASE

Processing a **Step Increase** is a functionality that is applicable to US Employees. It should only be applied to those in a Blue Collar position that are on a Step Progression.

> *Note*: It is important for the HRM to always keep the Compensation Lead informed of any grade/progression changes, and hourly rate changes. These changes will supply the information in the grade workbook which ensures the rates are always updated in the Workday system.

When the HRM needs to process a **Step Increase**, the steps should be followed as described below:

1. In the Search Box enter the **Employee #** or **Employee Last Name**
2. Click the and select **Compensation**, then select **Request Compensation Change**
3. Select for the **Reason** and select the **Request Compensation Change Base Salary Change**
4. Using the scroll bar, select the appropriate **Compensation Change Reason**:
5. **Base Salary Change > Progression Increase**
6. Select **OK**

This brings you to the **Request Compensation Change Page** (the panel mentioned that you will see many times).

> *Note*: If the Employee is moving up a Grade, remember a **Job Change** should be done rather than a **Step Progression** change. This will prompt the user to have a **Grade Change** as well.

Select the **Hourly Section:** this is where you will be able to enter either the **Amount** (expressed as hourly rate), the **Amount Change** (hourly amount to be increased) or the **Percent Change** (just enter the number, the % is not required).

Hit Tab, and the other fields (depending on which one you've selected) will populate the other two.

Select **Done**

Select **Submit**

Date	Content Modified