

Hexcel's Workday User Manual

Chapter 3 - 05

COMPENSATION: TRANSFER, PROMOTE, DEMOTE OR CHANGE JOB

This section of the manual will provide information about processing the compensation portion from a Job Change from a Transfer, Promotion (Demotion) or Job Change. You should follow the instructions in the HCM section under Job Change

When you get the **Compensation Change Panel** if you are changing the Grade, select the **Guidelines** 



Note: If you do not see the next grade profile in the list – this is an indication that the grade has NOT been set up in the Grade Workbook. You must contact the Compensation Lead immediately.

Select the  in the **Grade Profile** box and select by **Compensation Grade and Rule**.

Select the  in the **Step** box and select the correct progression step. Again, if you are not seeing the progression amount listed – you must contact your Compensation Lead to have it set up in the Grade Workbook.

Select 



Note: If you are promoting, transferring or processing a Job Change for an Hourly Employee – you'll want to hit the  for the Hourly section and enter one the three options; **Amount, Amount Change or Percent Change** and the other two will calculate after hitting the tab key.



Note: If you are promoting, transferring or processing a Job Change for a Salaried Employee, you'll want to select the  for the Salary section and enter one of the three options; **Amount, Amount Change or Percent Change** and the other two will calculate after hitting the tab key.

Select 

Date	Content Modified