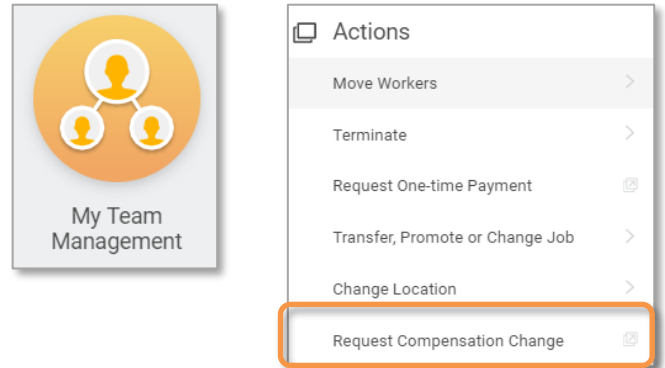


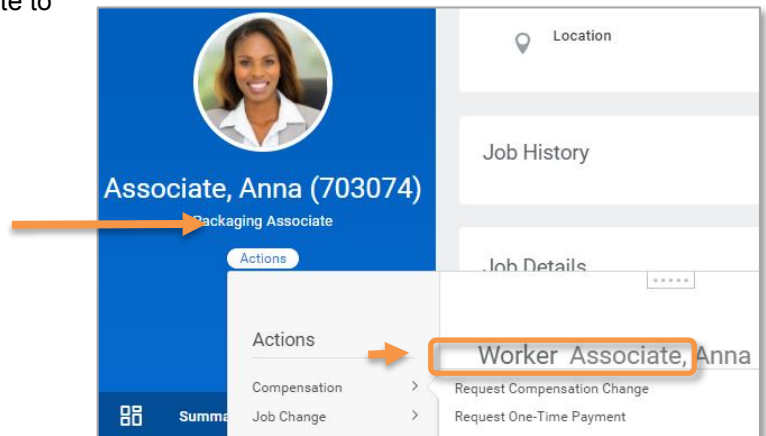
Tip Sheet: *Manager Direct Access – Requesting a Compensation Change*

As a Manager, you can initiate the Workday business process of a Request Compensation Change for your employees. Please follow the below steps to get started.

From the **My Team Management** worklet, you can select the Action of **Request Compensation Change**.



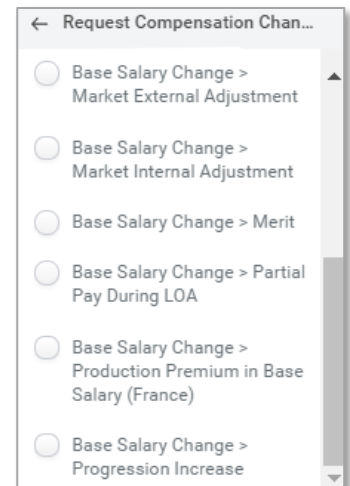
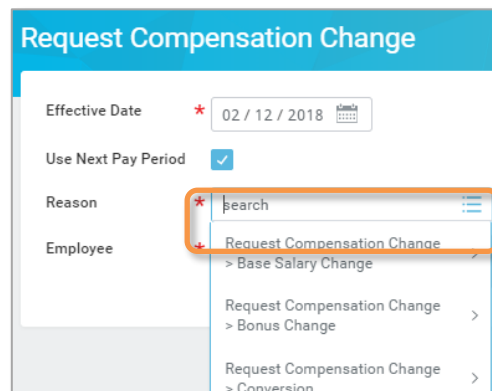
From the Employee's profile you can also navigate to the Request Compensation Change action by selecting **Actions > Compensation > Request Compensation Change**



The **Effective Date** will automatically default to the start date of the next pay period (U.S. Payroll only). This date can change if needed.

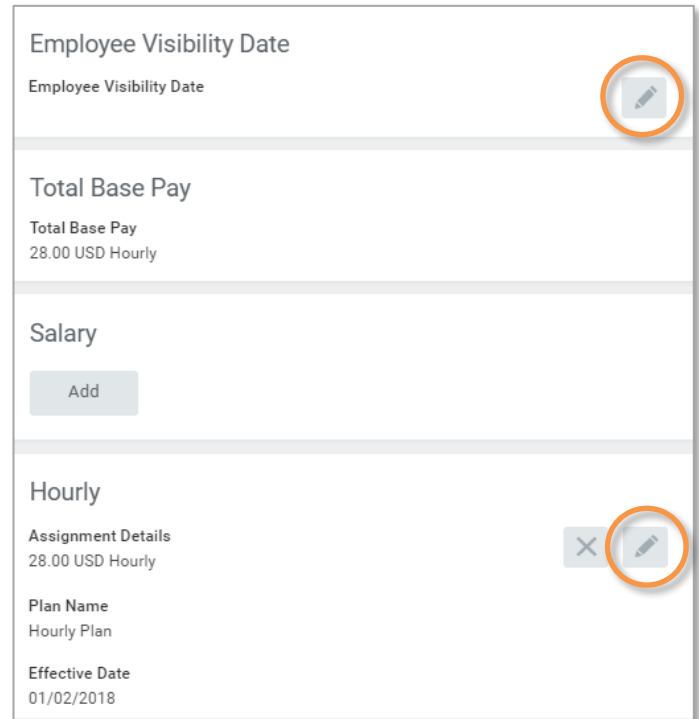
Select the reason category of **Base Salary Change**

Select the appropriate reason for the compensation change.



Request Compensation Change

You have the option to enter an **Employee Visibility Date** by clicking on the pencil icon. If you don't enter a visibility date, the change will be visible to the employee on the effective date.



Employee Visibility Date
Employee Visibility Date

Total Base Pay
Total Base Pay
28.00 USD Hourly

Salary
Add

Hourly
Assignment Details
28.00 USD Hourly
Plan Name
Hourly Plan
Effective Date
01/02/2018

Based on the employee's salary type (Salaried or Hourly), select the pencil icon in the appropriate section to edit the compensation.

Enter the new salary amount. The amount change and percent change will automatically populate. Currency and Frequency will default based on country and the employee's job profile.

Other compensation plans will populate based on the employee's eligibility (Bonus, Stock, etc.). These amounts can also be adjusted if needed.

Once you are finished, select **Submit** and the transaction will route to your local HR Partner for approval.

Up Next
HR Partner (Location)
Approval by HR Partner (Location)

Compensation Plan
Hourly Plan

Total Base Pay
12.00 - 45.00 USD Hourly

Amount *
29.00

Amount Change
1.00

Percent Change
3.57

Currency *
X USD

Frequency *
X Hourly

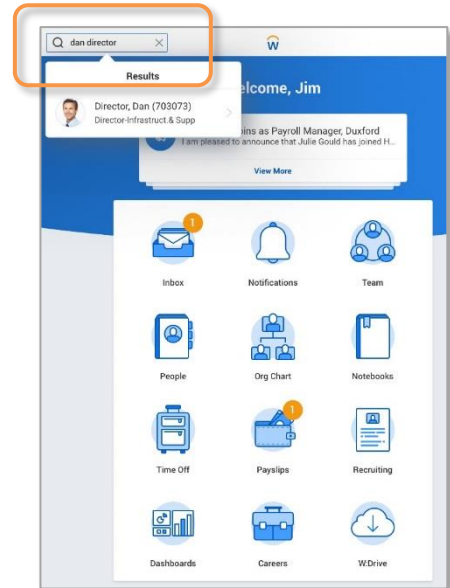
Period Salary
Add

Allowance
Add

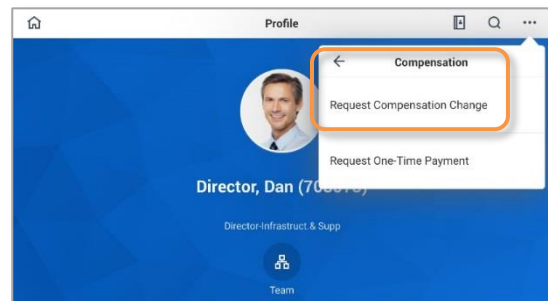
Bonus
Assignment Details
1,000.00 USD Annual
Plan Name
Performance Share Plan (US)
Effective Date
01/02/2018

Request Compensation Change - Mobile

You can also initiate this transaction from the Workday Mobile App. Select the employee through the **Search** or the **Team** worklet from your mobile device.



From the Worker Profile select the related action icon on the top right. Select **Compensation** and **Request Compensation Change**.



Select the **Effective Date** and the reason, Request Compensation Change > Base Salary Change > select the appropriate reason. Once you are completed select **Done**.

