

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**.



Actions	
Move Workers	
Terminate	>
Request One-time Payment	
Transfer, Promote or Change Job	>
Change Location	>
Request Compensation Change	2

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.

			~	Request Compensation Chan
Select the reason category of Base Salary Change	Request Compe	ensation Change		Base Salary Change > A Market External Adjustment
	Effective Date *	02 / 12 / 2018	\bigcirc	Base Salary Change > Market Internal Adjustment
Select the appropriate reason for the compensation change.	Use Next Pay Period Reason Employee > Base Salary Change			Base Salary Change > Merit Base Salary Change > Partial Pay During LOA
		Request Compensation Change > > Bonus Change	\bigcirc	Base Salary Change > Production Premium in Base Salary (France)
		Request Compensation Change > Conversion	\bigcirc	Base Salary Change > Progression Increase



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.

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.

Currency ★

× USD

Frequency *

× Hourly

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)

Employee Visibility Date Employee Visibility Date	
Total Base Pay Total Base Pay 28.00 USD Hourly	
Salary	
Hourly Assignment Details 28.00 USD Hourly	×
Plan Name Hourly Plan Effective Date	
01/02/2018	
Compensation Plan Hourly Plan	
Total Base Pay 12.00 - 45.00 USD Hourly	Period Salary
Amount * 29.00	Add
Amount Change	Allowance
Percent Change	Add
3.57	Bonus

Assignment Details 1,000.00 USD Annual

Plan Name Performance Share Plan (US)

Effective Date 01/02/2018

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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.





Effective Date *	Reason				
✓ Use Next Pay Period	Q Search				
Reason *	Request Compensation Change > Base Salary Change				
Employee * Director, Dan (703073)	Request Compensation Change > Bonus Change				
	Request Compensation Change > Conversion				

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**.