## Compensation Change

Request Compensation Change

Managers should use this business process to make an off-cycle adjustment, changing only the base salary. If any other job details need to be changed, use the **Change Job** process.

1. To get started, first search for the employee whose compensation you are changing using the Workday search bar.
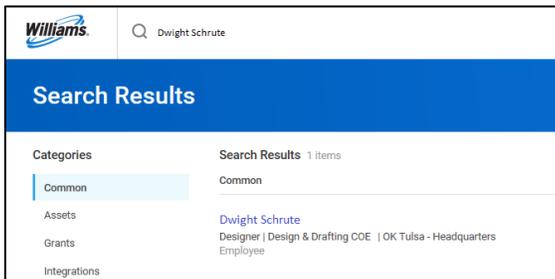
2. Using related actions, click **Compensation**, then **Request Compensation Change**.
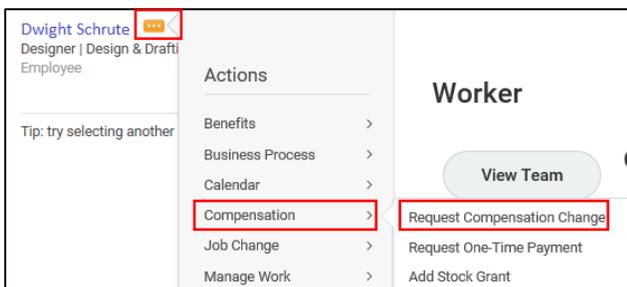
3. If "**Use Next Pay Period**" checkbox is selected, it will default the **Effective Date** to the beginning of the next pay period. However, you can adjust to future-date or back-date the request as appropriate. Please use the start of a new pay period as the effective date.
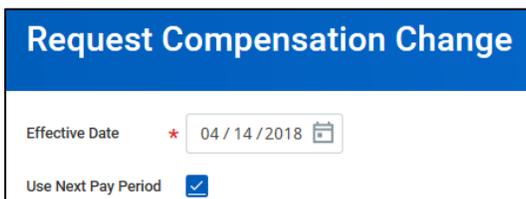
4. Select the **Reason** for the compensation change. Select **Base Salary Change** and then select the appropriate reason within the category.
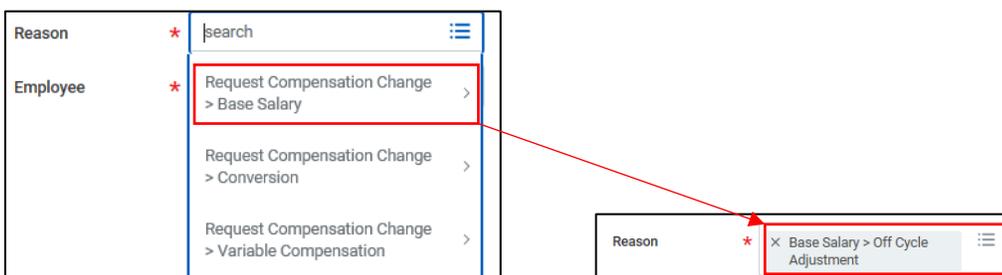
5. The **Employee** will default to the employee you have already selected, though you can adjust if needed.

6. Click **OK** to continue.

7. Effective **Date** and **Reason** fields will auto-fill based on your responses on the previous page.

Effective Date & Reason

Effective Date
07/07/2018

Use Next Pay Period
Yes

Reason
Request Compensation Change > Base Salary > Off Cycle Adjustment

8. ***Optional Field** - Select the **Employee Visibility Date** to enter a date. If you decide to enter a visibility date, the employee will not see changes until the visibility date. The visibility date cannot be prior to the effective date.

Employee Visibility Date

Employee Visibility Date

9. Use the edit icon [pencil icon] to make changes to the necessary fields.

10. If you are making changes to the base salary, enter the new salary in the **Amount** field. This will automatically adjust the Amount Change and Percent Change. Alternatively, you may enter the **Amount Change** or **Percent Change**, and the Amount will update automatically.

Compensation Plan
Salary Plan

Total Base Pay
59,300.00 - 77,100.00 - 94,900.00 USD Annual

Amount *
70,000.00

Amount Change
0.00

Percent Change
0

Currency *
✕ USD

Frequency *
✕ Annual

Compensation Plan
Salary Plan

Total Base Pay
59,300.00 - 77,100.00 - 94,900.00 USD Annual

Amount *
72,500.00

Amount Change
2,500.00

Percent Change
3.57

Currency *
✕ USD

Frequency *
✕ Annual

11. Do not make changes to the **Allowance** or **Bonus** fields.

12. Click [checkmark icon] to save your changes.

13. Click **Submit**, then **Done** to route the change for HRBP approval.

14. Once fully approved, you will notice an inbox item in your **Archive**. You can use this item to track the progress of the compensation change.
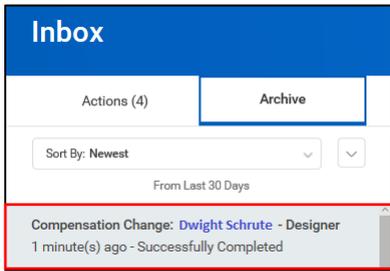
Approve Compensation Change

Compensation changes can be initiated by Managers and HRBPs, resulting in different approval processes. In the case of a market adjustment, off-cycle adjustment, or pay action plan initiated by an HRBP, managers need to approve the change.

1. When this is the case, you will receive an Action in your Workday Inbox indicating that your review is required. Click the Inbox item to view more details.
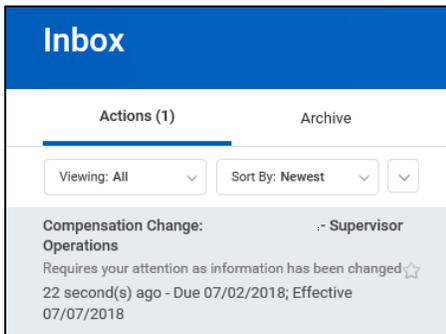
2. Scroll through the details of the Compensation Change, noting the fields in which changes have been made. These are marked in Workday with **blue dots**.
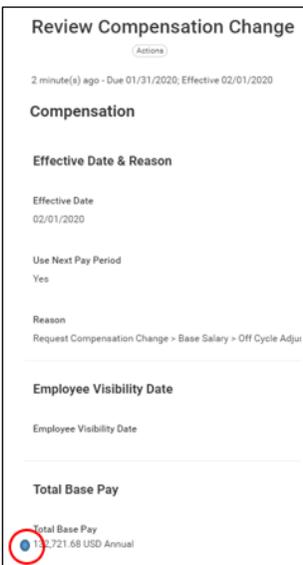
3. If you need to make changes, you can do so using the edit icon   ✎ .

4. Click **Approve** to submit the change for additional approvals, which will vary depending on the amount of the increase and type of change.