

**SUMMARY**

This job aid outlines the process and workflow of loading a Request Compensation Change action in Workday.

**REQUEST COMPENSATION CHANGE**

1. In the Workday search bar, type the Worker's name and select the Worker.
2. Click the Action icon; hover over Compensation, then click on Request Compensation Change.
3. Add the correct Effective Date. The Use Next Pay Period check box will automatically populate based on the transaction effective date that is entered. Confirm Worker's name has populated. Then click OK.
4. **Effective Date & Reason:** Effective Date should automatically populate. Select the appropriate Reason for the Request Compensation Change action. Below is a chart that lists each Reason and when it should be used.

<b>Reason</b>	<b>Used For</b>
Equity Adjustment	An increase based on equity with market data and/or peers in like jobs.
Add/Remove Allowance Plan	To add, modify, or remove an allowance plan.
Student – Graduate Student Pay Adjustment	An increase for a student worker or Graduate Assistant
Contract	Athletic payments related to contracts
Adjustment for Leave of Absence	Reducing a faculty member's salary due to subvention
Adjustment for Return from Leave	Increasing salary to original full-time rate once faculty subvention is complete
Retention	An increase based on retaining an employee
Corrective Adjustment	Making corrections to base pay, allowance plans, and/or end dates
Period of Appointment to Permanent	Adding the permanent salary to a faculty member who served a Period of Appointment
Academic Permanent Salary Increase	An increase for a faculty member based on award criteria
Merit Increase	University-approved performance-based adjustments
Transient – WAE Wage Adjustment	An increase for a Transient or Wages as Earned (WAE)
Extend Compensation End Date	Extending the compensation end date for an employee. Not to be used in place of Job Continuation
Classified Permanent Increase	Permanent classified employee receiving a permanent base pay increase in accordance to rule 6.16.2 Optional Pay
Classified Structure Adjustment	Classified employee receiving a permanent base pay increase due to a shift in the Civil Service pay ranges or an approved SER
Classified Market Adjustment	Classified employee receiving a permanent base pay increase in accordance to rule 6.32 Market Adjustments
Salary Reduction	A reduction in base pay

5. Employee Visibility Date: If you did not want the employee to see the transaction until a certain date, you would enter a date here. If no date is entered, the employee will see it on the effective date.
6. You can now make changes to the Salary, Hourly, or Allowance section as appropriate.
  - a. Salary: Make changes to this section if needed. If an end date is needed, click on the Additional Details section to add the Actual End Date.
  - b. Hourly: Make changes to this section if needed. If an end date is needed, click on the Additional Details section to add the Actual End Date.
  - c. Allowance: Add, modify, or remove an allowance plan if needed. Please refer to the Allowance Plans Crosswalk Job Aid for more information regarding each allowance plan type and required attachments.
7. Enter any comments and attachments.
8. Click Submit.

WORKDAY WORKFLOW

