



# Compensation Changes



*The Compensation Changes tip sheet is for HR.*

## Compensation Changes

This process may be initiated by a Compensation Partner, Compensation Administrator, or HR Administrator.

## Important Elements of Full Time Faculty Pay

If the compensation change is for a full time faculty member, please consider the following:

- Faculty person may have multiple positions. It is very important to select the position being changed.
- Assigning the Work Period and Disbursement Period: Each school has different types of faculties.
  - 9 months – 10 months, gets paid for 12 months
  - 12 months or 3 term
  - Work 9 months over 12 months, typically Fall and Spring but get paid for the Summer


## Compensation Change

1. In the Workday Search bar, type “**Request Compensation Change**” and select the task.

**NOTE:** Required fields are identified with an asterisk (\*). Otherwise fields are optional.







2. Select the **Effective Date**.
3. Type the name and select the **Employee**.
4. Select the check box to **Use Next Pay Period**.



**NOTE:** If a different pay period is to be used, uncheck the **Use Next Pay Period** box.

5. Select **OK**. The Employee Base Pay History displays for reference.
6. In the Effective Date & Reason section, select **Edit** .
7. Confirm the **Effective Date**.
8. Select a **Reason** from one of the following:


**Request Comp Change > Compensation Change**

- **Compensation Change > Adjustment**
- **Compensation Change > Brought to Minimum**
- **Compensation Change > Correction**
- **Compensation Change > Job Reclassification**
- **Compensation Change > State Approved Increase**

9. Select **Save** .
10. In the Guidelines section, select **Edit** .
11. Select **Compensation Package**.
12. Select **Compensation Grade and Plan** and select either
  - **By Compensation Rule**
  - **All Compensation Packages**
13. Select **Grade**.
14. Select **Grade Profile**.
15. Select **Save** .
16. In the Salary section, select **Edit** .
17. Select **Add**.
18. Select a **Compensation Plan**.
19. Select **Total Base Salary**.
20. Enter the new **Amount**.
21. Enter the increase in **Amount Change**.
22. The **Percent Change** auto-populates.
23. Select **Currency – USD**.
24. Select **Frequency**.
25. Select **Save** .
26. In the Hourly section, select **Edit** .
27. Select a **Compensation Plan**.
28. Select **Total Hourly**.

29. Enter the new **Amount**.
30. Enter the increase in **Amount Change**.
31. The **Percent Change** auto-populates.
32. Select **Currency – USD**.
33. Select **Frequency**.
34. Select **Save** .
35. In the Allowance section, select **Edit** .

**NOTE:** A few examples of an allowance can be used for housing, cars, or cell phones. Each institution can implement these as required.

36. Select **Compensation Plan**.
37. Select **Cell Phones** (for example).
38. Enter an **Amount**.
39. Select **Currency – USD**.
40. Select **Frequency**.
41. Select **Save** .
42. Enter any comments and attach any corresponding files.
43. Once all the information has been reviewed and verified, select **Submit**. The Request will then be routed to the Budget Manager for approval.

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