



# Compensation Worker Assignments



***The Compensation Worker Assignments sheet is for Managers, HR Partners, and Compensation Partners.***

Compensation Plans are created to help differentiate when employees should be paid hourly or salaried. Each plan is based on eligibility criteria within Workday.

Compensation plans will be utilized in the following ways:

- Default assignment of a compensation package, grade, grade profile, and plan.
- Default assignments occur based on pre-set eligibility rules during Job Requisition, Offer, Hire, and Job Changes.

## Salary Plans

The Academic Salary Plan is intended for full time faculty whose job profile falls within the job family of Instruction. These job families have enabled the option of Academic pay; the frequency in which employees may choose to be paid to help keep them whole for the fiscal year. Payment options under the Academic Salary plan include:

- work 9 months/ paid over 9 months
- work 9 months/ paid over 12 months
- work 10 months/ paid over 12 months
- work 12 months/ paid over 12 months.

The Salary Plan is an additional compensation plan for those full-time or part-time salaried employees who do not fall under a job profile within the job family of Instruction or Academic Administration.

For more information, please see the **Period Activity Pay Assignments and Management** tip sheet.

## Hourly Worker Plans

There is only one hourly compensation plan and should be utilized for employees who should be compensated for each hour worked. Workday calculates pay for these employees based on submitted hours.

## Additional Information

Adjunct Pay is also available to pay workers for specific tasks or courses being taught. For more information, please see the **Period Activity Pay Assignments and Management** tip sheet.