



## Create an Allowance Plan (People Leaders)

An Allowance plan is a recurring payment assigned to an eligible employee with a specified begin and end date. Examples for use include an admin supplement or exempt evening pay. Follow the steps below to create an allowance plan for a staff member within your Supervisory Organization.

### From your homepage:

1. Search **request compensation change** in the Search bar, then select the task.
2. Select a **current** or **future effective date**. For retroactive transactions, please contact your HR Business Partner.
3. Select the appropriate **Employee**, then select **OK**.
4. Select the **pencil** to edit and choose **Adjustment>Ad-hoc** as the **reason**. Then, select the **checkmark**.
5. Scroll down to the Allowance section and select **Add**.
6. Select the **Compensation Plan** and enter the **Plan Amount (dollars)**. Update the **Frequency** if needed.
7. Expand Additional Details, and select the appropriate dates. **Expected End Date** (optional) is the estimated end date for the allowance plan and does **not** stop payments from occurring. **Actual End Date** (required) ends the payments on the selected date.
8. Add attachments and comments if needed, then select **Submit** to send to your one-up manager for approval.

1. Search bar: request compensation change

2. Request Compensation Change Task

3. Effective Date: 06/01/2023

Use Next Pay Period:

Employee: Dinah Mite (0126765)

OK Cancel

Compensation

Effective Date & Reason

Effective Date: 06/01/2023

Use Next Pay Period: Yes

Reason: Adjustment > Ad-hoc

Details

5. Allowance

Add

6. Allowance

Compensation Plan: Administrative Supplement

6. Amount: 500.00

Currency: USD

6. Frequency: Monthly

7. Additional Details

Expected End Date: 12/29/2023

Actual End Date: 12/29/2023

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).