




Request Compensation Change (People Leaders)

Managers can request a Compensation Change for an employee's base pay within their Supervisory Organization. These requests will be sent to the one-up Manager for approval. Additional job changes (e.g. standard hours, FTE, etc.) should be done through the Job Change business process. Follow the steps below to request a Compensation Change for an employee 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 the **appropriate reason**. Then, select the **checkmark**.
5. Scroll down to the **Hourly/Salary section** and select the **pencil** to make changes (see Page 2 for more details), then select the **check mark** to save changes.
6. Add attachments and comments if needed, then select  to send to your one-up Manager for approval.

The image is a collage of screenshots from the Workday system, illustrating the steps to request a compensation change. The steps are numbered 1 through 6:

- Step 1:** A search bar containing the text "request compensation change" with a magnifying glass icon and a close button. Below the search bar, a result "Request Compensation Change Task" is shown.
- Step 2:** A form field for "Effective Date" with a calendar icon, showing the date "06/01/2023".
- Step 3:** A form field for "Employee" with a dropdown menu showing "Dinah Mite (0126765)".
- Step 4:** A form field for "Reason" with a dropdown menu showing "Adjustment > Pay Increase".
- Step 5:** A form field for "Compensation Plan" with a dropdown menu showing "Hourly Plan" and "Salary Plan".
- Step 6:** A form field for "Attachments" with a "Drop files here" area and a "Select files" button. Below the attachments section, there are buttons for "Submit", "Save for Later", and "Cancel".



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See **Step 5** from the previous page to get to this section.

Hourly Example

The way in which an employee's compensation rate is entered in Workday is based on their pay rate type. The pay rate type is distinctive based on the job profile.

An employee's pay rate type of Hourly is entered as an hourly rate of pay.

Changing the **Amount** will automatically update the other fields.

Salary Example

In Workday, for Salaried Staff, the **Amount** should be entered as an **annual** amount. When entering the amount, you must consider the FTE of the individual and enter the rate as though the individual is a full 1.0 FTE. In the examples below, \$100,000 is entered in both examples with different FTEs, but Workday automatically adjusts the amount based on the FTE.

1.0 FTE Example

Individual makes \$100,000 a year as a full 1.0 FTE.

Compensation amount is entered as \$100,000 with an annual frequency.

0.5 FTE Example

Individual is taking home \$50,000 a year in salary as a 0.5 FTE.

Compensation amount is entered as \$100,000 with an annual frequency.

Workday will adjust that amount based on the FTE.

QUESTIONS?

Please email BusinessEducation@vumc.org.