



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 **comments** and **attachments**, if needed, then select **Submit** to send to your one-up Manager for approval.

Note: Category of Compensation must be selected/entered when uploading an attachment.

The screenshots show the following steps:

- Search:** A search bar with 'request compensation change' and a dropdown showing 'Request Compensation Change Task'.
- Effective Date:** A form with 'Effective Date' set to 06/01/2023, 'Use Next Pay Period' checked, and 'Employee' set to 'Dinah Mite (0126765)'. Buttons for 'OK' and 'Cancel' are at the bottom.
- Reason:** A form with 'Effective Date & Reason' section. 'Effective Date' is 06/01/2023. 'Use Next Pay Period' is 'Yes'. 'Reason' is 'Adjustment > Pay Increase'. A 'Details' link is at the bottom.
- Hourly/Salary Section:** Two sections, 'Hourly' and 'Salary', each with a 'Compensation Plan' dropdown and edit/delete icons.
- Attachments:** A form with 'enter your comment' text area, 'Attachments' section showing 'Exceptions.pdf' as 'Successfully Uploaded!', and a 'Category' dropdown set to 'Compensation'. Buttons for 'Upload', 'Submit', 'Save for Later', and 'Cancel' are at the bottom.



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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.