



Workday Help: Create Case—Annual Salary Increase

The annual increase process will be conducted in Workday. Managers and HCM business managers will have the necessary permissions to create a specific case designed for the annual increase process should they identify any inaccuracies as they review their entire Supervisory Organization. From there they can track their case’s progress and communicate with case solvers, keeping them in the loop throughout the process. The Compensation team will then handle any updates and processing of all salary increases for fiscal year 2024. Follow the steps below to Create a Case specifically for Annual Salary Increases

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From your Workday homepage:

1. Select **Menu**.
2. Select **Help**.
3. Select **Create Case**.
4. Select **Annual Increase** for **Case Type**.
5. Enter **Annual Increase** as the **Case Title**.
6. Enter **Detailed Description**.
- Note:** Please use this space to describe the error. You may also use this space to select the **paper clip** to upload information for multiple employees.*
7. Select **Add Required Details**.
8. Enter **Required Details**.
9. Select **OK**.
10. **Create Case**.