

Compensation: Temporary Compensation Changes

Manager

TEMPORARY COMPENSATION CHANGES


This job aid will show how one can enter a temporary compensation change in Workday. The main focus is on additional duties. Please note that additional duties only apply to salaried (exempt) employees, and not hourly (non-exempt) employees.

START

Type “Request Compensation Change” into the search box.

Select the effective date of the compensation change and select the appropriate employee that you want to make a compensation change to.

Click “OK”.

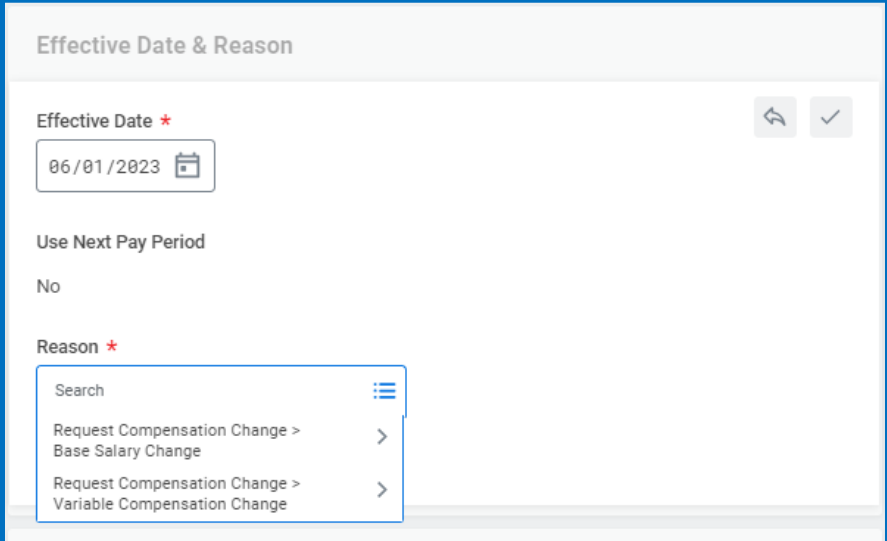
You will be brought to the “Request Compensation Change” page. Go to “Effective Date & Reason” and click on the pencil icon  to edit it.

Enter the effective date




Under reason select “Request Compensation Change > Base Salary Change”.

From the drop down, select “Base Salary Change > Additional Duties”.

Click the check mark to save.



Effective Date & Reason

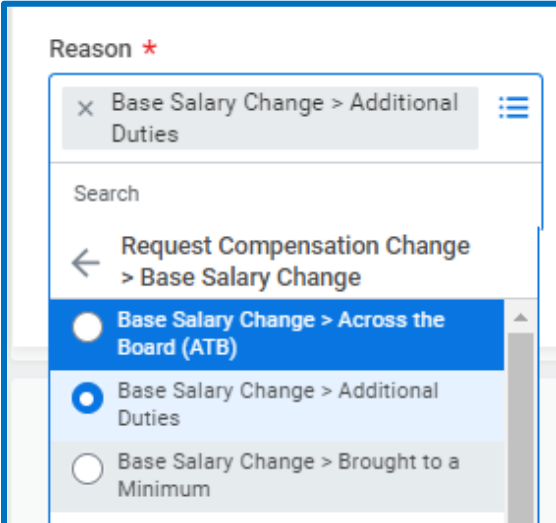
Effective Date *   

Use Next Pay Period

No

Reason *

- Search
- Request Compensation Change > Base Salary Change
- Request Compensation Change > Variable Compensation Change



Reason *

- Base Salary Change > Additional Duties
- Request Compensation Change > Base Salary Change
- Base Salary Change > Across the Board (ATB)**
- Base Salary Change > Additional Duties
- Base Salary Change > Brought to a Minimum

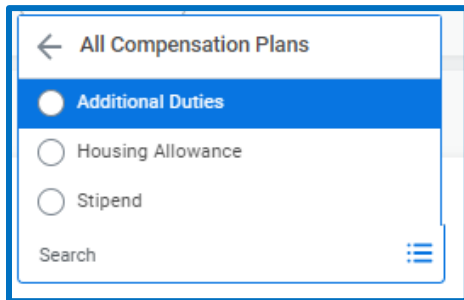
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Scroll to the bottom of the page to the “Allowance” section and click the “Add” button.

Under “Compensation Plan” select “All Compensation Plans”.

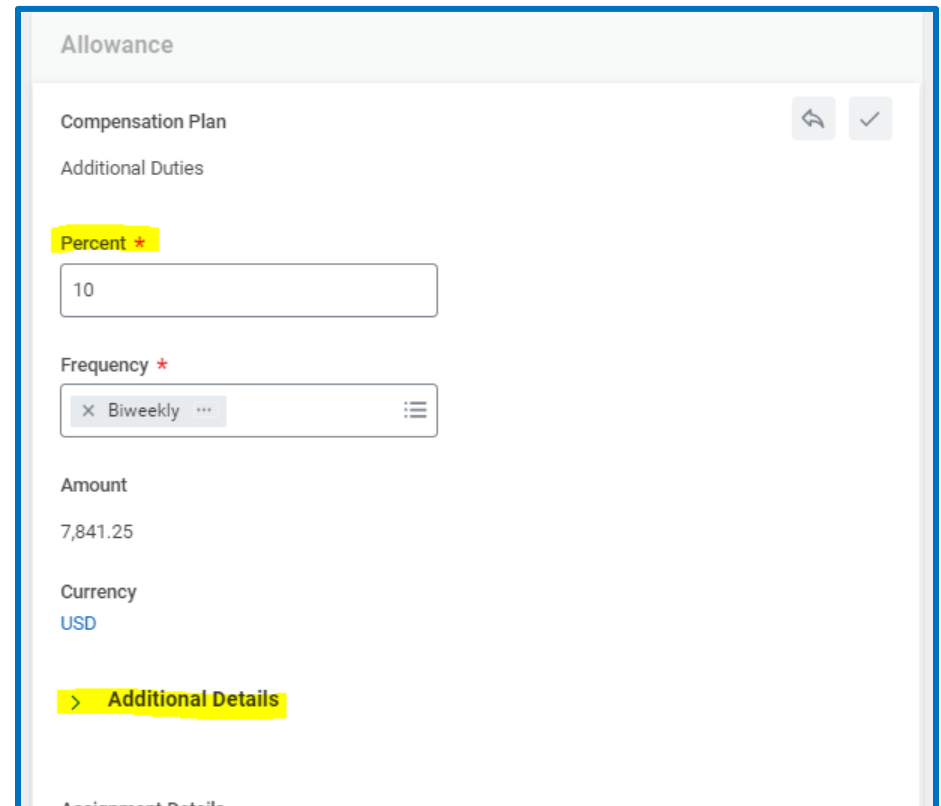
You will see the following three choices:



Select “Additional Duties”.

You will be prompted to enter a percentage in the “Percent” box.

Click on “Additional Details” in order to add an end date to these additional duties.



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You will be prompted to enter an “Expected End Date” and an “Actual End Date”. You **must** enter a date for the “Actual End Date”. If you do not, it will not end the compensation change.

Once the date is entered, select the check mark icon to save it.

Click “Submit” to submit the compensation change.

Percent *

Frequency *

Amount

7,650.00

Currency

USD

∨ Additional Details

Expected End Date

Actual End Date

Compensation Element

Additional Duties

Plan Percent

10.00%

Frequency

Biweekly