

## Compensation: Manage Team Compensation

Manager

### ABOUT THE COMPENSATION APPLICATION

There are many options for managers within the Compensation application. They can request base salary changes, one-time bonuses or payments, and stock grants. There is also a wealth of compensation-related reports at the manager's disposal.

#### VIEW COMPENSATION VIA THE COMPENSATION APPLICATION

From the Compensation application under the **Menu** (application can be added if not in the list under Menu), select the Details button. A compensation report displays information for employees.

Pay in Range

Primary Compensation Basis Segment	Worker
Q4	<a href="#">Maria Cardoza</a>
Above Q4	<a href="#">Jacqueline Desjardins</a>
Above Q4	<a href="#">Beth Liu</a>
Above Q4	<a href="#">Julie Bowles</a>

Details >>

Direct Reports Compensation Summary

3 items

Turn on the new tables view

Employee ID	Employee	Position	Frequency	Total Base Pay	Total Pay	Currency	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Primary Compensation Basis
21008	Betty Liu	P-00010 Director, Payroll Operations - Betty Liu	Annual	147,207.00	147,207.00	USD	105,000.00	137,500.00	170,000.00	176,648.40
21007	Jacqueline Desjardins	P-00008 Director, Recruiting Services - Jacqueline Desjardins	Annual	153,007.00	153,007.00	USD	105,000.00	137,500.00	170,000.00	183,608.40
21006	Maria Cardoza	P-00011 Director, Employee Benefits - Maria Cardoza	Annual	130,156.00	130,156.00	USD	105,000.00	137,500.00	170,000.00	156,187.20

### VIEW COMPENSATION


From the My Team application under **Menu**:

1. Select an employee.
2. From the employee's Worker Profile, choose the **Compensation** tab.

### REQUEST A BASE SALARY CHANGE FOR A DIRECT REPORT

You can request a salary change for a direct report after a performance review or market adjustment.


From the My Team application:


1. Select an employee's **Related Actions** .
2. Select **Compensation > Request Compensation Change**.
3. Enter the Effective Date.
4. Select **OK**.

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**Note:** The employee's related information window displays. Review employment history or other relevant details. To open a window manually, select the View Related Information icon  in the upper-right corner of the screen.

5. Select the **Edit** icon  to open the Effective Date & Reason section.
6. Select a reason for the adjustment.
7. Select the **Edit** icon to open the Salary section.

### Salary

Assignment Details  

147,207.00 USD Annual

Plan Name  
Salary

Effective Date  
04/01/2020

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Add

8. Enter a new Amount, Amount Change, or Percent Change. Updating one field will auto-populate the other fields.

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### Salary

Compensation Plan ↶ ✓  
Salary ...

Total Base Pay Range  
105,000.00 - 137,500.00 - 170,000.00 USD Annual

Apply FTE%  
Yes

Amount \*

Amount Change

Percent Change

Currency \*

Frequency \*

> Additional Details

Assignment Details  
147,207.00 USD Annual

9. Select the **Save** icon ✓.
10. Scroll down to add any supporting comments.
11. Select **Submit**. Workday now routes the request for approval.