


Quick Reference Guide: *Request Compensation Change***Keep in mind**

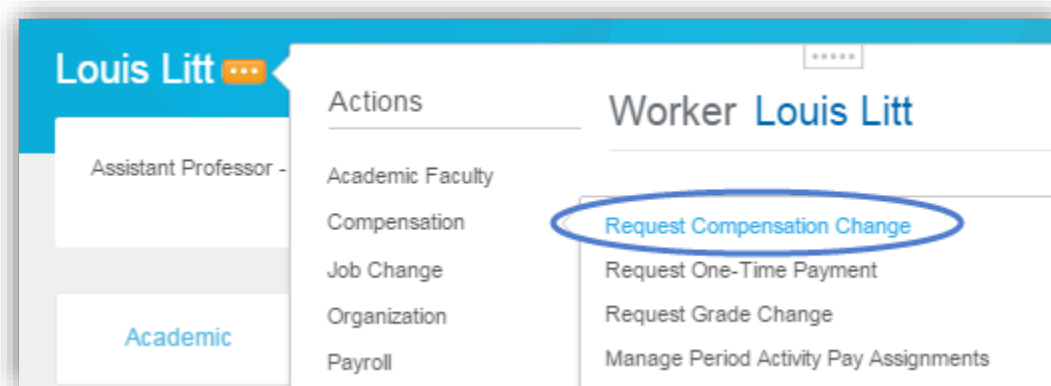
- This business process should be used when a compensation change is being request outside of the **Change Job** process.
- If employee is compensated through **Period Activity Pay**, the **Maintain Period Activity Pay Assignments** task should be initiated instead of the **Request Compensation Change** process.


**Information Needed**

- Name of worker
- Effective date of compensation change
- Amount and/or details of changing compensation plans.

**Steps:**

1. From the **Employee Profile**, click on the **Related Actions Icon**  to display the menu of **Available Actions**. Hover over **Compensation** and click on **Request Compensation Change**.




2. Select an **Effective Date**.
3. Use the **Prompt Icon**  to select a **Reason**. The **Employee's Name** will default. Click **OK** when complete.

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4. Click the **Edit Icon**  to update the **Effective Date & Reason** section if needed.

**Effective Date & Reason**

Effective Date  
10/01/2015 

Use Next Pay Period  
Yes

Reason  
Request Compensation Change > Adjustment > Corrective Adjustment


5. Use the **Edit Icon**  to update the **Employee Visibility Date** section. The Visibility Date indicates when the employee will be able to view the Compensation Change when approved.

**Employee Visibility Date**

Employee Visibility Date 



6. The **Guidelines** section does **not** need to be edited. This section includes **Compensation Package** and **Grade** and will prepopulate based on the **Employee Type**.

**Guidelines**

Pay Range  
8.25 - 45.00 USD Hourly **Guidelines should never be edited** 

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**Hourly**


Assignment Details  
25.00 USD Hourly  

Plan Name  
Hourly Plan

Effective Date  
07/13/2015

~~Add~~

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7. Use the **Edit Icon**  to update the sections of the **Compensation Package (Salary, or Hourly or Allowance)**. The compensation components that should be entered will vary depending on the employee's compensation structure. Bi-weekly employees should have an Hourly rate entered in the **Hourly** section and monthly employees should have a monthly rate entered in the **Salary** section. Within each compensation section, you can enter the **Actual End Date** of the plan amount by clicking on the arrow next to **Additional Details**. Actual End Dates should only be entered for fixed-term employees with a salary plan. Once the plan details are entered, click **Done**.



The **Expected End Date** field does not have any impact on ending the compensation plan. The **Actual End Date** must be entered and maintained in order for the compensation to stop paying. Actual End Dates must be entered and maintained for all fixed term, monthly employees.



Monthly compensation does not automatically prorate based on **Scheduled Weekly Hours**. If changing scheduled weekly hours and compensation, the **Change Job** business process should be initiated, not **Request Compensation Change**.



If the employee will receive either **Period Activity Pay** or a **One-Time Payment** as their compensation, instead of compensation administered within the formal **Compensation Package**, use the **minus icon** within the salary or hourly section to remove the plan row that prepopulates in and click **Submit**.

Click on the **Submit Icon**  to submit this task.


Compensation Plan  
Salary Plan


Total Base Pay  
1,972.00 - 40,000.00 USD Monthly

Amount \*


Amount Change


Percent Change

Currency \* USD 

Frequency \* Monthly 

⌵ **Additional Details**

Expected End Date  

Actual End Date  

Compensation Element Salary Pay

Grade Monthly

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8. You will see that this task is routed to the **Budget Partner** for review.



Once approved by the **Budget Partner** additional steps may be required, the process will complete successfully, except in the following circumstances:

- The **Lead HR Partner** or **Lead Academic HR Partner** will review compensation changes for the Biological Sciences Division.
- The **Academic Compensation Administrator** will approve all academic compensation changes.
- **Compensation Administrator** will approve any staff compensation changes above 11%.



Student compensation changes will not require any reviews unless the job profile is Research Assistant (Type A or B).