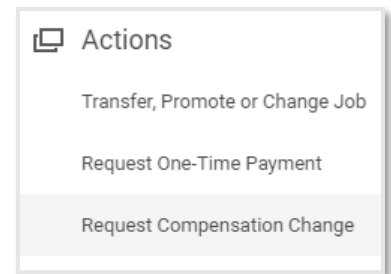# Request Compensation Change

Managers: Use this job aid to request a compensation change.

Getting started:

1. From the Workday homepage, click on **My Team Management**
2. In the "Actions" menu, click on **Request Compensation Change**
3. In the **Reason** field, use the prompt to select a pay change reason from the "Base Salary Change" menu.
4. In the **Employee** field, use the prompt to search for the associate's name and hit Enter.
5. The **Effective Date** will default to the start of the next pay period; you can change this date. If you change the effective date, the "Use Next Pay Period" checkbox will become unchecked. Do not check this box again if you want to use the date you have entered.

⌨ Actions

Transfer, Promote or Change Job

Request One-Time Payment

Request Compensation Change

Enter the compensation change:

Click on the pen icon to edit and click on the checkmark icon to save your entries.

1. In the **Effective Date & Reason** section, do not make any changes. This information should reflect what you've already entered in the previous steps above.

2. *OPTIONAL:* To change the **Employee Visibility Date**, enter a date in this field. This date determines when the associate will see the compensation change details in their worker history.

   Employee Visibility Date

   Employee Visibility Date

3. Depending on the status of the associate, you will see an "Hourly" or "Salary" section on this page. Enter the new pay rate in the **Amount** field. Alternatively, you can also enter an *Amount Change* or *Percent Change*. Entering a number in any **1** of these **3** fields will update the others accordingly. You cannot update them all at once.

   Salary

   Assignment Details
   99,380.00 USD Annual

   Plan Name
   Salary

   Effective Date
   04/01/2018

4. **Currency:** USD (US Dollars) will auto-fill, do not make any changes.
5. **Frequency:** The correct pay frequency will auto-fill, do not make any changes.
6. Review your entries and click Submit to finalize the request.