

Requesting Off Cycle Compensation Change for Worker

23 Steps [View most recent version](#) 

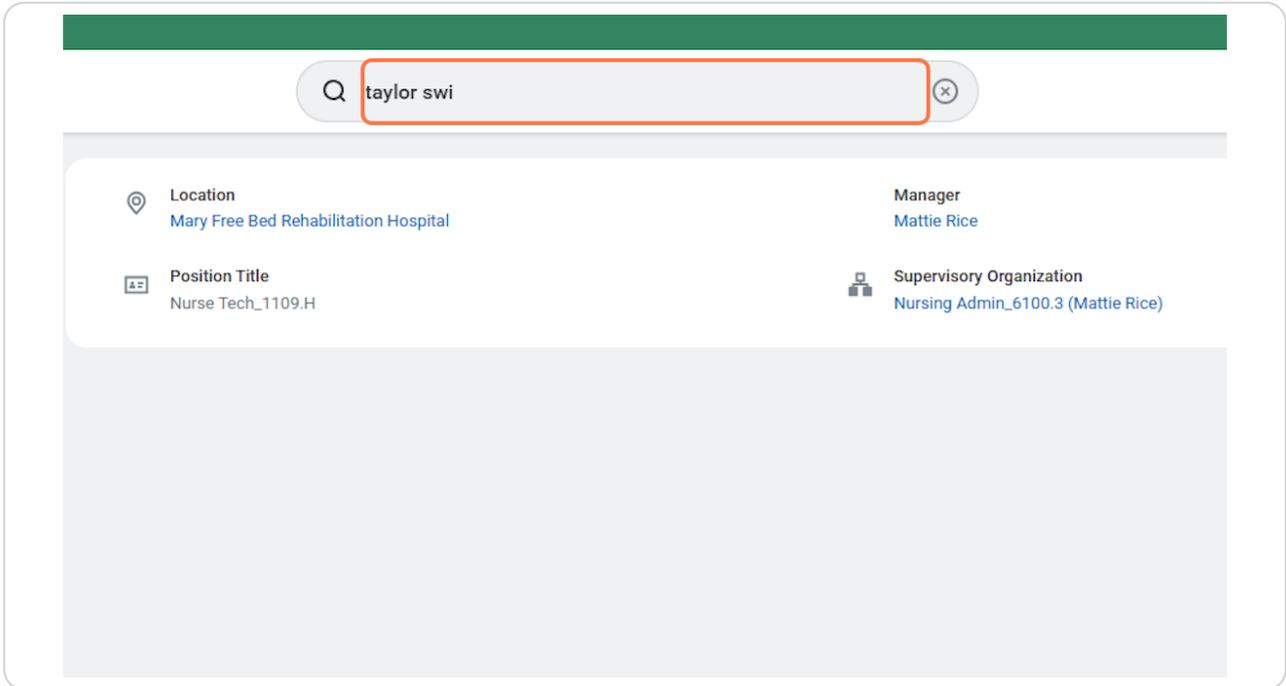
Created by
Alex Drabik

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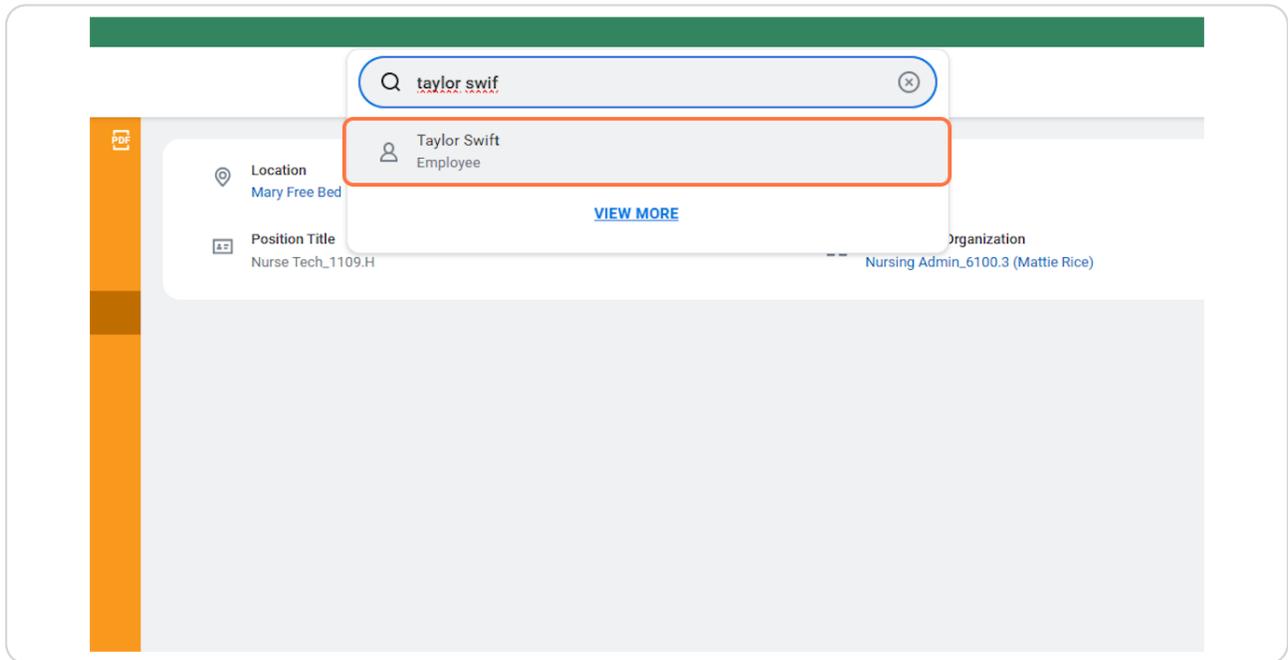
STEP 1

Click for the worker



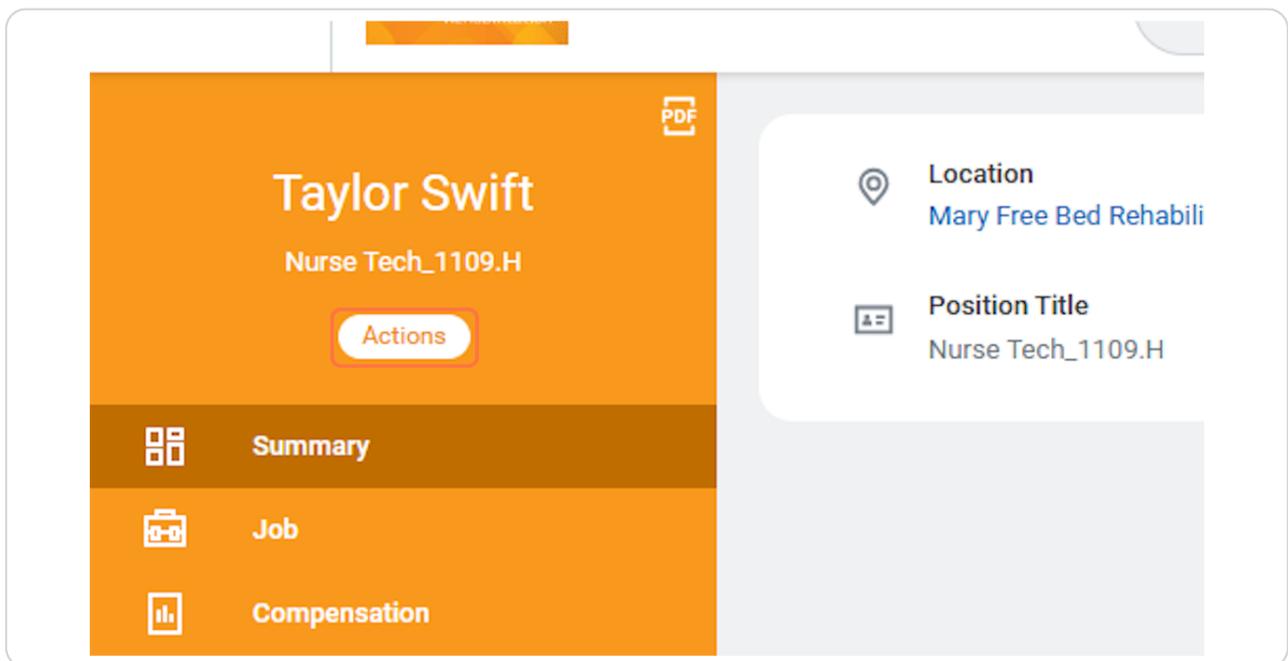
STEP 2

Select the worker object.



STEP 3

Click on Actions



STEP 4

Hover on Compensation > Click on Request Compensation Change

The screenshot displays a user interface with a vertical navigation menu on the left and a main content area on the right. The navigation menu includes items such as Job, Compensation, Absence, Pay, Contact, Personal, and Career. The 'Compensation' item is highlighted in orange. A dropdown menu is open under 'Compensation', listing various options. The 'Request Compensation Change' option is highlighted with a red rectangular box. The main content area shows job details for 'Nursing Admin_6100.3 (Mattie Rice)' with fields for Organization, Business Title, and Manager. A vertical scrollbar is visible on the right side of the main content area.

Menu Item	Sub-Item
Job	View Worker History by...
Compensation	Change Benefits
Absence	View Benefit Election H...
Pay	Benefits >
Contact	Business Process >
Personal	Calendar >
Career	Compensation >
	Job Change >
	Manage Work >
	Organization >
	Payment >
	Payroll >
	Payroll Interface >
	Personal Data >

Job Details:

- Organization: Nursing Admin_6100.3 (Mattie Rice)
- Business Title: Nurse Tech_1109.H
- Manager: Mattie Rice

Compensation Dropdown Menu:

- Request Compensation Change
- Request One-Time Payment
- View Compensation
- View Compensation History
- View Compensation History - All Past and Present Positions
- View Compensation Basis Details
- View Estimated Compensation for a Period
- View Reimbursable Allowance Plan Activity
- View Total Rewards

STEP 5

Select the appropriate effective date for compensation change

Note: you can future date, current date, or post date effective. Workday is smart enough to make mid pay period changes.

Request Compensation Change

Effective Date * MM/DD/YYYY 

Employee * 

STEP 6

Click on OK

Request Compensation Change

Effective Date * 03/03/2025

Use Next Pay Period

Employee * Taylor Swift

Cancel OK

STEP 7

Click on Reason and select the appropriate reason.

For off cycle increases you'll typically select 'Market Adjustment'

Request Compensation Change Taylor Swift Nurse Tech_1109.H

Compensation

Effective Date & Reason

Effective Date *
03/03/2025

Use Next Pay Period
No

Reason *

Total Base Pay

Total Base Pay
• 20.00 USD Hourly was 17.50 USD Hourly

Compa-Ratio
• 1.006 was 0.88

Position In Range
• 0.32% was 0.00%

[Submit](#) [Save for Later](#) [Cancel](#)

STEP 8

Note the guidelines will show us the compensation range for the assigned job profile.

The screenshot shows a modal window with the following content:

- Total Base Pay**
17.50 USD Hourly
- Compa-Ratio**
0.88
- Position in Range**
0.00%
- Guidelines**
 - Total Base Pay Range**
17.50 - 19.88 - 22.26 USD Hourly
 - Compensation Package**
General Compensation Package
 - Grade**
2H
 - Grade Profile**
National_2H
- Salary**
- Hourly**
Assignment Details
17.50 USD Hourly

At the bottom of the modal, there are three buttons: (blue), (white), and (white). Below the buttons, the text "Plan Name" is visible.

STEP 9

Click on Edit for the appropriate comp package.

The screenshot displays a web form for a 'Grade Profile' (National_2H). The form is organized into several sections:

- Grade Profile:** National_2H
- Salary:** Includes an 'Add' button.
- Hourly:** This section is expanded to show 'Assignment Details' for '17.50 USD Hourly'. The details include:
 - Plan Name: Hourly Plan
 - Effective Date: 02/02/2025Below the details is an 'Add' button. A red circle highlights the 'Edit' icon (a pencil) in the top right corner of the 'Assignment Details' card.
- Allowance:** This section is currently empty.

At the bottom of the form, there is a comment field with the placeholder text 'enter your comment' and a blue 'Submit' button. Below the comment field is an 'Attachments' section with three buttons: 'Submit' (blue), 'Save for Later', and 'Cancel'.

STEP 10

Enter the new Compensation dollar amount for hourly, for salary changes you need to enter the annualized amount prorated for FTE (if applicable) under the Salary section instead of Hourly.

Compensation Plan
Hourly Plan

Total Base Pay Range
17.50 - 19.88 - 22.26 USD Hourly

Amount *

Amount Change

Percent Change

STEP 11

Note the amount change and percent change automatically calculate.

The screenshot shows a 'Hourly Plan' form with the following fields and values:

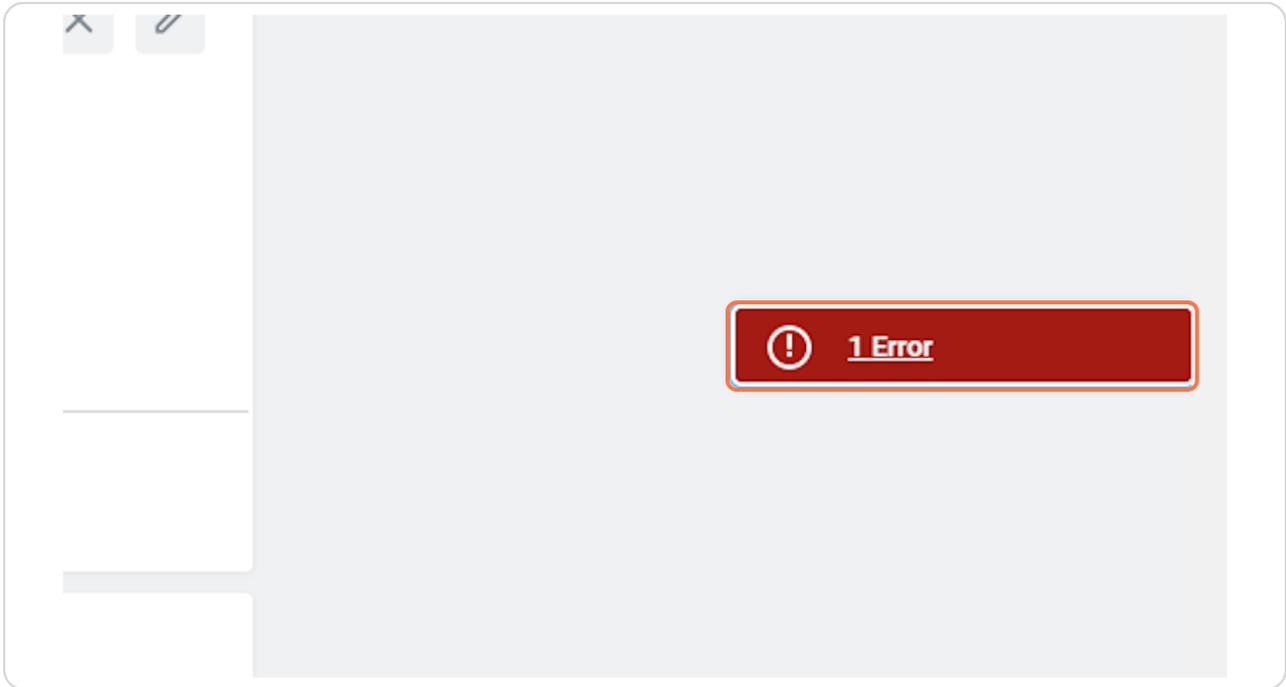
- Hourly Plan**
- Total Base Pay Range**: 17.50 - 19.88 - 22.26 USD Hourly
- Amount ***: 20.00
- Amount Change**: 2.50
- Percent Change**: 14.29
- Currency ***: USD
- Frequency ***: Hourly

The 'Amount Change' and 'Percent Change' fields are highlighted with a red border, indicating they are automatically calculated based on the input amount.

STEP 12

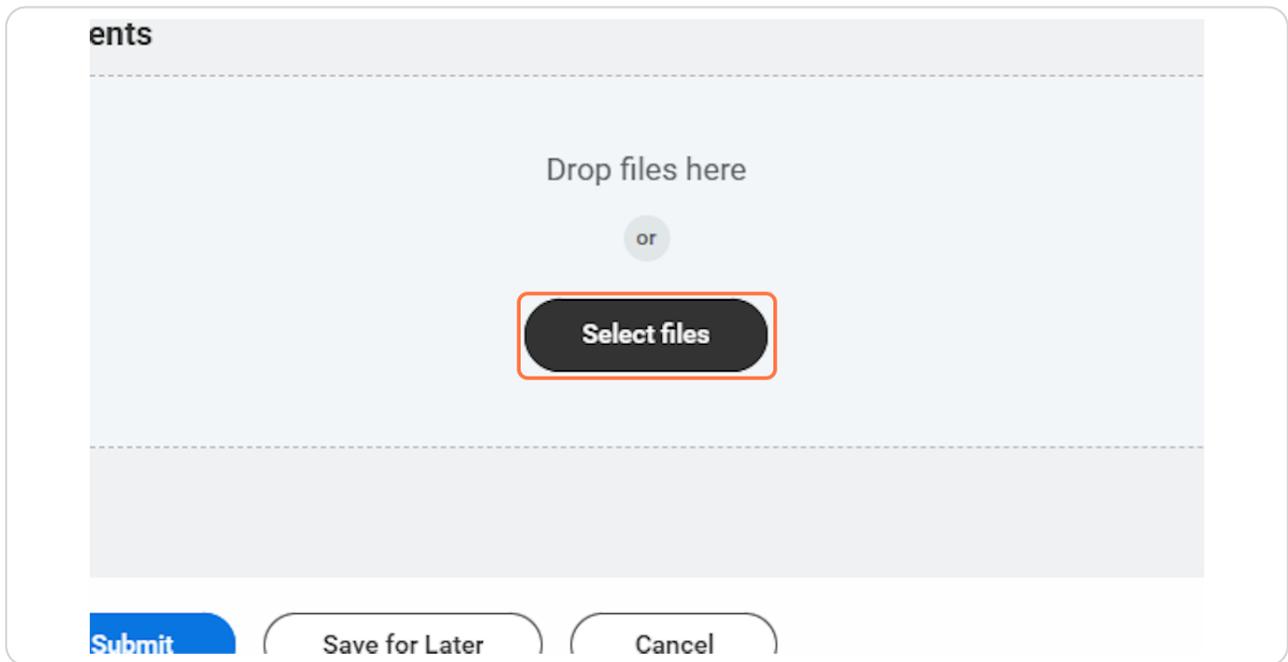
All off cycle compensation increases require leadership approval. Please attach that approval to the request.

Note an error will populate if you do not upload an attachment.



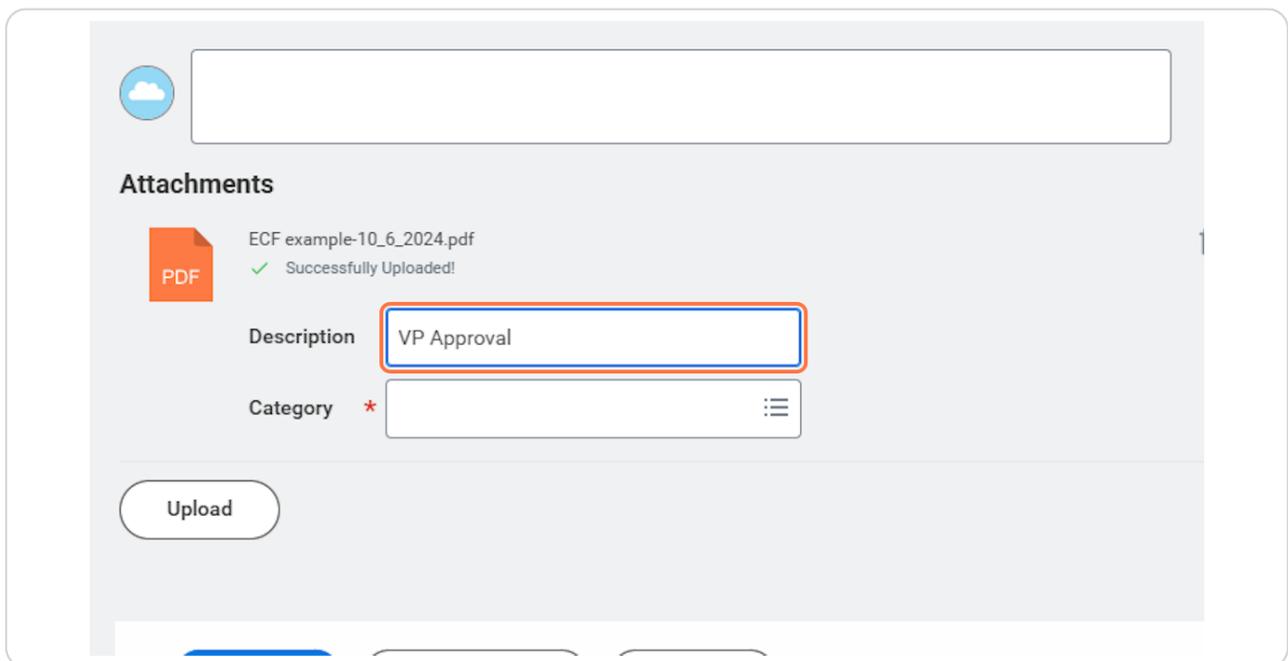
STEP 13

Click on Select files to upload your approval document.



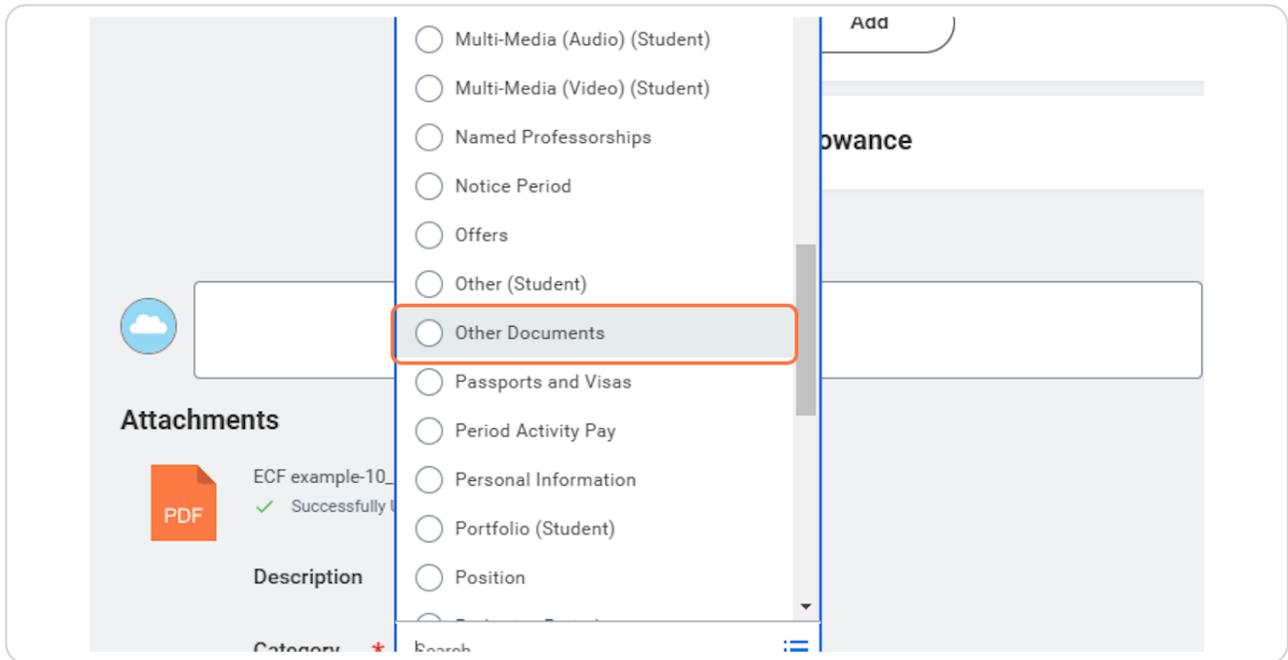
STEP 14

Enter a description of the document uploaded.



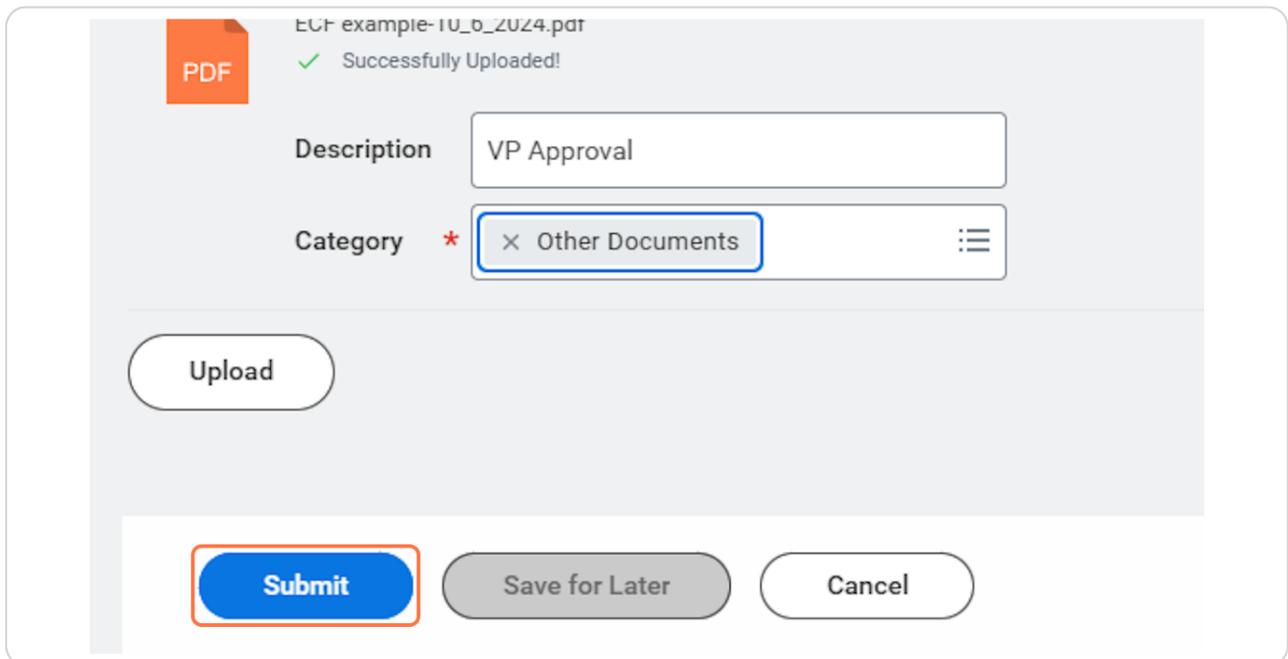
STEP 15

Select 'Other Documents' as the 'Category'



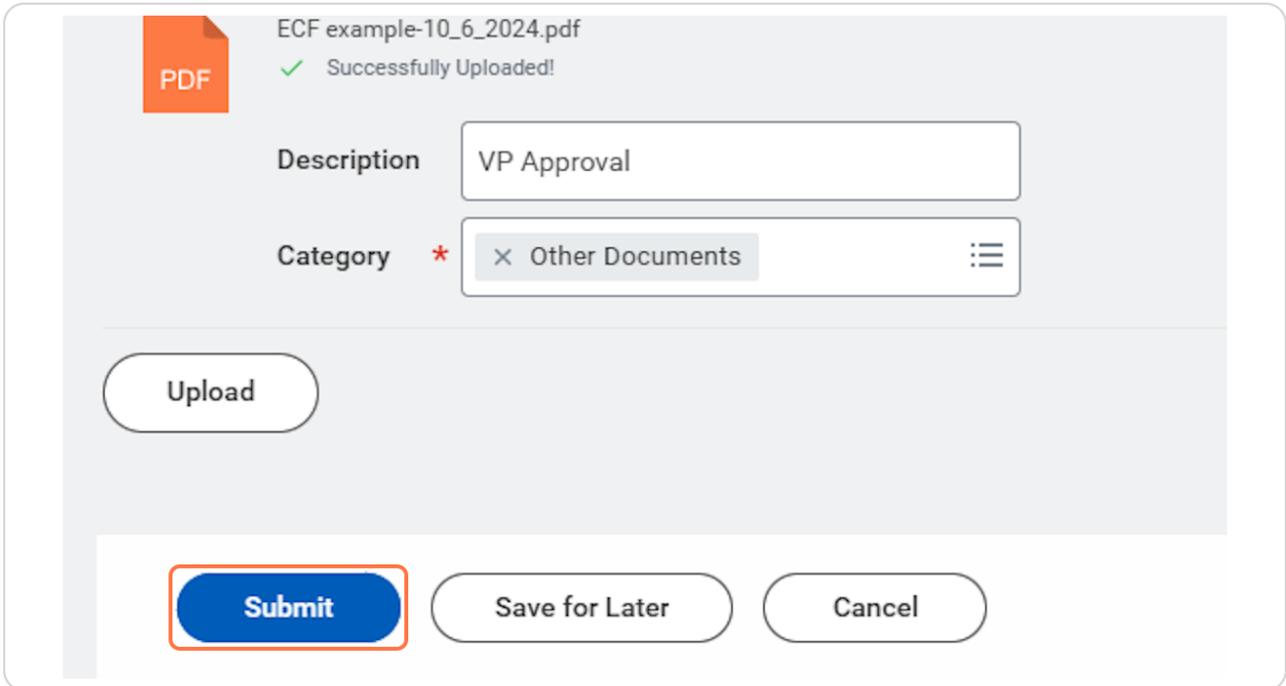
STEP 16

Review your work and Click on Submit



STEP 17

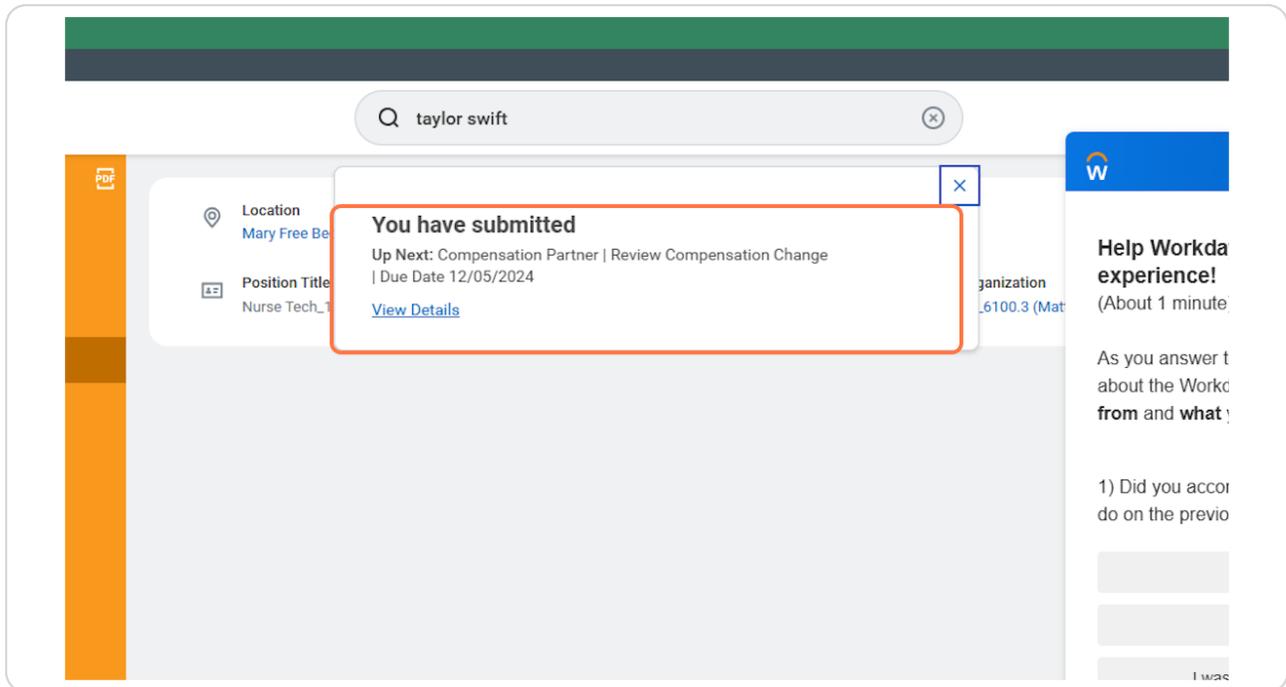
Click on Submit



The screenshot shows a document upload interface. At the top left, there is an orange PDF icon. To its right, the text reads "ECF example-10_6_2024.pdf" and "Successfully Uploaded!" with a green checkmark. Below this, there are two input fields: "Description" containing "VP Approval" and "Category" with a red asterisk and a dropdown menu showing "Other Documents". A horizontal line separates these fields from a large "Upload" button. At the bottom, there are three buttons: "Submit" (highlighted with a red border), "Save for Later", and "Cancel".

STEP 18

Click on You have submitted and the process now sits with the Compensation Partner for review and approval. Once Compensation Partner approves the process is complete.



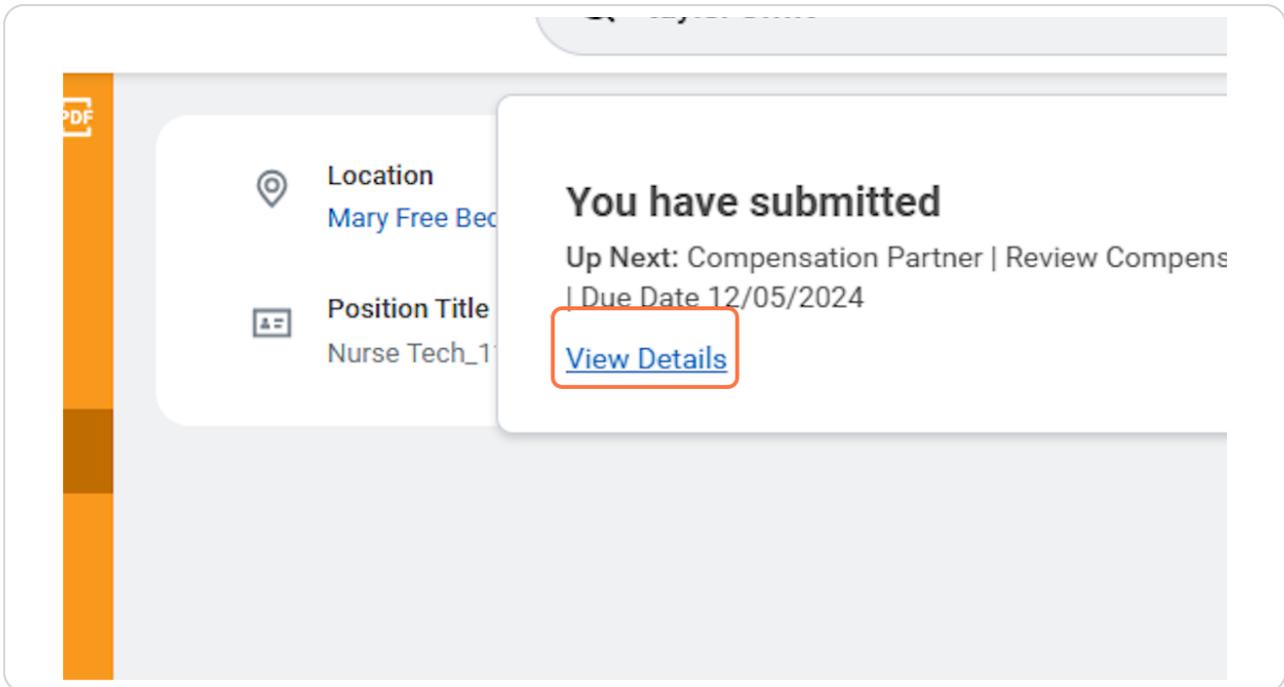
Checking on pending Compensation Requests.

5 Steps

STEP 19

Click on View Details on the pop that appears after you click submit.

If you 'lose' the pop up navigate to the worker profile click "Actions" > hover over worker history > click view worker history by category



STEP 20

Click on Details and Process

Up Next

Compensation Partner
Review Compensation Change
Due Date 12/05/2024

[> Details and Process](#)

STEP 21

Click on Process

Overall Process Compensation Change: Taylor Swift - Nurse Tech_1109.H

Overall Status In Progress

Due Date 12/10/2024

[Details](#) [Process](#)

The following reflects the specific compensation data that was changed by the tr

[More Details](#)

STEP 22

Click on Alexis Brandenburg (Compensation Partner)

Due Date	Person (Up to 5)	All Persons	Comm
12/10/2024	Mattie Rice	1	
12/05/2024	Alexis Brandenburg (Compensation Partner) ⋮	4	
	Chelsea Bellmer (Compensation Partner)		
	Dawn Boomers (Compensation Partner)		

STEP 23

Click on Remaining Process to view upcoming process steps.

Remaining Process

Click on the button below to review remaining process details.

[Remaining Process](#)

[Done](#)