



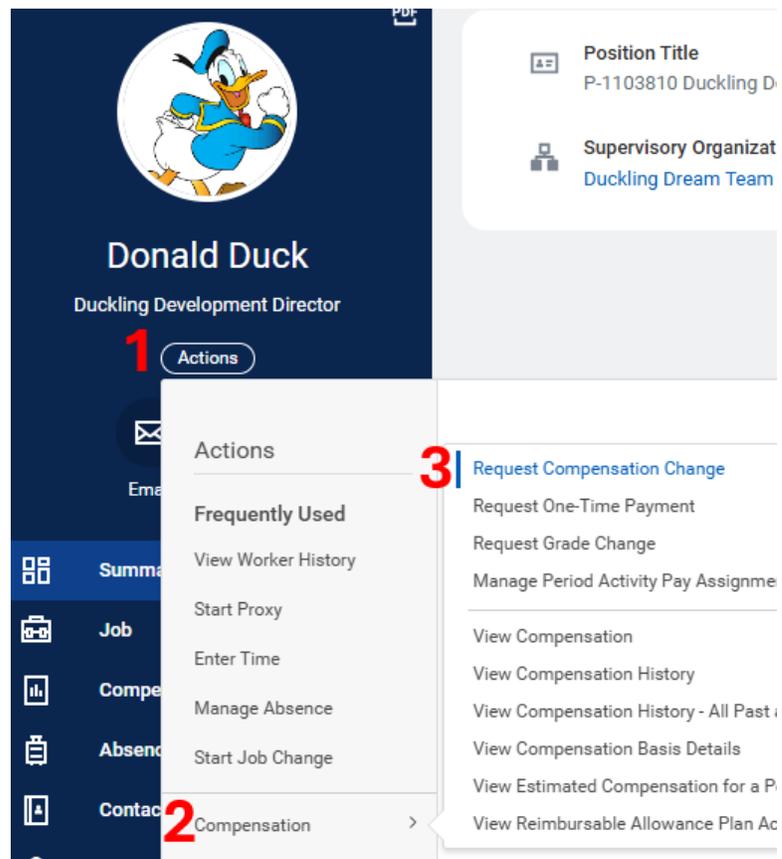
# Request Compensation Change

Initiated by: Compensation Manager

*This process is used to complete a compensation change NOT tied to a job change. Reasons for a stand-alone compensation change includes pay adjustments, annual evaluations, and allowances.*

1. Go to the employee's Workday profile and select **Actions**.

Hover over **Compensation** and select **Request Compensation Change**.



2. Select the **date** and **reasoning** for the compensation change.

Note: If the reason is a Merit Increase, be sure to have the performance evaluation accessible in order to attach to the compensation change.

Effective Date	*	03/02/2025	
Use Next Pay Period		<input checked="" type="checkbox"/>	
Employee	*	<input type="text" value="Donald Duck"/>	
Reason	*	<input type="text" value="Adjustment &gt; Merit Increase"/>	



# Request Compensation Change

Click **OK**.



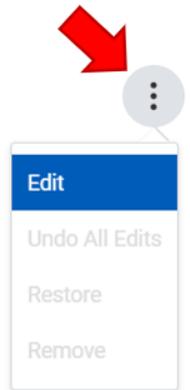
3. If the Compensation Package or Compensation Grade need to be updated, click the **three dots** on the right side of the box.

Click **Edit**.

Compensation Package  
 Duckling Development Compensation Package

Grade  
 Duckling Development Director

Grade Profile  
 (empty)



## Guidelines

Total Base Pay Range 23.08 - 25.96 USD Hourly

Compensation Package \*

- Duckling Development Compensation Package

Grade \*  
 Duckling Development Director

Grade Profile



Note: If making a compensation change outside of a job change, it is unlikely that the compensation package or grade will change.



# Request Compensation Change

4. To update the dollar amount, scroll down to the **Hourly or Salary box**. Click the three dots and select **edit**.

Type in the new hourly or salary amount.

Click **Save**.

If the employee is contracted faculty or a summer temp, click the arrow by Additional Details to add a compensation end date to the Actual End Date box. This is only for contracted faculty and summer temp roles.

## Hourly

Plan Name	Liberty Hourly Plan
Total Base Pay Range	23.08 - 25.96 USD Hourly
Amount *	<input type="text" value="25.90"/>
Amount Change	<input type="text" value="1.86"/>
Percent Change	<input type="text" value="7.74"/>
Currency *	<input type="text" value="USD"/>
Frequency *	<input type="text" value="Hourly"/>

### Additional Details

Expected End Date	<input type="text" value="MM/DD/YYYY"/>
Actual End Date	<input type="text" value="MM/DD/YYYY"/>
Compensation Element	Hourly Pay - Academic Pay Enabled
Grade	Project Coordinator II for Marketing
Assignment Details	25.90 USD Hourly

Note: When an update has occurred, "Modified" will appear by the change once saved.

### Assignment Details

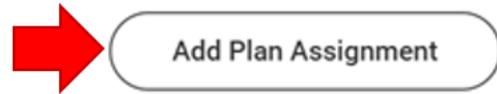
25.90 USD Hourly  
**MODIFIED** 24.04 USD Hourly



# Request Compensation Change

If the employee is going from hourly to salary, or vice versa, select the **Add Plan Assignment** button. This will only appear if they are eligible for another compensation plan based on their job profile.

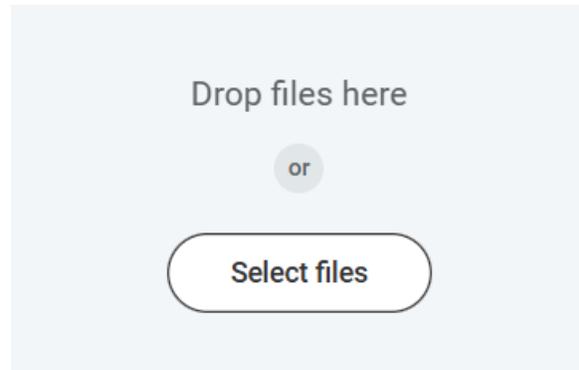
Be sure to remove the old plan assignment by clicking the three dots, then remove.



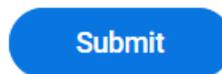
## Hourly

Plan Name  
Liberty Hourly Plan

5. **Add an attachment** if necessary. For a merit increase, attaching the performance evaluation is required.



6. Click **Submit**.



7. The compensation change will route to the **Compensation Approver** for approval. Then it goes to the **HR Executive**.



# Request Compensation Change

8. If the compensation grade has changed, the compensation is outside the range, the increase is over 20%, or compensation is decreasing, a final approval will route to the **Compensation HR Office Partner**.