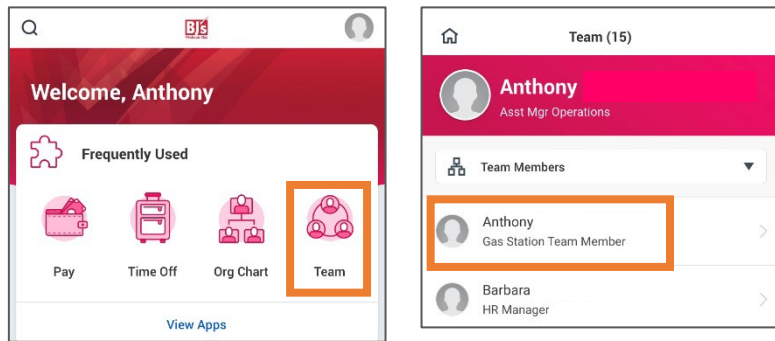


Use this job aid to request a compensation change for a Team Member via the Workday mobile application.

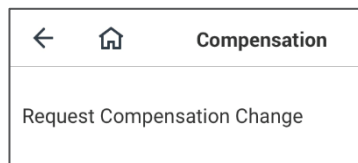
## Request Compensation Change - iOS

From your Workday mobile home screen:

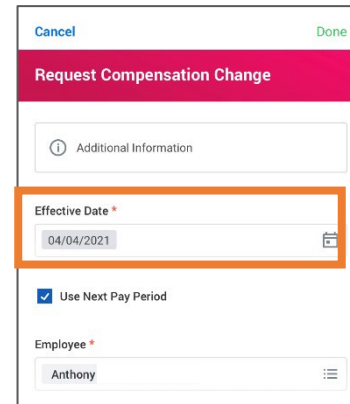
1. Navigate to **Team** application > select the Team Member whose compensation is changing.




2. Click the related actions icon ●●● in the top right corner of the screen > select **Compensation** > **Request Compensation Change**.



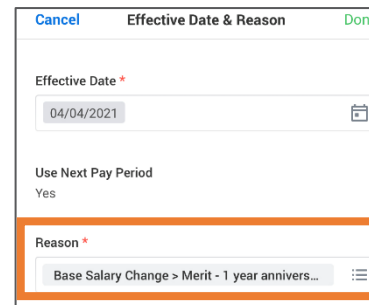
3. In the **Effective Date** field, today's date populates. Change, as needed. Leave the **Use Next Pay Period** box checked.
4. Click **Done**.



**NOTE:** Click the pencil icon  to edit information within a section. If there is no pencil icon, the fields in the section cannot be edited. A red asterisk \* indicates a field is required.

From the **Effective Date & Reason** section:

5. In the **Reason** field, select a reason for the compensation change from the options provided.
6. Click **Done**.



## Request Compensation Change – iOS (continued)

7. Scroll to the **Propose Hourly Plan Tasklet** or **Propose Salary Plan Tasklet** section, which depends if the Team Member is paid hourly or salary. Review the Guidelines section to guide the proposed compensation amount.

Propose Salary Plan Tasklet

Propose Hourly Plan Tasklet

Assignment Details  
12.35 USD Hourly

Plan Name  
Hourly Plan

Effective Date  
09/06/2020

8. Select the current plan to modify the compensation amount.

Hourly

12.35 USD Hourly; Hourly Plan; 09/06/2020

9. The current compensation populates in the amount field. Enter an amount in the **Amount Change** field or the **Percent Change** field or enter new salary or hourly rate in the Amount field. The fields not completed populate based on the amount entered. Currency populates USD. Frequency populates based on compensation plan assigned. Do not change.

9:46

Cancel Hourly Done

Amount \*  
14.4375

Amount Change  
0.6875

Percent Change  
5

Currency \*  
USD

Frequency \*  
Hourly

10. Click **Done**.
11. Click **Close**.
12. Click **Submit**.

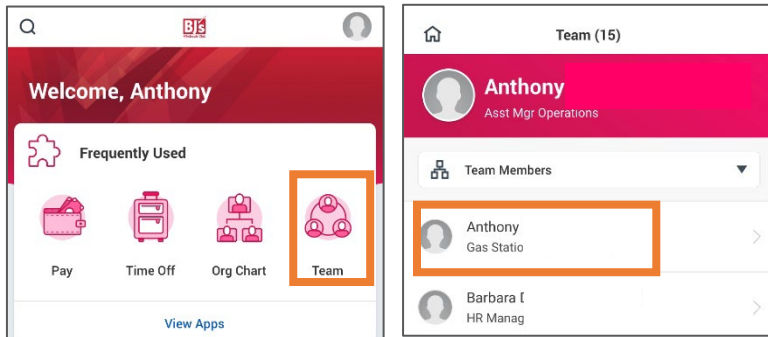
## Next Steps

Approval routing varies based on compensation change reasons and amounts. For first year merit compensation changes, refer to the grid on page 5.

## Request Compensation Change – Android


From your Workday mobile home screen:

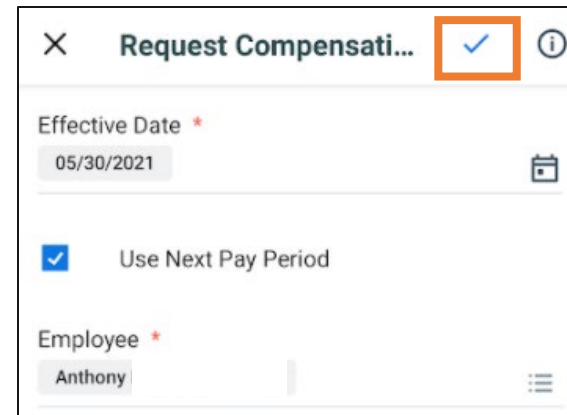
1. Navigate to **Team** application > select the Team Member whose compensation is changing.





2. Click the related actions icon  in the top right corner of the screen > select **Compensation** > **Request Compensation Change**.



3. In the **Effective Date** field, today's date populates. Change as needed. Leave the **Use Next Pay Period** box checked.
4. Click the blue check mark. 



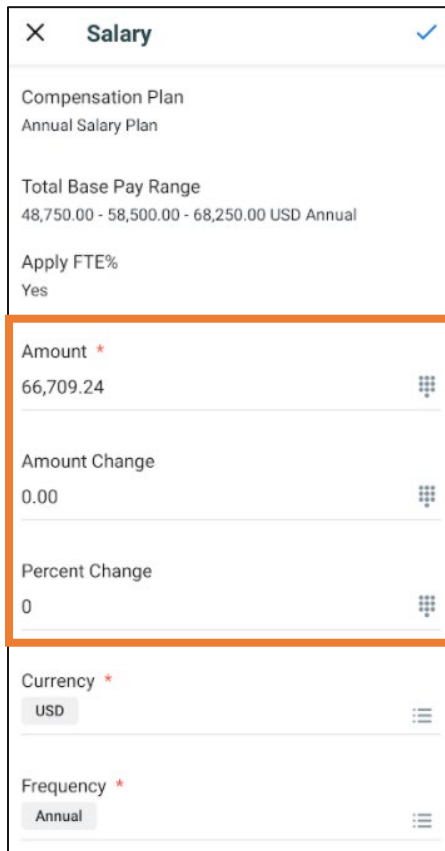
 NOTE: Click the pencil icon  to edit information within a section. If there is no pencil icon, the fields in the section cannot be edited. A red asterisk \* indicates a field is required

5. In the **Reason** field, select a reason for the compensation change from the options provided. Click the blue check mark when done.
6. Review the Guidelines section to guide the proposed compensation amount. Click the pencil icon and enter the new compensation amount **Salary** or **Hourly** field depending on if the Team Member is paid hourly / salary.



## Request Compensation Change – Android (continued)

7. Select the current plan to modify the compensation amount.
8. The current compensation populates in the amount field. Enter an amount in the **Amount Change** field or the **Percent Change** field or enter new salary or hourly rate in the Amount field. The fields not completed populate based on the amount entered. Currency populates USD. Frequency populates based on compensation plan assigned. Do not change.



Salary

Compensation Plan  
Annual Salary Plan

Total Base Pay Range  
48,750.00 - 58,500.00 - 68,250.00 USD Annual

Apply FTE%  
Yes

Amount \*  
66,709.24

Amount Change  
0.00

Percent Change  
0

Currency \*  
USD

Frequency \*  
Annual

9. Click the blue check mark.
10. Click the red X in the left corner to return.
11. Click **Submit**.

## Next Steps

Approval routing varies based on compensation change reasons and amounts. For first year merit compensation changes, refer to the grid on page 5.

# Compensation: Request Compensation Change – Mobile

Manager

Review Type: 6 Month / 1-Year Anniversary

Review Rating	Increase Amount (less or equal to the max range of the job)	Increase Amount (above the max range of the job)
Sets New Standards (5)	\$0.55	\$0.40
Exceeds Expectations (4)	\$0.40	\$0.30
Fully Meets Expectations (3)	\$0.25	\$0.20
Partially Meets Expectations (2)	\$0.10	\$0.05
Does Not Meet Expectations (1)	\$0.00	\$0.00

