Use this job aid to request a compensation change for a Team Member.

Request Compensation Change

From your home screen:

1. Navigate to the Search bar > type **Request Compensation Change**. Select **Request Compensation Change** below Tasks and Reports.
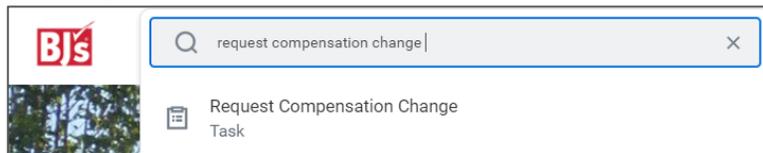
2. Enter date of the compensation change in the **Effective Date** field.
3. Select the Team Member from the **Employee** field under My Team. The **Use Next Pay Period** box defaults as checked. Do not change.
4. Click **OK**.

NOTE: The Team Member's current compensation details appear on the screen. You can edit sections that have a pencil icon 🖉 . Click the pencil icon 🖉 to edit each section and the check mark icon ✓ when complete. A red asterisk * indicates the field is required. If a section does not have pencil icon, it cannot be edited.

5. **Effective Date & Reason**:
   - The **Effective Date** populates based on previously entered information.

- In the **Reason** field, select from the reasons provided for the compensation change.

6. Edit the **Salary** or **Hourly** section depending on if the Team Member will be paid hourly or salary after the compensation change. Use the Guidelines provided to determine the new pay after the compensation change.
   - Enter the new **Amount** or **Percent Change** in the appropriate fields. The Amount Change field populates based on the amount or percent change entered.
   - The **Currency** and **Frequency** fields populate. Do not change.
7. Click **Submit**.
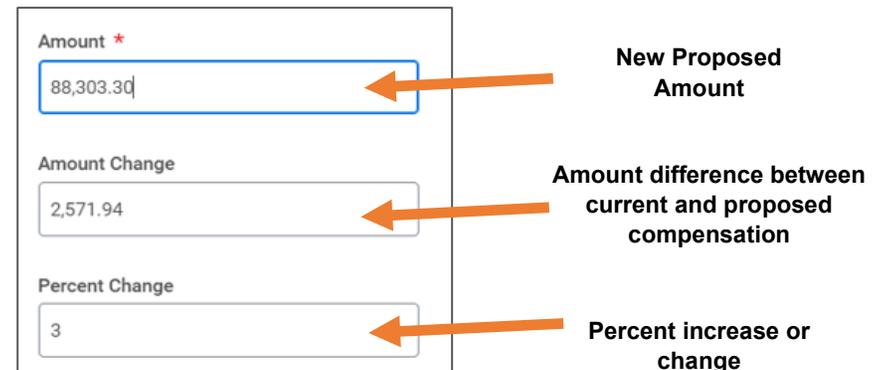
Approvals:

For **Salary Team Members**: Manager's Manager > HR Partner > Complete.

For **Hourly Team Members**: Manager's Manager > Complete.

If compensation changes are outside of pay ranges, additional approvals are required. For first year merit compensation changes, refer to the grid on page 2.

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