
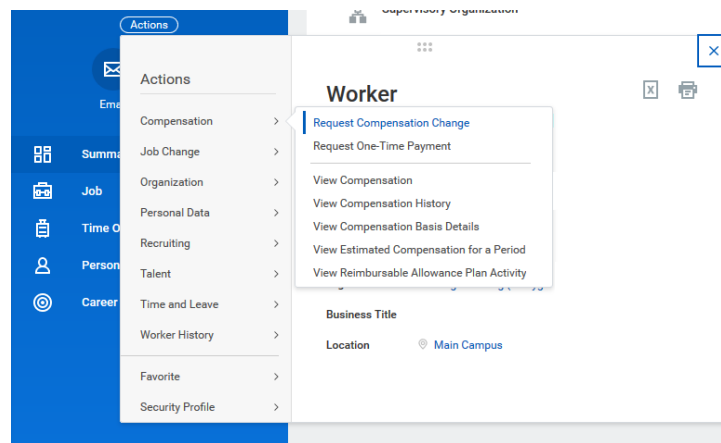


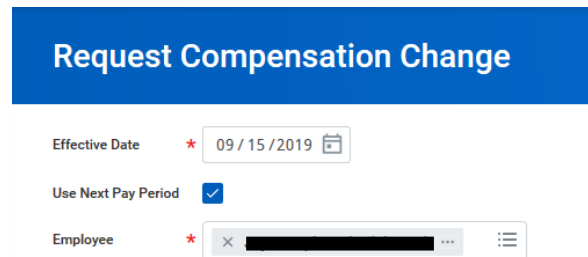
## REQUEST A COMPENSATION CHANGE FOR AN EMPLOYEE

Managers may request compensation changes for their employees in the Actions menu.

1. In the **Search** field at the top of any page, type the name of the employee for whom you would like to initiate a compensation change. This will open the employee's profile.
2. Underneath the employee's name, select the **Actions** button  , hover over the **Compensation** menu item, and click **Request Compensation Change**.



3. The Request Compensation Change page will automatically open where you will be prompted to enter the effective date. If the compensation change should occur starting with the next pay period, check the "Use Next Pay Period" box accordingly. Click the orange **OK** button to proceed.

A screenshot of the 'Request Compensation Change' form. The form has a blue header with the title 'Request Compensation Change'. Below the header, there are three fields: 'Effective Date' with a date picker set to '09 / 15 / 2019', 'Use Next Pay Period' with a checked checkbox, and 'Employee' with a dropdown menu showing a redacted name.

- In the Request Compensation Change screen, scroll down to **Salary** or **Hourly** box (whichever is applicable) and indicate the new pay rate. This may be changed in a few ways, including:
  - Change the amount box to the new pay rate (e.g., \$51,500 as shown below)
  - Input an amount change
  - Designate a percent change

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

- Compensation Plan:** Salary Plan
- Apply FTE%:**
- Amount:** 51,500.00
- Prorated Amount:** 19,312.50
- Currency:** USD
- Frequency:** Annual
- Additional Details:** > Additional Details
- Assignment Details:** 51,500.00 USD Annual (Prorated: 19,312.50)
- Add:** Button at the bottom.

- If you wish, add comments in the text box at the bottom of the page and click the orange **Submit** button. Once this has been submitted, the request will be forwarded to human resources, the compensation finance partner, and an academic department head (if applicable) for approval.