**Employee Changes: Initiate a Compensation Change for an Employee**

**Manager**

**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.
4. 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

5. 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.