

ABOUT THE COMPENSATION APPLICATION

There are many options for managers within the Compensation application. They can request base salary changes, one-time bonuses/payments, and stock grants. There is also a wealth of compensation-related reports at the manager's disposal.

VIEW COMPENSATION VIA THE COMPENSATION APPLICATION

From the Compensation application, click the Details button. A compensation report displays information for employees.

Pay in Range

Primary Compensation Basis Segment	Worker
Q3	Maria Cardoza
Above Q4	Jacqueline Desjardins
Above Q4	Betty Liu
Above Q4	Julie Bowles

[Details >>](#)

Direct Reports Compensation Summary Actions

5 items

Employee ID	Employee	Position	Frequency	Total Base Pay	Total Pay	Currency	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Primary Compensation Basis
21424	Amber Vasser	P-00638 Training Specialist - Amber Vasser	Annual	78,246.00	83,046.00	USD	55,000.00	90,000.00	125,000.00	92,826.75
21223	Brian Kaplan	P-00281 Senior Customer Services Representative - Brian Kaplan	Annual	69,843.00	69,843.00	USD	55,000.00	90,000.00	125,000.00	78,573.38
21290	Cory Young	P-00321 Customer Service Representative - Cory Young	Annual	71,211.00	71,211.00	USD	55,000.00	90,000.00	125,000.00	80,112.38
21152	Laurie Jenkins	P-00184 Senior Customer Services Representative - Laurie Jenkins	Annual	60,200.00	60,200.00	USD	55,000.00	90,000.00	125,000.00	67,725.00
21317	Marcus Severino	P-00427 Customer Service Representative - Marcus Severino	Annual	63,419.00	63,419.00	USD	60,000.00	105,000.00	150,000.00	76,102.80

VIEW COMPENSATION



From the My Team application:

1. Select the employee.
2. Click the **Compensation** tab on the employee's profile page.

ASSIGN A NEW ALLOWANCE PLAN TO A DIRECT REPORT

Allowance plans give employees a set allowance for expenses such as cell phones, gas, or fitness memberships. As a manager, you can add an allowance plan to a direct report's existing compensation plan.

From the My Team application:

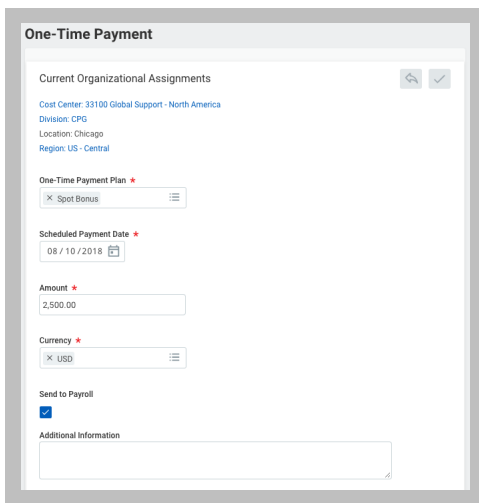
1. Click the employee's **Related Actions** .
2. Select **Compensation > Request Compensation Change**.
3. Enter an Effective Date.
4. Select a Reason for the adjustment.
5. Click **OK**.
6. Scroll down to Allowance and click the **Add** button.
7. Select the appropriate plan. Eligible allowance plans display, allowing you to make changes if needed.
8. Click the **Save** icon .
9. Add any supporting comments.
10. Click **Submit**.

REQUEST A ONE-TIME PAYMENT FOR A DIRECT REPORT

One-time payments, such as referral bonuses, can be requested for a direct report directly through the Workday system.


From the My Team application:

1. Click the employee's **Related Actions**.
2. Select **Compensation > Request One-Time Payment**.
3. Enter the Effective Date and click **OK**.
4. The One-Time Payment Summary details display. Click the **Add** button in the One-Time Payment section. Eligible One-Time Payment plans display.
5. Click the appropriate plan and make any needed changes.
6. Click the **Save** icon.
7. Click **Submit** and **Done**.



The screenshot shows the 'One-Time Payment' form. It includes the following fields and options:


- Current Organizational Assignments:** Cost Center: 33100 Global Support - North America, Division: CPG, Location: Chicago, Region: US - Central.
- One-Time Payment Plan:** A dropdown menu with 'Spot Bonus' selected.
- Scheduled Payment Date:** A date picker showing '08 / 10 / 2018'.
- Amount:** A text input field containing '2,500.00'.
- Currency:** A dropdown menu with 'USD' selected.
- Send to Payroll:** A checked checkbox.
- Additional Information:** A large text area for notes.

 **Note:** The Amount field auto-populates with a default value, based on the One-Time Payment Plan selected. You can modify the default amount, but additional approvals may be required.

REQUEST A BASE SALARY CHANGE FOR A DIRECT REPORT

You can request a salary change for a direct report after a performance review or market adjustment.

From the My Team application:

1. Click the employee's **Related Actions**.
2. Select **Compensation > Request Compensation Change**.
3. Enter the Effective Date.
4. Select a Reason for the adjustment.
5. Click **OK**.
6. Click the **Edit** icon  to open the Compensation Plan for Salary.
7. Enter a new Amount, Amount Change, or Percent Change. Updating one field will auto-populate the other fields.
8. Click the **Save** icon.
9. Add any supporting comments.
10. Click **Submit** and **Done**. The request is now routed for approval.

PROPOSE BONUS AWARD

If a manager is responsible for proposing the employee's bonus, they will receive the task in their Inbox.

1. Access the **Propose Awards: Bonus** task from your Inbox.
2. Review the bonus information.

Overall Budget and Spend

Bonus
USD
26,049.02
of 26,048.87

100%

Autofill

5 Items

Employee	Current Performance Rating	Warnings	Bonus Plan	Discretionary Target %	Discretionary Target Amount	Non Discretionary Target	Total Target in Employee Currency
Laurie Jenkins P-00184 Senior Customer Services Representative 60,200.00	2 - Needs Improvement	0	Bonus - Team Member	0.00%	0.00	\$2,257.50	2,258.00
Brian Kaplan P-00281 Senior Customer Services Representative 69,843.00	4 - Exceeds Expectations	0	Bonus - Team Member	6.56%	2,291.72	\$2,619.11	4,911.00
Marcus Severino P-00427 Customer Service Representative 63,419.00	4 - Exceeds Expectations	0	Bonus - Team Member	13.13%	4,161.87	\$4,756.43	8,918.00
Amber Vasser P-00638 Training Specialist 78,246.00	3 - Meets Expectations	0	Bonus - Team Member	4.31%	1,687.18	\$2,934.23	4,621.00
Cory Young P-00321 Customer Service Representative 71,211.00		0	Bonus - Team Member	7.50%	2,670.41	\$2,670.41	5,341.00

Submit

3. Make a change for each employee, or use the Autofill feature so that Workday automatically applies the default targets defined in the bonus plan to each employee.
4. Click **Submit**.



Note: To complete the Propose Bonus Award process, an approval by the compensation partner is required. Executives and senior management can also review, edit, and approve recommendations across their subordinate organizations.