Workday Job Aid for Managers

Request Compensation Change

Use this process to change compensation for a colleague outside of the annual merit increase.

To learn more about Workday, find job aids and videos at the Workday Help website at workday.trinity-health.org.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at workday.trinity-health.org.
Request Compensation Change

Business Process Steps and Roles

As a manager, you may initiate the Request Compensation Change process for your team members only. After you initiate, the process will be completed through the HR function (see page 9).

NOTES:
• You should initiate the Request Compensation Change process; however, when necessary, it may be initiated by a Compensation Partner, HR Partner, HR Representative, or HR Shared Services (HRSS) Representative.
• While adding comments where indicated may be helpful for the process, please note that comments are auditable and therefore should be appropriate for the section.

Before You Start

Ensure local policies and procedures have been followed and appropriate approvals have been received before requesting compensation change. This may include:

• Manager discusses compensation change with HR Partner and/or compensation partner (if needed) in accordance with compensation guidelines

When to Use

Use this process to change compensation for a colleague outside of the annual merit increase, including:
• Across-the-Board
• Adjustment
• Adjustment to Grade Minimum
• Certification
• Completed Intro Period
• Contract
• Conversion

NOTE: This process is for ad hoc compensation changes only. Annual merit increases are completed through a separate process.

Related Reports

• Direct Reports Compensation Summary
• Compensation Changes Report
• In Progress Compensation Changes

NOTE: If a compensation change is being made due to an interim assignment, STOP. Please use the Change Job process (see Change Job job aid), and for the question “Why are we making the change,” click “Interim Assignment.”
Request Compensation Change

**Business Process Steps and Roles**

Process roles are designated by “security role,” which do not reflect actual job titles. People may have multiple roles. (Preferred initiator listed first.)

- **Initiate Compensation Change:** Manager,
- **Review Compensation Change:** Manager’s Manager, HR Partner
- **Approve Compensation Change:** Manager’s Manager, HR Partner
- **Receive Notification:** HR Leader

**NOTE:** If the base pay change is equal to and greater than 10%, the HR Leader will receive a notification.
Request Compensation Change

Data Needed for Request Compensation Change

The following data will be required:

- **Effective Date**: Date pay change will be effective; should be the start of a new pay period
- **Reason**: Reason for compensation change (choose from options)
- **Employee**: Name of the colleague receiving compensation change
- **Amount**: Percentage or amount of hourly compensation change

Notifications
(a colleague or department should be notified outside of the Workday system)

- No notifications.

Variations

- There should be no variations to this process across the system.

Other Resources

- Contact your Tier 1 resource, as noted on the Workday Help website at [workday.trinity-health.org](http://workday.trinity-health.org).
Request Compensation Change

**Process Steps**

1. Log in to Workday

2. Type `request comp` in the search box and press **Enter**

**Alternate Starting Steps:**

1. Type the **colleague’s name** in the search box
2. Click the **related actions icon** ("brick")
3. Choose **Compensation**
4. Choose **Request Compensation Change**
5. Continue at step 4 (**colleague name and first available effective date will auto-populate**)

**SHORTCUT:** When you start typing in the search box, options appear as you type. Click the option here rather than continuing to the Search Results screen.

NOTE: If the base pay change is equal to and greater than 10%, the HR Leader will receive a notification.

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Process Steps (continued)

3. Click **Request Compensation Change** from the search results

4. Complete the Request Compensation Change form for a specific colleague (*indicates required information*)

5. Effective Date field will update to the start of next pay period; click **OK** to continue
Request Compensation Change

Process Steps (continued)

6. To modify or add any component of a colleague’s compensation, click the **edit icon** (*indicates required information*)

![Compensation Form](image)

**Compensation**

**Effective Date & Reason**
- **Effective Date:** 04/24/2016
- **Use Next Pay Period:** Yes
- **Reason:** Request Compensation Change > Compensation Change > Exceptional Performance

**Primary Compensation Basis**
- **Basis:** Total Compensation
- **Basis Details:** 37.00 USD Hourly

**Guidelines**
- **Pay Range:** 35.35 - 59.25 USD Hourly
- **Compensation Package:** Trinity Health Compensation Package

SCREEN INSTRUCTIONS CONTINUE ON NEXT PAGE
Request Compensation Change

Process Steps (continued)

7. Click the **edit icon** next to Hourly (* indicates required information)

- **Salary**
- **Allowance**

**DO NOT USE**

**WHAT IS THIS?**

- **Total Base Pay**
  - Range of base pay is auto-populated based on Job Family and Job Profile
- **Amount**
  - Hourly pay amount within the Total Base Pay range
- **Amount Change**
  - Value of how much the hourly pay amount will be changed
- **Percent Change**
  - Percentage of how much the hourly pay amount will be changed (e.g., if want 3% change, type 3)
- **Currency**
  - DO NOT CHANGE
- **Frequency**
  - DO NOT CHANGE (Hourly only)
- **Additional Details**
  - Shows more details and an option to add an end date; DO NOT USE

**SCREEN INSTRUCTIONS CONTINUE ON NEXT PAGE**

**HINT:** When you enter a value in the **Percent Change** box, the **Amount** and **Amount Change** values will update automatically.

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Trinity Health
Request Compensation Change

Process Steps (continued)

8. Type comments and click Submit

9. Process moves to next step; click Done
Process Steps (continued)

Process continues by the HR function as follows:

<table>
<thead>
<tr>
<th>Step</th>
<th>Process Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Compensation Change</td>
<td>HR Partner</td>
</tr>
<tr>
<td>Receive notification if base pay change is equal to and greater</td>
<td></td>
</tr>
<tr>
<td>than 10%</td>
<td>HR Leader</td>
</tr>
</tbody>
</table>

Process roles are designated by “security role,” which do not reflect actual job titles.

To learn how to check the status of the process, go to page 11.

NOTE: The process may be returned to you if there are questions or issues.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at workday.trinity-health.org.

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End of Process: Next Steps

WHEN REQUEST COMPENSATION CHANGE PROCESS IS COMPLETE

- Manager communicates change to the colleague following the usual process
- Colleague should review payslip after change is effective to confirm new compensation

To learn how to view a colleague’s pay history, go to page 12.
Quick Tip: Check the Status of a Process

How to Check the Status of a Process

1. Log in to Workday
2. From Inbox, click the Archive tab
3. Find the item you wish to view and click to open (opens in the right pane of the screen)
4. Click Process
Quick Tip: View Team Member History

How to View a Team Member’s Compensation History

1. Log in to Workday

2. From the My Team or My Org Chart screen, click the name of the team member

3. Click Compensation

4. View current Compensation or click Pay Change History to view the colleague’s pay history