Last Updated: 3/11/25

Request Compensation Change

Overview

Use the Request Compensation Change process to change compensation for an employee without changing their job. This includes changing or adding allowances, base salary, and changes due to conversion. Before you begin this process, you will need:

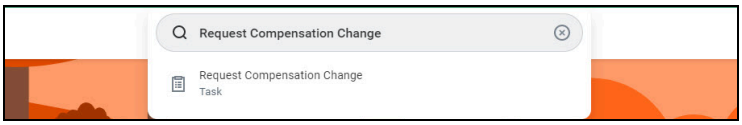
- The reason for the change
- The amount or percent of change

Note: *Before adding an Allowance, first Change Organization Assignments and Assign Costing Allocation if needed.*

Request Compensation Change

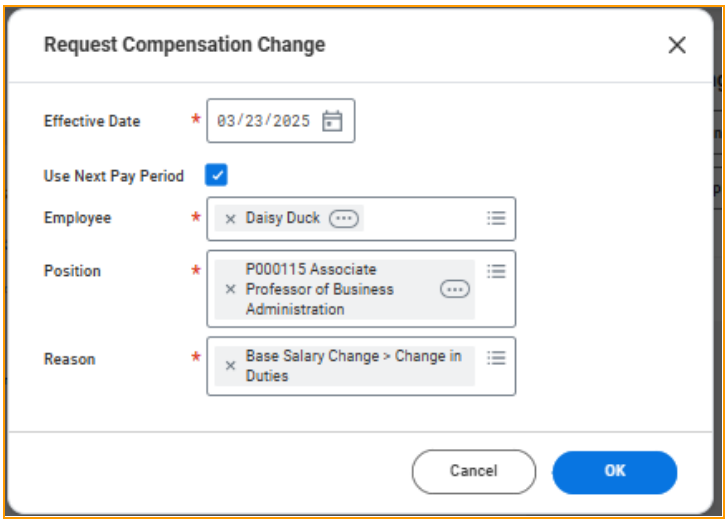
Security Role(s): Academic Reviewer, Compensation Administrator, Compensation Partner, HCM Initiator, HR Partner, Implementers, Initiator, Manager

1. Use the Search to enter **Request Compensation Change**. Select **Request Compensation Change** from the results.

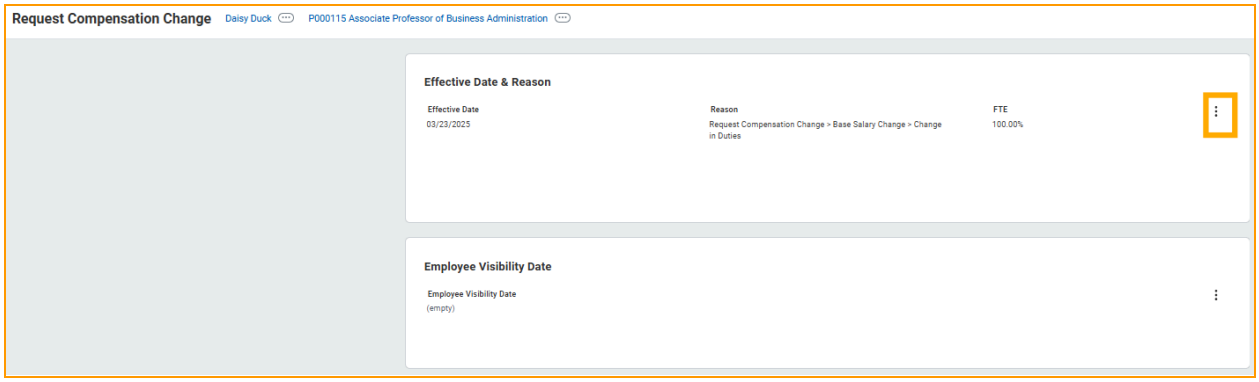


2. On the Request Compensation Change page, select the following:
    a. **Effective Date** -***Use Next Pay Period, update to the appropriate start of a pay period as needed.***
    b. **Employee** - enter the name of the worker
    c. Position
    d. Reason

Select **OK** once the fields have been populated.

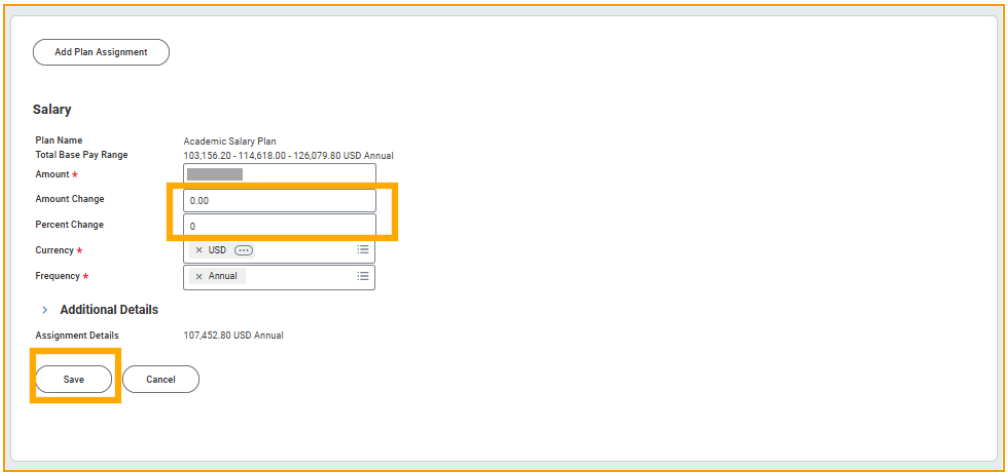


3. Select the **related actions** icon to **edit** the information.



4. The Effective Date should pre-populate with your selection from the previous page. If you are changing compensation for base salary, you will need to enter compensation adjustment information including:
   - Reason
   - Compensation Package
   - Grade
   - Amount

   Note: *The fields marked by a red asterisk are required. For the base salary adjustment, you may either change the* ***Amount****, enter the* ***Amount Change****, or the* ***Percentage Change****. For employees with more than one position, a position field appears for you to select the applicable position.*



5. After you have entered all necessary adjustments, select the **Submit** button at the bottom of the page.

Remaining Process Steps

The process will now route to various parties for approval including the manager's manager, Academic Reviewer, Compensation Partner and Budget Manager.