



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:

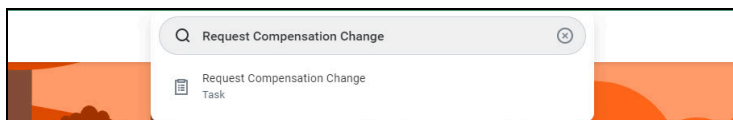
- The reason for the change
- The amount or percent of change

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.

Last Updated: 3/11/25

Request Compensation Change

Effective Date * 03/23/2025

Use Next Pay Period

Employee * x Daisy Duck

Position * P000115 Associate Professor of Business Administration

Reason * x Base Salary Change > Change in Duties

Cancel OK

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

Request Compensation Change > Daisy Duck > P000115 Associate Professor of Business Administration

Effective Date & Reason

Effective Date	Reason	FTE
03/23/2025	Request Compensation Change > Base Salary Change > Change in Duties	100.00%

Employee Visibility Date

Employee Visibility Date (empty)

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.

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The screenshot displays a web form titled "Add Plan Assignment". Under the "Salary" section, the following fields are visible: "Plan Name" (Academic Salary Plan), "Total Base Pay Range" (103,156.20 - 114,618.00 - 126,079.80 USD Annual), "Amount" (a greyed-out field), "Amount Change" (0.00), "Percent Change" (0), "Currency" (USD), and "Frequency" (Annual). Below this is an "Additional Details" section with "Assignment Details" (107,452.80 USD Annual). At the bottom, there are "Save" and "Cancel" buttons. Several fields, including "Amount Change", "Percent Change", "Currency", "Frequency", and the "Save" button, are highlighted with orange boxes.

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.