

Note:

- *Compensation changes for student employees only need line management approval if the hourly amount is outside the approved student pay-rate range.*
- *If you attempt to enter an hourly rate above or below the guidelines provided, this action will be reviewed and approved by the Compensation Partner in HR. They can be reached at (208)496-1718.*

1. Once you have signed in to Workday, select the **Compensation** Worklet and select **Compensation Change** from the **Request** column (see screenshot below)
 - a. If you do not have the Worklet in your home page type **Request Compensation Change** in the search bar
2. Select an **Effective Date**
3. Use the **Reason** drop down menu to select an applicable option.
4. In the **Employee** box type the employee's name into the field.
 - a. If a **Position** field appears, use the drop down menu to specify which position the salary change will affect
5. After you select the employee, make sure the **Effective Date** is accurate and does not default to the next pay period
6. Click **OK**
7. In the **Effective Date** and **Reason** box, verify the information is correct
8. Under Guidelines **do not** make any adjustments, just review the guidelines for the position
9. Scroll down the **Compensation** form and select the gray pencil icon box in the payment section that says **Hourly**
 - a. Enter the new pay wage in the **amount** field. The rest will update automatically.
10. Click **Submit**
 - a. After submitting you will see a green check mark indicating the process was completed successfully
11. Click **Done**

W Search 🔔

Welcome, Parker Cichos (W00021641) ⓘ ⚙️

Inbox
34 Items

Complete Form I-9: Jacob Lucas (W00025236)
24 second(s) ago · Due 04/26/2018, Effective 04/25/2018

Complete Form I-9: Casie Waite (W00025235)
10 minute(s) ago · Due 04/26/2018, Effective 04/25/2018

Complete Form I-9: Rita Faleval (H2065045)
20 hour(s) ago · Effective 04/12/2018

[Go to Inbox](#)

Applications
15 Items

Pay

ACA Management

Getting Started

Personal Information

Time

Time Off

Career

Compensation

My Open Positions

Recruiting

Reports

Employee Counts

Employee Turnover

Student Employee Counts

Favorites

© 2018 Workday, Inc. All rights reserved.
 System Status: Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update, starting on Friday, April 27, 2018 at 11:00 p.m. PDT (GMT-7) until Saturday, April 28, 2018 at 3:00 a.m. PDT (GMT-7). During that time, your system will be unavailable.

W Search

Request Compensation Change

Effective Date *

Reason *

Employee *

Hourly

Assignment Details
8.70 USD Hourly

Plan Name
Hourly Plan

Effective Date
01/01/2017

Add



Hourly

Compensation Plan
Hourly Plan



Total Base Pay
[8.70 - 13.00 USD Hourly](#)

Amount *

8.70

Amount Change

0.00

Percent Change

0

Currency *

X USD



Frequency *

X Hourly

