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
Request Compensation Change

Effective Date  

Reason  

Employee  

Student Employment  
226 Kimball Building  
208-496-1700
### Hourly

**Assignment Details**
8.70 USD Hourly

**Plan Name**
Hourly Plan

**Effective Date**
01/01/2017

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