

COMPENSATION PLANNING FOR MANAGERS

THIS GUIDE IS FOR: MANAGERS

INITIATE COMPENSATION CHANGE

1. Navigate to the **Worker Profile** for whom you want to request a compensation change. You can hover over employee name and select the ellipses to the right to access worker profile and a list of actions.
2. Select **Actions** → **Compensation** → **Request Compensation Change**.
3. Populate the **Effective Date** for the change. You may also choose **Use Next Pay Period**.
4. Confirm the **Employee** and select **OK**.
5. Under **Effective Date and Reason**, select the **pencil icon** and enter an appropriate reason.
6. Scroll to one of the following headers depending on the individual's compensation structure.
 - a. **Hourly or Salary**
 - i. Select the **pencil icon**.
 - ii. Populate either the **Amount**, **Amount Change** or **Percentage Change** field. Workday@OK will automatically populate the remaining fields as needed.
 - b. **Allowance**
 - i. To edit an existing plan, select the **pencil icon**. Change the amount, percentage and/or frequency. Workday@OK will automatically populate the remaining fields as needed.
 - ii. To add a new plan, select **Add**. Select a compensation plan and fill in the amount or percentage. Workday@OK will automatically populate the remaining fields as needed.
 - iii. To remove a plan, select the **X** icon next to the pencil. Red **X**'s will appear to the left of the plan components.
7. Select **Submit**. The request will route to an HR partner for review and approval.

REQUEST ONE TIME PAYMENT

1. Navigate to the **Worker Profile** for whom you want to request a compensation change. You can hover over employee name and select the ellipses to the right to access worker profile and a list of actions.
2. Select **Actions** → **Compensation** → **Request One Time Payment**.
3. Confirm the **Effective Date** and the **Employee**. Select **OK**.
4. Under **One Time Payment Summary**, select the **pencil icon** to add an **Employee Visibility Date** and a **Reason**. Select the check mark to save changes.
5. Under **One Time Payment**, select **Add** → **One Time Payment Plan** and select the appropriate plan type (e.g., **amount-based plan**, **percentage-based plan**).
6. Enter the **amount** of the one-time payment.
7. Select **Submit**. The request will route to an HR partner for approval.