

Request Compensation Change

Support Personnel (SP)

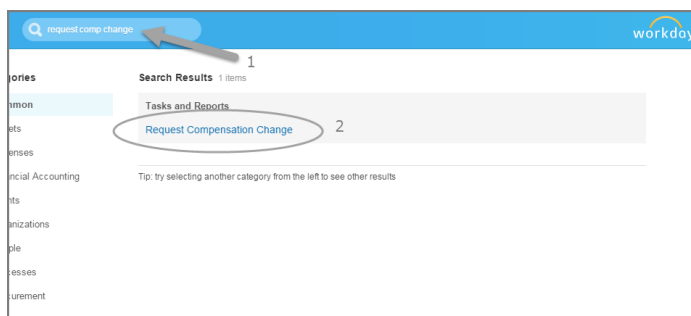
Use this process to request a compensation change for a Support Personnel (SP) position.

The Request Compensation Change business process must be initiated by the HR Partner

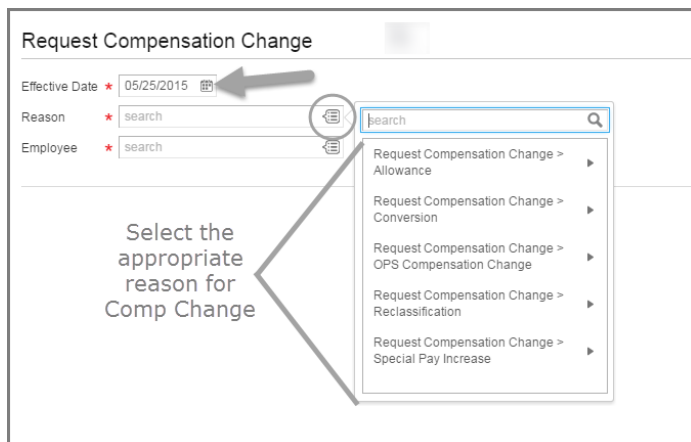
HR PARTNER STEPS

From the Home Screen:

1. Type **Request Comp Change** in the search box and press ENTER
2. Click **Request Compensation Change**

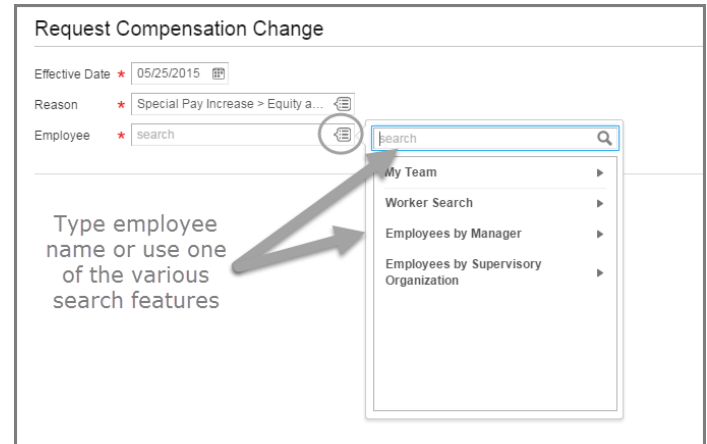


3. Enter the **Effective Date** of the change
4. Use the Prompt icon (ⓘ) to select the appropriate **Reason** for the Compensation Change



5. To select the employee who is receiving the Compensation Change, use the Prompt icon (ⓘ) and then select the employee name.

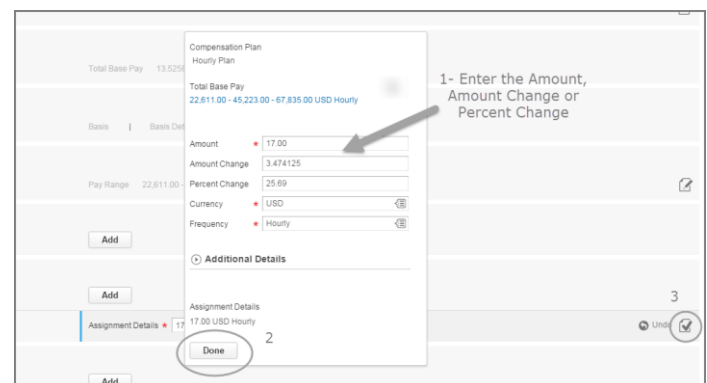
This may be done by either typing the employee name and press ENTER or using one of the various search features



6. Click **OK**


Compensation tab:

7. Scroll down to the **Hourly** section and click the **Edit** icon (✎)
8. Enter the new Hourly **Amount**, **Amount Change**, or **Percent Change** (amount must be within the pay range) in the pop-up window
9. Currency and Frequency should remain defaulted at USD and Hourly
10. Click **Done**. The system will automatically calculate the other fields
11. Click the **Checkbox** icon (☑) when done



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- 12.** If needed, documentation can be attached at the bottom of the page by clicking the **Attachment** icon ()

NOTE: If the Compensation Change is 25% above the current salary or over \$20,000 a Justification Memo is required.

For reclassifications, if the Compensation Change is 30% above the new pay grade or over \$20,000 a Justification Memo is required

- 13.** When complete, click **Submit**

Process:

- 14.** The business process routes to the Compensation Central Partner (Classification & Compensation Department) for approval.
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HIRING MANAGER STEPS

Review Compensation Change:

- 15.** Go to the **Inbox** and search for the **Compensation Change** action
- 16.** Review the details and click **Approve**

Process:

- 17.** The business process will route for Financial Affairs approval. Once received the action will be finalized