Use this process to change the hourly rates for OPS employees.
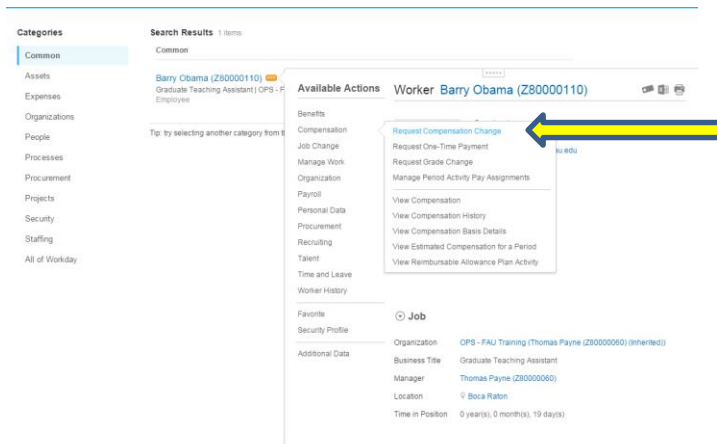
The Request Compensation Change process must be initiated by the manager or HR Partner.

Manager/HR Partner Steps

From the Home screen:

1. Type the **Employee's Name** or **Z Number** in the search box.

2. Click the **Related Actions** icon (⋯) next to the employee's name and roll over **Compensation.** Then select **Request Compensation Change.**

Request Compensation Change Details Page:

3. Enter the effective date of the compensation change.

4. For **Use Next Pay Period**, leave the box unchecked.

5. Use the Prompt icon (⬛) to select the **Reason**, then select **OPS Compensation Change** and then either **Minimum Wage Increase** or **Other Adjustments for the reason**.

6. The name of the employee will be defaulted.

7. For the position, Use the **Prompt icon** to select the assignment for which the compensation change is being made.

8. Click **OK.**

Compensation Details Page:

9. In the Hourly section, click the Edit icon (✎).

10. Enter the new **Hourly Rate** in the **Amount** field.
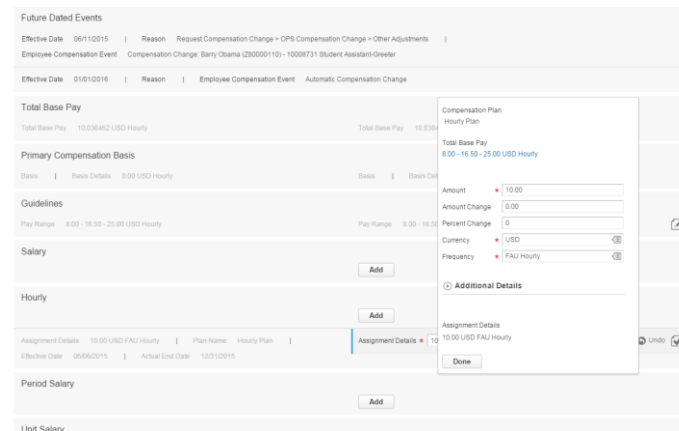
11. Click on **Additional Details**.

12. The **End Date** of the assignment is defaulted. Only change the date if the end date of the assignment has changed.

13. Click **Submit**.

14. The process will route to the Compensation partner for approval.

15. Once the process is approved by the Compensation Partner, the process is complete.

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Request Compensation Change

NOTES

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workday. EDUCATION   Your screens and processes may vary from those described here. | 2

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