

How a PI or Manager Requests Compensation Change

1. Log in to Workday using your **ID** and **Password**.
2. In the Workday landing page, type **Employees Name ①** in the search bar. Then click on the **Employees Name ②**. The employee's profile will open seen in **Figure 2** below.

The screenshot shows the Workday search results for 'Julia Roberts'. The search bar at the top contains 'Julia Roberts ①'. Below the search bar, the results list 'Julia Roberts ②' with the title 'RF Research Assistant - H | S252 | JOHN JAY COLLEGE OF CRIMINAL JUSTICE'. A 'View More' link is visible. The background features the RF Research Foundation logo and the CUNY logo.

Figure 1

3. Click on the **Actions button ③**, scroll down to **Compensation ④**. Click on **Request Compensation Change ⑤**. This will open a **Compensation** window seen in **Figure 3** on **Page 2**.

The screenshot shows the Workday employee profile for 'Julia Roberts'. The profile card includes the name 'Mickey Mouse', title 'Graduate Research Assistant - H', location 'JOHN JAY COLLEGE OF CRIMINAL JUSTICE', and managers 'Luis [C]' and 'Paul Price [C]'. On the left, a sidebar shows various categories like Summary, Job, Compensation, Time Off, Contact, etc. The 'Actions' button (③) is highlighted. The 'Compensation' menu (④) is open, showing options like 'Request Compensation Change' (⑤), 'Request One-Time Payment', and 'Request Compensation Grade Change'. The main profile area shows 'Worker Julia Roberts', 'View Team' button, 'Contact' section with 'Work Address', and a list of compensation-related details. A vertical scroll bar is visible on the right.

Figure 2

4. In the **Employee Visibility Date** ① section, click the 3 Dots ② and choose a date. Then click **Save** ③. In the **Hourly** ④ section, click the 3 Dots ⑤ input the **Hourly Rate** ⑥ if required, then click **Save** ⑦.

Click **Submit** ⑧.

Please Note: The **HR Partner** will be able to review the change and can either approve or send it back for adjustment. The change then gets sent to the Grants Manager and once it is approved, the compensation change is completed.

Request Compensation Change

Maria
RF Research Assistant - H

Effective Date & Reason

Effective Date: 12/01/2025

Reason: Request Compensation Change > Base Salary Change > Brought to a Minimum

Employee Visibility Date ①

Employee Visibility Date: (empty)

③ Save Cancel

② :

Future Dated Events

Effective Date: 01/01/2026

Reason: (empty)

Employee Compensation Event: Automatic Compensation Change

Overall Status: Successfully Completed

Total Base Pay

Total Base Pay: 30.00 USD Hourly

Position in Range: 7.61%

Guidelines

Total Base Pay Range: 16.00 - 108.00 - 200.00 USD Hourly

Compensation Package: General Compensation Package

Compensation Grade:

Hourly ④

Plan Name	Hourly Plan
Total Base Pay Range	16.00 - 108.00 - 200.00 USD Hourly
Minimum Wage	15.50 USD Hourly
Amount *	30.00
Amount Change	0.00
Percent Change	0
Currency	USD
Frequency	Hourly

⑤ :

⑥

⑦ Save Cancel

⑧ Submit Save for Later

Figure 3