

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 ❶** in the search bar. Then click on the **Employees Name ❷**. The employee's profile will open seen in **Figure 2** below.

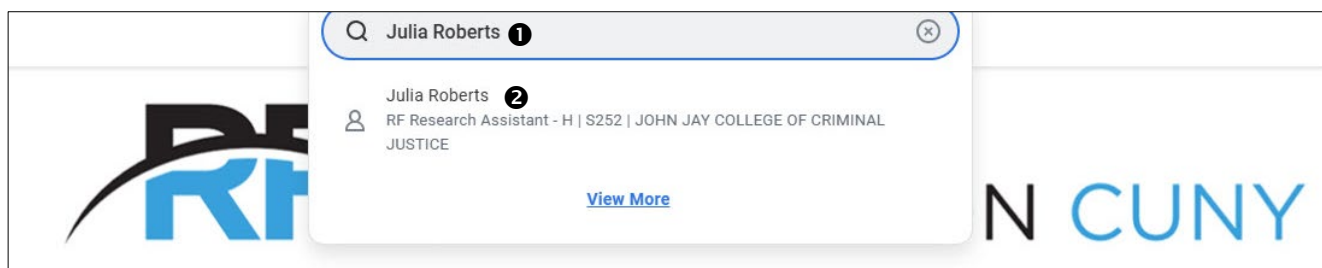


Figure 1

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

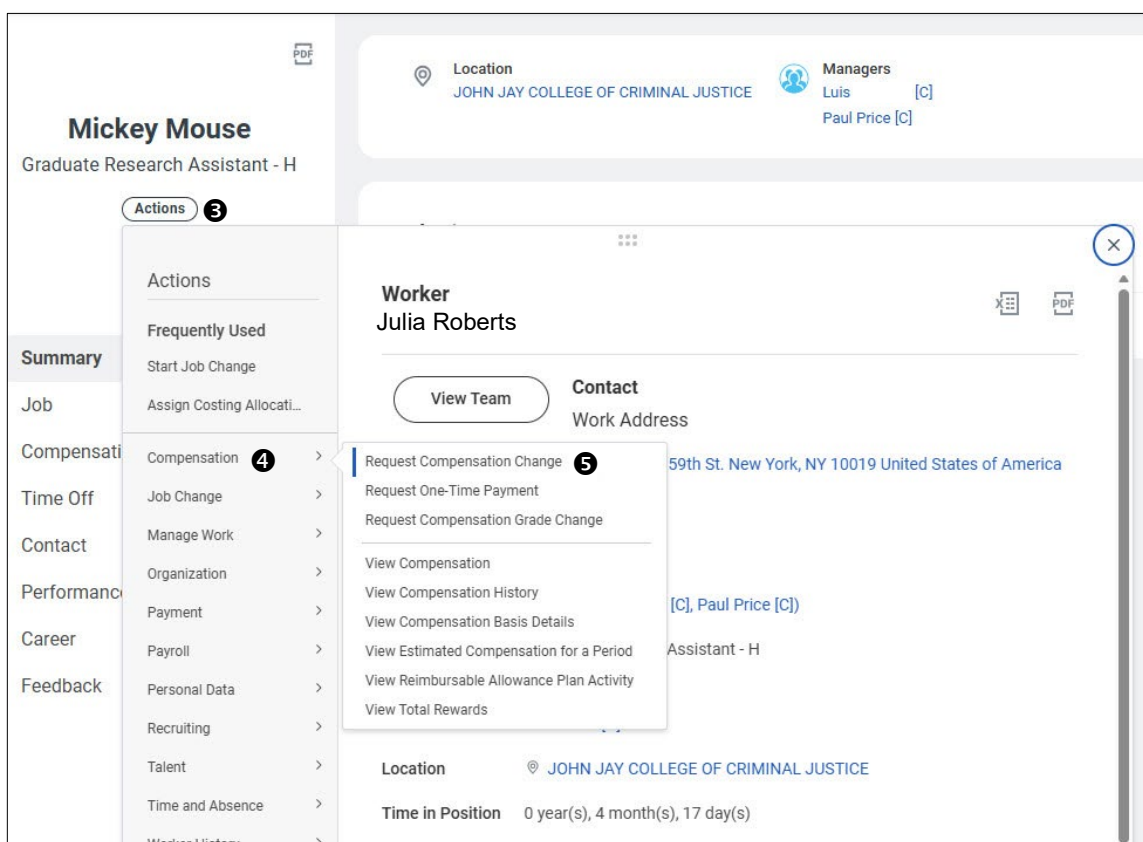


Figure 2

4. In the **Employee Visibility Date** ❶ section, click the 3 Dots ❷ and choose a date. Then click **Save** ❸. In the **Hourly** ❹ section, click the 3 Dots ❺ input the **Hourly Rate** ❻ if required, then click **Save** ❼.

Click **Submit** ❽.

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

Compensation

Effective Date & Reason

Effective Date

12/01/2025

Reason

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

FTE

54.29%

Employee Visibility Date ❶

Employee Visibility Date

(empty)

❷

⋮

❸

Save

Cancel

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 ❹

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

> Additional Details

Assignment Details

30.00 USD Hourly

❺

⋮

❷

Save

Cancel

❽

Submit

Save for Later