Compensation Change

> Note:
>
> This is to change the current pay rate for an employee. Could be an increase or decrease in their pay rate

1. Search the **Employee** you want to request the compensation change for in the Workday search bar

2. Click on "**Actions"** (can be found under their position on the left-hand side) and hover over "**Compensation"** tab

3. Click the **"Request Compensation Change"** option

4. Put in the **"Effective date"**

5. Choose the correct **"Position"**

6. Enter the "**Reason"** for the change, by selecting the most applicable then click **Ok**

7. Scroll down to the **Hourly** section and click the **Three dots** and then **Edit**

8. Enter the new dollar amount, or the specific amount you would like it to increase, and click **Save**

9. Click **Submit**