To initiate a compensation change

1. Log into Workday and open the employee record.
2. Click the Related Actions block next to the employee’s name.
3. Click Compensation > Request Compensation Change.
4. In the Request Compensation screen, enter the effective date for the compensation change. (2016 summer rates go into effect on May 30.)
5. In the Reason field, choose the reason for the change.
6. In the Position field, choose the position for which the compensation change should apply.
   Note: If the student has only one position, the Position field does not appear.
7. Click OK.
8. On the Compensation screen, scroll down to the Hourly section and click the pencil in the Compensation Plan box to edit the information.

9. In the Amount field, enter the new rate.

10. Click Submit.

A confirmation screen appears showing the compensation change request has been submitted.

Student Employment will confirm the change and the student’s pay rate will be adjusted as of the effective date you entered.