

ABOUT THE COMPENSATION APPLICATION

There are many options for managers within the Compensation application. They can request base salary changes, one-time bonuses or payments, and stock grants. There is also a wealth of compensation-related reports at the manager's disposal.

VIEW COMPENSATION VIA THE COMPENSATION APPLICATION

From the Compensation application, select the Details button. A compensation report displays information for employees.

Pay in Range

Primary Compensation Basis Segment	Worker
Q3	Maria Cardoza
Above Q4	Jacqueline Desjardins
Above Q4	Betty Liu
Above Q4	Julie Bowles

Details >>

Direct Reports Compensation Summary

3 items

Turn on the new tables view

Employee ID	Employee	Position	Frequency	Total Base Pay	Total Pay	Currency	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Primary Compensation Basis
21008	Betty Liu	P-00010 Director, Payroll Operations - Betty Liu	Annual	147,207.00	147,207.00	USD	105,000.00	137,500.00	170,000.00	176,648.40
21007	Jacqueline Desjardins	P-00008 Director, Recruiting Services - Jacqueline Desjardins	Annual	153,007.00	153,007.00	USD	105,000.00	137,500.00	170,000.00	183,608.40
21006	Maria Cardoza	P-00011 Director, Employee Benefits - Maria Cardoza	Annual	130,156.00	130,156.00	USD	105,000.00	137,500.00	170,000.00	156,187.20

VIEW COMPENSATION


From the My Team application:

1. Select an employee.
2. From the employee's Worker Profile, choose the **Compensation** tab.


REQUEST A BASE SALARY CHANGE FOR A DIRECT REPORT


You can request a salary change for a direct report after a performance review or market adjustment.

From the My Team application:

1. Select an employee's **Related Actions** .
2. Select **Compensation > Request Compensation Change**.
3. Enter the Effective Date.
4. Select **OK**.



Note: The employee's related information window displays. Review employment history or other relevant details. To open a window manually, select the View Related Information icon  in the upper-right corner of the screen.

5. Select the **Edit** icon  to open the Effective Date & Reason section.
6. Select a reason for the adjustment.

7. Select the **Edit** icon to open the Salary section.

Salary

Assignment Details ✕ ✎
147,207.00 USD Annual

Plan Name
Salary

Effective Date
04/01/2020

Add

8. Enter a new Amount, Amount Change, or Percent Change. Updating one field will auto-populate the other fields.

Salary

Compensation Plan ↶ ✓
Salary

Total Base Pay Range
105,000.00 - 137,500.00 - 170,000.00 USD Annual

Apply FTE%
Yes

Amount *
147,207.00

Amount Change
0.00

Percent Change
0

Currency *
✕ USD ...

Frequency *
✕ Annual ...

> Additional Details

Assignment Details
147,207.00 USD Annual

9. Select the **Save** icon ✓.
10. Scroll down to add any supporting comments.
11. Select **Submit** and **Done**. Workday now routes the request for approval.

ASSIGN A NEW ALLOWANCE PLAN TO A DIRECT REPORT

Allowance plans give employees a set allowance for expenses such as cell phones, gas, or fitness memberships. As a manager, you can add allowance plans to a direct report's existing compensation plan.

From the My Team application:

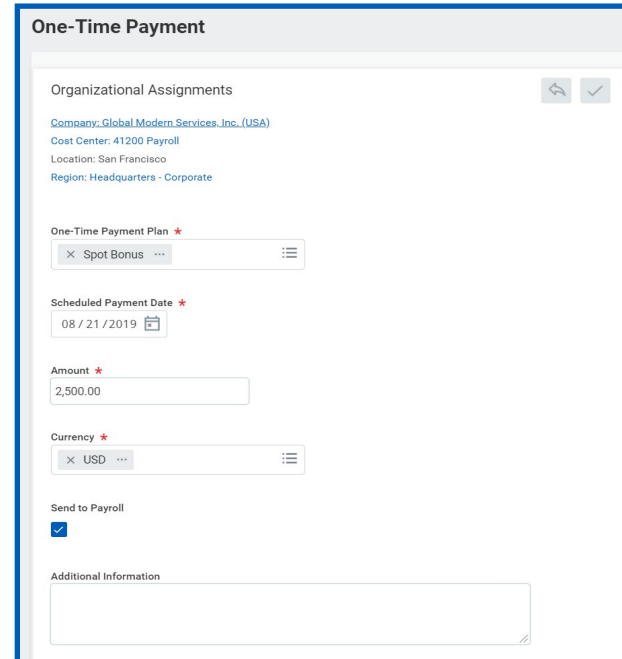
1. Select an employee's **Related Actions**.
2. Select **Compensation > Request Compensation Change**.
3. Enter an Effective Date.
4. Select **OK**.
5. Select the **Edit** icon to open the Effective Date & Reason section.
6. Select a reason for the adjustment.
7. Select the **Save** icon.
8. Scroll down to Allowance and select the **Add** button.
9. Select the appropriate plan. Eligible allowance plans display, allowing you to make changes if needed.
10. Enter a reimbursement start date.
11. Select the **Save** icon.
12. Add any supporting comments.
13. Select **Submit**.

REQUEST A ONE-TIME PAYMENT FOR A DIRECT REPORT

You can request one-time payments, such as referral bonuses, for a direct report through Workday.

From the My Team application:

1. Select the employee's **Related Actions**.
2. Select **Compensation > Request One-Time Payment**.
3. Enter the Effective Date and select **OK**.
4. The One-Time Payment Summary details display. In the One-Time Payment section, select the **Add**. Eligible one-time payment plans display.



The screenshot shows the 'One-Time Payment' form in Workday. The form is titled 'One-Time Payment' and contains the following fields and sections:

- Organizational Assignments:** Includes fields for Company (Global Modern Services, Inc. (USA)), Cost Center (41200 Payroll), Location (San Francisco), and Region (Headquarters - Corporate).
- One-Time Payment Plan:** A dropdown menu with 'Spot Bonus' selected.
- Scheduled Payment Date:** A date field with '08 / 21 / 2019' entered.
- Amount:** A text input field with '2,500.00' entered.
- Currency:** A dropdown menu with 'USD' selected.
- Send to Payroll:** A checkbox that is checked.
- Additional Information:** A large text area for comments.

5. Choose the appropriate plan and make any needed changes.
6. Select the **Save** icon.
7. Select **Submit** and **Done**.



Note: The Amount field auto-populates with a default value based on the One-Time Payment Plan selected. You can modify the default amount, but your process may require additional approvals.