

Compensation: Manage Team Compensation

Manager

About the Compensation Application

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

View Compensation via the Compensation Application

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 and then select a reason for the adjustment.
4. Select **OK**.



Note: The employee's Related Information window automatically displays. Here, you can review employment history or other relevant details. To open this window manually, select the View Related Information icon in the upper-right corner of the screen.

5. On the Salary row, select the **Related Actions** icon to open the Salary section. Then, choose **Edit**.

Plan Name	Assignment Details	Effective Date
Salary	86,753.00 USD Annual	02/01/2023

Plan Name	Assignment Details	Effective Date
Allowance - Tuition Reimbursement	4,800.00 USD Annual	01/01/2017

6. Enter either a new amount, amount change, or a percent change. Changing one value automatically updates the others. Select the **Save** button.

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Salary

Plan Name	Salary
Total Base Pay Range	65,000.00 - 95,000.00 - 125,000.00 USD Annual
Apply FTE%	Yes
Amount *	91,090.65
Amount Change	4,337.65
Percent Change	5
Currency *	× USD ⋮
Frequency *	× Annual ⋮

> **Additional Details**

Assignment Details 91,090.65 USD Annual

Save **Cancel**

7. Scroll down to add any supporting comments.
8. Select **Submit**. 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 and select a reason for the adjustment.
4. Select **OK**.
5. Scroll down and select the **Add Plan Assignment** button.
6. In the Compensation Plan Type field, select **Allowance**.
7. In the Compensation Plan field, choose an eligible allowance plan.
8. Select **OK**.
9. Enter a reimbursement start date and then select **OK**.
10. Add any supporting comments.
11. 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.

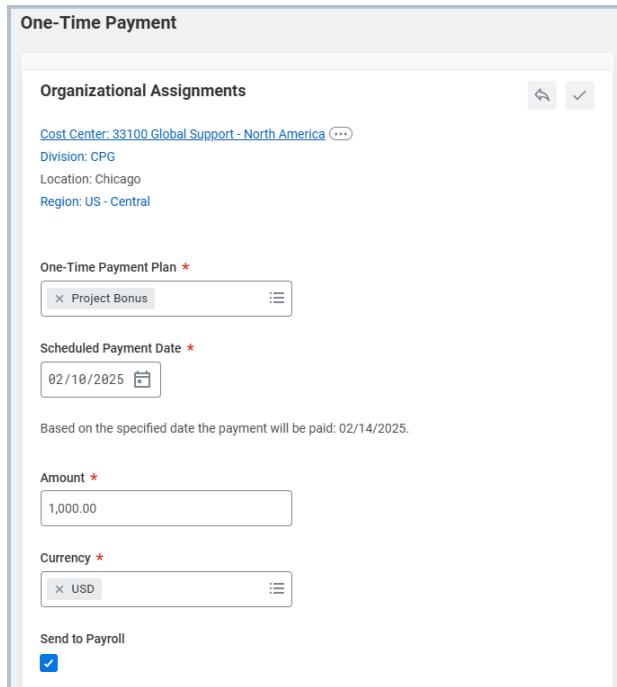
From the My Team application:

1. Select the employee's **Related Actions**.
2. Select **Compensation > Request One-Time Payment**.
3. Enter the effective date and select **OK**.

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4. The One-Time Payment Summary details display. In the One-Time Payment section, select the **Add** button. Eligible one-time payment plans display.
5. Choose the appropriate plan and make any needed changes.



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

- Organizational Assignments:** This section includes fields for 'Cost Center' (33100 Global Support - North America), 'Division' (CPG), 'Location' (Chicago), and 'Region' (US - Central). There are 'Back' and 'Save' icons in the top right corner of this section.
- One-Time Payment Plan:** A dropdown menu is set to 'Project Bonus'.
- Scheduled Payment Date:** A date picker is set to '02/10/2025'. Below this, a note states: 'Based on the specified date the payment will be paid: 02/14/2025.'
- Amount:** A text field is set to '1,000.00'.
- Currency:** A dropdown menu is set to 'USD'.
- Send to Payroll:** A checkbox is checked.

6. Select the **Save** icon.
7. Select **Submit**.



Note: The Amount field auto-populates with a default value based on the one-time payment plan you select. You can modify the default amount, but your process may require additional approvals.