ABOUT THE COMPENSATION APPLICATION

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

VIEW COMPENSATION VIA THE COMPENSATION APPLICATION

From the Compensation application, click 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 (Actions)

5 items

Employee ID	Employee	Position	Frequency	Total Base Pay	Total Pay	Currency	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Primary Compensation Basis
21424	Amber Vasser	P-00638 Training Specialist - Amber Vasser	Annual	80,985.00	85,785.00	USD USD	55,000.00	90,000.00	125,000.00	95,908.13
21223	Brian Kaplan	P-00281 Senior Customer Services Representative - Brian Kaplan	Annual	73,684.00	73,684.00	USD USD	55,000.00	90,000.00	125,000.00	82,894.50
21290	Cory Young	P-00321 Customer Service Representative - Cory Young	Annual	73,347.00	73,347.00	USD USD	55,000.00	90,000.00	125,000.00	82,515.38
21152	Laurie Jenkins	P-00184 Senior Customer Services Representative - Laurie Jenkins	Annual	60,200.00	60,200.00	USD USD	55,000.00	90,000.00	125,000.00	67,725.00
21317	Marcus Severino	P-00427 Customer Service Representative - Marcus Severino	Annual	66,907.00	66,907.00	USD USD	60,000.00	105,000.00	150,000.00	80,288.40

VIEW COMPENSATION

From the My Team application:

1. Select the employee.

2. Click the **Compensation** tab on the employee's profile page.

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. Click the employee's **Related Actions**.

2. Select **Compensation** > **Request Compensation Change**.

3. Enter the Effective Date.

4. Click **OK**.

> **Note:** The employee's related information window displays. Review Employment History or other relevant details. To open a window manually, click the View
>
> Related Information icon 📊 in the upper-right corner of the screen.

5. Click the **Edit** icon ✏ to open the Effective Date & Reason section.

6. Select a reason for the adjustment.

7. Click the **Edit** icon ✎ to open the Salary section.

Salary

Assignment Details   ✕   ✎
63,419.00 USD Annual

Plan Name
Salary

Effective Date
04/01/2018

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 ＊
145,032.00

Amount Change
0.00

Percent Change
0

Currency ＊
× USD ⋯

Frequency ＊
× Annual ⋯

> Additional Details

Assignment Details
145,032.00 USD Annual

9. Click the **Save** icon ✓ .

10. Add any supporting comments.

11. Click **Submit** and **Done**. The request is now routed 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 an allowance plan to a direct report's existing compensation plan.
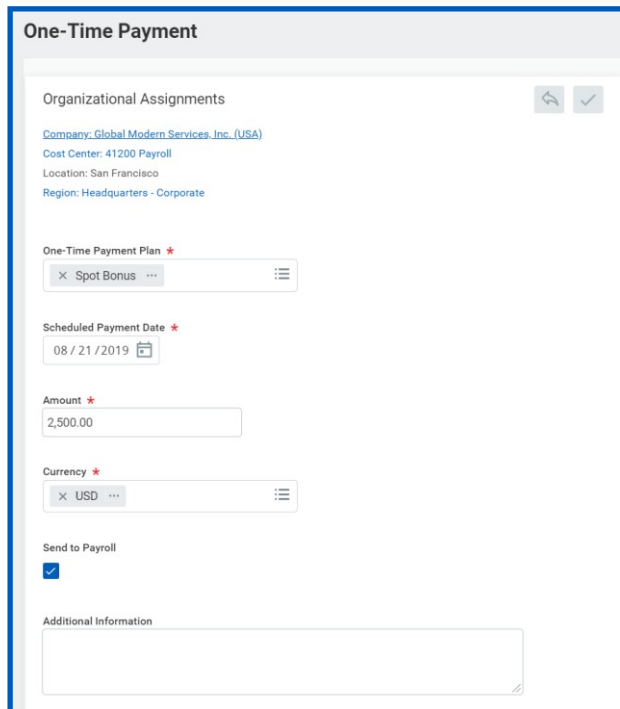
From the My Team application:

1. Click the employee's **Related Actions** ⚫⚫⚫.

2. Select **Compensation** > **Request Compensation Change**.

3. Enter an Effective Date.

4. Click **OK**.

5. Click the **Edit** icon ✏ to open the Effective Date & Reason section.

6. Select a reason for the adjustment.

7. Click the **Save** icon.

8. Scroll down to Allowance and click the **Add** button.

9. Select the appropriate plan. Eligible allowance plans display, allowing you to make changes if needed.

10. Click the **Save** icon ✓ .

11. Add any supporting comments.

12. Click **Submit**.

REQUEST A ONE-TIME PAYMENT FOR A DIRECT REPORT

One-time payments, such as referral bonuses, can be requested for a direct report directly through the Workday system from the My Team application:

1. Click the employee's **Related Actions**.

2. Select **Compensation** > **Request One-Time Payment**.

3. Enter the Effective Date and click **OK**.

4. The One-Time Payment Summary details display. Click the **Add** button in the One-Time Payment section.
   Eligible One-Time Payment plans display.

One-Time Payment

Organizational Assignments

Company: Global Modern Services, Inc. (USA)
Cost Center: 41200 Payroll
Location: San Francisco
Region: Headquarters - Corporate

One-Time Payment Plan ✱
× Spot Bonus ⋯

Scheduled Payment Date ✱
08 / 21 /2019

Amount ✱
2,500.00

Currency ✱
× USD ⋯

Send to Payroll
☑

Additional Information

workday. | **Baltimore**
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5. Click the appropriate plan and make any needed changes.

6. Click the **Save** icon ✓ .

7. Click **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 additional approvals may be required.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.