



STATEWIDE PERSONNEL
— S Y S T E M —

Request Compensation Change

October 2015



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Request Compensation Change Business Process

Business Process Overview

The Request Compensation Change business process is used to update the compensation for State employees (workers that are paid directly by the State). The steps in the business process are listed below.

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Process Steps	Role	Description
Update Compensation	HR Coordinator	Enter compensation changes for a worker.
Attach Supporting Documentation *	HR Coordinator	Attach supporting documentation, if applicable (e.g., MS-345 or MS-27).
Agency Approvals	HR Partner	HR Director or designee approval of compensation change.
	Appointing Authority	Agency Appointing Authority approval of compensation change.
	Budget and Finance Partner *	Agency budget approval of compensation change, if applicable.
DBM CAS Approvals *	Compensation Partner	DBM CAS approval of compensation change (e.g., for Acting Pay C, Advanced Steps, Misc. Salary Adjustments, Independent Salary Authority, or COLA).

NOTE: Approval routing is based on the reason selected for compensation change request.

Events and Reasons

You must select a reason when performing a Request Compensation Change request. The tables below list both Agency and central DBM reasons.

NOTE: DBM will perform Mass Annual Increment updates and Salary Plan updates. DBM reasons should not be selected by Agency HR users.

Table 1: Agency Reasons

Event	Reason	Use
Request Compensation Change (Agency Reasons)	Allowance Plan Add/Change > Acting Pay A	Temporary Absence of incumbent.
	Allowance Plan Add/Change > Acting Pay B	Vacant Position.
	Allowance Plan Add/Change > Acting Pay C	Additional duties are assigned.
	Allowance Plan Add/Change > Clothing Allowance	Clothing Allowance for uniform employees only.
	Allowance Plan Add/Change > Contract NTE\$	Contract not to exceed dollars.
	Salary Adjustment > COLA/Increment Retro Adjustment	Use this reason when an employee has received an increase in pay retroactively but the employee's compensation record has not been updated with the most recent COLA/Increment event(s).



	Salary Adjustment > Miscellaneous Adjustment	Any other adjustment needed that is not currently listed.
Request Compensation Change (DBM ONLY Reasons)	Increment > Annual Increment	Annual Increment.
	Increment > Executive Annual Increment	Increment for Executive Service.
	Salary Plan Add/Change > Abolish Schedule	Inactive Schedules.
	Salary Plan Add/Change > ASR	Annual Salary Review.
	Salary Plan Add/Change > Bargaining MOU	For Union Agreements.
	Salary Plan Add/Change > COLA	Cost of Living Adjustment.
	Salary Plan Add/Change > Correction/Modification	Corrections/Modifications.
	Salary Plan Add/Change > Executive Order	Changes by Executive Orders.
	Salary Plan Add/Change > Need or Requirement	Required changes by DBM.
	Salary Plan Add/Change > PPA	Pay Plan Amendment.
	Salary Plan Add/Change > Salary Reduction	Salary Reduction.
	Salary Plan Add/Change > Salary Structure Neutral	Structural changes.
	Salary Plan Add/Change > Schedule Structure Decrease	Structural Decrease.
	Salary Plan Add/Change > Schedule Structure Increase	Structural Increase.

Before you begin...


You will need the following information to update compensation for an employee:

- Employees name or employee ID.
- Effective date of compensation update (when the change should take effect)
- Supporting documentation (e.g., completed MS-345 Acting Capacity Pay Request form or MS-27 Exception Salary Guide Request form)

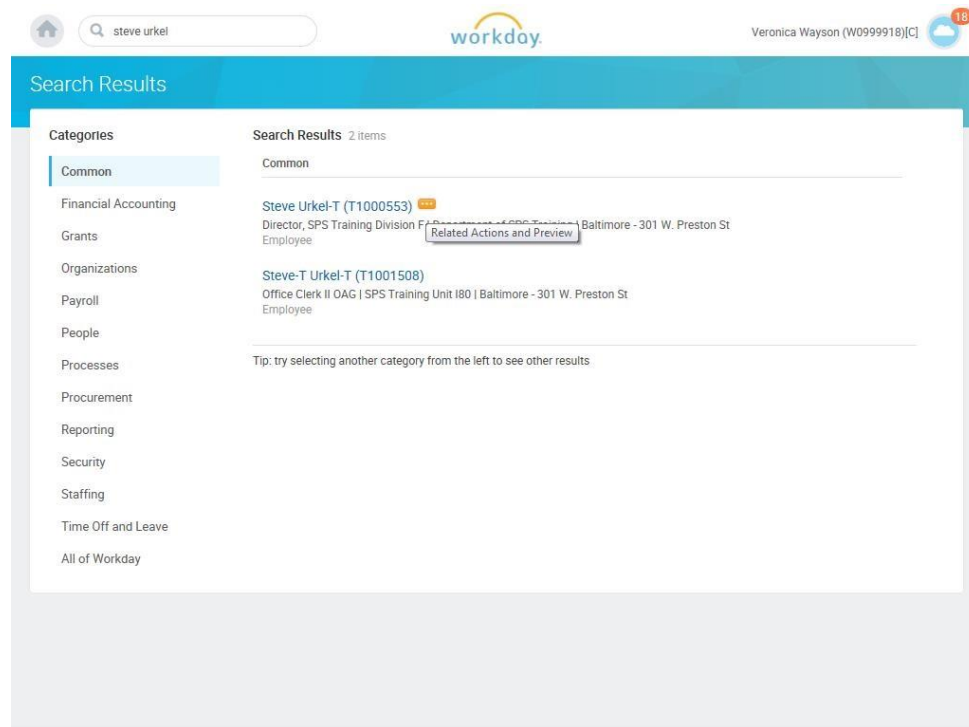
Request Compensation Change

Procedure:

1. Type the employee's name or employee ID in the Search field.

2. Click the **search**  icon.

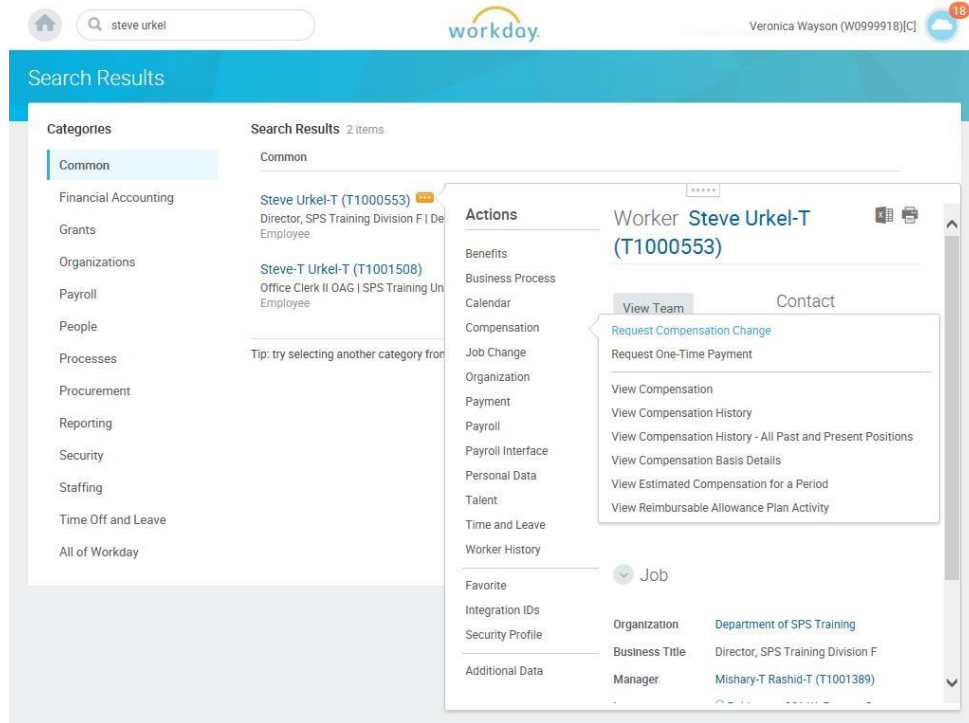
Search Results



The screenshot shows the Workday search interface. At the top, there is a search bar containing the text "steve urkel" and a magnifying glass icon. To the right of the search bar is the Workday logo and the user's name "Veronica Wayson (W0999918)|C" with a notification badge showing "18". Below the search bar, the "Search Results" section is displayed. On the left, there is a "Categories" sidebar with "Common" selected. The main area shows "Search Results 2 items" under the "Common" category. The first result is for "Steve Urkel-T (T1000553)", a Director in the SPS Training Division, with a "Related Actions and Preview" button. The second result is for "Steve-T Urkel-T (T1001508)", an Office Clerk II in the OAG | SPS Training Unit. A tip at the bottom suggests selecting another category to see other results.

3. Click the **Related Actions and Preview**  icon.

Search Results



The screenshot shows the Workday interface for a search result. The search term is "steve urkel". The results are categorized under "Common". Two items are listed:

- Steve Urkel-T (T1000553) - Director, SPS Training Division F | De Employee
- Steve-T Urkel-T (T1001508) - Office Clerk II OAG | SPS Training Un Employee

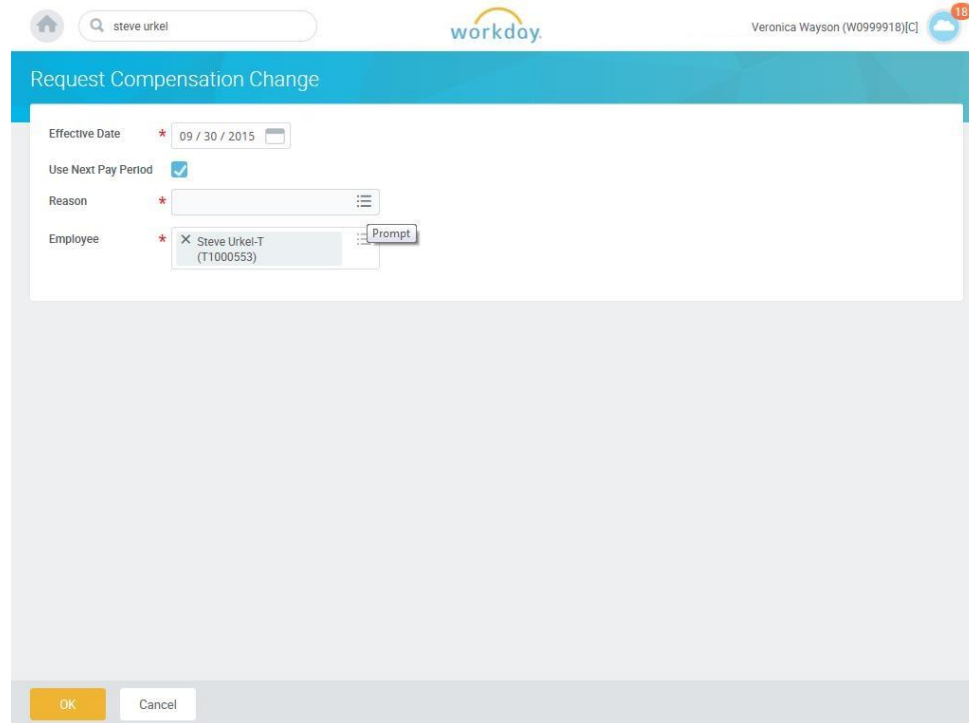
The "Actions" menu for the first result is open, showing various options. The "Compensation" category is selected, and the "Request Compensation Change" option is highlighted. Other options include "Request One-Time Payment", "View Compensation", "View Compensation History", "View Compensation History - All Past and Present Positions", "View Compensation Basis Details", "View Estimated Compensation for a Period", and "View Reimbursable Allowance Plan Activity".


The "Job" section shows the following details:

Organization	Department of SPS Training
Business Title	Director, SPS Training Division F
Manager	Mishary-T Rashid-T (T1001389)

4. Hover over Compensation, and then click Request Compensation Change.

Request Compensation Change



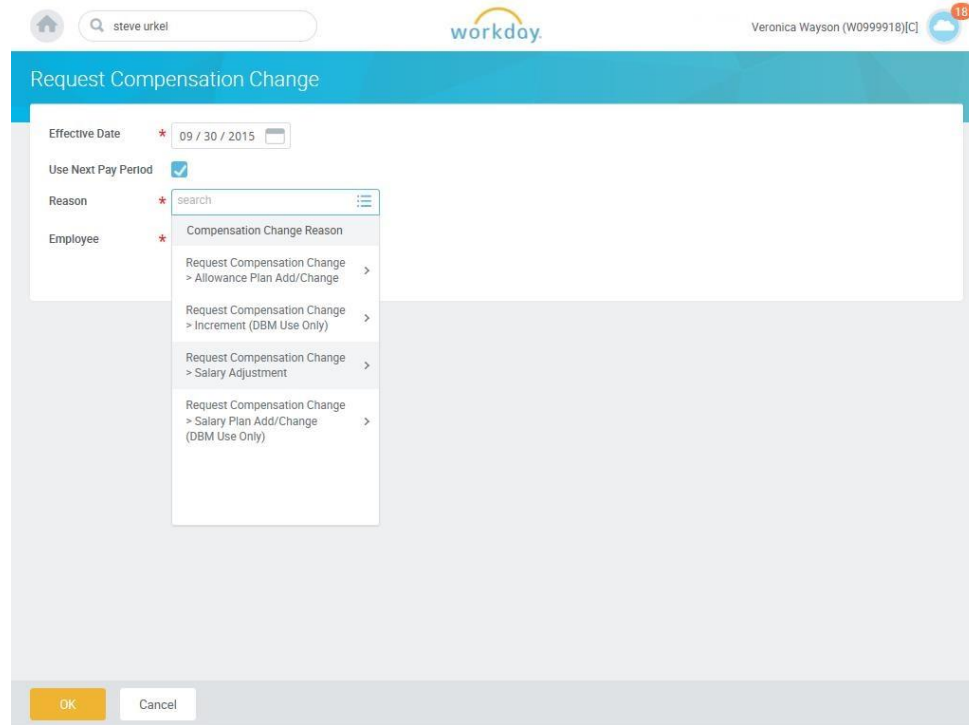
5. Click the Calendar  icon and select the next pay period start date in the Effective Date field.

IMPORTANT!! Effective Dates for Retroactive COLA or Increments

You must complete the Edit Position Restriction event for the position with the retroactive effective date first. Then, complete the Change Job event for the employee also with the retroactive effective date.

If the employee has had other compensation changes since that retroactive effective date (COLA or Increments), you must process the compensation change events with the compensation change retroactive COLA or Increment reason. After each salary retroactive event for retro dates have been processed, the last Request Compensation Change event must be a future effective date, start of a pay period, so that the new salary will be sent to CPB. All salary changes must be entered into Workday with the appropriate effective date, starting with the oldest to the most recent. This will allow the system to calculate the retroactive payment for the employee after we have Timekeeping in the system in March 2016. At this time, your payroll office should calculate any retroactive pay due to the employee and enter into the ETR.

Request Compensation Change











6. Type or use the prompt to select the Reason.



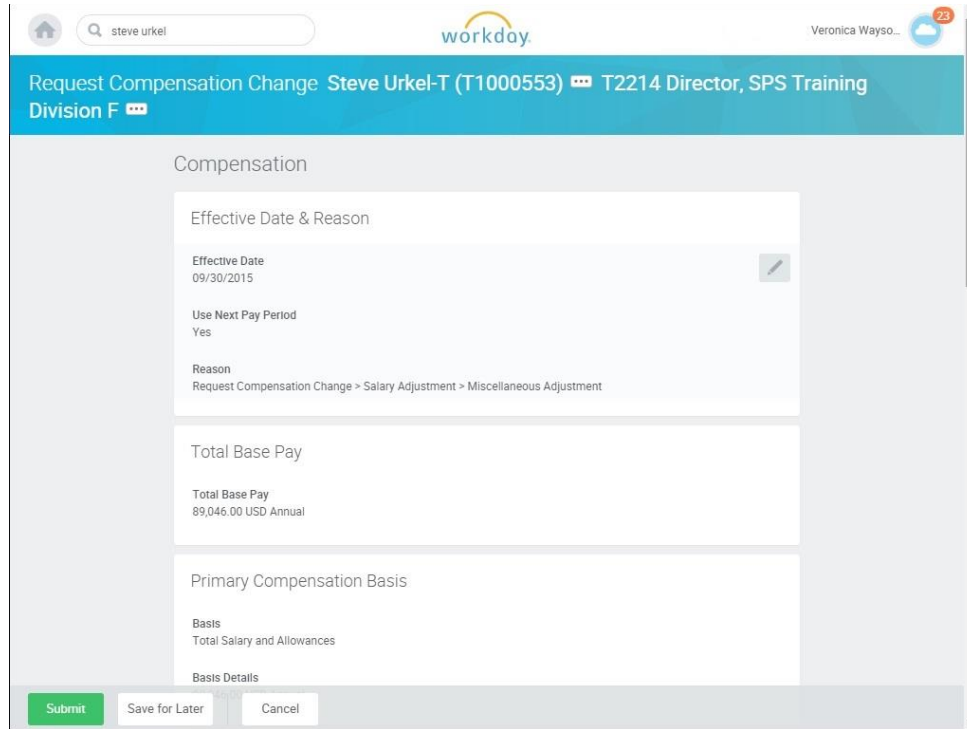
Information: Refer to **Table 1: Agency Reasons** in the **Events and Reasons** section above for valid reasons.



7. Update the appropriate row as follows:

If	Then
Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step...	<ul style="list-style-type: none"> - Click the Edit  icon in the Guidelines Row. - Select/Enter the Step. - Click Save. <p>Note: Compensation defaults are based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to Standard Pay Guidelines and Executive Pay Guidelines for more information.</p>
Employee is paid on the Executive Schedule...	<ul style="list-style-type: none"> - Click the Edit  icon in the Salary Row. - Enter the Amount. - Click Save.
Employee Type is Contractual –Hourly	<ul style="list-style-type: none"> - Click the Add  button in the Hourly row. - Enter pay rate in the Amount field. - Click Save.
Employee Type is Contractual – Contract (i.e., fixed term contractual).....	<ul style="list-style-type: none"> - Click Add  button in the Allowance row. - In the Compensation Plan field, type or use prompt to select Contract NTE\$ from the list, if not already selected. - Enter the contract not to exceed amount (Contract NTE\$) in the Amount field. - Click Save.
Enter Acting Capacity Pay for an employee... NOTE: You are entering an “allowance” only and not changing the employee’s Grade or permanent salary.	<ul style="list-style-type: none"> - Click the Edit  icon to update an existing allowance or Add  button to add a new allowance row. - In the Compensation Plan field, verify or select <i>Acting Pay</i>. - Enter the Amount. - Expand the Additional Details section. Then enter/select the Expected End Date. - Click Save.
Enter Clothing Allowance for an employee...	<ul style="list-style-type: none"> - Click the Edit  icon to update an existing allowance or Add  button to add a new allowance row. - In the Compensation Plan field, verify or select <i>Clothing Allowance</i>. - Enter the Amount. - Click Save.

Request Compensation Changed



Request Compensation Change Steve Urkel-T (T1000553) T2214 Director, SPS Training Division F

Compensation

Effective Date & Reason

Effective Date
09/30/2015

Use Next Pay Period
Yes

Reason
Request Compensation Change > Salary Adjustment > Miscellaneous Adjustment

Total Base Pay

Total Base Pay
89,046.00 USD Annual

Primary Compensation Basis

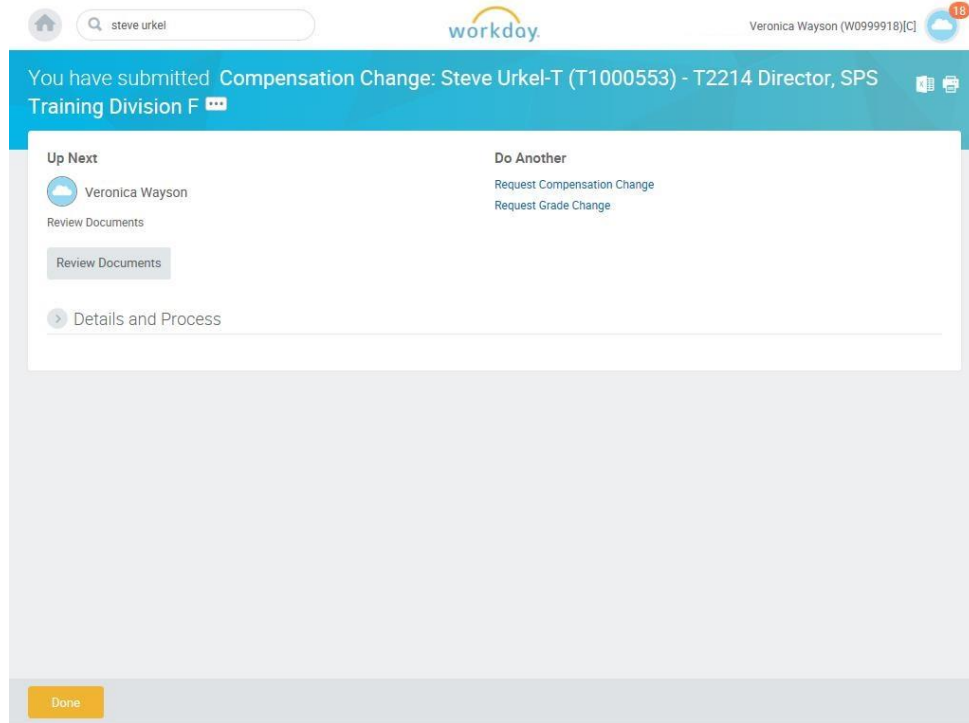
Basis
Total Salary and Allowances


Basis Details

Submit Save for Later Cancel

8. Click the **Submit**  button.

Request Compensation Change



9. Click the Done  button.

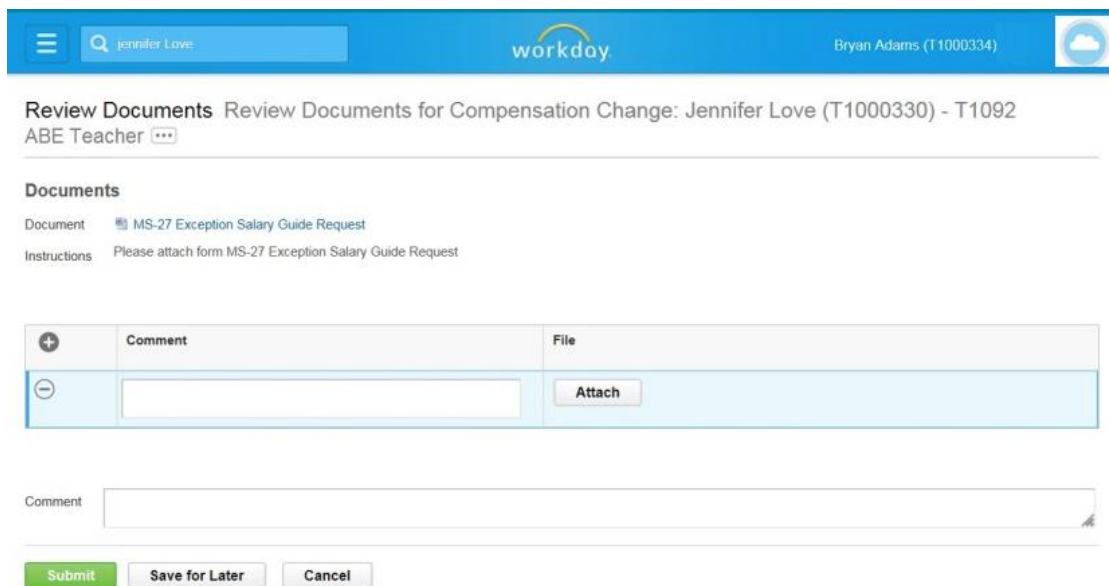
10. The System Task is complete.

Attach Documentation (for Acting Capacity or Advanced Step requests)

If you are submitting an Acting Capacity or an Advanced Step request you need to attach the appropriate form(s) to complete your Request Compensation Change request. You may access this task directly after submitting the initial request or from you inbox. Follow the procedure below.

Procedure:

Attach Document



1. Click the Attach **Attach** button.



Tip: If you have not already completed and saved the form, you can obtain a copy of the form on the **Documents** page (e.g., the MS-345 Acting Capacity Pay Request form or MS-27 Exception Salary Guide Request form).

To download the file...

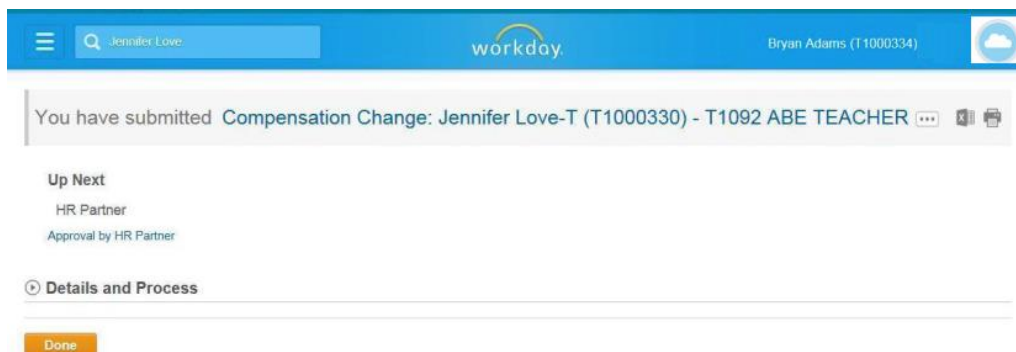
1. Click the document link in the top left corner of the page.
2. Open the file.
3. Complete the file and save it to your computer or other file location.

File Selection



2. Search for and upload the file.
3. Enter a comment for the attachment, if desired.
4. Click the **Submit**  button.

Next Step: HR Partner Approval



5. Click the **Done** button.



Information: The compensation change must be approved. The approval routing is based on the reason code selected for the compensation change.

6. The System Task is complete.