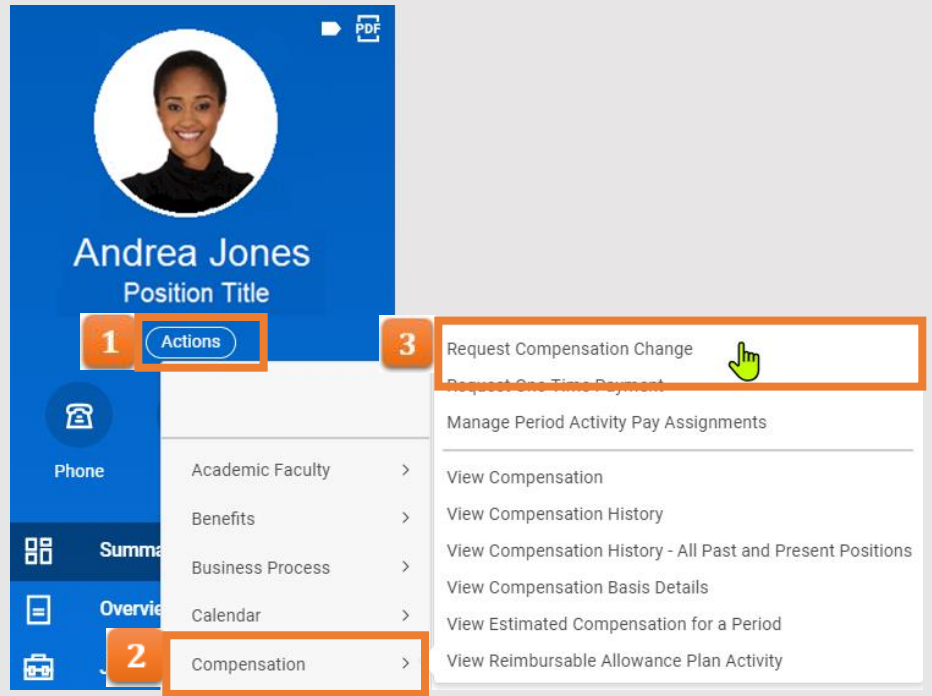
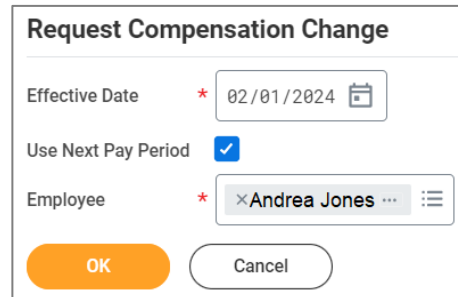


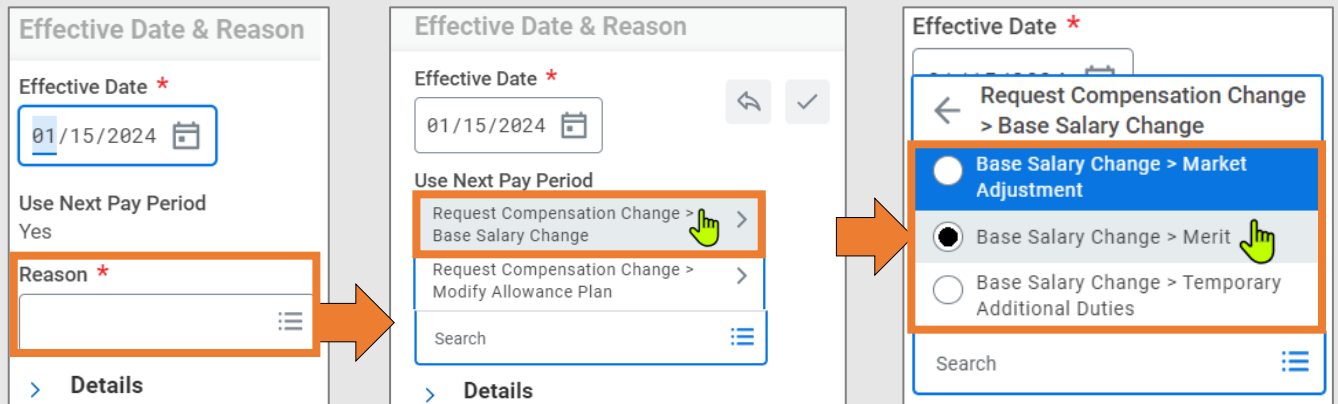
1. From the employee profile, click the **Actions** button, select **Compensation**, and then select **Request Compensation Change**.



2. A pop-up will appear with the effective date defaulting to the next pay period. If you wish the date to be effective sooner, uncheck the Use Next Pay Period box and enter the desired date. Click **OK** to continue.



3. The form will open for editing. Click in the **Reason** field. Select **Request Compensation Change > Base Salary Change**. From the resulting list select **Base Salary Change >**



4. The Compensation section displays. There are three ways to make a change in pay:

- 1) Change the **Amount** box to the new pay rate;
- 2) Input a dollar **Amount Change**; or
- 3) Designate a **Percent Change**.

Note that changing one field will update the others.

Salary

Compensation Plan

Salary Plan ...

Total Base Pay Range

Amount *
55,000.00

Amount Change
3,000.00

Percent Change
5.45

Currency *
× USD ...

Frequency *
× Annual ...

> Additional Details

5. Click **Submit** to finalize your changes. Once submitted, the compensation request is forwarded to the following places for approval: Human Resources, Fiscal Officer, and Department Head.