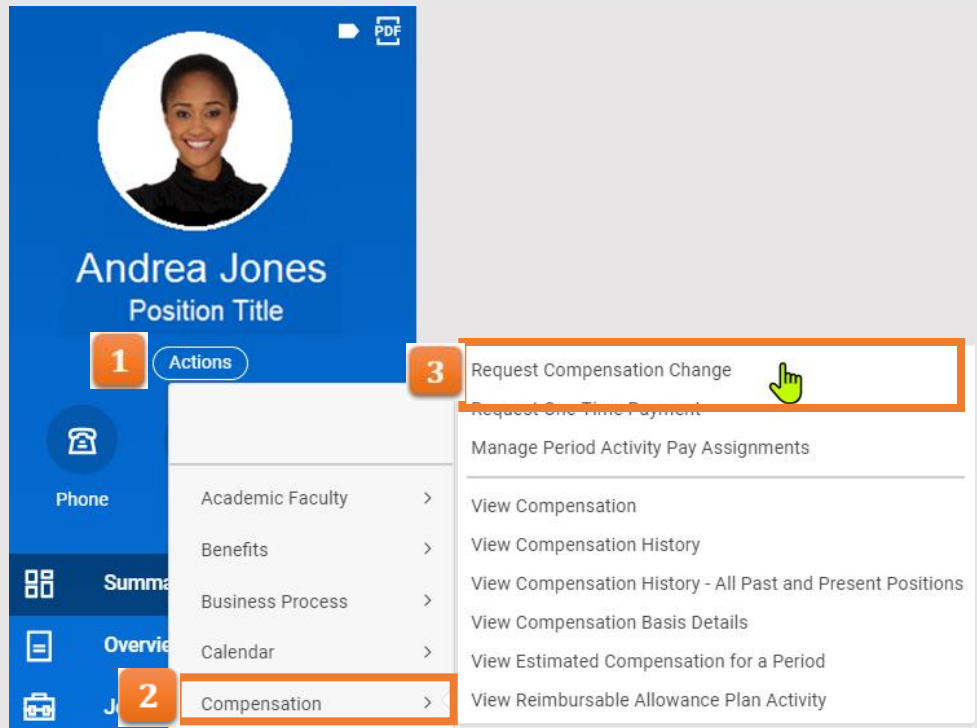**Introduction:** Technology allowances are tied to compensation, so to add or remove an allowance you will do so through the Request Compensation Change process.

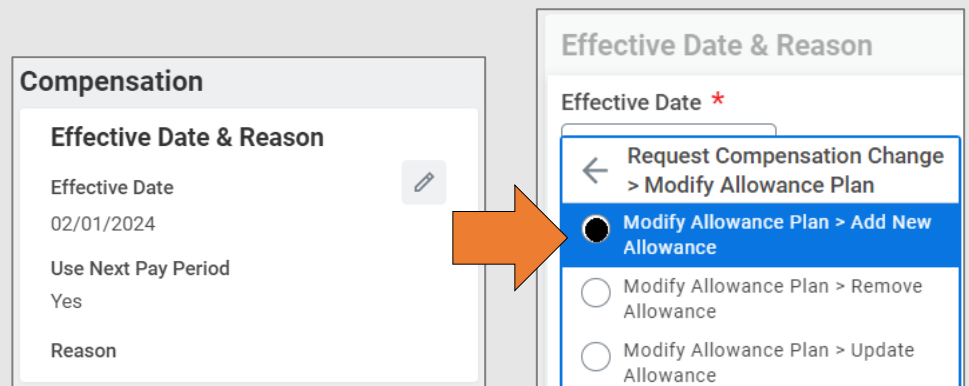|	
1. From the employee's profile, click **Actions,** then select **Compensation,** and then select **Request Compensation Change**.	
2. A pop-up will appear with the effective date defaulting to the next pay period. If you wish the date to be effective sooner, uncheck the use next pay period box and enter the desired date. Click OK to continue.	
3. You will be presented with a form. In the top section, click on the pencil or the word Reason. Select **Modify Allowance Plan > Add New Allowance** from the list.	 *If you need to remove or modify the amount of the allowance in the future, follow the same process and select the appropriate option from the list.*

4.	Proceed to the bottom of the form to the Allowance section, then click the add button. The Compensation Plan field will appear. Click in the field and select **By Compensation Rule** from the resulting list.
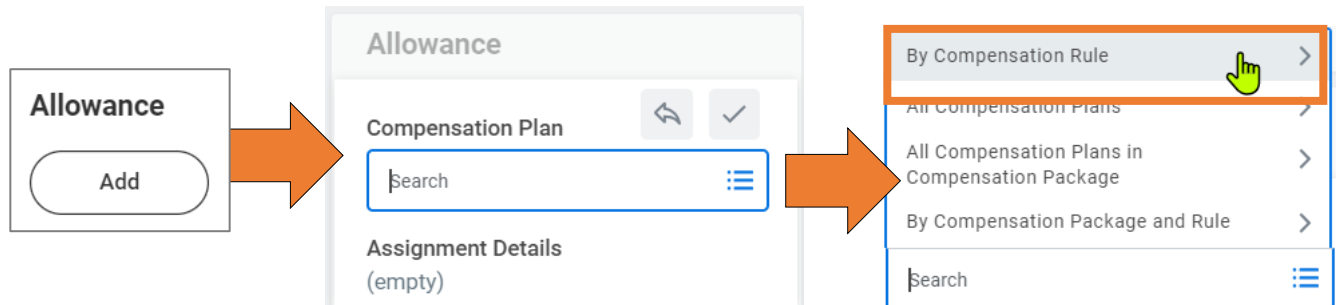
5.	From the resulting list, select **Technology Allowance**. Enter the amount in the **Amount** field.
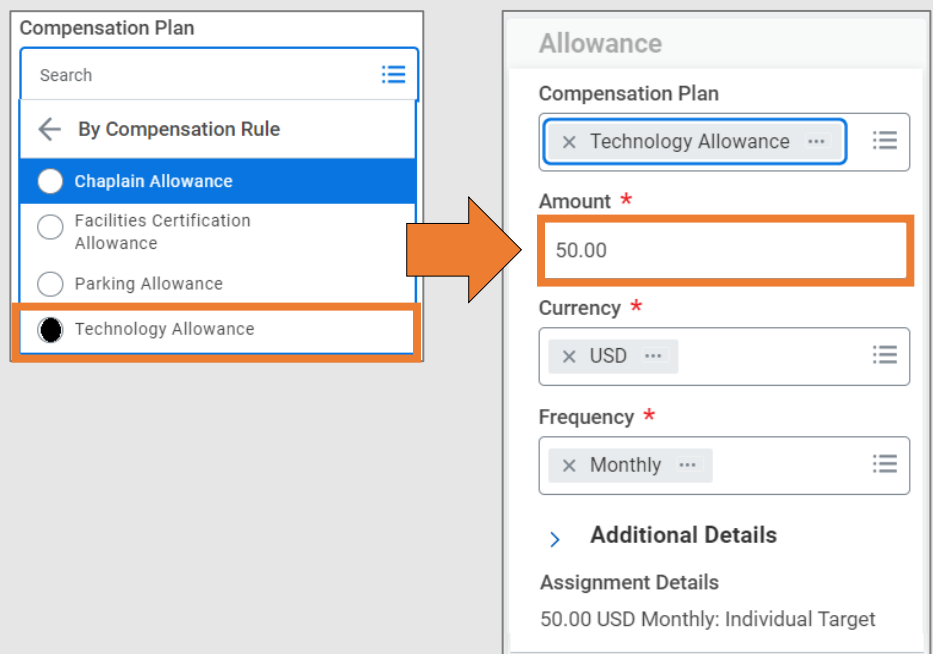
6.	When done, click [Submit] to complete the process. There will likely be approvals required, including Human Resources and the University Fiscal Officer, and you can monitor the progress of these approvals through your Inbox Archive.