

Manage Team Compensation

About the Compensation Application

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

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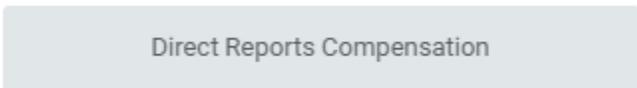
View Team Compensation via the Compensation Application

1. From the Compensation application



Compensation

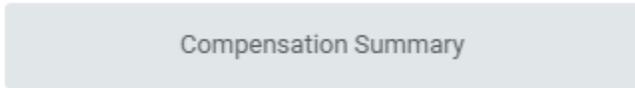
2. Click the Direct Reports Compensation button.



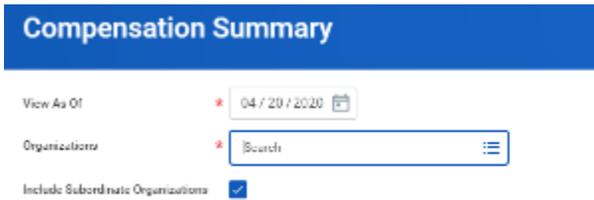
3. A compensation report displays information for your direct reports.

Direct Reports Compensation Summary Actions										
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	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	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	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	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	60,000.00	105,000.00	150,000.00	80,288.40

- For a list of your areas and a total of salaries, select Compensation Summary



- Your organization name will be selected by default, but depending on your rights, you can view other organizations or departments.



- Click OK.
- A report with a summary of employee positions, total salaries, etc. will display.

Organization	Employee Positions	Total Salary & Allowances	Total Base Pay	Average Base Pay	Default Currency	Frequency	Average Compa-Ratio	Average Pay Range Period
	8						0.252	
	32						0.16	
	8						0.2	
	2						0.207	
	34						0.026	
	15						0.195	
	1						0.18	
Total:	100							

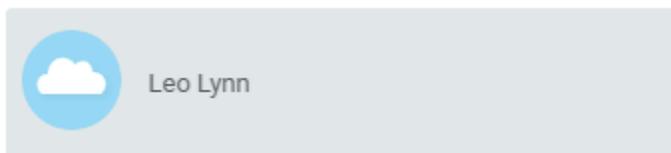
View Direct Report Compensation

From the My Team application:



My Team

- Select the employee.



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

The screenshot shows the employee profile for Leo Lynn. The sidebar on the left includes navigation options: Summary, Overview, Job, **Compensation**, Time Off, Contact, Performance, and Career. The main content area has two tabs: 'Compensation' (selected) and 'Pay Change History'. Under the 'Compensation' tab, there is a 'Totals' table with one item:

Total Salary & Allowances	Total Base Pay	Currency
45,000.00	45,000.00	USD

Below the table is a 'Compensation' section with the following details:

- Compensation Package: Lynn Compensation Package
- Grade: Salary
- Total Base Pay Range: 0.00 - 500,000.00 USD Annual
- Company: Lynn University

There is also a 'Plan Assignments' table with one item:

Effective Date	Plan Type	Compensation Plan
01/21/2020	Salary	Salary Plan

Request a Base Salary Change for a Direct Report

You can request a salary change for a direct report after a performance review. From the My Team application:

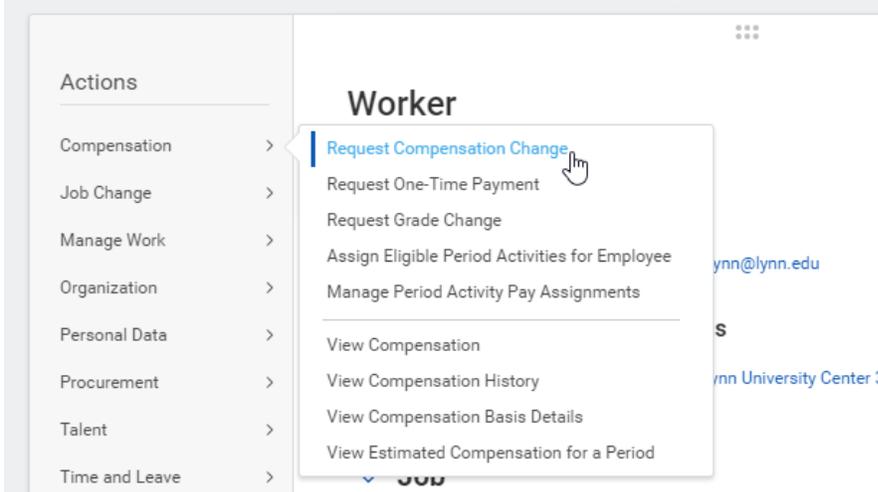


My Team

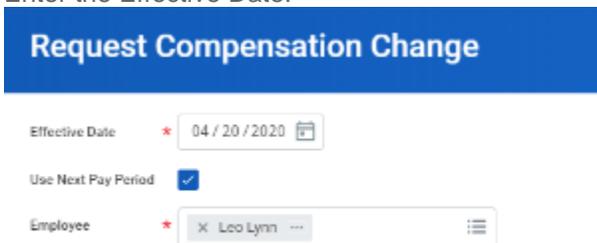
1. Click the employee's **Related Actions**.



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



3. Enter the Effective Date.

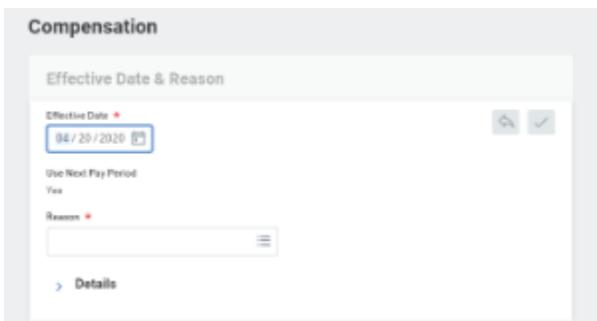


4. Click **OK**.

Note
The employee's related information window displays. Review Employment History or other relevant details.

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 *

Amount Change

Percent Change

Currency *
 

Frequency *
 

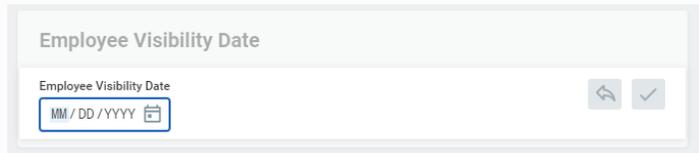
> Additional Details

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.

Note

Under Visibility Date, managers can adjust salaries to employees and set a later visibility date. Employees will not see the salary adjustments until the visibility date.

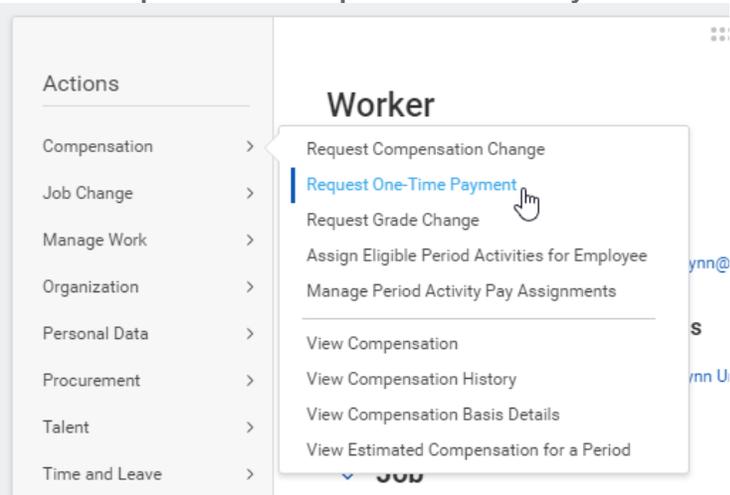


Request a One-Time Payment for a Direct Report

One-time payments, such as special 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 *
 

Scheduled Payment Date *
 

Amount *

Currency *
 

Send to Payroll

Additional Information

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.