

Manage Compensation and Job Changes

Say goodbye to the Employee Change Form!

Workday streamlines employee/job-related business processes and approvals. With Workday, managers can process all employee changes from the employee profile and My Team application.

Process	Workday	Before Workday
Job Changes	Managers can Transfer, promote, change jobs, location and assign second jobs to employees from the employee profile page. Requests are routed to Vice Presidents and Employee Services staff for approvals.	Managers completed the employee change form and submitted it to Employee Services. Approvals were routed using Perceptive Content.
View/Change staff compensation	Managers can view team compensation on My Team application. They can also request compensation changes (base salary) under employee Related Actions, Request Compensation Change.	Managers completed the employee change form and submitted it to Employee Services. Approvals were routed using Perceptive Content. Yearly merit increase changes were processed on the Merit Increase application.
Request a One-Time Payment for staff	Managers can request a one-time payment on My Team application, under employee Related Actions, Request One-Time Payment.	Managers requested one time payments to Employee Services via email or phone calls.

On this section:

- [Manage Employee and Contingent Worker Job Changes](#)
- [Manage Team Compensation](#)