1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.

2. Choose Compensation from the actions menu and then choose Request Ad Hoc Salary Change.
1. Type of transaction

2. Steps to complete transaction – current step is indicated with a green circle.

3. Employee information – redacted here for privacy

4. Effective date – must be changed to a date that coincides with the beginning of a payroll period

5. Reason – select the most appropriate reason from the list of available options

6. Enter the salary change information.
   - If the employee is currently paid hourly, the hourly rate of the new position needs to be entered.
   - If the employee is currently paid monthly, the monthly rate of the new position needs to be entered.

7. Verify under “New Information” that the yellow dots appear (which indicates that a change has been made) and that the rate displayed matches the correct new rate.
9. Review the transaction one more time for accuracy and add any appropriate comments and attachments.