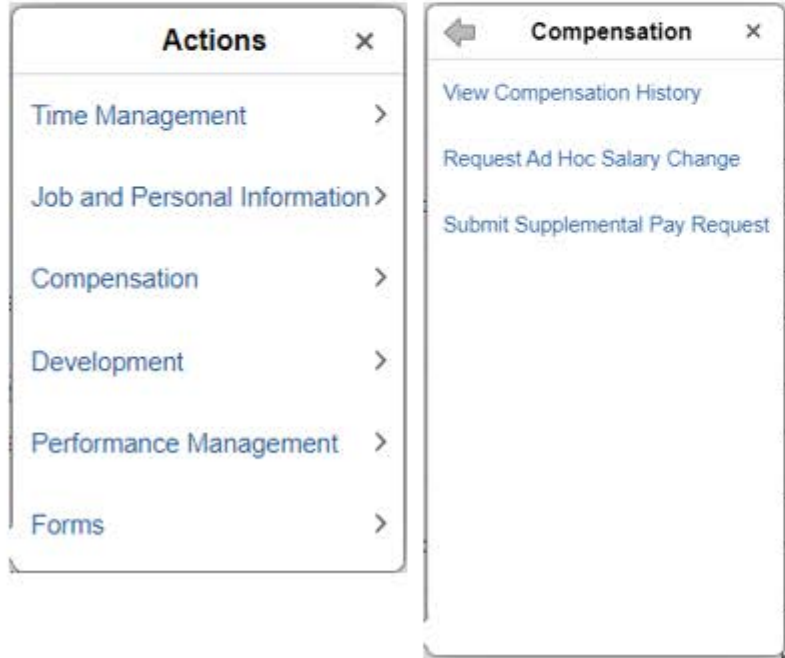




1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.



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

## 1. Type of transaction

Request Ad Hoc Salary Change

Name  
Job Title  
Employee ID



3. Employee information – redacted here for privacy

1  
Compensation Detail

2  
Review & Submit

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

8. Navigate to next step

Next >

### Compensation Details

\*Effective Date 04/07/2022

\*Reason

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

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

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Default NA Monthly			4,843.75	4,843.75	USD	Flat Amount	Monthly



### Related Information

Add Analytics

Decision Support

Manager Resource Guide >

Promotion Approval Matrix >

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.

Name  
Job Title  
Employee ID

1

Compensation Detail

2

Review &amp; Submit

**10. Click Submit**

&lt; Previous

Submit

## Review and Submit

Effective Date 04/07/2022

Reason In Range Adjustment

## New Information

Monthly Salary

Annual Rate

## Current Information

## Request Summary

## Comments

## Attachments

No documents have been attached.

Add Attachment

9. Review the transaction one more time for accuracy and add any appropriate comments and attachments.

## Related Information

Add Analytics

## Decision Support

Manager Resource Guide &gt;

Promotion Approval Matrix &gt;