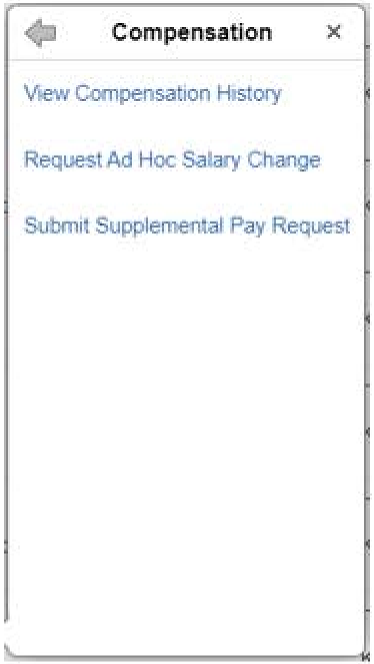
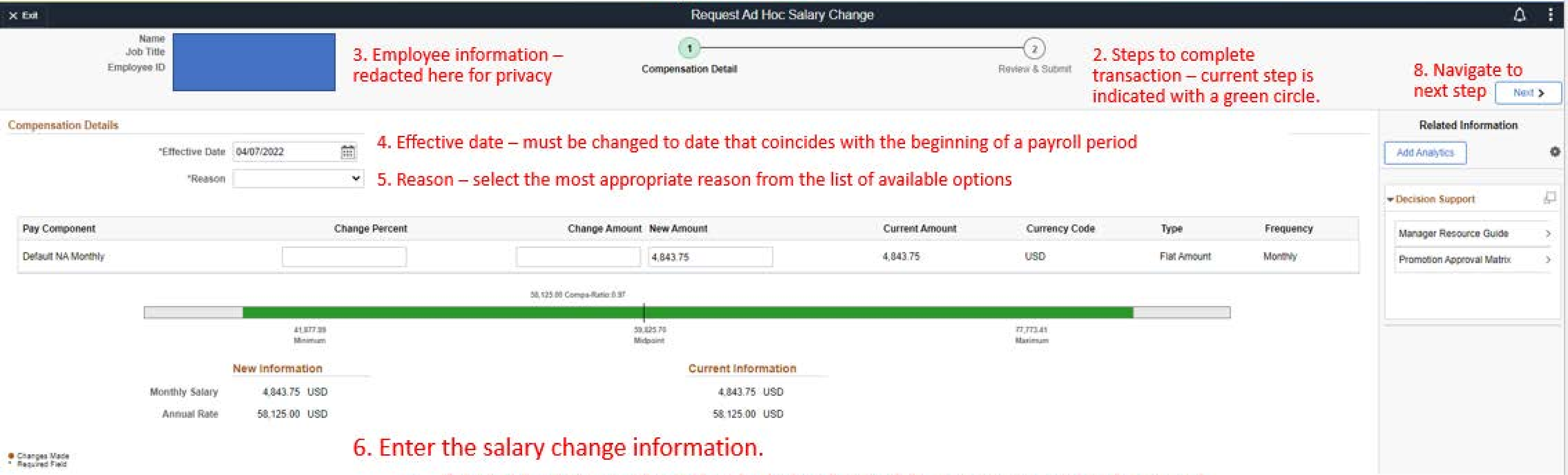
1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.



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

1. Type of transaction



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.

✕ Exit

Request Ad Hoc Salary Change

Name
Job Title
Employee ID
[redacted]

1 Compensation Detail — 2 Review & Submit

10. Click Submit

< Previous | Submit

Review and Submit

Effective Date 04/07/2022

Reason In Range Adjustment

	New Information	Current Information
Monthly Salary●	[redacted]	[redacted]
Annual Rate●		

▾ Request Summary

Comments

Attachments

No documents have been attached.

Add Attachment

● Changes Made
* Required Field

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 >
- Promotion Approval Matrix >