



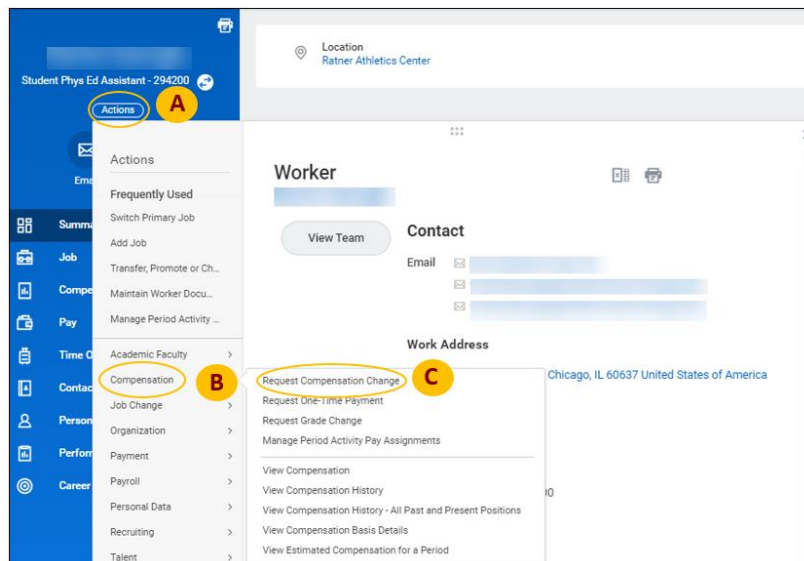
Request Compensation Change – Student Employment

Purpose: This document informs HRPs how to request compensation change for a student position in Workday.

- This business process should be used when a compensation change is being requested outside of the Change Job process.
- If the student is compensated through Period Activity Pay, the Maintain Period Activity Pay Assignment task should be initiated instead of the Request Compensation Change process.

1 – From the Student’s Record, Initiate Request Compensation Change

- A. Click on the Related Actions button.
- B. Click on Compensation.
- C. Click on **Request Compensation Change**.



2 – Complete Details

- A. The Effective Date - use the actual date that the change was made
- B. The Student Employee’s Name will auto-populate
- C. Click on the prompt to select the **Position**.

Information Needed

- The name of the Student Employee
- Effective Date of compensation change



Supporting Training:


Foundations of Student Employment for HRPs


[Click Here to Register](#)



D. Select OK

3 – Complete Compensation Details

- A. Click the Edit Icon  to update the Effective Date & Reason
- B. Click on the prompt to select **Request Compensation Change>Adjustment**
- C. Select the Adjustment reason. You may select **Adjustment> Student Wage Adjustment.**

- D. Click the Edit Icon  to update the compensation.
 - o Enter a new Amount or a Percent Change.
- E. Select Submit.
- F. Select Done.

You have completed the Request Compensation Change process; this information routes to a Student Employment Administrator for approval.



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Have a nice Workday