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.
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.
   - 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.