Compensation: Request a Compensation Change for a Direct Report

This How-To Guide covers **requesting a salary change for a direct report**.

Start Here

1. Open **Google Chrome.**

2. Navigate to **Workday**.

3. If prompted, login with your **College email** and **password.**

4. In the top-left corner, select **Menu.**

5. Select the **My Team** application.

   - The first time you do this, you may need to add the **My Team App** to your menu by following these steps:
     - Select **(+) Add** at the bottom of the **Menu**.
     - In the search field, type **My Team**.
     - Select the plus sign icon to add a new app.

6. Find the appropriate employee (you may need to select **More** to see your full list of employees) and open their **Related Actions** (3 dots in the top right corner).

7. Select **Compensation** > **Request Compensation Change**.

8. Enter the **Effective Date** and **Reason**.

   - **Note**: the **Use Next Pay Period** option will be checked as a default; uncheck if applicable.

9. Select **OK**.

10. Select Related Actions (**three horizontal dots)** to **Open** and **Edit** the appropriate section to reflect the salary change.

11. Enter a **New Amount**, **Amount Change**, or **Percent Change**. Updating one field will auto-populate the other fields. Select the **Save** button.

12. Scroll down to add any supporting comments.

13. Select **Submit**. Workday now routes the request for **approval**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.