
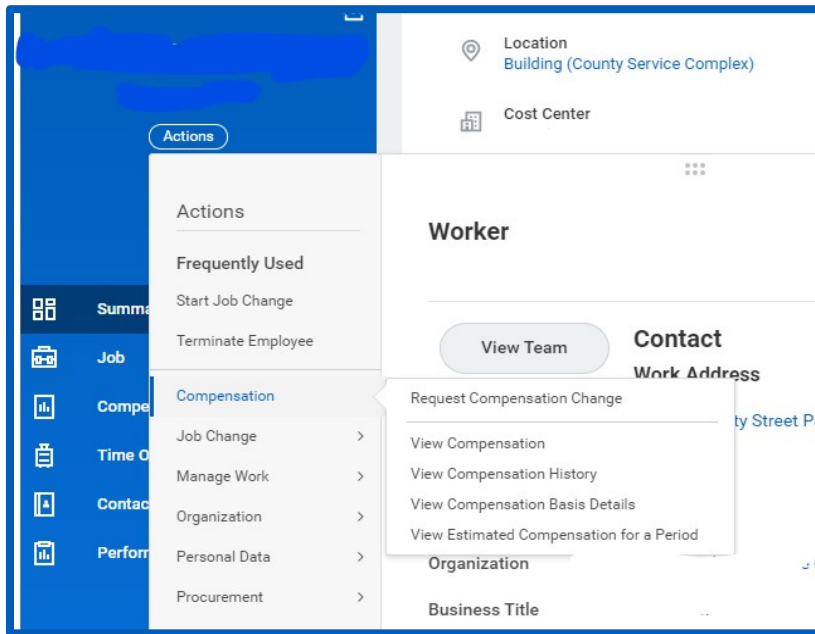





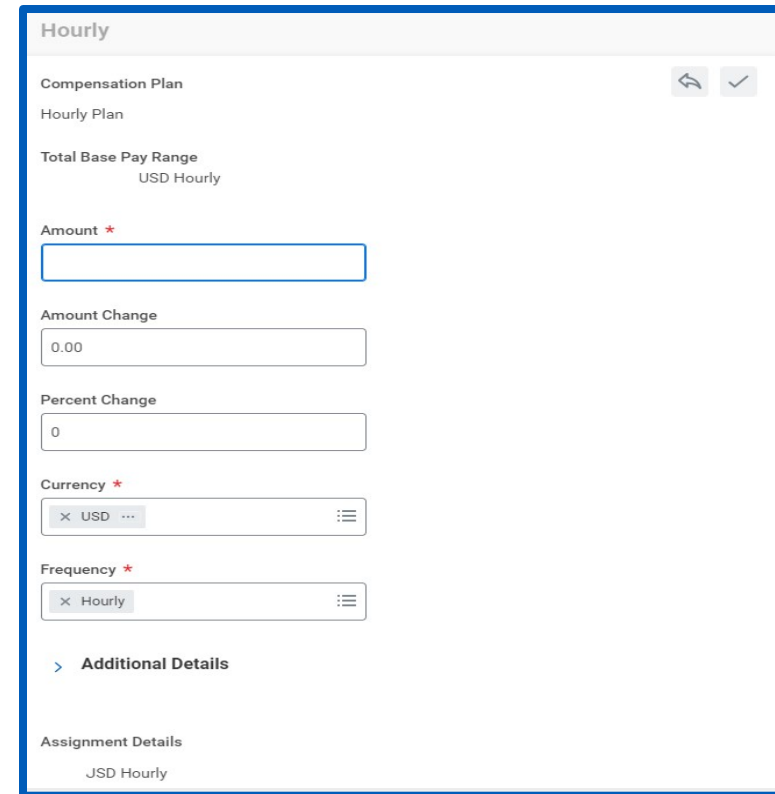
REQUEST COMPENSATION CHANGE


1. Click on **My Team Management** app 
2. Select the employee receiving the compensation change in **My Team**.
3. Click the employee's **Actions**.
4. Select **Compensation > Request Compensation Change**.



5. Enter the Effective Date.
6. Click **OK**.
7. Click the **Edit** icon  to open the **Effective Date & Reason** section.

8. Select a reason for the adjustment. Click the **Save** icon 
9. Click the **Edit** icon  to open the **Hourly** section.



10. Enter a new Hourly Amount, Amount Change OR Percent Change. Updating one field will auto-populate the other fields.
11. Click the **Save** icon .
12. Add any supporting comments.
13. Click **Submit** and **Done**. The request is now routed to HR for approval.