workday. HOW TO...

DFFICE OF ORGANIZATIONAL DEVELOPMENT & TRAINING HR TRANSACTIONS

Change compensation for Temporary Workers and Student Workers

🕑 Who	This process is to change compensation for temporary and student workers.				
Before you start	Remember: if you are not going to extend worker, send an email to workday@montclair.edu with Name, CWID, position number and from which supervisory org the worker needs to be removed				
Other "Actions" available	 Update business title only for better time entry purposes, follow the how to guide: "Change business title for temporary and student worker" Update business title, extend end date and change compensation: To change business title and/or compensation at the same time as extend end date, follow the how to guide: "Change job: Update business title, extend end date and change compensation" 				
STEP 1	Q. Lukel • Lorin Mask ^ Luke Ng - Employee *				
• From the home page, Enter the worker's name in search					
Click on name when it appears	Information Time Off and Jeans My Team My Tea				
	Open Positions Open P				
	Birthdays				

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- Click on the Twinkie next to the workers name
- Hover over "Compensation"
- Click on "Request
 Compensation Change"

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Luke Skywalker		Actions	Worker Luke Skywalker	a 🖶		
P1005705 Jedi Master	4 (Landlii	Benefits > Business Process > Compensation >	View Team Request Compensation Change	Contact	Charles Matteis Manager	
Job Job Details A	Comp III Jobs	Job Change > Manage Work > Organization > Payroll > Personal Data > Safety Incident > Talent > Time and Leave >	Manage Period Activity Pay Assignments View Compensation History View Compensation History - All Past and Present Positions View Compensation Basis Details View Estimated Compensation for a Period View Reimbursable Allowance Plan Activity	Visue		
Job Declars Employee ID Organization Job Business Title Job Frofile Job Family Employee Type Time Type	WD: Mor (Ter P10 Jed Ten Fixe Part	Worker History > Favorite > Security Profile > Additional Data > Calculation > Plan Period > Position Budget >	Job Organizational Training and De Business Title Jedi Master Manager Charles Matteis Location ♥ Main Campus Time in Position 0 year(s),0 month(s), 14 day(s)	velopment (Temporary) (Charles Matteis (Inherited))		
FTE Location Hire Date Original Hire Date	0.00 • M 01/3 01/3	ain Campus 0/2017 0/2017				~

STEP 3

- Use the calendar icon to select or type the date the compensation change is to begin in the "Effective date" prompt
- Click the "reason" prompt box, select "Request Compensation Change>Adjustment"

Or Type "pay increase," click enter on keyboard

Click "Ok"



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STEP 4	Hourly	
Scroll down to the "Hourly" section	Compensation Plan Hourly Plan Total Base Pay 3.00 - 410.00 USD Hourly	<i>ب</i> ب
Click in the white "Hourly" box or the edit pencil	Amount * 8.50 Amount Change 0.25	
Type in new rate	Percent Change 3.03 Currency *	
	× USD ∷≣ Frequency ★ × Hourly ∷≣	
	Submit Save for Later Cancel	

