

## 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](mailto:workday@montclair.edu) with Name, CWID, position number and from which supervisory org the worker needs to be removed



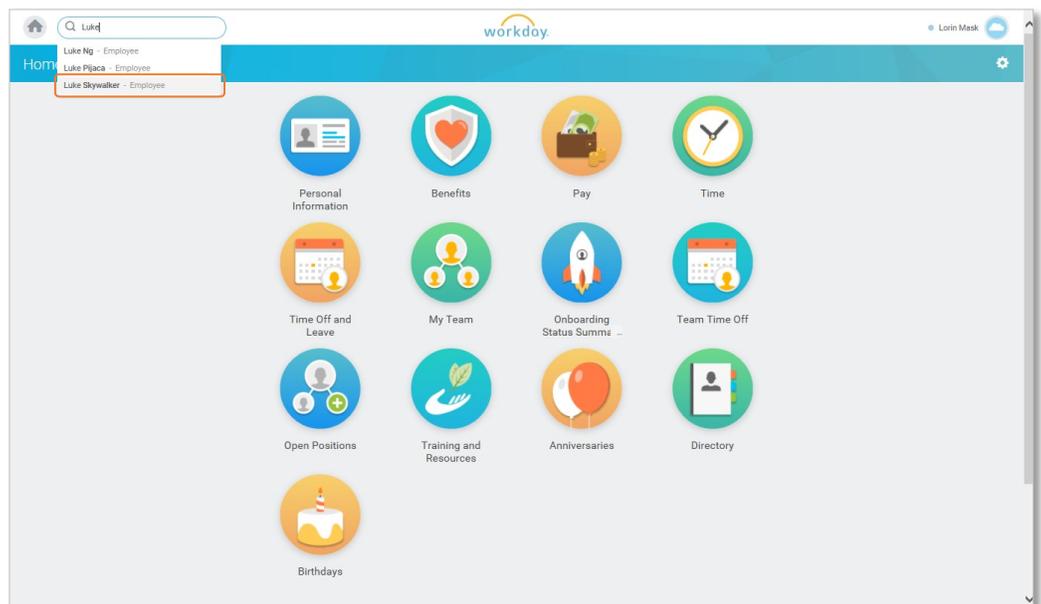
Other “Actions” available

- **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

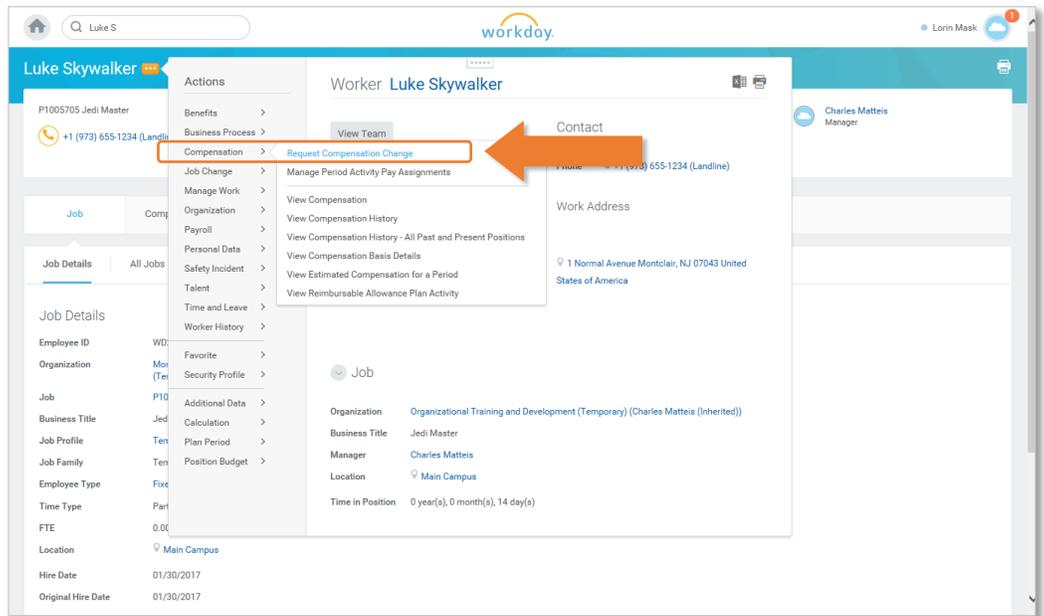
- From the home page, **Enter** the worker’s name in search
- **Click** on name when it appears





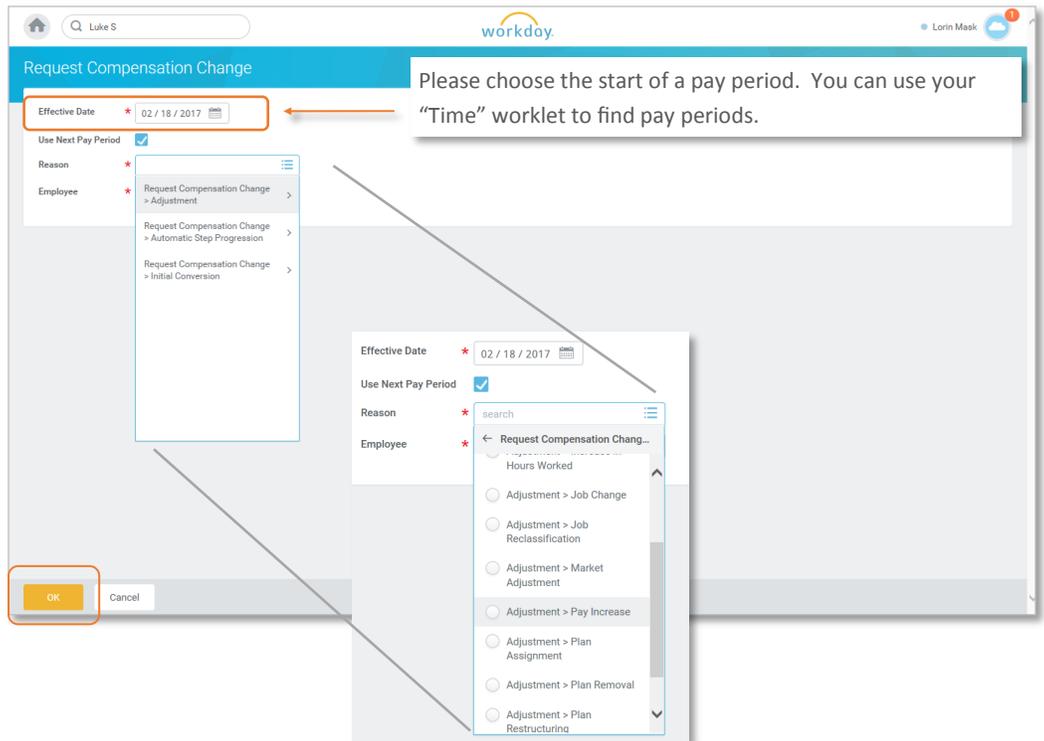
**STEP 2**

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



**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"





**STEP 4**

- **Scroll** down to the “Hourly” section
- **Click** in the white “Hourly” box or the edit pencil
- **Type** in new rate

Hourly

Compensation Plan  
Hourly Plan

Total Base Pay  
3.00 - 410.00 USD Hourly

Amount \*  
8.50

Amount Change  
0.25

Percent Change  
3.03

Currency \*  
X USD

Frequency \*  
X Hourly

Additional Details

Submit Save for Later Cancel



**STEP 5**

- **Scroll** down to type any comments
- **Click** “Submit”

Process complete pending approval

Allowance

Merit

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later