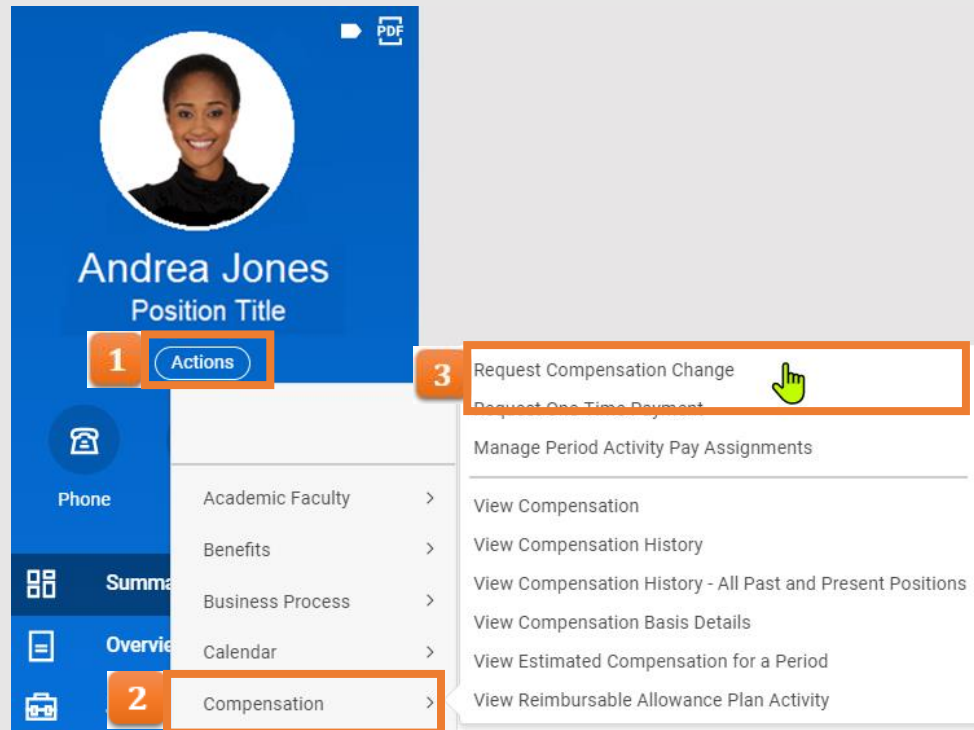
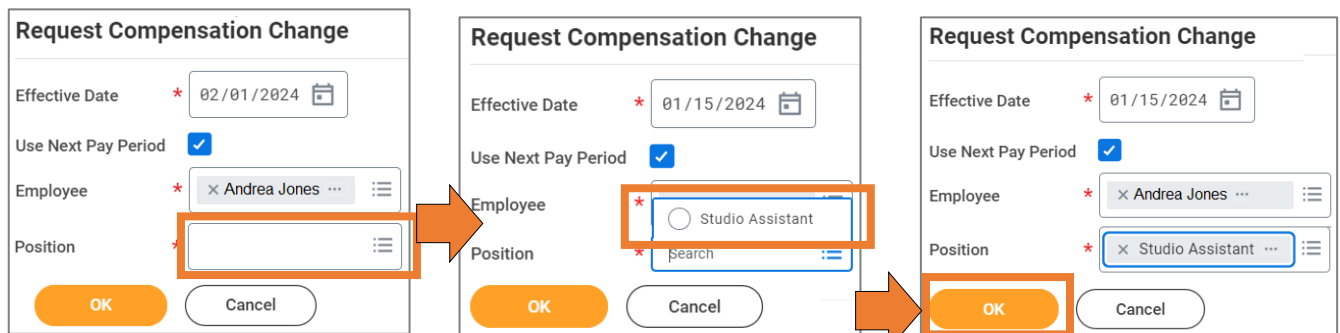


Follow the steps below to increase hourly compensation for student employees.

- From the left-hand navigation on the student's employee profile click on the **Actions** button, followed by **Compensation**, and finally **Request Compensation Change**.

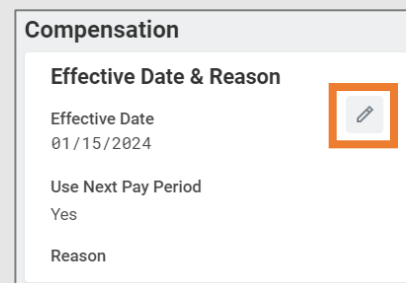


- A pop-up will appear with the effective date defaulting to the next pay period. If you wish the date to be effective sooner, uncheck the **Use Next Pay Period** box and enter the desired date. Click in the **Position** field and select the position for the increase.* Click **OK** when finished.



**Many students have only one job, but some have two or more jobs, so it is important to select the correct position.*

- At the top of the Compensation form that results, click the pencil button to edit the information.



4. The form will open for editing. Click in the **Reason** field.
 Select **Request Compensation Change > Base Salary Change**.
 From the resulting list select **Base Salary Change > Merit Change**.

The first screenshot shows the 'Effective Date & Reason' form with the 'Reason' field highlighted. An arrow points to the second screenshot, which shows a dropdown menu with 'Request Compensation Change > Base Salary Change' selected. A second arrow points to the third screenshot, which shows a sub-menu where 'Base Salary Change > Merit' is selected.

5. The Hourly box expands and you can now change the amount the student is paid. There are three ways to make the change:

- 1) Change the **Amount** box to the new pay rate;
- 2) Input a dollar **Amount Change**; or
- 3) Designate a **Percent Change**.

In this example, an Amount Change of \$1.00 was entered.

Note that changing one field will update the others.

The first screenshot shows the 'Hourly' form with 'Amount' set to 14.20, 'Amount Change' at 0.00, and 'Percent Change' at 0. The second screenshot shows the same form after an 'Amount Change' of 1.00 is entered, resulting in 'Amount' being 15.20 and 'Percent Change' being 7.04.

6. Click **Submit** to finalize your changes.