

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

1.	From the left- hand navigation on the student's employee profile click on the Actions button, followed by Compensation , and finally Request Compensation Change .	Andre Pos	ea Jones ition Title	₽	Request Compensation Change
		Phone	Academic Faculty	>	View Compensation
			Benefits	>	View Compensation History
		븝 Summa	Business Process	>	View Compensation History - All Past and Present Positions
		Overvie	Calendar	>	View Compensation Basis Details View Estimated Compensation for a Period
		e 2	Compensation	*	View Reimbursable Allowance Plan Activity

2. 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.

Request Compensation Change	Request Compensation Change	Request Compensation Change		
Effective Date * 02/01/2024	Effective Date * 01/15/2024	Effective Date * 01/15/2024		
Use Next Pay Period	Use Next Pay Period 🗸	Use Next Pay Period 🗹		
Employee * × Andrea Jones ··· :=	Employee * Studio Assistant	Employee * × Andrea Jones ··· I		
Position 🔹 📰	Position * Search :=	Position ★ × Studio Assistant …) :=		
OK Cancel	OK Cancel	ОК Сапсе		

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

3.	At the top of the Compensation form that results, click	Compensation	
	the pencil button to edit the information.	Effective Date & Reason Effective Date	
		01/15/2024 Use Next Pay Period Yes	
		Reason	

From the resulting list select	ct Base Salary Change > Merit (Change.
Effective Date & Reason	Effective Date & Reason	Effective Date *
Effective Date	Effective Date *	
	91/15/2924 戸	Request Compensation Change > Base Salary Change
01/15/2024 🗉		Base Salary Change > Market
Use Next Pay Period	Use Next Pay Period	Adjustment
Yes	Base Salary Change	🔵 Base Salary Change > Merit 🛵
Reason *	Request Compensation Change > > > Modify Allowance Plan	Base Salary Change > Temporary Additional Duties
	Search 📃	· · · · · · · · · · · · · · · · · · ·
> Details	> Details	Search :=
	Comparation Plan	Houriy
	Hourly	Hourly
	Compensation Plan 🔄 🗸	Compensation Plan
	Hourly Plan	Hourly Plan
	Total Base Pay Range	Total Base Pay Range
	14.20 - 25.00 USD Hourly	<u>14.20 - 25.00 USD Hourly</u>
1) Change the Amount	Amount *	Amount *
box to the new pay rate:	14.20	15.20
,	Amount Change	Amount Change
) Input a dollar Amount Change ; or	0.00	1.00
Change, or		
Change, or	Percent Change	Percent Change
 3) Designate a Percent Change. 	Percent Change 0	Percent Change 7.04
3) Designate a Percent Change.	Percent Change 0 Currency *	Percent Change 7.04 Currency *
 3) Designate a Percent Change. In this example, an Amount Change of \$1.00 	Percent Change 0 Currency * X USD :=	Percent Change 7.04 Currency ★ × USD :≡
 3) Designate a Percent Change. In this example, an Amount Change of \$1.00 was entered 	Percent Change 0 Currency * X USD := Frequency *	Percent Change 7.04 Currency ★ Frequency ★
 3) Designate a Percent Change. In this example, an Amount Change of \$1.00 was entered. 	Percent Change 0 Currency ★ × USD := Frequency ★ × Hourly :=	Percent Change 7.04 Currency ★ State Stat
 3) Designate a Percent Change. In this example, an Amount Change of \$1.00 was entered. Note that changing one 	Percent Change 0 Currency * X USD := Frequency * Hourly := Additional Details	Percent Change 7.04 Currency ★ × USD := Frequency ★ × Hourly := Additional Details
 3) Designate a Percent Change. In this example, an Amount Change of \$1.00 was entered. Note that changing one field will update the 	Percent Change 0 Currency * × USD := Frequency * × Hourly := > Additional Details Assignment Details	Percent Change 7.04 Currency * × USD Frequency * × Hourly > Additional Details Assignment Details