

This job aid is for all Interim Assignment Pay requests, **except for Executives**. **Executive IAPs** will need to be submitted to HR Compensation for review/approval.

Interim Assignment Pay is an allowance plan using the **Request Compensation Change** business process.

BUSINESS PROCESS STEPS AND ROLES

Eligibility Requirements and Important Information

- IAP can **ONLY** be used for filling a higher-level position (e.g. employee is in a Grade 10 job profile filling in for someone in a Grade 11 job profile).
- Hourly or Salary section on the Base Pay category on Workday should NOT be changed. Only add the IAP in the <u>Allowance section</u> (as detailed below).
- Initiator must include the IAP position PM number and corresponding open job requisition number on the request.
- New IAPs **must** start at the beginning of a pay period
- Minimum of 6 months in employee's current position to qualify for IAP
- Ending date cannot exceed 6 months after the effective date

As a manager, you may initiate the **Request Compensation Change** task for *your team members only*. After you initiate, the business process will route to HR and Payroll for completion.

Steps

From the Workday Launch Page:

- 1. Enter the employee's name in search field.
- 2. On their Workday profile: complete the following fields:
 - Click the Actions button
 - Under Compensation Tab: Click "Request Compensation Change"

	Airport	Deperations Officer	Employee ID Employee ID Position Title PM01738A Alrport Operations Officer Employee ID Employee ID Employee ID
	Ema	Actions Frequently Used	Worker MI Constant of the section of
	Sumn Overv Comp Benet	View Total Rewards View Payalips View Worker History Maintain Worker Docu View All	View Team Contact Email Work Address Work Address Full time Full time
1 1 2 1 1	Pay Abser Conta Perso Perfo	Benefits > Colendar > Compensation > Job Change > Organization > Payment >	V Job Organization Business Title Manager



•	Nirport O	perations Officer	Employee ID Supervisory Organization	Job Details
	Ema	Actions Frequently Used	Worker	PM017384 Airport Operations Officer Airport Operations Officer
8	Sumn	View Total Rewards	Constant .	48003 - Airport Operations Officer
3	Overv	View Payslips	View Team	
6	Comp	View Worker History Maintain Worker Docu	Request Compensation Change Request One-Time Payment	Regular Individual Contributor
9	Benet	View All	View Compensation	Full time
ð	Pay	Benefits	> View Compensation History	100.00%
1	Abser	Calendar	View Compensation History - All Past and Present Positions View Compensation Basis Details	
3	Conta	Compensation	> View Total Rewards	
3	Perso	Job Change	Business Title Airport Operations Officer	
	Perfo	Payment	> Manager	
		Payroll	> Location	

3. In the Request Compensation Change Tab

- Ensure the effective date is the start of a pay period (check "use next pay period" box)
- Ensure the employee's name is correct
- Click OK

	ENU City of Dall	as Q sanad jos 🛞	Close	Q	E
		Request Compensation Change	×		
	Airport Operations Offic	 the Worker's Career profile under the "Education" tab. Please complete the <u>Education Incentive Change Action Form</u> payment calculator and attach with a copy of the transcript to this transaction in Workday. 	1		
	Actions	For Uniform TCOLE Special Pay, Paramedic Special Pay, EMS Assignment Pay, Firefighter Certification Pay, and Fire Inspector Certification Pay:			
		 Please ensure the employee's Certification level is correctly recorded on the Worker's Career profile under the "Certifications" tab. The employee will not be eligible for these Special Pays until this is entered. 		cer	
	Email Team	For Language Skills Pay:			
		 Please ensure the employee's language proficiency is recorded on the Worker's Career profile under the "Languages" tab. The employee will not be eligible for a provider Skille Box until this is externed. 	- 18		
日日	Summary	 Please complete the Language Skills Assignment Pay form in the <u>HR Forms</u> site and attach the testing results to this 	- 11		
	Overview	transaction in Workday.	- 11		
-	Compensation		- 8		
۲	Benefits	^	- 11		
6	Pay	Effective Date * 10/30/2024	- 8		
đ	Absence	Use Next Pay Period 🗹	- 8		
E	Contact	Employee *	- 11		
8	Personal		-		
	Performance	Сапсеі ОК			
	More (2)	Time in Position .0 year(s), 8 month	s), 26 day(s)		



4. Effective Date & Reason

- Reason: Request Compensation Change > Allowance All Employees
 - Allowance All Employees > New Interim Assignment Pay (IAP)
 - Allowance All Employees > 1st Extension Interim Assignment Pay (IAP)
 - Allowance All Employees > 2nd Extension Interim Assignment Pay (IAP)
 - Allowance All Employees > 3rd Extension Interim Assignment Pay (IAP)
 - Allowance All Employees > Terminate Interim Assignment Pay (IAP)
 Compensation

Effective Date & Reason	
Effective Date * 10/30/2024	\$ ×
Use Next Pay Period Yes Reason *	
Search ≔	
← Request Compensation Change > Allowance - All Employees	
Allowance - All Employees > Modify DEV Approved Certification Pay Allowance - All Employees > New Cell Phone Allowance	
Allowance - All Employees > New Interim Assignment Pay (IAP)	
Allowance - All Employees > Sanitarian Certification Increase	
Allowance - All Employees > Terminate Cell Phone Allowance Allowance - All Employees > Terminate Interim Assignment Pay (IAP)	1



Review these sections for accuracy

9. Under Allowances/Compensation Plan

8. Hourly section. DO NOT EDIT.

- Select IAP Interim Assignment Pay
- Regular positions only allow for a 5% increase or Bring to Minimum



	Allowance	
	Compensation Plan × IAP - Interim Assignment Image: I	\$
	Percent 5	
	Frequency Annual	
	Amount 3,000.00	
	Currency USD	
	Additional Details Expected End Date MM/DD/YYYY	
Submit Save for Later	Actual End Date	

10. Confirm the effective and end dates of the IAP

- New IAPs must start at the beginning of a pay period
- Minimum of 6 months in employee's current position to qualify for IAP
- Ending date cannot exceed 6 months after the effective date

 Additional Details 						
Expected End Date						
MM/DD/YYYY						
Actual End Date						
MM/DD/YYYY						

- **11.** In the comment box
 - Provide justification on why the employee will be on the IAP
 - Provide the PM number AND open Job Requisition number in Workday
 - Please note that an open (and unfilled if this is a new IAP) is required



b		
achments		
	Drop files here	
	or	
	Select files	

12. Select Submit. The Request Compensation page closes. A summary screen displays.



- 13. Up Next: Indicates the next step in the request process and who owns the step.
- 14. To review compensation change requested, select Details and Processes: Click on the to view the details associated with the request (Details tab), or to view all steps in the workflow (Process tab).
- 15. Select Done.



HR Compensation Workflow

(Completed by HR Compensation

Steps

From the Workday Inbox page,

1. IAP request will come in through the Workday inbox

IAPs 13 items Q Search: IAPs ↓ M Advanced Search ↓ Compensation Change: 21 hours ago ↓ - PM021449 Police Report ↓ ↓ Representative Effective: 07/11/2024 ↓

2. Open the request and begin reviewing all information is accurate.





Allowance	
Assignment Details	×
• 5% Annual added	
Plan Name	
IAP - Interim Assignment Pay added	
Effective Date	
• 07/11/2024 added	
Actual End Date	
• 08/20/2024 added	

3. In a separate tab, pulling up the employee's Workday profiles and verify their name, employee #, etc. in a separate tab.

Police Report Representative I	<u>ه</u> ۳	Employee ID	<u>a=</u>	Position Title PM021449 Police Report Representative I
Actions R	4	Supervisory Organization 911 / Dispatch 1 Supervisor 03		Manager
Email Team				

4. In the Workday search bar, look up the Interim PM number to ensure that it is unfilled and is the same as listed in the business process request. The Job Requisition tied to the Interim PM number should be open (and unfilled if it is a new IAP). If there is no requisition or it is not open, send the request back to the initiator in Workday for corrections.





- 5. Verify the employee's current position information and interim information for the following: Position Title, Org, Class Code, and Grade.
 - A. Employee Title (Found on Workday Profile)



B. Interim Title (Search PM number in Workday)

Position PM019197 Police Report Representative, Senior

C. Employee Org (Employee Workday Profile>Supervisory Org>Org Assignments)

Cost Center	1010 Mayor/Council Central AC	1932 Communications
	1056 Court Management Service	
	1110 City Manager	
	1119 CDBG Support	
	1121 Adminstration	
	More (104)	

D. Interim Org (Search PM number>Click PM under staffing position)





E. Employee Class Code (Search Employee's current Job Code in Workday. Make sure Job Code matches Title)

Staffing

40035 - Police Report Representative I Job Profile

F. Interim Class Code (Search Interim Job Code in Workday. Make sure Job Code matches Interim Title)

Staffing

40032 - Police Report Representative, Senior Job Profile

G. Employee Grade (Search Employee's current Job Code in Workday>Click Job Code>Click Compensation tab under Overview)

40035 - Police Report Representative I

Overview	Qualification	ons Pay		
Overview	Characteristics	Compensation	Unions Bu	siness Process History
Compensatio	on Grade 3	Compensat	ion Grade Profi	le Grade 3 Hourly Plan

H. Interim Grade (Search Employee's Interim Job Code in Workday>Click Job Code>Click Compensation tab under Overview)

40032 - Police Report Representative, Senior

Overview	Qualificatio	ons Pay			
Overview	Characteristics	Compensation	Unions	Busine	ess Process History
Compensatio	n Grade 6	Compensati	on Grade F	Profile	Grade 6 Hourly Plan



6. In the IAP Business process request confirm the reason

- Reason: Request Compensation Change > Allowance All Employees
 - Allowance All Employees > New Interim Assignment Pay (IAP)
 - Allowance All Employees > 1st Extension Interim Assignment Pay (IAP)
 - Allowance All Employees > 2nd Extension Interim Assignment Pay (IAP)
 - Allowance All Employees > 3rd Extension Interim Assignment Pay (IAP)
 - Allowance All Employees > Terminate Interim Assignment Pay (IAP)

Reason

Request Compensation Change > Allowance - All Employees > 1st Extension - Interim Assignment Pay (IAP)



11. Confirm the effective and end dates of the IAP.

- New IAPs must start at the beginning of a pay period
- Minimum 6 months in their position to qualify for IAP Check employee history
- Ending date cannot exceed 6 months after the effective date
 - If the end date is blank, insert a date that is 6 months from the effective date

12. Confirm the Allowance increase

- Regular positions allow a 5% increase
- Executive positions allow a 10% increase (unless higher % is approved by the City Manager)



Compensation: Interim Assignment Pay (IAP)

13. Review comment box and ensure that justification has been provide by the department.



14. Review compensation change requested to ensure accuracy. If not additional changes need to be made, approve the request.

