

# Compensation: Request Compensation Change

Allowances, stipends, temporary and salary enhancement pay would be added to an employee's salary using the Request Compensation Change business process. Listed below are a few of the most commonly used compensation changes; the full list is available in the drop-down menu of the business process:

## BUSINESS PROCESS STEPS AND ROLES

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.

When to Use Request Compensation Change	
Managers use this process to initiate any of the following changes (refer to appendix):	
<ul style="list-style-type: none"> <li>• Car Allowance</li> <li>• Cell Phone Allowance</li> <li>• IAP - Interim Assignment Pay</li> <li>• Vehicle Allowance</li> </ul>	<ul style="list-style-type: none"> <li>• SP - Special Pays (various)               <ul style="list-style-type: none"> <li>○ Certifications</li> <li>○ Assignments</li> <li>○ Language Skills</li> </ul> </li> </ul>



**Note:** Information Needed:

- Employee Name
- Effective Date
- Amount Requesting
- Backup Documentation, if required
- Please read the help text on the top of the page when initiating the process

## Steps

1. Enter **Request Compensation Change** in search bar.
2. To initiate the request, complete the following fields:
  - **Effective Date:** Date when the change to compensation will be effective. (Best practice is to use the beginning of a pay period)
  - **Use Next Pay Period:** Checkbox indicating if new compensation package should be used by payroll in the next pay period
  - **Employee:** The employee compensation change will be applied to

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If this transaction is related to Language Skills Pay...

- Before granting 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 Language Skills Pay until this is entered.
- Please complete the [Language Skills Assignment Pay](#) form in the [HR Forms](#) site and attach to this transaction in Workday.

If this transaction is related to Interim Assignment Pay...

- Please complete the [Interim Assignment Pay](#) form in the [HR Forms](#) site and attach to this transaction in Workday.



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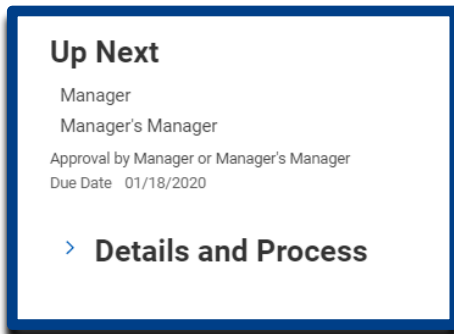
Effective Date \* 02 / 12 / 2020


Use Next Pay Period

Employee \* X Storm Xmen ...

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3. Select  .
4. Complete the **Compensation** form applicable sections
  - **Effective Date & Reason** section
  - **Employee Visibility Date** section
  - **Guidelines** section
  - **Salary** section
  - **Hourly** section
  - **Allowance** section
  - **Commission** section
5. Select  . The Request Compensation Change page closes. A summary screen displays.



6. **Up Next:** Indicates the next step in the request process and who owns the step.
7. 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 of the steps in the workflow (**Process** tab).
8. Select  .

Workday Help Text

Condition	Additional Information
<p><b>Uniform Education Pay</b></p>	<p>If the employee already has a Bachelor's Degree, please ensure the employee's current degree level is recorded on the Worker's Career profile under the "Education" tab.</p> <p>Please enter the credit hours in UNITS that should actually be paid out AFTER the subtraction of 45 or 60 hours achieved (depending on degree level).</p> <p>Maximum amount that a worker without a Bachelor's degree is eligible for is 60 units (\$240) per month.</p> <p>Maximum amount that a worker with a Bachelor's degree is eligible for is 75 units (\$300) per month.</p> <p>Please complete the Education Incentive Change Action Form to assist in the calculation and provide required documentation for this Allowance Plan.</p> <p>All requirements are part of the Meet and Confer Agreement.</p>
<p><b>Language Pay</b></p>	<p>Please reference AD 3-37 for additional instructions.</p> <p>Before granting 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 Language Skills Pay until this is entered.</p> <p>Please complete the Language Skills Assignment Pay form in the HR Forms site and attach to this transaction in Workday.</p> <p>Employees are required to test and pass the language skills test to be eligible for the language pay.</p>
<p><b>Interim Assignment Pay</b></p>	<p>Please reference AD 3-22 for any additional instructions.</p> <ul style="list-style-type: none"> <li>o Please complete the Interim Assignment Pay form on the in the HR Forms site and attach to this transaction in Workday.</li> <li>o Please make sure the employee has completed their six month probationary period as a new hire or newly promoted employee and completed 30 days in the interim position before completing this process.</li> <li>o The employee will not be eligible for Interim Assignment until the requirements are met.</li> <li>o New Interim Assignments require an active requisition.</li> <li>o Please make sure you have and active approved requisition open in Workday.</li> <li>o 3rd extension Interim Assignments require a memo signed by the director attached.</li> </ul>
<p><b>Equity Adjustment Pay</b></p>	<ul style="list-style-type: none"> <li>o A memo signed by the director must be attached to this transaction in Workday.</li> </ul>

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<b>Sanitarian Certification Pay</b>	o Please attach a copy of the Sanitarian Certification to this transaction in Workday.
<b>Master Electrician Pay</b>	o Must be in the Master Electrician job profile to be considered for this pay. o Please attach a copy of the Master Electrician Certification to this transaction in Workday.
<b>Car Allowance</b>	Please reference AD3-20 for additional instructions. All employees are eligible for this pay if it is applicable to the job.
<b>Vehicle Allowance</b>	This allowance plan is only available for the City Manager, OCA, and Judges.
<b>Dallas Animal Service</b>	Must be in the Dallas Animal Services Department to receive this allowance plan
<b>Detox</b>	o Detention Officers and City Marshals in Court and Detention Services are eligible for this pay.
<b>Council Approval (Resolution)</b>	Please attach a copy of the council resolution to this transaction in Workday.
<b>Merit Increases</b>	o All employees are eligible for this pay.
<b>Fire Allowance Plans</b>	Please reference AD3-45 for additional instructions. Please refer to the Meet and Confer Agreement for all allowance plan requirements.
<b>Police Uniform Allowance Plans</b>	Please reference AD3-45 for additional instructions. Please refer to the Meet and Confer Agreement for all allowance plan requirements.
<b>Cell Phone Allowance Plan</b>	Please reference AD4-8 for additional instructions o All employees are eligible for this pay if it is applicable to the job.