

Change Compensation for an Employee or Position

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PURPOSE

This guide is for an HR Partner to change an employee’s compensation rate or compensation plan.

LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
 - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
 - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

EDIT COMPENSATION

1. Search for and click the record for the employee, using her/his name or her/his Employee ID.
2. Click **Actions** beneath the employee’s name, then hover over **Compensation** and click **Request Compensation Change**.



NOTE: To change the compensation on a position, search for and click the position number. From the related actions menu, go to Compensation > Request Default Compensation Change. Enter the Effective Date, then click OK to continue (see step 5 and beyond on the following pages).

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- The Effective Date defaults to the first day of the next pay period. **Change the date if you want this change to be effective OTHER THAN on the next pay period.**

NOTE: If you type a new Effective Date, the “Use Next Pay Period” box becomes unchecked (see screenshot).

The screenshot shows a form with three main fields. The first field is labeled 'Effective Date' with a red asterisk and contains the date '10/12/2020' next to a calendar icon. The second field is labeled 'Use Next Pay Period' and contains an unchecked checkbox. The third field is labeled 'Employee' with a red asterisk and contains a search icon and a list icon. The 'Use Next Pay Period' checkbox is highlighted with a red border.

- Click OK.
- Select the Reason (*required field) for the compensation change from one of the following options:

a. Base Salary Change > PERMANENT >

- | | |
|-----------------------------------|-----------------------------------|
| i. Annual Adjustment | xii. Increase in Hours Worked |
| ii. Brought to a Minimum | xiii. Ingrade Adjustment |
| iii. Comp Grade Change | xiv. Job Reclassification |
| iv. Correction | xv. July 1 Increase |
| v. Decrease in Hours Worked | xvi. Merit |
| vi. Demotion | xvii. NAPE Adjustment 2018 |
| vii. Disciplinary Reduction | xviii. NAPE Longevity Increase |
| viii. Downward Adjustment | xix. NAPE Special Adjustment 2016 |
| ix. End of Probation - Rules only | xx. Partial Pay During LOA |
| x. FOP Special Adjustment 2020 | xxi. Promotion |
| xi. Grievance Settlement | |

b. Base Salary Change > TEMPORARY >

- | | |
|--------------------------------------|---|
| xxii. Disciplinary Reduction - START | xxvi. Working out of class - START |
| xxiii. Disciplinary Reduction - STOP | xxvii. Working out of class - STOP |
| xxiv. Ingrade Adjustment - START | xxviii. Working out of class / Public Health COVID-19 - START |
| xxv. Ingrade Adjustment - STOP | |

CHANGE COMPENSATION GUIDELINES

The compensation guidelines (pay range) are based on the employee’s job profile or job code. To change the guidelines:

- EITHER click the pencil icon in the Guidelines section OR just click in the slightly darker grey area ... either one will open the section for editing.

NOTE: The Compensation Package should default to All State Employees Compensation Package, based on the hiring restrictions entered on the position. If it does not, then select that first.

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2. Select one of the following in the Grade field:
 - a. The salary grade (if you use salary grades for this Job Profile).
 - b. The Grade Profile.

CHANGE COMPENSATION

1. Find the Salary section on the Compensation page. Changes to pay rates will be made here.

NOTE: For our use, all compensation information is entered into the Salary section. DO NOT USE any of the other sections to enter compensation information (Hourly, Period Salary, Unit Salary, etc.).

NOTE: Please do not make changes to the Effective Date & Reason or Total Base Pay on this page.

2. EITHER click the pencil icon in the Salary section OR just click in the slightly darker grey area ... either one will open the section for editing.

NOTE: If you need to change plan assignment from either a salary plan to an hourly plan or vice versa, see that section below.

3. To change the salary, enter the new amount in one of the following fields:

- a. Amount field (1a in the screenshot), e.g., 17.102 (hourly) or 35572.16 (annual).
- b. The Amount Change field (1b in the screenshot), e.g., 1.00 or 1.50 (dollar amount).
- c. The Percent Change field (1c in the screenshot), e.g., 5 (percent).
 - i. IF you enter a percent amount, you may have to edit the Amount field to take it back down to three digits. Please use “regular” rounding rules.

The screenshot shows a compensation form with the following fields and labels:

- Total Base Pay:** 15.51 - 22.41 USD Hourly
- Amount:** 17.102 (labeled 1a)
- Amount Change:** 0.00 (labeled 1b)
- Percent Change:** 0 (labeled 1c)
- Currency:** X USD
- Frequency:** X Hourly (labeled 2)
- Additional Details:** (button)

4. Select the correct Frequency (2 in the screenshot).

NOTES

- The Currency field defaults to USD (U.S. Dollar).
- Check to make sure the frequency matches the compensation plan (e.g., hourly employee will need to have hourly in the frequency field; salary plan can have either hourly or annual in the frequency field, but the dollar amount above needs to be correct for the frequency chosen).
- Use the following number of digits after the decimal point, depending on hourly or salary rates:
 - Hourly Rates – ALWAYS three digits after the decimal point, as found in the current classification & pay plan.
 - Annual Amounts – Two digits after the decimal point.
- All employees must have a compensation plan in order to receive a paycheck.

5. Click Submit.

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To CHANGE FROM A SALARY PLAN TO AN HOURLY PLAN OR VICE VERSA

To change the employee (or position) from a salary plan to an hourly plan, or vice versa, complete the following:

1. Click the Remove icon (the 'X') in the Salary/Hourly section.

NOTE: If the system does not let you remove the incorrect plan assignment, wait a second and try it again. If it still does not let you remove it, go on to #2, and then come back to remove the incorrect plan assignment.



2. Click Add to insert a new plan (notice the red "x's" on the previous plan assignment information).
3. Click the search prompt box for Compensation Plan and navigate to All Compensation Plans.
4. Select the correct plan (Hourly Plan or Salary Plan), based on the Pay Rate Type for the position.

NOTE: Since you are changing from a salary plan to an hourly plan, or vice versa, you will only see the other option, e.g., if you are changing from hourly, you will only see salary, and vice versa.

5. Be sure the correct salary information is entered (see steps 2, 3, and 4 in the Change Compensation section).
6. Click Submit.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234