



1. In the **My Team** page, you will see a list of employees who report to you. Find the person you wish to change and click the **More** arrow next to their name.

2. Choose **Compensation** from the actions menu and then the **Change Salary** option.

The screenshot shows two overlapping menu panels. The left panel, titled 'Actions', contains a list of options: 'Time Management', 'Job and Personal Information', 'Compensation', 'Development', 'Performance Management', and 'Forms'. The right panel, titled 'Compensation', contains a list of options: 'View Compensation History', 'Request Ad Hoc Salary Change', and 'Submit Request'. The 'Compensation' option in the left panel is highlighted with a blue bar, and the 'Request Ad Hoc Salary Change' option in the right panel is highlighted with a blue bar.

Actions	Compensation
Time Management	View Compensation History
Job and Personal Information	Request Ad Hoc Salary Change
Compensation	Submit Request
Development	
Performance Management	
Forms	



3. Employee information – redacted here for privacy



2. Steps to complete transaction – current step is indicated with a green circle.

10. Navigate to next step

Next >

Request Supplemental Pay

Submission Date 03/21/2022

New Information

Effective Date

End Date

Supplemental Pay Type

Supplemental Pay Code

Amount

Combination Code

Changes Made
Required Field

4. Effective date – if one-time payment, should coincide with when the work was performed; if defined-term payment, must be the first day of a pay period

5. End date - if one-time payment, should coincide with when the work was performed; if defined-term payment, must be the first day of a pay period

6. Supplemental Pay Type – choose one-time payment or defined-term payment

7. Supplemental Pay Code – choose reason for supplemental pay

8. Amount – enter amount of payment (full amount if one-time payment; amount if salaried employee and defined-term payment; hourly amount if hourly employee and defined-term payment)

9. Combination Code – alternative combo code to be used for funding, if applicable (if funding follows position, leave blank)

Related Information

Add Analytics

Decision Support

Helpful Information

Request Supplemental Pay

Submission Date 03/21/2022

Request Summary

New Information

Effective Date 04/01/2022

End Date 04/30/2022

Supplemental Pay Type ● One-Time PaymentSupplemental Pay Code ● Employee AwardAmount ● 50,000

Combination Code

Comments



Attachments

No documents have been attached.

[Add Attachment](#)

Related Information

[Add Analytics](#)

Decision Support

Helpful Information >

11. Review the transaction one more time for accuracy and add any appropriate comments and attachments.