



Human Resources Job Aid

**MANAGING
COMPENSATION**

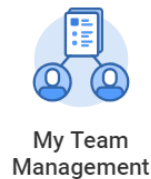
**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Managing Compensation

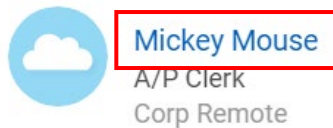
You can view compensation details and request base salary changes or one-time bonuses/payments for your direct reports.

VIEWING AN ASSOCIATE'S COMPENSATION

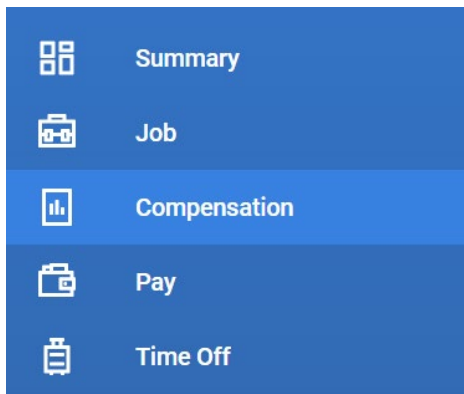
1. Click the **My Team Management** icon on the home page.




2. In the **My Team** section, click the associate's name to view his/her profile.

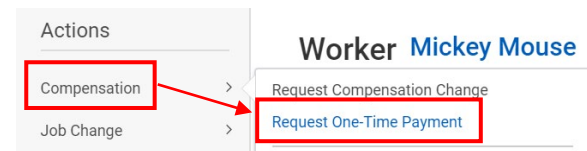


3. Click the **Compensation** tab on the left side of the page.

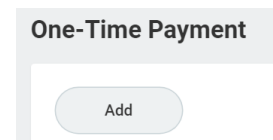


REQUESTING A ONE-TIME PAYMENT

1. Go to the associate's profile (steps 1 and 2 on the left).
2. Click the **Actions** button. 
3. Click **Compensation > Request One-Time Payment**



4. Enter the **Effective Date** and click **OK**.
5. The One-Time Payment Summary details will display. Click the **Add** button in the One-Time Payment section.



6. Select the appropriate plan and fill in the payment amount.
7. Click **Submit**, then **Done**.

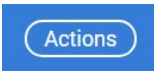
NOTE: The one-time payment must receive all approvals by the Monday before your designated Friday's payroll. The *Effective Date* entered should be a date within the pay period and will pay on the following pay issue date (for example, enter an effective date between Sunday, June 23 and Saturday, July 6 for the payment to be paid on the Friday, July 12 paycheck). *Scheduled Payment Date* will default to the *Effective Date* entered. Do not alter the *Scheduled Payment Date*, as it may cause an error in the desired date for payment.

Managing Compensation

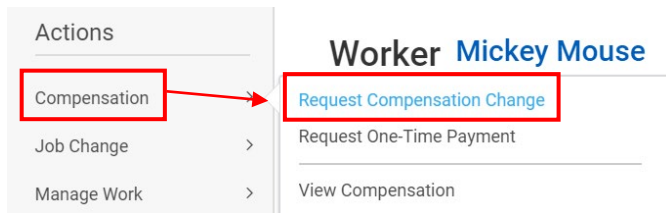
REQUESTING A BASE SALARY CHANGE


You can request a base salary change for a direct report after a performance review or market adjustment.

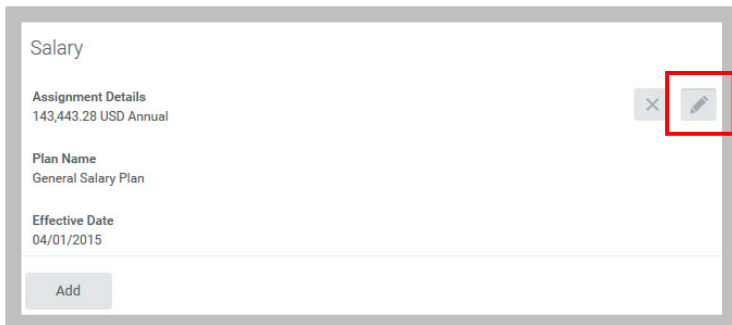
1. Go to the associate's profile.
2. Click the **Actions** button.



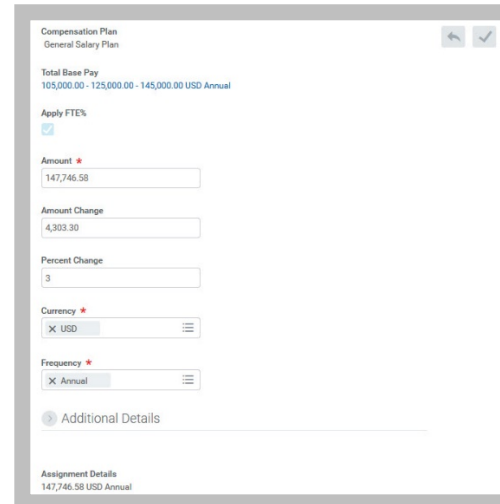
3. Click **Compensation > Request Compensation Change**



4. Enter the **Effective Date**.
5. Select a reason for the adjustment.
6. Click **OK**.
7. Scroll down to the **Salary** section and click the **Edit** icon .



8. Enter a new **Amount**, **Amount Change** or **Percent Change**. Updating one field will auto-populate the other fields.

A screenshot of the "Compensation Plan" form for a "General Salary Plan". It shows fields for "Total Base Pay" (105,000.00 - 125,000.00 - 145,000.00 USD Annual), "Apply FTE%", "Amount" (147,746.58), "Amount Change" (4,303.30), "Percent Change" (3), "Currency" (USD), and "Frequency" (Annual). There is an "Additional Details" section and "Assignment Details" at the bottom showing 147,746.58 USD Annual.

NOTE: Job Grade and Guidelines are not editable. They are tied to the Job Profile and Sysco's current standards.

9. Add supporting comments.
10. Click **Submit**, then **Done**.

NOTE: Additional approvals are required. You can click on **Details and Process** and/or search your Inbox Archive to see the approval status.

Approval by Manager's Manager
Due Date 06/13/2018

[> Details and Process](#)