

Workday: Compensation Planning

Document Information

Department: Office of Human Resources | HR Training Template No.:

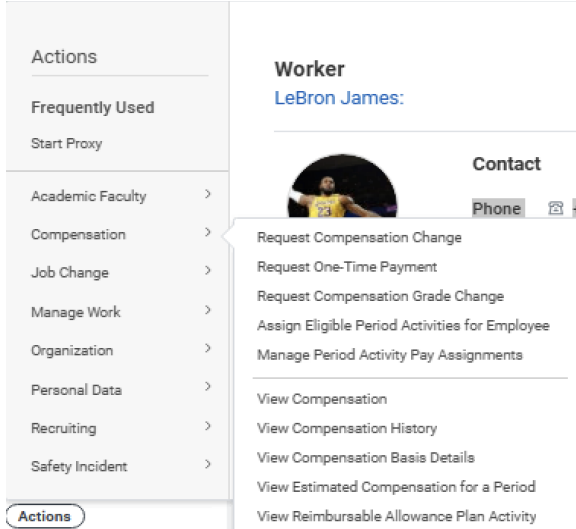
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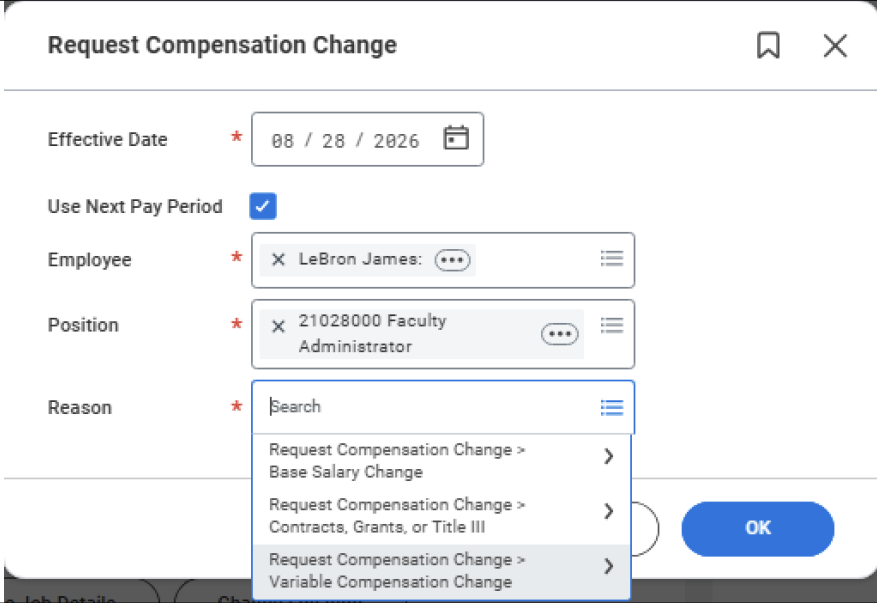
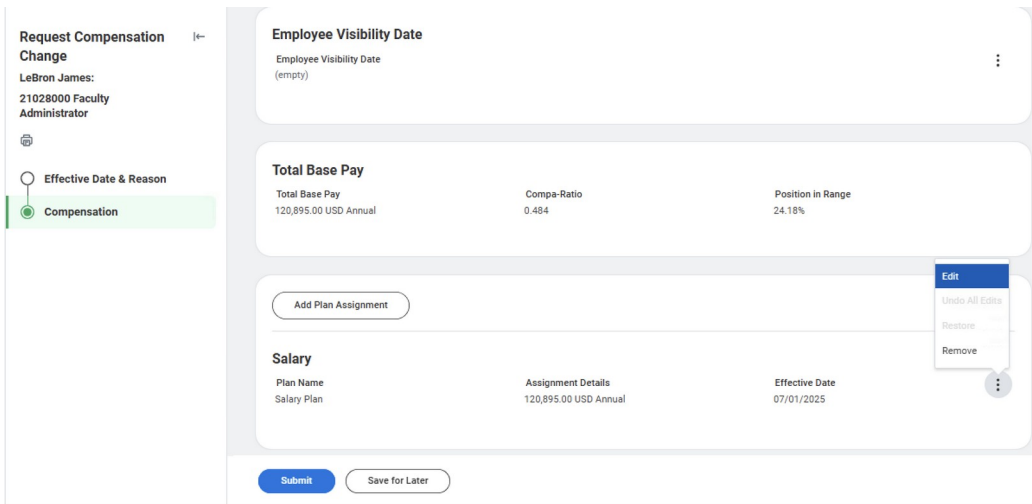
Subject: Compensation Planning

Purpose: Guides managers through the compensation planning process in Workday.

Related References:

Request Compensation Change

Step	Actions
1.	Navigate to the search bar and search for the Worker whose compensation you want to adjust.
2.	From their Worker Profile, select Actions > Compensation > Request Compensation Change. 
3.	The Effective Date and Employee name will auto-populate based on the first date of the next pay period and your selected Worker. - Enter the Position for the selected Worker that this change will be applicable for. - Select the applicable Reason for the compensation change request. - Select OK.

Step	Actions
	
4.	Update the applicable compensation information. For salaried employees, scroll to the Salary section and select the three dots icon > Edit to update. For hourly employees, scroll to the Hourly section and select the three dots icon > Edit to update. 
5.	You can update the hourly rate or salary in one of the following ways: Amount – Update the flat amount. Amount Change – Update the dollar amount increase you want the new salary to reflect. Percent Change – Enter the percent increase you want the new salary to reflect. - Select Save to save the changes made.

Step	Actions
	Salary Plan Name Salary Plan Amount * 120,895.00 Amount Change 0.00 Percent Change 0 Currency * X USD *** Frequency * X Annual > Additional Details Assignment Details 120,895.00 USD Annual Save Cancel
6.	Once all changes are updated, select Submit .
7.	The request will route to the Compensation Partner for Budget approvals.

Compensation Review Process

Step	Actions
1.	During the compensation review period, you as a manager will receive the task to review compensation for not only your direct reports, but other subordinates (if applicable).
2.	You will receive the Merit task for your organization in My Tasks . You can propose changes using <i>Propose Compensation for My Organization</i> or <i>View All Employees</i> to see the breakdown for each.
3.	Select Submit .

Please reach out to workday@famu.edu for additional information.