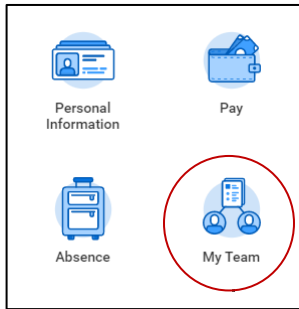
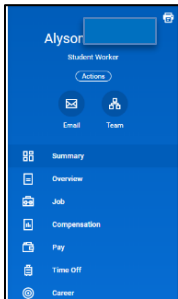


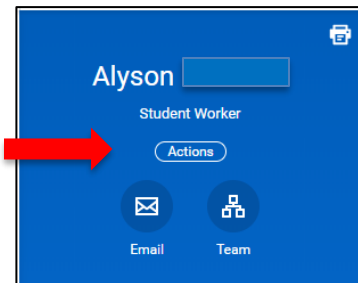
1. Login to **Workday**
2. Select the **My Team** icon



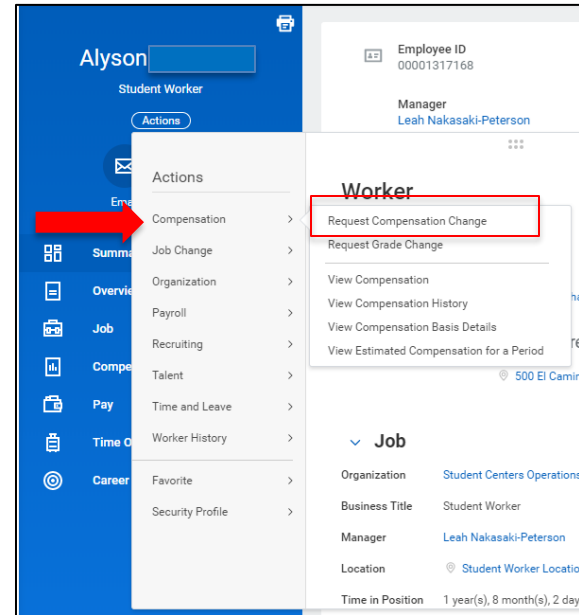
3. Go to student employee's profile



4. Click on Actions (under student's name)




5. Scroll to **Compensation** and click on 'Request Compensation Change'




6. Enter **Effective Date** (Note: Use beginning of pay period either 1st or 16th)

A screenshot of the 'Request Compensation Change' form. The form has a blue header with the title 'Request Compensation Change'. Below the header, there are three fields: 'Effective Date' with a date picker set to '01 / 01 / 2020', 'Use Next Pay Period' with a checked checkbox, and 'Employee' with a dropdown menu showing 'Alyson Hartman'.

7. Click on the pencil icon  to enter **Reason**.
- Reason -> Request Compensation Change > Adjustment > Adjustment


Compensation

Effective Date & Reason

Effective Date
01/01/2020 

Use Next Pay Period
Yes

Reason
Request Compensation Change > Adjustment > Adjustment

- Scroll down to Hourly or Salary Section:
 - Click on icon  to change hourly rate.

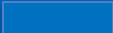
Hourly

Assignment Details  
15.00 USD Hourly

Plan Name
SCU Hourly Plan

Effective Date
11/01/2018

8. Click on **SUBMIT** to continue
- Up Next: Student Employment for Approval

You have submitted
Compensation Change: Alyson  PCN2377 Student Worker [Actions](#)

Up Next

SCU HCM Student Operations
Approval by SCU HCM Student Operations
Due Date 12/20/2019

[> Details and Process](#)