Request Compensation Change for Communication Allowances

Initiate Request Compensation Change

1. Type the name of the Employee to request a compensation change in the Search bar and press Enter

2. From the Employee’s Related Actions, hover over Compensation and click Request Compensation Change

3. In the Compensation page, complete the following fields:
   - Effective Date = 9/1/XX
   - Use Next Pay Period = uncheck
   - Reason = Request Compensation Change > Allowance Adjustment
   - Employee Name = Employee Name
   - Position (if applicable)

Notes:
If an Employee holds multiple positions, select the Position for compensation change

4. Click OK. The Request Compensation Change page displays

5. Scroll down to the Allowance section and click Add

6. Complete the following fields:
   - Compensation Plan = Cell Phone Service Allowance
   - Amount = $30/$60/$90
   - Currency = USD
• Frequency = Monthly

7. Click **Submit**.

**Up Next**

The business process will route for approval

The initiator will receive a To Do to Assign Costing Allocation. However, **Assign Costing Allocation** is an optional step in this business process

**Assign Costing Allocation**

1. Navigate to your **Inbox**
2. Click the “Assign Costing Allocation: Compensation Change” To Do

3. From the Inbox task, click **Assign Costing Allocation**

4. From the **Assign Costing Allocation** page, choose the correct **Worker** and confirm the correct **Position** populates. Select the **Earning of Cell Phone Service Allowance**

**Note:** Since employees may hold more than one position, it is important to always confirm the position selected. The **Position Restrictions Costing** section should not be modified

5. Click **OK**

6. Enter the duration of the costing allocation. Complete the following fields:

   - **Start Date** This signifies the first date that the cell phone service allowance will be charged to the designated account
   - **End Date (Optional)** This signifies the last date that the cell phone service allowance will be charged to the designated account

7. Update the account number in the **Worktags** field (e.g., Business Computing Services) as needed
Note: Projects are searchable from this field, but should not be selected

8. Update percentages as needed. The Distribution Percentage will default as 100. To distribute percentages across multiple cost centers, click the Add Row icon and enter distribution percentage for each cost center.

9. Click Submit

Note: A change to either the Effective Date, Percentage or TAMUS Cost Center must be made in order for the business process to route

For more in depth information on Assign Costing Allocation, see the Assign Costing Allocation job aid on Workday Help

This completes the Request Compensation Change process.