



TIPS

Use this process to increase an hourly student worker's pay rate.

RELATED TASK(S)

- Onboard Student Worker

Assign/Change Hourly Rate

- ▶ Login to Workday.
- ▶ Assign/Change Hourly Rate.
 - In the search bar, type in the employee's name
 - Click on **Actions > Compensation > Request Compensation Change**
 - Click on the Edit icon to update the effective date and reason
 - Under the section labeled "Hourly," input the new hourly rate*
 - Add any necessary comments or attachments
- ▶ Click **<Submit>** to complete your compensation change request.

UP NEXT: HR and the Budget Office will approve the compensation change.

***Note:** Please update only the hourly rate section - NOT the salary rate.