

## Change compensation— for Temporary Workers and Student Workers



Who

This process is to change compensation for temporary and student workers.



Before you start

**Remember:** if you are not going to extend worker, send an email to [workday@montclair.edu](mailto:workday@montclair.edu) with Name, CWID, position number and from which supervisory org the worker needs to be removed



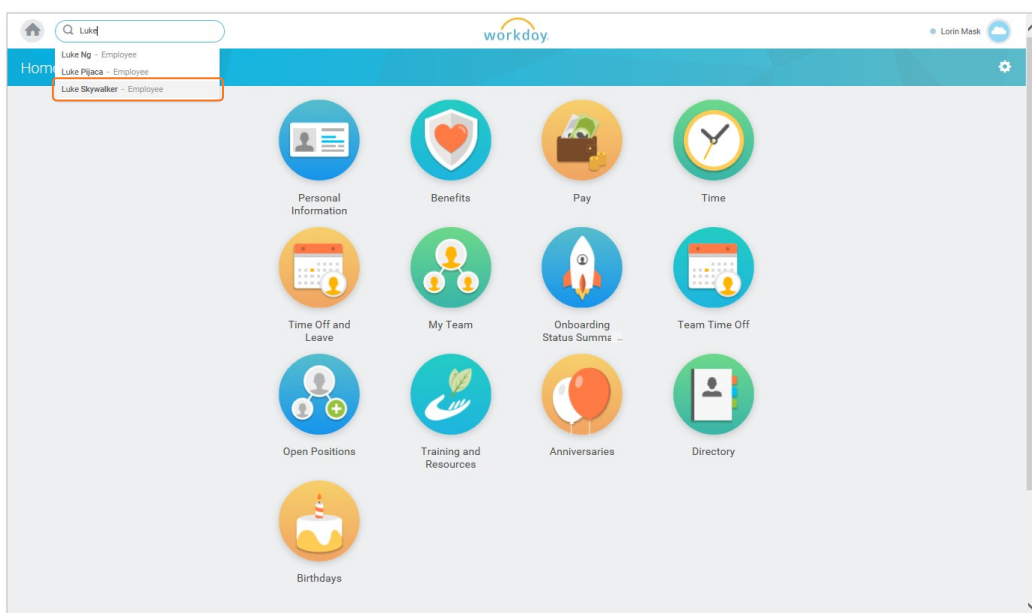
Other “Actions” available

- **Update business title only** for better time entry purposes, follow the how to guide: “Change business title for temporary and student worker”
- **Update business title, extend end date and change compensation:** To change business title and/or compensation at the same time as extend end date, follow the how to guide: “Change job: Update business title, extend end date and change compensation”



STEP 1

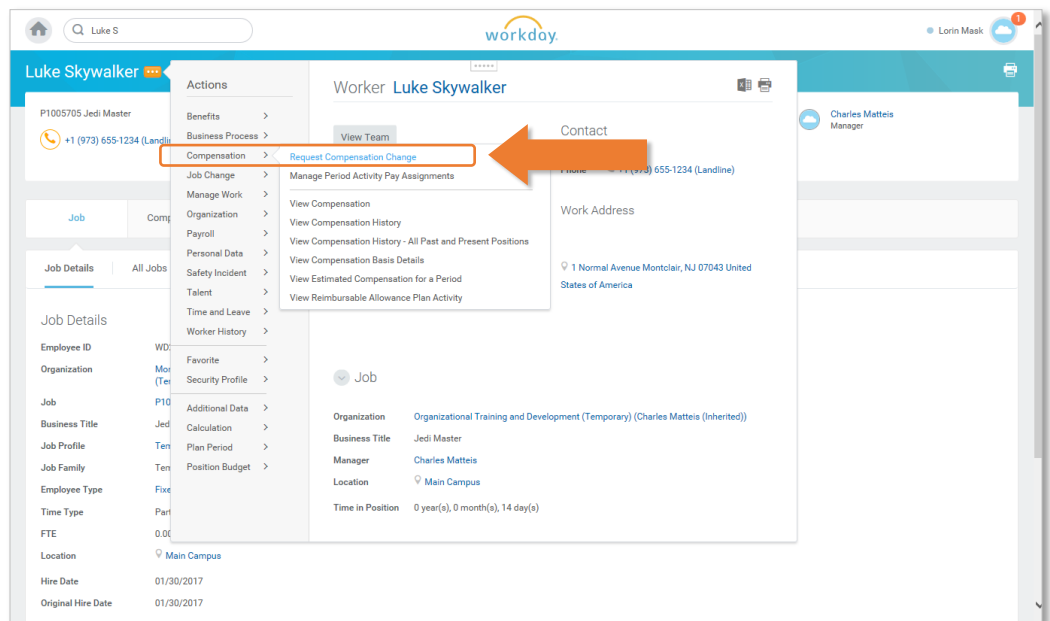
- From the home page, **Enter** the worker's name in search
- **Click** on name when it appears





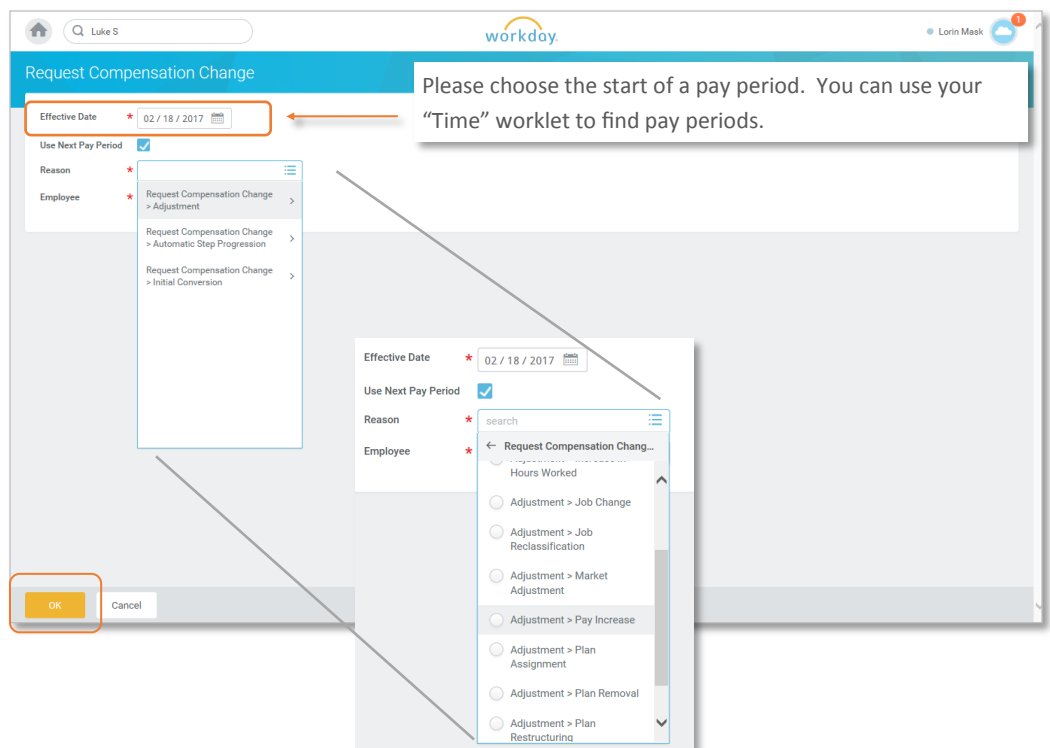
## STEP 2

- Click on the Twinkie next to the workers name
- Hover over "Compensation"
- Click on "Request Compensation Change"



## STEP 3

- Use the calendar icon to **select** or **type** the date the compensation change is to begin in the "Effective date" prompt
- Click the "reason" prompt box, select "Request Compensation Change>Adjustment"
- Or Type "pay increase," click enter on keyboard
- Click "OK"





## STEP 4

- **Scroll** down to the “Hourly” section
- **Click** in the white “Hourly” box or the edit pencil
- **Type** in new rate



## STEP 5

- **Scroll** down to type any comments
- **Click** “Submit”

Process complete pending approval