# SYSCO
At the heart of food and service

# workday®

## Manager Job Aid

# MANAGING COMPENSATION

**NOTE:  WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Revised July 2019

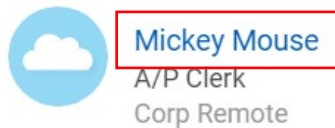# Managing Compensation

## VIEWING AN ASSOCIATE'S COMPENSATION
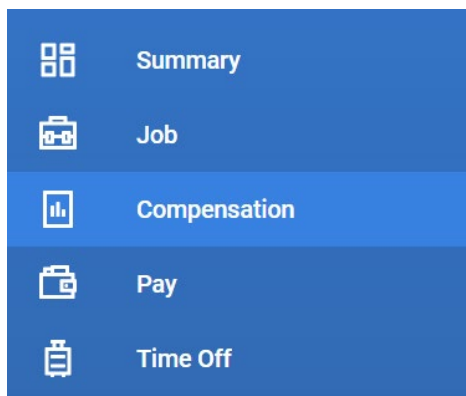
1. Click the **My Team Management** icon on the home page.



My Team
Management

2. In the **My Team** section, click the associate's name to view his/her profile.



Mickey Mouse
A/P Clerk
Corp Remote

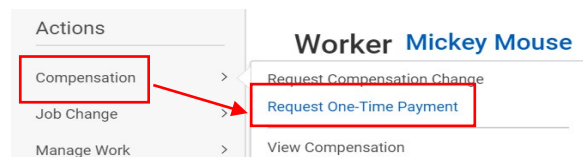3. Click the **Compensation** tab on the left side of the page.
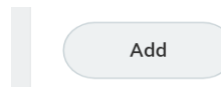


## REQUESTING A ONE-TIME PAYMENT

1. Go to the associate's profile (steps 1 and 2 on the left).

2. Click the **Actions** button.



3. Click **Compensation** > **Request One-Time Payment**



4. Enter the **Effective Date** and click **OK**.

5. The One-Time Payment Summary details will display. Click the **Add** button in the One-Time Payment section.



6. Select the appropriate plan and fill in the payment amount.
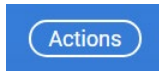
7. Click **Submit**, then **Done**.

> **NOTE:** The one-time payment must receive all approvals by the Monday before your designated Friday's payroll. The *Effective Date* entered should be a date within the pay period and will pay on the following pay issue date (for example, enter an effective date between Sunday, June 23 and Saturday, July 6 for the payment to be paid on the Friday, July 12 paycheck). *Scheduled Payment Date* will default to the *Effective Date* entered. Do not alter the *Scheduled Payment Date*, as it may cause an error in the desired date for payment.
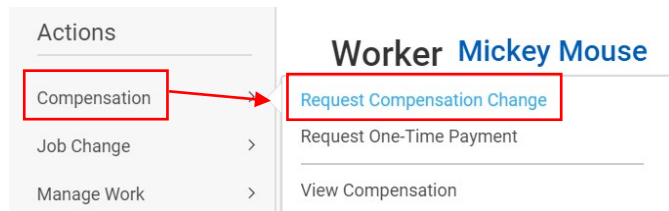
# Managing Compensation

## REQUESTING A BASE SALARY CHANGE

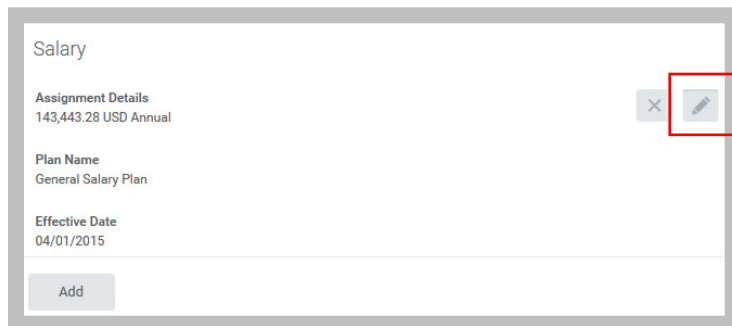You can request a base salary change for a direct report after a performance review or market adjustment.

1. Go to the associate's profile.
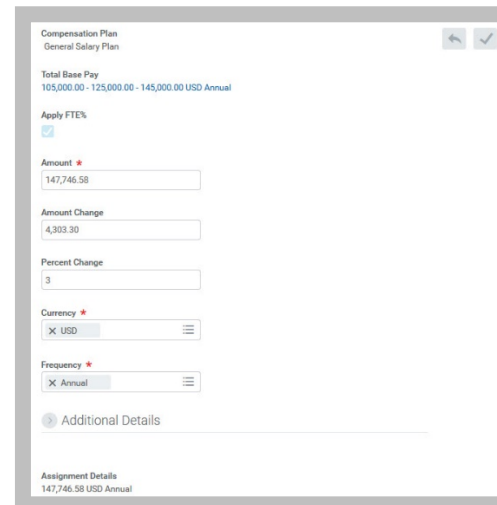
2. Click the **Actions** button.

   Actions

3. Click **Compensation** > **Request Compensation Change**

   Actions

   | Compensation | → | Request Compensation Change |
   |---|---|---|
   | Job Change | > | Request One-Time Payment |
   | Manage Work | > | View Compensation |

   Worker  Mickey Mouse

4. Enter the **Effective Date**.

5. Select a reason for the adjustment.

6. Click **OK**.

7. Scroll down to the **Salary** section and click the **Edit** icon ✏.

   Salary

   Assignment Details
   143,443.28 USD Annual

   Plan Name
   General Salary Plan

   Effective Date
   04/01/2015

   Add

8. Enter a new **Amount**, **Amount Change** or **Percent Change**. Updating one field will auto-populate the other fields.

   Compensation Plan
   General Salary Plan

   Total Base Pay
   105,000.00 - 125,000.00 - 145,000.00 USD Annual

   Apply FTE%
   ☑

   Amount ✱
   147,746.58

   Amount Change
   4,303.30

   Percent Change
   3

   Currency ✱
   ✕ USD

   Frequency ✱
   ✕ Annual

   Additional Details

   Assignment Details
   147,746.58 USD Annual

   **NOTE:** Job Grade and Guidelines are not editable. They are tied to the Job Profile and Sysco's current standards.

9. Add supporting comments.

10. Click **Submit**, then **Done**.

    **NOTE:** Additional approvals are required. You can click on **Details and Process** and/or search your Inbox Archive to see the approval status.

    Approval by Manager's Manager
    Due Date  06/13/2018

    > **Details and Process**