HCM: Request Compensation Change – Add Allowance: Faculty Summer Salary

**Request Compensation Change Task**

**Variable Compensation Change**
Allowance plans that can be added to an employee’s base compensation, but are not permanent base changes

**Process:**
1. HR Coordinator or manager initiate and approve
2. Faculty Compensation Consultant approves base salary, FISIP, variable comp
3. Cost Center Manager reviews worktags and allocations
Steps:

1. Select the **Compensation** application on the landing page.
2. Select **Compensation**. **Change** under the **Request** section.
3. Enter the **Effective Date** of this request.
4. Select the **prompt** to find the reason or type it out (for Faculty Summer Salary you will select *“Variable Compensation Change > Add Plan”*).
5. Select the **Employee** name.
6. Click **OK**

**Note:** The requestor can also search “Request Compensation Change” in the search bar or take a related action directly off the employee.
7. On this screen, you can enter the **Employee Visibility Date**, which is the date the compensation change is visible to the employee.

8. Scroll down to the **Allowance** section and select **Add**.

9. Select the prompt to choose the appropriate allowance for the employee. In this example, we are adding a **Faculty Summer Salary**
Steps:

10. Enter the **monthly amount** of compensation to be paid, determining this amount by using the **Summer Salary Calculator Tool** (next page)

11. Select the **arrow** next to the **Additional Details** header

12. Enter an **Actual End Date**. This field is required or an error will appear

13. Towards the bottom of the screen, enter any comments (a comment could include the course that the faculty member is teaching, or that the payment is for “faculty start-up” or research grant work, etc.)

14. Select the orange **Submit** button
# Faculty Summer Salary Allowance Calculator

**Calculator Tool:** Faculty Summer Salary Allowance

<table>
<thead>
<tr>
<th>Name</th>
<th>John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>University ID (UID)</td>
<td>1111111111</td>
</tr>
<tr>
<td>Number of months requested (if full months)</td>
<td>2 Check of Total Months</td>
</tr>
<tr>
<td>Total Annual Salary (9 Mo AWP) *do not include other Summer Salary Allowances, nor FISIP</td>
<td>$87,450.00</td>
</tr>
<tr>
<td>FTE = 1.0 or if partial FTE, indicate decimal (example is .75)</td>
<td>0.75</td>
</tr>
<tr>
<td>FTE - resulting Annual Salary</td>
<td>$65,587.50</td>
</tr>
<tr>
<td>ENTER Monthly Salary in Workday</td>
<td>$7,287.50</td>
</tr>
<tr>
<td>Summer Salary to be received</td>
<td>$14,575.00 Check of Total Salary</td>
</tr>
</tbody>
</table>