

# Compensation Change: Pay Change Request





To request an increase in a team member's pay, use the following. The request should be in line with the Merit Increase process guidelines.

**Requests must include the following information in the comment box at the bottom of the Workday request.**

- Anniversary Date:
- Date of last increase (if within 6 months, include why an additional increase is needed): *Found in Workday under Compensation>Pay Change History*
- Would the increase maintain equity amongst the team members?
- Average Performance on People Analyzer: [+ , +/- , -]
- Increases will require additional review by compensation when they are:
  - Outside of the range for a position
  - Not coinciding with the team members Rally House Anniversary/Annual Performance Review
  - Within 6 months of the previous increase
  - The team member has an upcoming anniversary in the next 6 months

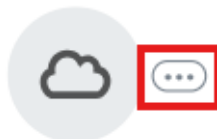
1. From the home page, scroll down to view “Team Highlights” section. Click on Team Org Chart.

## Team Highlights

-  [Denise Ferdon](#)
-  [Eric French](#)
-  [Irvin Perez Rodriguez](#)
-  [Jenna Brott](#)

[View More](#) [Team Org Chart](#)

2. Once you are in your Org Chart, hover over the employee's tile for the ellipses to appear and **click the ellipses**.



[Jenna Brott](#)

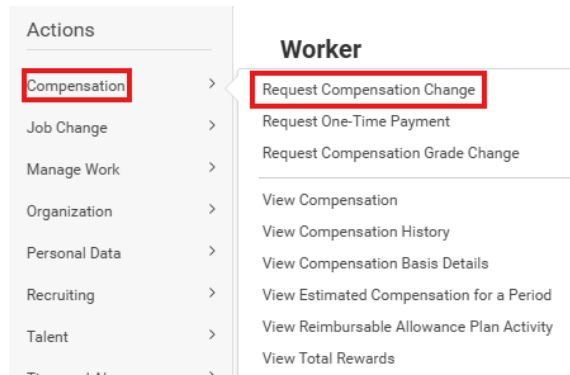
Team Sales Lead

📍 Store 264 - Bay Park Square



# Compensation Change: Request Compensation Change

3. Hover over Compensation and **click Request Compensation Change**.



4. Choose the effective date. Workday defaults to the beginning of the next pay period. If you wish to use another date, uncheck the “Use Next Pay Period” box and select the correct date ensuring the date is the beginning of a pay period.

The screenshot shows the 'Request Compensation Change' form. The 'Effective Date' field is set to 11/10/2025. The 'Use Next Pay Period' checkbox is checked. The 'Employee' field is set to Jenna Brott.

5. Choose a reason for the compensation request.

## Effective Date & Reason

The screenshot shows the 'Effective Date & Reason' form. The 'Effective Date' field is set to 11/10/2025. The 'Use Next Pay Period' checkbox is checked. The 'Reason' dropdown menu is open, showing 'Base Salary Change > Merit' as the selected reason. The 'Employee' and 'Position' fields are empty.

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6. Scroll down to Salary/Hourly section.

Hourly			
Plan Name	Assignment Details	Effective Date	
Hourly Plan	13.00 USD Hourly	07/25/2024	⋮

7. By selecting the ellipses, click Edit, insert percent change **only**, then click Save.

Hourly			
Plan Name	Assignment Details	Effective Date	
Hourly Plan	13.00 USD Hourly	07/25/2024	⋮

## Hourly


Plan Name	Hourly Plan
Total Base Pay Range	13.00 - 15.00 USD Hourly
Amount *	<input type="text" value="13.00"/>
Amount Change	<input type="text" value="0.00"/>
Percent Change	<input type="text" value="0"/>
Currency *	<input type="text" value="USD"/>
Frequency *	<input type="text" value="Hourly"/>

### > Additional Details

Assignment Details 13.00 USD Hourly

8. Enter required information into Comment box.

enter your comment

 Anniversary Date:  
Date of last increase (if within 6 months, include why an additional increase is needed):  
Would the increase maintain equity amongst the team members?

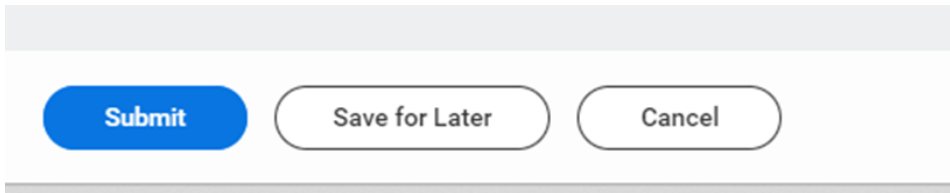
**Attachments**

Drop files here

or

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9. Click Submit in the bottom left corner of the screen.



10. The request will go through the approval process and then route to Benefits and Compensation for final review.

**Compensation Change Requests are requests, and are not finalized until reviewed by Benefits/Compensation. Do not communicate requests until finalized.**