



## Overview:

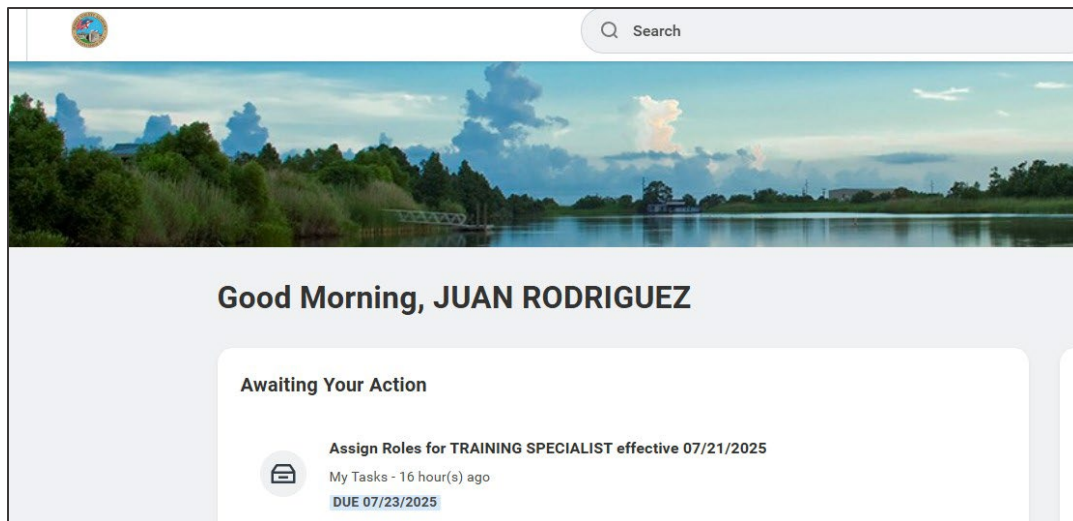
This job aid provides step-by-step guidance on how to create incentive-based compensation changes.

This job aid covers the following:

- [Request Compensation Change](#)
- [Calculate Hourly Amount](#)
- [Upload supporting documentation](#)
- [Review and submit](#)

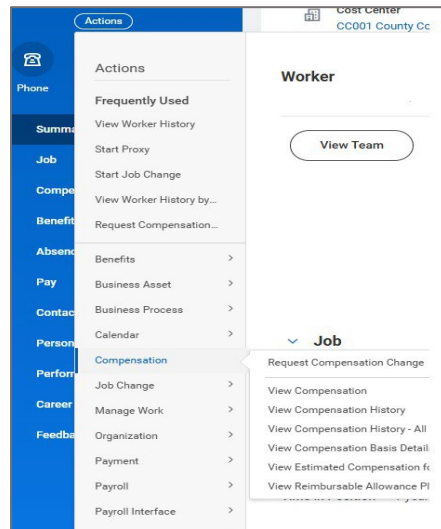
## Request Compensation Change

1. From the Workday homepage - in Search Bar type in Employee's name and go to their profile page.





2. Select **Actions** → **Compensation** → **Request Compensation Change**



3. Enter the required information for **Effective Date and Reason**:

- Click the calendar and select the **Effective Date of Change**  
(you cannot select a past date, select the actual future effective date,  
or click the box for “use the next pay period”)
- Select **Employee Name**

A screenshot of a 'Request Compensation Change' dialog box. It has a title bar with a close button (X). The form contains two fields: 'Effective Date' with a calendar icon and a date of 08/02/2025, and 'Employee' with a search box containing the text 'Search'. At the bottom right are 'Cancel' and 'OK' buttons.



- Select **Request Compensation Change > Allowance Plan Change**

A screenshot of a web form titled "Compensation". Below the title is a section labeled "Effective Date & Reason". Under "Effective Date", there is a dropdown menu that is open, showing several options. The first option, "Request Compensation Change > Allowance Plan Change", is highlighted in blue. Other options include "Request Compensation Change > Base Salary Change", "Request Compensation Change > Conversion", and "Request Compensation Change > Variable Compensation Change". There is also a "Search" field at the bottom of the dropdown. To the right of the dropdown are two small icons: a left-pointing arrow and a checkmark. Below the dropdown is a link labeled "> Details".

- Fill in **Reason**
  - Select **Allowance Plan Change > Adding Allowance Plan – Incentive**

A screenshot of a web form showing a dropdown menu for the "Reason" field. The dropdown is open, displaying a list of options. The first option, "Request Compensation Change > Allowance Plan Change", is highlighted in blue. Below it, the option "Allowance Plan Change > Adding Allowance Plan - Incentive" is selected, indicated by a blue circle next to it. Other options include "Allowance Plan Change > Adding Allowance Plan - K9", "Allowance Plan Change > Adding Allowance Plan - SWAT", "Allowance Plan Change > Editing Allowance Plan", and "Allowance Plan Change > Removing Allowance Plan". There is a "Search" field at the top of the dropdown.

- Select **All Compensation Plans**
- Click on all appropriate incentives

A screenshot of a web form titled "All Compensation Plans". It features a list of radio button options. The first option, "Additional Education Incentive", is selected and highlighted in blue. Other options include "Auto Allowance", "Education Incentive", "Employee Development Incentive", "Expense Allowance", "FTO Pay", "K9 Pay", "Special Response Team", and "SWAT Pay". There is a "Search" field at the bottom of the list.



## Calculate hourly amount

1. Confirm current grade and step

A screenshot of a web-based form titled "Allowance". The form has a light gray header with the title. Below the header, there is a section for "Compensation Plan" with a dropdown menu currently showing "Additional Education Incentive". To the right of this section are two small icons: a circular arrow and a checkmark. Below the compensation plan section, there are three required fields, each marked with a red asterisk: "Amount" with the value "2.99", "Currency" with the value "USD", and "Frequency" with the value "Hourly". Each field has a small "x" icon to its left and a menu icon to its right. At the bottom of the form, there is a link labeled "> Additional Details".

2. Determine the percentage for the increase (5%, 10%, etc.) from the supporting documents.
3. Review pay plan for current grade and step with increase and determine the incentive dollar amount.
  - Example: Grade 16 step K \$28.88 with incentive of 10% would be four steps on pay plan; Grade 16 step O \$31.87. Subtract \$28.88 from \$31.87 and this amount equals the total dollar incentive to be keyed in = \$2.99 in this example.  
(IMPORTANT: Calculating incentive without using pay plan could result in a different amount from the MCPB).

## Employee Incentive Job Aid

Audience: Dept. HR Partners

A screenshot of a web form titled "Allowance". The form has a light gray header bar with the title. Below the header, there are four main sections: "Compensation Plan", "Amount", "Currency", and "Frequency". Each section has a dropdown menu with a selected option. At the bottom, there is a link labeled "Additional Details".

Allowance

Compensation Plan

x Additional Education Incentive

Amount \*

2.99

Currency \*

x USD

Frequency \*

x Hourly

> Additional Details

### Upload supporting documentation

1. Attach appropriate supporting files
  - Acceptable files include: Approval letter or Email of Approval.

A screenshot of a file upload area. It features a light blue background with a dashed border. The text "Drop files here" is centered at the top. Below it, the word "or" is centered. At the bottom, there is a button labeled "Select files".

Drop files here

or

Select files

### Review and Submit

1. Review all information on this page and hit submit?
2. To Verify change, go to the employee's profile page and click compensation
3. Click Pay change history and click on the resent compensation task.


# Employee Incentive Job Aid


Audience: Dept. HR Partners





HUMAN RESOURCES ASSISTANT


Actions


Phone


Email

Team

Summary

Job

Compensation

Benefits

Compensation

Pay Change History

Pay Change History 6 items

Effective Date	Compensation Action	Reason
09/28/2024	Ad-hoc Compensation Change	Request Compensation Change > Base Salary Change > Updating Salary/Hourly Amount
09/28/2024	Ad-hoc Compensation Change	Request Compensation Change > Base Salary Change > Updating Salary/Hourly Amount
03/30/2024	Lateral Move Compensation Change	Lateral Move > Job Change > Job Change
10/14/2023	Ad-hoc Compensation Change	Request Compensation Change > Base Salary Change > Updating Salary/Hourly Amount

Totals 1 item

Total Salary & Allowances

28.88

Total Base Pay

27.48

Currency

USD

Frequency

Hourly

Compensation

Compensation Package

Mobile County

Grade

Grade 15

Step

K - 27.48 USD

Total Base Pay Range

20.44 - 20.44 USD Hourly

Company

MCC Mobile County Commission

Plan Assignments 2 items

Effective Date

10/15/2022

Plan Type

Hourly

Compensation Plan

Hourly Plan

Assignment

27.48 USD Hourly

Effective Date

07/22/2023

Plan Type

Allowance

Compensation Plan

Employee Development Incentive

Assignment

1.40 USD Hourly: Individual Target