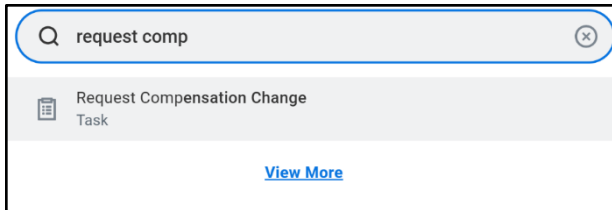


# Compensation Changes for Student Workers

This job aid demonstrates how to complete changes to compensation specifically for student workers.

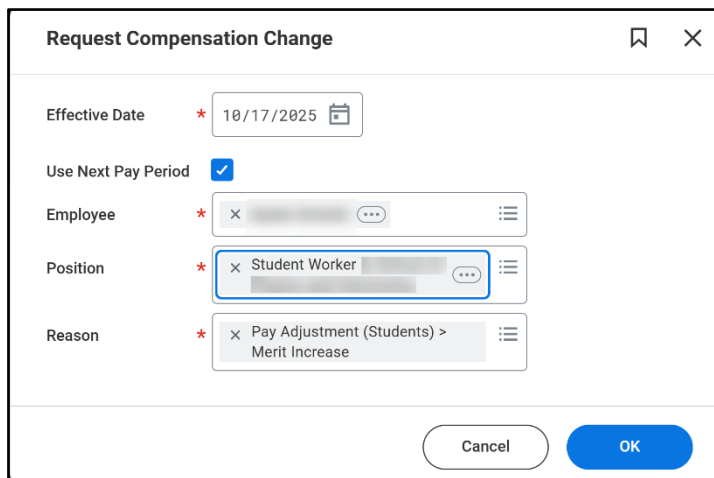
## Request Compensation Change

1. Type *Request Compensation* in the **Search** bar and select the **Request Compensation Change** task.



A screenshot of a search bar with the text 'request comp' entered. Below the search bar, a result is displayed: 'Request Compensation Change Task'. A 'View More' link is visible at the bottom of the result card.

2. Enter the **Effective Date**.
3. Check the box to **Use Next Pay Period** – as opposed to the Effective Date.



A screenshot of the 'Request Compensation Change' form. The form includes the following fields and options:

- Effective Date**: 10/17/2025 (with a calendar icon)
- Use Next Pay Period**: ☒
- Employee**: [Redacted] (with a dropdown menu icon)
- Position**: Student Worker (with a dropdown menu icon)
- Reason**: Pay Adjustment (Students) > Merit Increase (with a dropdown menu icon)

At the bottom of the form are 'Cancel' and 'OK' buttons.

4. Enter **Employee** name.
5. Select the **Position & Reason** and **OK**.
6. Edit the **Employee Visibility Date** – when you want the employee to see the change in Workday, by clicking the 3 dots and **Edit**.
7. Edit the **Hourly** compensation, as needed.
8. Select **Submit** to process the request or **Save for Later** to return another time.