

Finance Business Partner

In the instance an agreed rate and senior package change has been requested, the Finance Business Partner will receive an action in their Workday inbox to review the request.

Navigate to your inbox

Select the *Compensation Change* review from the list on the left.

Complete a detailed review of the *Compensation Change*.

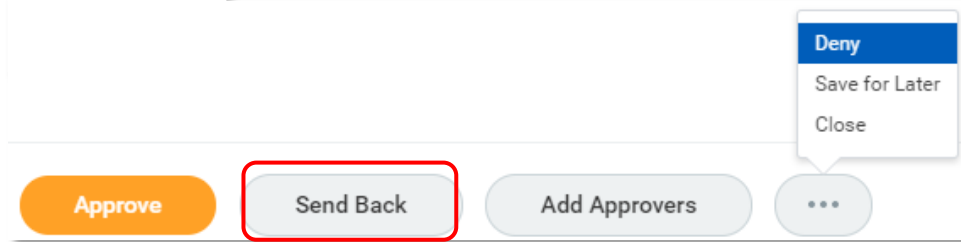
The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. One action, 'Compensation Change', is highlighted with a red box. It shows '6 minute(s) ago - Due 24/03/2020; Effective 28/03/2020'. On the right is the 'Review Compensation Change' page. It displays the following details:

- Review Compensation Change**
- 6 minute(s) ago - Due 24/03/2020; Effective 28/03/2020
- Compensation**
- Effective Date & Reason**
 - Effective Date: 28/03/2020
 - Use Next Pay Period: Yes
 - Reason: Request Compensation Change > Base Salary Change (Agreed Rate/ Senior Package) > Agreed Rate Change
- Employee Visibility Date**
 - Employee Visibility Date
- Total Base Pay**
 - Total Base Pay: 410,000.00 AUD Annual was 400,000.00 AUD Annual

At the bottom of the review page are buttons for 'Approve', 'Send Back', 'Add Approvers', and a menu icon (three dots).

Finance Business Partner

Once you have completed the *Compensation Change Review* in its entirety, you can *Approve* or *Send Back*, *Save for Later* (leave the process in your inbox) or *Deny* the request. (Note that the Add Approvers function is not an action for Finance Business Partners to complete)



Select *Send Back* if you require further information or a correction to the compensation change request. The initiator's name is pre-populated in the *To* field. Add your questions/required information in the *Reason* field. Click *Submit*.

Send Back

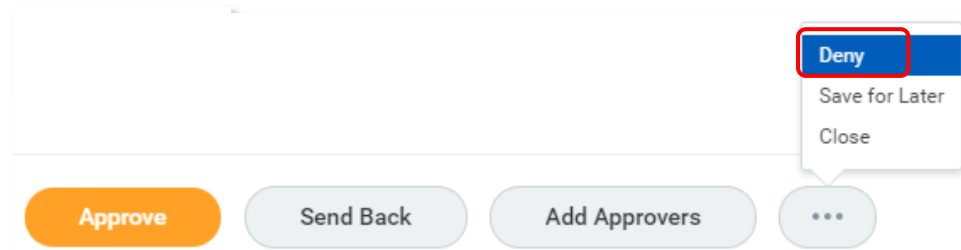
To * search [icon]

x [Name] - Revise Compensation Change

Reason *

Submit Cancel

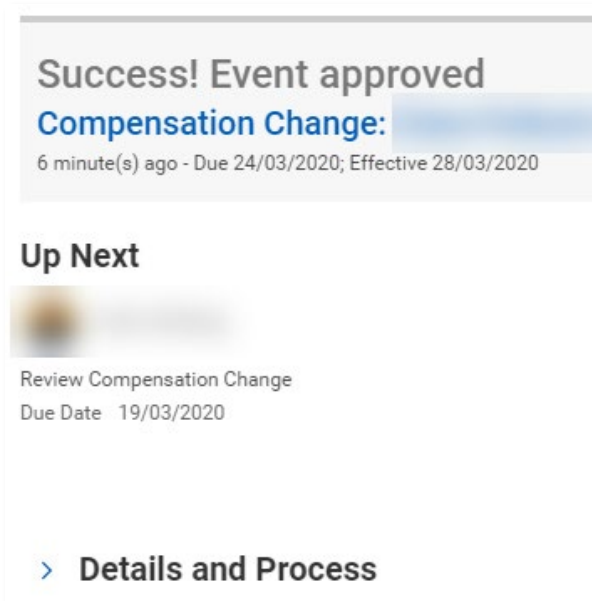
If you determine that there is not sufficient funding / budget for compensation change, Select *Deny* to stop the compensation change business process from moving forward. This will prompt a notification to the initiator that the process is not approved and has been denied.



Finance Business Partner

Select *Approve* if you are happy for the re-engagement process to proceed to approval from the Budget Owner.

Once approved, the *Success! Event approved* screen will appear. It will include information for the Up Next process with the Budget Owner. The Budget Owner will receive an action in their Workday inbox for the *Review Compensation Change* step.



This ends the process for finance business partners.

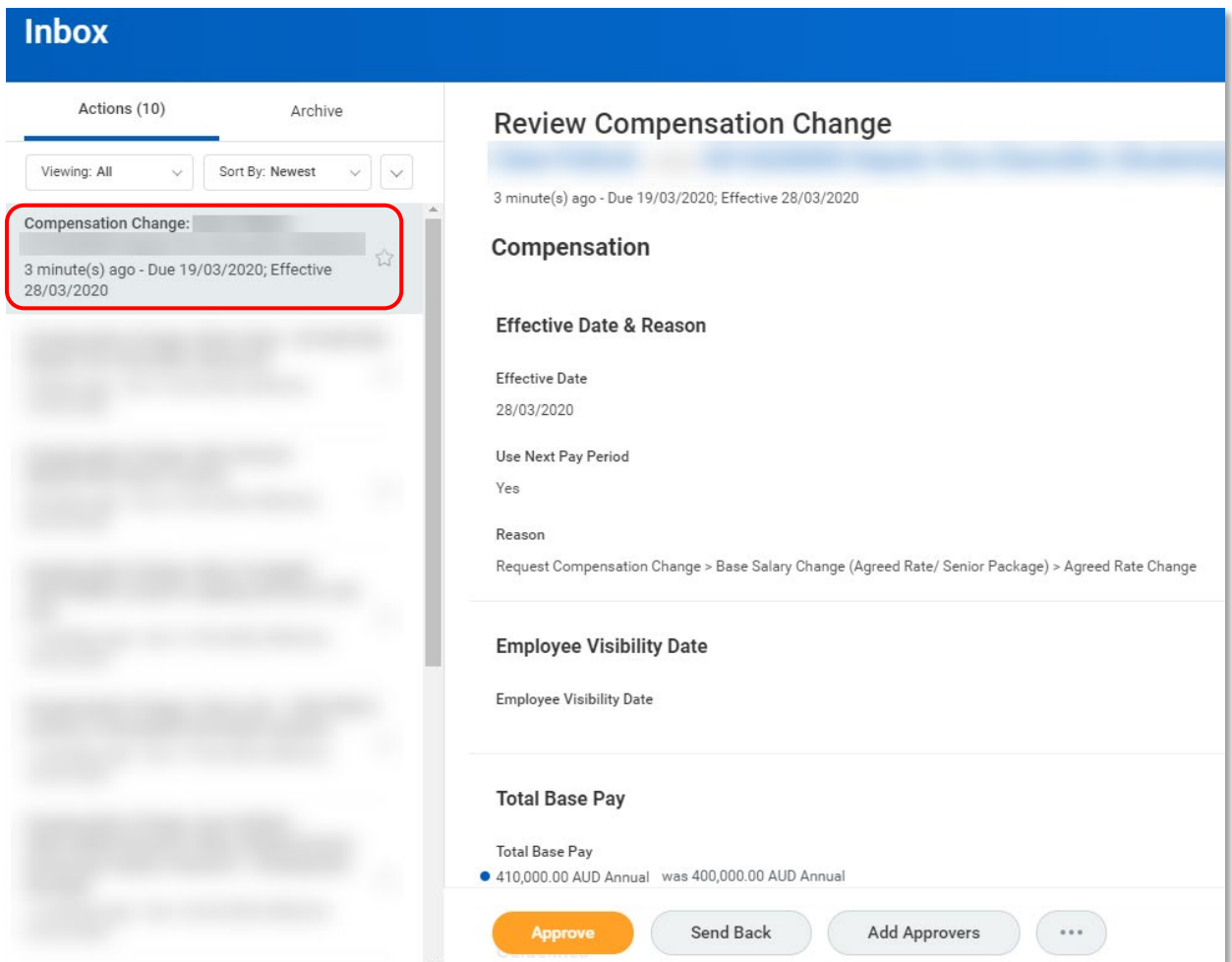
Budget Owner

In the instance a fixed term re-engagement has been requested and reviewed by the relevant Finance Business Partner, the Budget Owner will receive an inbox action in Workday to approve the request via a *Compensation Change Review*.

Navigate to your inbox 

Select the *Compensation Change* review from the list on the left.

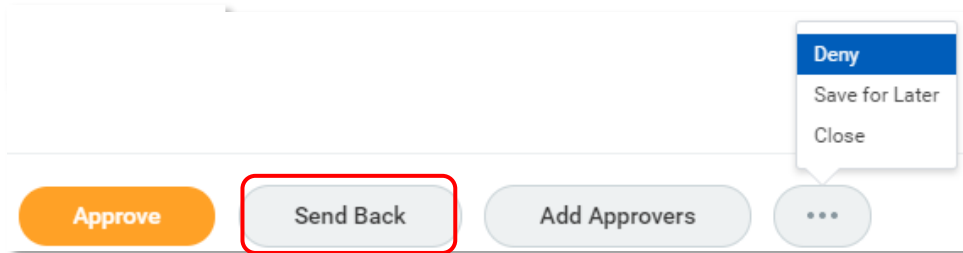
Complete a detailed review of the *Compensation Change*.



The screenshot shows the Workday interface. On the left is the 'Inbox' panel with a list of actions. One action, 'Compensation Change', is highlighted with a red box. It includes the text '3 minute(s) ago - Due 19/03/2020; Effective 28/03/2020'. On the right is the 'Review Compensation Change' page. It shows the same timestamp and details for the selected action. The 'Compensation' section includes 'Effective Date & Reason' with an effective date of 28/03/2020 and a reason of 'Request Compensation Change > Base Salary Change (Agreed Rate/ Senior Package) > Agreed Rate Change'. The 'Employee Visibility Date' section is also visible. At the bottom, there are buttons for 'Approve', 'Send Back', 'Add Approvers', and a menu icon.

Budget Owner

Once you have completed the *Compensation Change Review* in its entirety, you can *Approve*, *Send Back*, *Add Approvers* or *Save for Later* (leave the process in your inbox) or *Deny* the request.



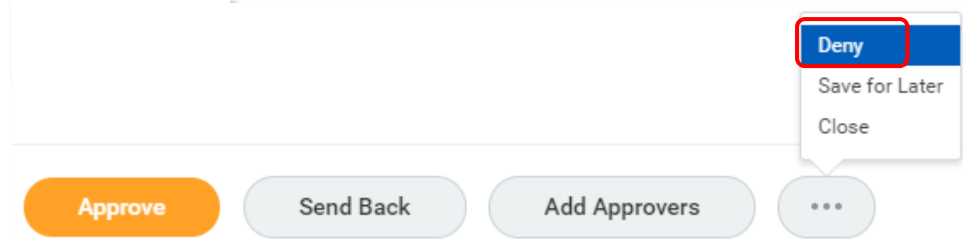
Select *Send Back* if you require further information or a correction to the compensation change request. Add the initiator's name in the *To* field and your questions/required information in the *Reason* field. Click *Submit*.

Send Back

To *

Reason *

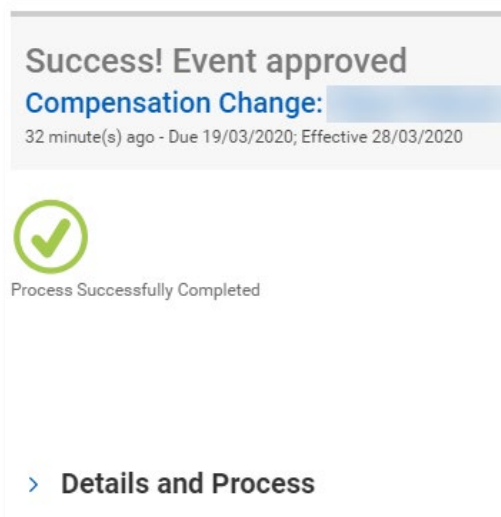
If you determine that there is not sufficient funding / budget for this re-engagement, Select *Deny* to stop the compensation change business process from moving forward. This will prompt a notification to the initiator that the process is not approved and has been denied.



Budget Owner

Select *Approve* if you are happy for the re-engagement to proceed.

Once approved, the *Success! Event approved* screen will appear. It will advise the process has successfully been completed. The initiator and employee will both receive notification of the compensation change.



This ends the process for Budget Owners.

Note: If you wish to Add an Approver, you may elect to do so, and send for approval to the relevant member of the Senior Executive Team, or other relevant approver as the circumstances may require.