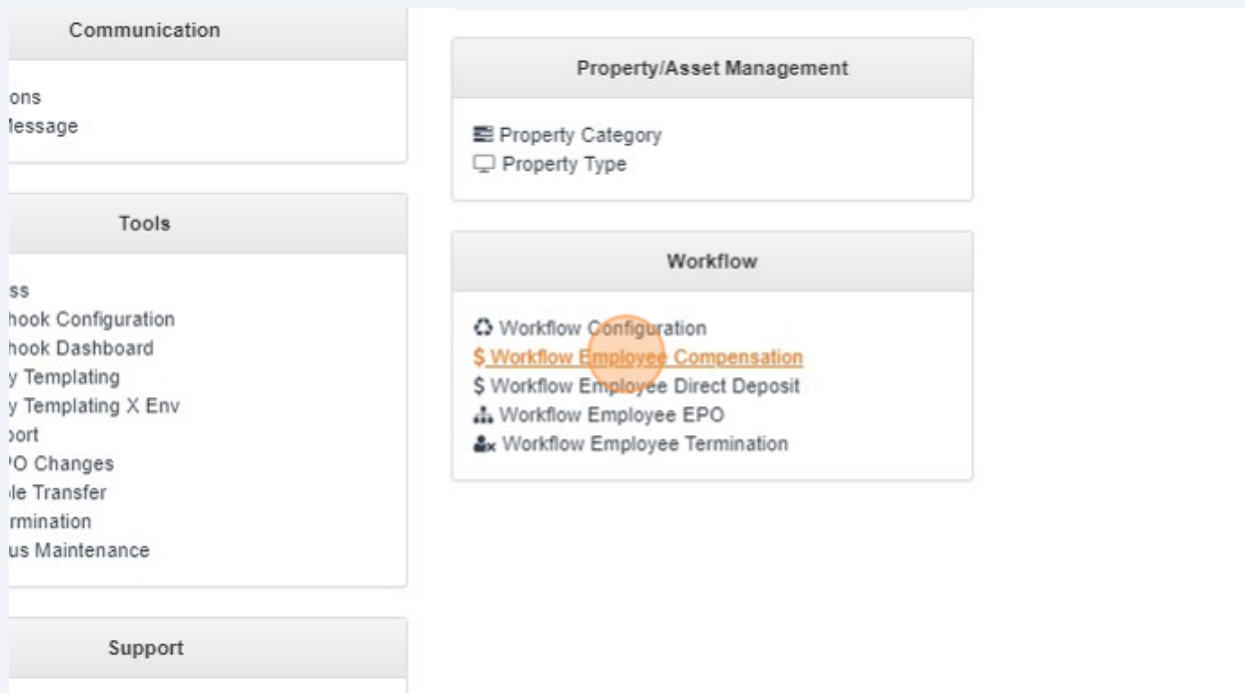


Compensation Changes (Manager and Approver)

This guide provides step-by-step instructions on how to update and manage Compensation. It explains how to access the change request form, make necessary changes, check submission status, and how approvers can take action. Following these steps will help users update and view approved compensation effectively.

Compensation Change Request Form

1 Navigate to "Workflow Employee Compensation."



The screenshot shows a navigation menu with three main sections: Communication, Tools, and Support. The Tools section is expanded to show a list of options. The 'Workflow' category is selected, and 'Workflow Employee Compensation' is highlighted with an orange circle.

Communication	Property/Asset Management
ons essage	Property Category Property Type
Tools	Workflow
ss hook Configuration hook Dashboard y Templating y Templating X Env ort 'O Changes le Transfer mination us Maintenance	Workflow Configuration Workflow Employee Compensation Workflow Employee Direct Deposit Workflow Employee EPO Workflow Employee Termination
Support	

2 Select "New" to start a new request.

Compensation Workflow \$


+ New   Download

filter grid...

Actions	Company	Name	Employee ID	Effective Date ▼	Status

3 Add the changes needed

New Compensation Request

Effective Date
Effective Date * 

Pay Type +
HOOR - Hourly Pay Code ▼

Rate
\$ Rate *

Default Hours
2,080.00

Pay Frequency +
2 - Biweekly ▼

Other Info

Auto Pay
Please Choose (represents BLANK) ▼

Change Reason +
Please Choose (represents BLANK) ▼

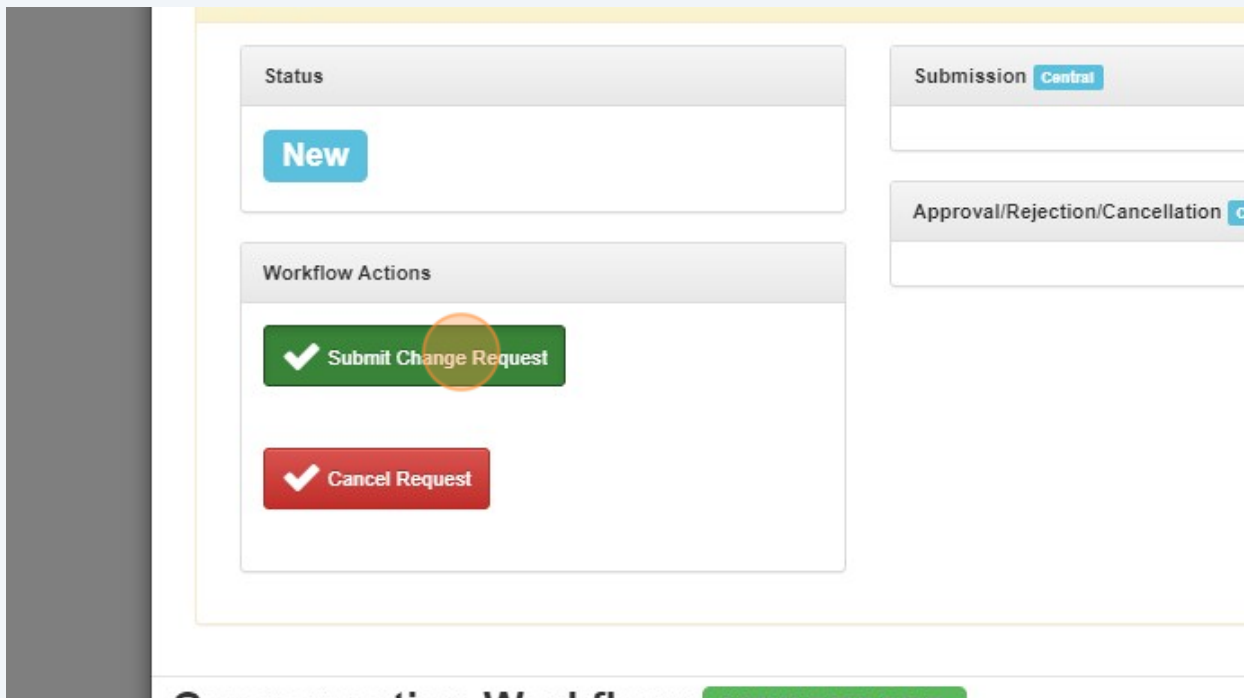
Comment
Comment

Estimated Gross Annual Pay

Estimated Pay Not Available
See Info Pop-up for More Detail

1 to 4 of 4

4 Click "Submit Change Request"







5 An approver will review the request.

6 Click "Workflow Employee Compensation"

The screenshot shows a software interface with several navigation panels. On the left, there are panels for 'Communication', 'Tools', and 'Support'. On the right, there are panels for 'Property/Asset Management' and 'Workflow'. The 'Workflow' panel is expanded, showing a list of options: 'Workflow Configuration', 'Workflow Employee Compensation' (highlighted with an orange circle), 'Workflow Employee Direct Deposit', 'Workflow Employee EPO', and 'Workflow Employee Termination'.

7 Select the record that was submitted for approval

Compensation Workflow  

  Download

Name	Employee ID	Effective Date ▼	Status	Pay Type
Barbariol, Angela	ACKE0001	06/07/2024	Submitted	Hourly Pay Code
Jackson, Robert	DD004	12/19/2023	Approved	Hourly Pay Code
Jackson, Robert	DD003	12/18/2023	Approved	Hourly Pay Code
Jackson, Robert	DD001	12/16/2023	Approved	Salary Pay Code
Jackson, Robert	dd002	12/15/2023	Approved	test
Jackson, Robert	DD001	12/14/2023	Approved	Hourly Pay Code
Jackson, Robert	DD001	12/13/2023	Approved	test

- 8 Review the submission and approve the request.

The screenshot displays a web interface for reviewing a request. On the left, a vertical sidebar contains navigation arrows. The main content area is divided into three sections:

- Status:** A grey header box with a white background containing an orange button labeled "Submitted".
- Workflow Actions:** A grey header box with a white background containing four buttons, each with a white checkmark icon:
 - A green button labeled "Approve Request", which is circled in orange.
 - An orange button labeled "Return Request To Submitter".
 - A red button labeled "Cancel Request".
 - A red button labeled "Reject Request".
- Submission:** A grey header box with a white background containing:
 - A blue button labeled "Central".
 - A green box with the date and time "06/05/2024 11:22 AM".
 - A dark blue box with the name "Susan Meeks".
 - A dark blue box with the email "rejackson@integrity-data.com".
 - A grey box with the text "Approval/Rejection/Cancellation" and a blue icon.

- 9 At this point the employee compensation record would be approved.

Payroll Integrations

- 10 For more information on how these changes are implemented in your payroll system, please check the following knowledge base articles related to your specific payroll system:

To understand how these changes affect your GP payroll system, click [here](#).

To understand how these changes affect your Payroll Now payroll system, click [here](#).