

Workday Curriculum Guide – Compensation

This guide presents instructional materials pertaining to Compensation. These topics cover compensation changes, one-time payments, costing allocations, and more. Materials are presented in one of these formats:

- **Webinars** are recordings of live seminar sessions presented by Workday Services.
- **Job Aids** are step-by-step instructions for a specific process.
- **Reference Guides** contain useful information and data on a topic.

We recommend that you view these materials in the order they are presented allowing that you are the Target Audience. This way you will not skip over important information in a previous topic.

Workday Topics	Format	Target Audience	Description
<u>Request Compensation Change</u>	Job Aid	Compensation Partner, HR Contact, HR Partner, Manager	This job aid describes the steps for a Compensation Partner, HR Partner, HR Contact or Manager to request ad hoc compensation changes for an Employee.
<u>Processing One-Time Payments and Work Period Changes</u>	Webinar	Compensation Partner, HR Contact, HR Partner	This webinar presents an overview on how to make sure to process one-time payment requests on time for payroll and what are the best practices. The options available to process one-time payments. Selecting an annual work period from list of options available and different scenarios for annual work period updates for both new hires and existing employees with extensions.
<u>Request One-Time Payment</u>	Job Aid	Absence Partner, Compensation Partner, HR Contact, HR Partner, Manager	This job aid outlines the process for an Absence Partner, Compensation Partner, HR Partner, HR Contact, or a Manager to request a one-time payment for an Employee. One-time payments can be used to issue ad hoc payments to an Employee for additional work, awards programs, reimbursements, or lump sum vacation payouts.
<u>Compensation Grade Adjustment</u>	Reference Guide	Pay Plan Administrator, Compensation Partner	This reference guide explains what happens when the Pay Plan Administrator updates the grade for a particular job profile and the responsibilities of the HR Partners.
<u>Compensation Surveys</u>	Webinar	Compensation Partner	This webinar presents an overview of new Workday Functionality that simplifies and standardizes the process for collecting data for compensation surveys.
<u>Compensation Surveys</u>	Reference Guide	Compensation Partner	This reference guide provides a brief overview of Compensation Surveys, Workday functionality in mapping survey jobs to job profiles, and provides

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			information on the custom report available that can be used to submit survey data.
<u>Costing Allocations</u>	Webinar	HR Contact, HR Partner, Payroll Partner	This webinar presents a comprehensive insight into costing allocations starting from the basics and covering sub-process, approvals, auditing reports, and specific scenarios with examples.
<u>Costing Allocations</u>	Reference Guide	HR Contact, HR Partner, Payroll Partner	This reference guide provides a comprehensive overview of the Assign Costing Allocations business process.
<u>Assign Costing Allocations</u>	Job Aid	HR Contact, HR Partner, Payroll Partner	This job aid outlines the process for a Payroll Partner, HR Contact, HR Partner or Manager to edit existing costing allocations for a position and/or Worker as a stand-alone process.