MANAGER/HRTC/MANAGER APPROVAL

REQUEST COMPENSATION CHANGES (OUTSIDE THE SALARY PLANNING CYCLE) JOB AID

There are circumstances in which there are business needs to adjust an employee’s base pay outside of the normal annual compensation planning cycle that may be driven by retention, internal equity, Advancement Step progression within the same Level/Business Title or contract requirements.

**NOTE:** Only Senior Associates or Chief Engineers/Technologists/Scientists and above can initiate and approve compensation changes in Workday

- Do **NOT** use this process for compensation changes for merit increases inside the annual salary planning cycle, or for other job-related changes, such as changing full-time to part time or location

**Before you start the process in Workday:**

- Discuss the need for a compensation change with your Manager and HR Talent Consultant
- Ensure you know the agreed-upon base salary increase or decrease (salary range will display in the process)
- Do not edit allowances in any Compensation processes unless otherwise approved by Global Mobility and/or your Executive Comp Partner

**The following definitions apply:**

- **GRADE:** A pay grade is a step within a compensation system that defines the range of pay that an employee can receive. At Booz Allen, a pay grade is defined as a minimum, midpoint, and maximum.
- **GRADE PROFILE:** A grade profile is grade information adjusted for geographic location to which the employee is tied
- **COMPA RATIO:** Shows an employee’s pay position in relation to the salary range midpoint. It is calculated as Employee Salary/Salary Range Mid-Point. For example, an employee with a compa ratio of 1.00 (or 100%) is paid exactly at the midpoint of their salary range.

**Exceptions:** If the increase/decrease is an exception (outside of Compensation guidelines), it will be routed to the Exception and Senior Staff Approver (e.g., GLs and CSOs)
There are multiple roles involved in adjusting an employee’s compensation outside the normal salary planning cycle. Select the link below depending on the role you are performing and you will be moved to the appropriate steps to take.

**Career Manager – Requesting the Compensation Change**

**HR Talent Consultant – Review and Approve Compensation Change**

**Senior Manager - Review and Approve Compensation Change**

**CAREER MANAGER**

**REQUEST COMPENSATION CHANGE**

Click the Compensation worklet on the homepage, or type **Comp Change** in the search bar

1. Under **Request**, click **Compensation Change**

2. Enter the **Effective Date**

**NOTE**: The effective date can be current, future, or retroactive, and you have the option to change it.

**NOTE**: Payroll cutoff dates will affect when the employee will see the payment in his/her paycheck. If the transaction is entered with a past or current effective date in Workday and before the payroll cutoff date, it will be paid in the current paycheck. Nevertheless, if the transaction is entered after the cutoff date, it will be paid in the next paycheck. For more information on payroll cutoff dates, please visit [https://boozallen.sharepoint.com/sites/finance/Pages/Payroll.aspx](https://boozallen.sharepoint.com/sites/finance/Pages/Payroll.aspx).
3. In the field for **Reason**, click the Prompt and select the reason for the change. Select **Request Compensation Change > Base Pay Change**. You have the following options from which to select:

- **International Cohort Salary Adjustment**: Use this reason for Cohorts who need an MSA to take the salary to an/the exact pay point
- **International Salary Adjustment**: Use this reason for Cohorts who need an MSA that will allow a change to go above or below the exact pay point
- **Leave Adjustment**: This is only used for employees on unpaid military leave, to include them in the annual salary planning process. Employees on unpaid leave will not appear in the salary planning matrix tool. You will use this process to provide an approved salary increase

**NOTE**: When you would select each reason:

- **International Cohort Salary Adjustment**: Use this reason for Cohorts who need an MSA to take the salary to an/the exact pay point
- **International Salary Adjustment**: Use this reason for Cohorts who need an MSA that will allow a change to go above or below the exact pay point
- **Leave Adjustment**: This is only used for employees on unpaid military leave, to include them in the annual salary planning process. Employees on unpaid leave will not appear in the salary planning matrix tool. You will use this process to provide an approved salary increase
• **Market Salary Adjustment (MSA):**
  - Used to make an out of cycle market salary adjustment
  - Used to process an Advancement Step increase within the same Level/Business Title

• **On Leave – Salary Adjustment:** This is used for military staff that are on unpaid leave of absence (since they do not show up in the salary planning process when merit is launched). Under USERRA they are eligible for an increase. Managers are to provide a percent increase that is equal to the middle of the merit guidelines based on salary position in range. If they provide an increase less than the guideline they should enter a justification in the justification text box.

• **Salary Reduction:** Select this process instead of the MSA if you need to reduce an employee’s salary for any reason. Be sure to put a *negative sign* in front of the amount or the transaction will complete as an increase vs a decrease.

4. In the field for **Employee**, type in the **employee name** or **number**, or select the employee from **My Team**, **Employees by Manager**, or **Employees by Supervisory Organization**

5. Click **OK**

6. Click the **pencil icon** to edit the **Employee Visibility Date**
   - If you leave this field blank, employees will be able to see the change on the effective date in their profile
   - Ensure you have a conversation with the employee prior to the date of the change being visible in their profile

7. Click the **checkmark** icon to accept the changes
8. Click the **pencil icon** under the **Salary** section, to enter the following information:

- Enter the **Amount** or **Percentage** of the Salary change (using a negative number to prompt a reduction)
- The **Currency** and **Frequency** should reflect the currency in which the employee is paid (based on the compensation page of their profile)
- You have an option to attach a document. For example, if there has been email traffic that you want to attach as supporting documentation, save the email to your computer and then attach it. This attachment provides an audit trail.
- Compensation changes, regardless of the amount, require a **written justification** in the **comment box**

**NOTE:** You will not be able to propose a salary change that takes the employee below the Federal minimum wage. If you are receiving this error, work with your HR Talent Consultant to understand current guidelines to resolve any questions.

9. Click the **checkmark** icon to accept the changes

10. Click **Submit** or **Save for Later**

**UP NEXT:** HRTC to review and approve. You will only receive a notification if the process is cancelled, denied or rescinded. To check on the status of a process, you can find it in your **archive** and **review details and process**, which will show you who is up next for each step and what has been completed.
HRTC

**REVIEW AND APPROVE COMPENSATION CHANGE**

11. The HRTC role will have an **action** in their **Inbox** to review the compensation change.

12. Review the details and **approve, send back, add approvers, deny** or **cancel**

    **NOTE:** You can send the request back to individual who initiated the Compensation Change (*i.e. manager who submitted the change*). From there, the request will reroute through the standard approval process.

    **UP NEXT:** The request will route to the **Career Manager (Senior Manager)**

CAREER MANAGER (SENIOR MANAGER)

**REVIEW AND APPROVE COMPENSATION CHANGE**

13. The **Career Manager (Senior Manager)** will have an **action** in their **Inbox** to review the compensation change with the ability to **approve, send back, add approvers, deny** or **cancel**

    **NOTE:** The Career Manager can choose to **send back** the request to the Career Manager with Comp, be sure to select *(Proposing Manager)* in **pull down menu** and send back with comments attached.

14. If the **Career Manager (Senior Manager)** is not a VP, then the **VP** will also need to review and choose to **approve, send back** or **deny**

    **NOTE:** The VP can choose to **send back** to the Career Manager with Comp *(Proposing Manager)*