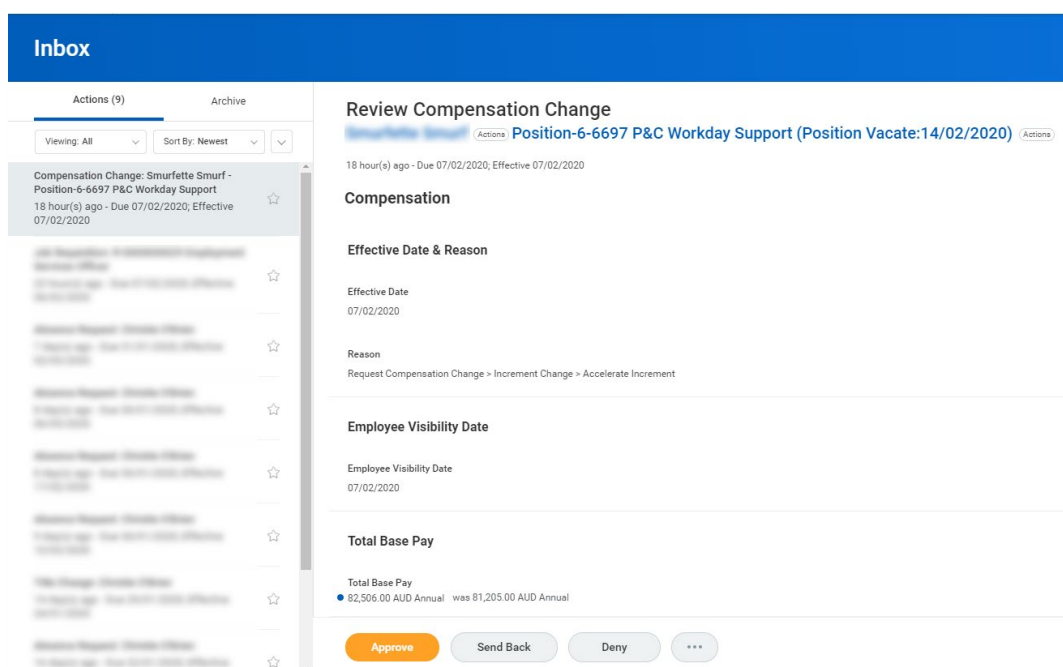


1. Approving an allowance change – Budget Owner

As a budget owner at the University (usually a Director, Dean People and Resources or similar), when a request to change an allowance has been completed, you will receive an inbox action for approval.

Select the inbox action and review the detailed information shown. Note: you will need to scroll through the details to view all changes made and to see the comments/documentation attached.



The screenshot shows the Workday 'Inbox' interface. On the left, there is a list of actions under the heading 'Actions (9)'. The selected action is 'Compensation Change: Smurfette Smurf - Position-6-6697 P&C Workday Support', which is 18 hours old and due on 07/02/2020. The main panel displays the details for this action, titled 'Review Compensation Change'. The details include: 'Effective Date & Reason' with an effective date of 07/02/2020 and a reason of 'Request Compensation Change > Increment Change > Accelerate Increment'; 'Employee Visibility Date' of 07/02/2020; and 'Total Base Pay' showing a change from 81,205.00 AUD Annual to 82,506.00 AUD Annual. At the bottom of the details panel, there are four buttons: 'Approve' (highlighted in orange), 'Send Back', 'Deny', and a three-dot menu.

Upon your decision, either select *Approve*, *Send Back* or *Deny*. Note: if you select *Cancel*, you are only cancelling out of your action. No decision will have been recorded.



If your decision is to approve all allowance request, an approved screen will appear in the details area. This will show what step is up next and allow you to expand the Details and Process. **Note: If the allowance is over \$5k, you should add additional approver (step on next page).**

Approved
Compensation Change: [redacted] - Position-6-6697 P&C Workday Support Actions
18 hour(s) ago - Due 07/02/2020; Effective 07/02/2020

Up Next
Review Compensation Change
Due Date 12/02/2020

> Details and Process

If your decision is to Send Back, you will see a *Send Back* pop up window prefilled with the initiator's information and a *Reason box*. Fill in the *Reason box* with the additional information you require and/or any questions you have for the initiator. When ready, click *Submit*, or *Cancel* to go back to the change request details.

Send Back

To * search [dropdown: - Revise Compensation Change]

Reason *

Submit Cancel

If your decision is to Deny the allowance request, the Deny pop up window will appear. You will need to add your reason for denying the request. The Business Process will now cease and the initiator will receive notification of your decision.

Deny

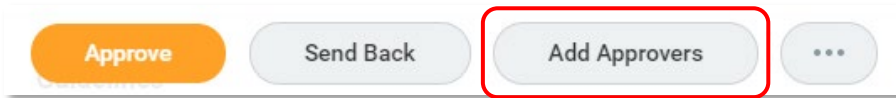
Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason * [text area]

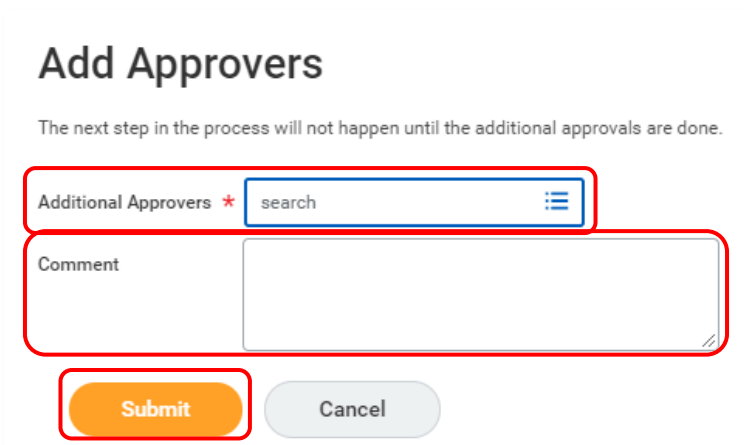
Submit Cancel

Approve a change to an existing allowance, cease and allowance/loading and set up of new allowance/loading

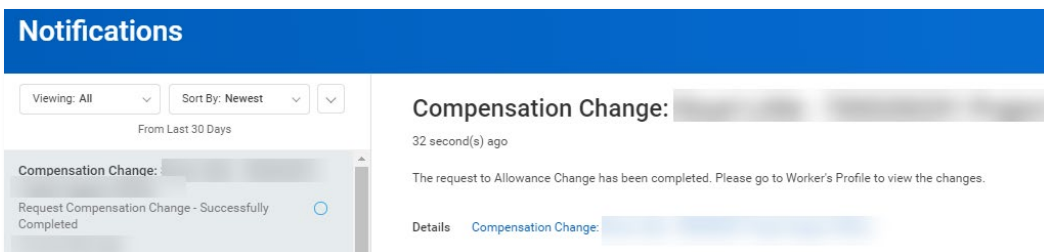
If the allowance is over \$5k, select *Add Approvers*



For *Additional Approvers*, type your supervisor's name.
Enter a *Comment* for your supervisor advising \$5k allowance approval required.
Click *Submit*.



Up Next will be a review compensation change for your supervisor. Note: once your supervisor has approved the compensation change, you will receive a notification advising the allowance change has been completed.

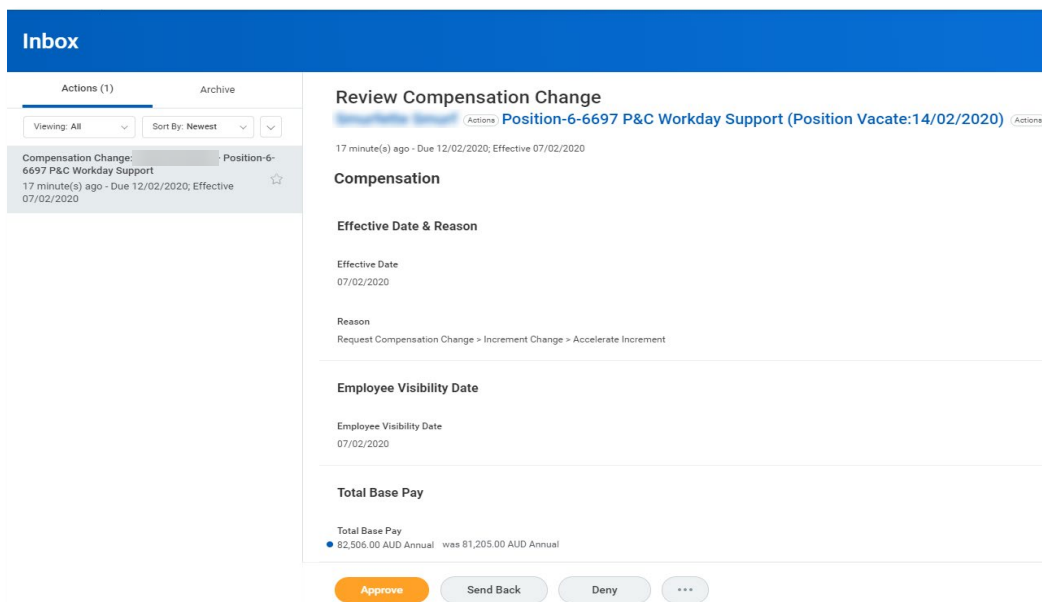


This ends the process.

2. Budget Owner Supervisor

Final approval for any allowance change or request is required by a member of the Senior Executive, being a Vice-President & Executive Dean, Vice-President, Corporate Services, Deputy Vice-Chancellor or the Vice-Chancellor. Once a Budget Owner has approved an allowance change or request, the relevant member of the Senior Executive will receive an inbox action for approval.

Select the inbox action and review the detailed information shown. Note: you will need to scroll through the details to view all changes made and to see the comments/documentation attached.



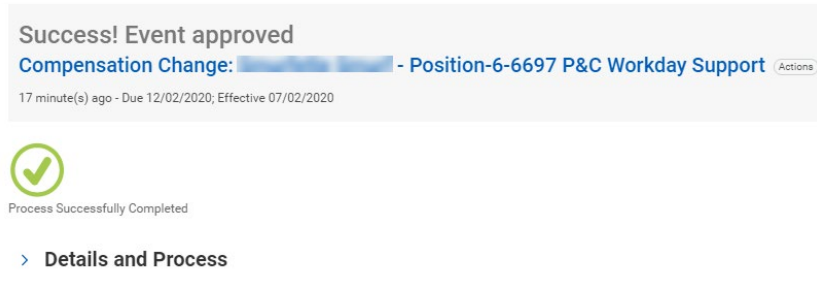
The screenshot shows the 'Inbox' interface with a list of actions on the left and a detailed view of a 'Review Compensation Change' action on the right. The action is for 'Position-6-6697 P&C Workday Support (Position Vacate:14/02/2020)' and was received 17 minutes ago. The detailed view includes sections for 'Compensation', 'Effective Date & Reason', 'Employee Visibility Date', and 'Total Base Pay'. The 'Total Base Pay' section shows a change from 81,205.00 AUD Annual to 82,506.00 AUD Annual. At the bottom of the detailed view, there are buttons for 'Approve', 'Send Back', 'Deny', and a menu icon.

Upon your decision, either select *Approve*, *Send Back* or *Deny*. Note: if you select *Cancel*, you are only cancelling out of your action. No decision will have been recorded.

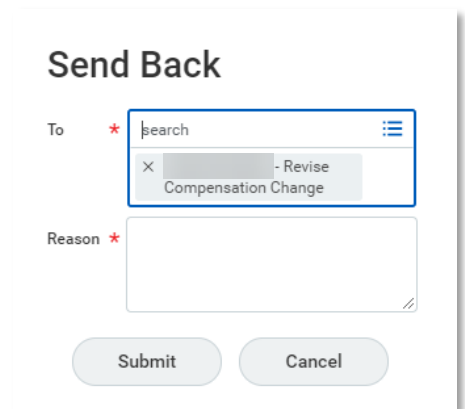


Approve a change to an existing allowance, cease and allowance/loading and set up of new allowance/loading

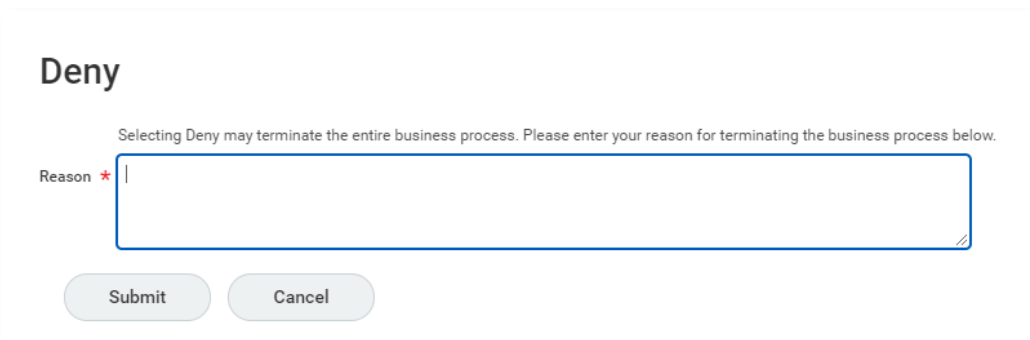
If your decision is to approve a request, a *Success! Event approved* screen will appear in the details area. This will allow you to expand the Details and Process.



If your decision is to Send Back, you will see a *Send Back* pop up window prefilled with the initiator's information and a *Reason box*. Fill in the *Reason box* with the additional information you require and/or any questions you have for the original initiator. When ready, click *Submit*, or *Cancel* to go back to the change request details.



If your decision is to Deny the request, the Deny pop up window will appear. You must add your Reason for denying the request. The Business Process will then cease and the original initiator will receive notification.



3. Rescinding an existing allowance/loading (only for People and Culture action)

To cease an existing allowance/loading, select *Job* in the employee's *Workday Profile*, select the compensation you require to cease and the *Worker History* tab.

The screenshot shows the Workday interface. On the left sidebar, the 'Job' tab is highlighted with a red box. The main content area shows the 'Worker History' tab, also highlighted with a red box. Below the tab is a button 'View Worker History by Category'. The table below shows a list of 19 items with columns for Business Process, Effective Date, and Initiated On.

Business Process	Effective Date	Initiated On
Data Change: [redacted]	04/02/2021	07/02/2020 07:04:47 AM
Costing Allocation for Data Change: [redacted] - 7000102449		07/02/2020 07:04:47 AM
Review Employee Contracts: [redacted] on 07/02/2020	07/02/2020	07/02/2020 07:04:05 AM
Personal Information Change: [redacted]		07/02/2020 10:11:18 PM
Compensation Change: [redacted] - 7000102449	03/02/2020	10/02/2020 10:28:14 AM
Costing Allocation: [redacted] - 7000102449		11/12/2019 12:47:55 AM
Edit Position: [redacted] (Rescinded)	07/12/2019	07/12/2019 03:51:48 AM
Personal Information Change: [redacted]		05/12/2019 09:49:29 PM
Assign Work Schedule: [redacted] on 23/10/2019	23/10/2019	07/02/2020 03:58:56 AM
Contract: [redacted]	04/02/2019	30/01/2020 12:46:03 AM

Click on the *related actions* button of the allowance event you wish to cease, select *Business Process* and *Rescind*

The screenshot shows the 'Actions' menu for a 'Compensation Change' event. The 'Business Process' option is highlighted with a red box. The 'Rescind' option is also highlighted with a red box.