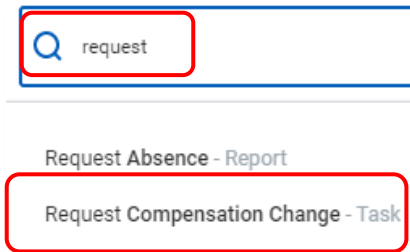


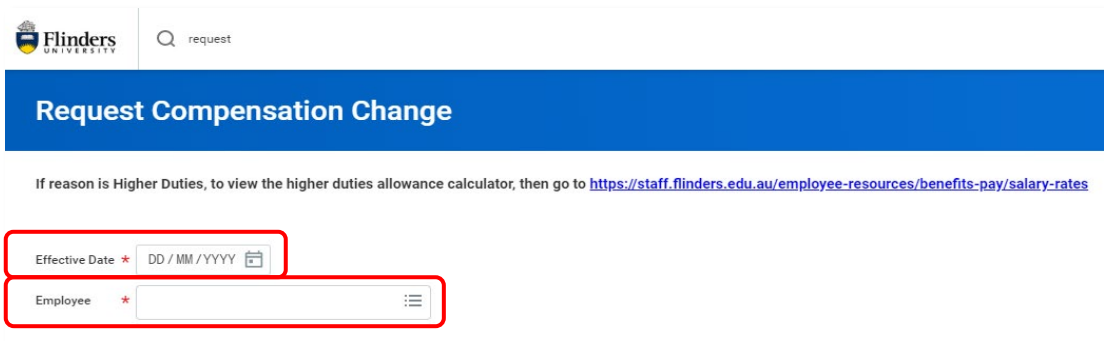
In the instance where an employee's salary increment is required to be withheld, a *request compensation change* task is required.

## 1. Withhold of an increment

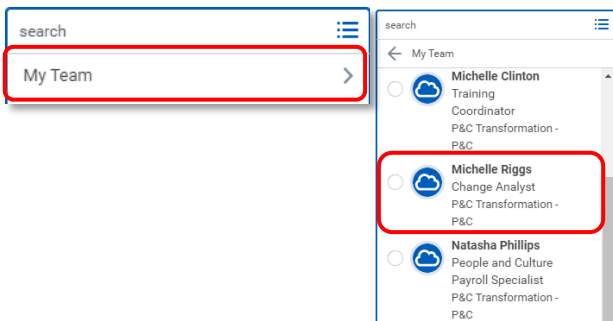
### 1.1 Search Request Compensation Change.



### 1.2 Select the *Effective Date* of the change and *Employee* the change is for.



### 1.3 Either type the *employee's name* or select from *My Team*



1.4 Once you've selected the employee, an additional option will appear to *Use Next Pay Period*. Untick if you do **not** want to use the next pay period for the change.

1.5 Click OK.

1.6 Complete each section as required by the circumstance. Select *Increment Change, Withhold Increment*.

1.7 Select save

1.8 Scroll down to the *Guidelines* section, *edit* and change the *Progression Start Date* to the period that the increment should be delayed for. Note: the maximum period that an increment can be delayed for is 6 months.

**Guidelines**

Total Base Pay Range  
78,602.00 - 83,806.00 AUD Annual

Compensation Package  
Flinders Compensation Package

Grade  
HEGSS (Professional)

Grade Profile  
Higher Education Officer Level 6

Step  
Step 3 - 81205 AUD

Progression Start Date  
03/09/2019

Progression Start Date  
03/11/2019

1.9 Add in any relevant comments or attach any relevant documents (Note: if attaching a document, you will need to select a category select *category code: compensation*) and click *Submit*

enter your comment

**Attachments**

Drop files here

or

Select files

**Attachments**

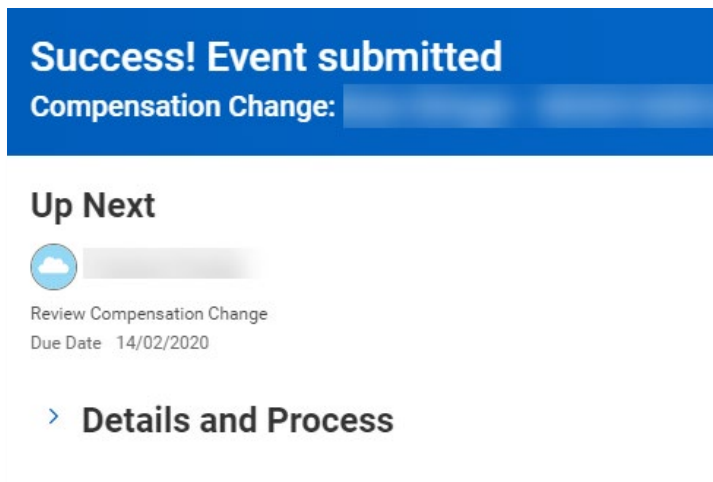
Test.docx

Description

Category \* × Compensation

Submit Save for Later Cancel

Once submitted, you will see the *Success! Event submitted* page which gives you information on what step is *Up Next in the process* along with the option to view the *Details and Process* for your request.



Requests for withholding increments will require the approval of the relevant Budget Owner (generally the head of the business area of the staff member). The relevant budget owner will have an action appear in their Workday inbox to approve, send back or deny. If your request is approved or denied, you will receive a notification. If your request requires further information, you will receive an action to provide further information.