





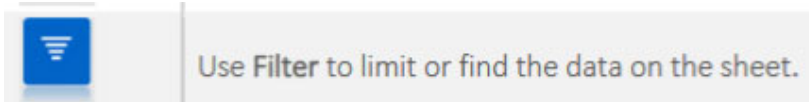




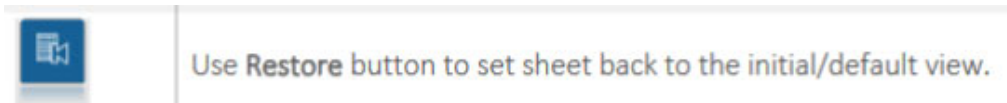
Next review the chartfield allocations.

If any of the allocations need to be updated, adjust the 'level', 'fund', 'program', 'chartfield type' and 'chartfield value' columns.

\*Best practice is to filter to the individual employee before making any changes:



To cancel the filter, use the 'Restore' button



\*Only budget funds controlled by your Department.

All compensation appears on Budget – Fin Plan Update sheet & in the Workday reports immediately after the save button has been used.

### Calculations

•**Hourly Salary:** Hourly Pay Rate \* # of weekly hours \* 2 weeks in pay period \* # of payments (*based on start and end dates and hourly pay dates*) \* Chartfield % (*Defaults to 100% if amount is selected*) \* Rate change value (*Rate change 1 is 1.00*).

•**Monthly Salary:** Monthly Pay Rate \* # of payments (*based on start and end dates*) \* Chartfield % (*Defaults to 100% if amount is selected*) \* FTE Rate (*Dept/System DPE*) \* Rate change value (*Rate change 1 is 1.00*).

•**Annual Salary:** Annual pay rate \* Chartfield % (*Defaults to 100% if amount is selected*) \* Rate change value (*Rate change 1 is 1.00*). Total annual salary will be split across begin and end dates.