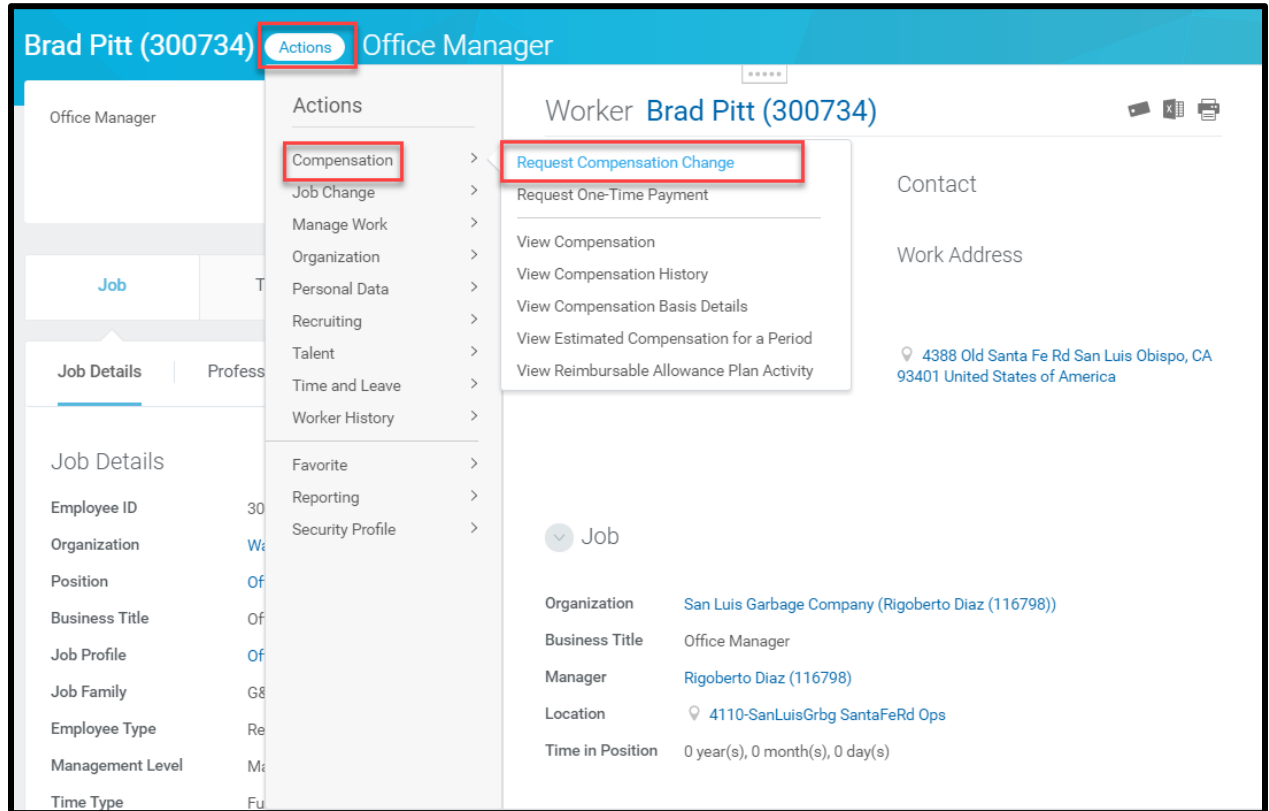
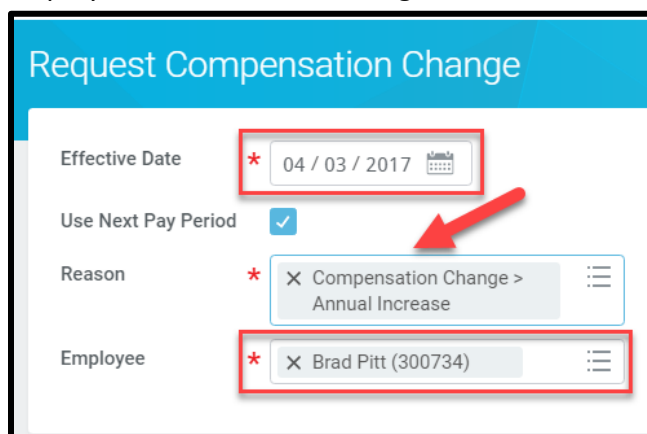


1. From the employee's profile, click **Actions**. Hover over Compensation to access the drop-down menu and click **Request Compensation Change**.



The screenshot shows the employee profile for Brad Pitt (300734), Office Manager. The 'Actions' menu is open, and the 'Compensation' option is selected, displaying a sub-menu with 'Request Compensation Change' highlighted. Other options in the sub-menu include 'Request One-Time Payment', 'View Compensation', 'View Compensation History', 'View Compensation Basis Details', 'View Estimated Compensation for a Period', and 'View Reimbursable Allowance Plan Activity'. The profile details on the right include contact information and work address: 4388 Old Santa Fe Rd San Luis Obispo, CA 93401 United States of America. Job details on the left include Employee ID, Organization, Position, Business Title, Job Profile, Job Family, Employee Type, Management Level, and Time Type.

2. The Request Compensation Change page displays. Enter the date the change should go into effect in the Effective Date field. Typically, the effective date should be at the beginning of a pay period. For that reason, you can click the **Use Next Pay Period** checkbox so the change goes in effect on the first day of the next pay period. Select the reason for the compensation change from the Reason field. The employee's name will default in the Employee field when the change has been initiated from the employee's profile. Click **OK**.




The screenshot shows the 'Request Compensation Change' form. The 'Effective Date' field is set to 04 / 03 / 2017. The 'Use Next Pay Period' checkbox is checked. The 'Reason' field is set to 'Compensation Change > Annual Increase'. The 'Employee' field is set to 'Brad Pitt (300734)'. A red arrow points to the 'Reason' field.

- 3. You can then make your compensation changes.

Salary Based Compensation Change

Start by reviewing the information in the Guidelines section of the page. "Salary Grade Profile" should be in the Grade Profile field.

Guidelines

Pay Range
0.00 - 50,000,000.00 USD Annual 



Compensation Package
Waste Connections Compensation Package

Grade
Waste Connections Grade



Grade Profile
Salary Grade Profile

Step
(empty)

Progression Start Date
(empty)

Scroll down to the Salary section of the page. Edit the salary rate by clicking the **Edit** icon . Enter the new salary amount in the Amount field. You can also edit via a percentage change or amount change. Make sure “Annual” is selected in the Frequency field. Once done with all edits, click the **Save** icon .

Salary

Compensation Plan
Waste Connections Salary Plan  

Total Base Pay
0.00 - 50,000,000.00 USD Annual

Amount *

Amount Change

Percent Change

Currency *

Frequency *

[Additional Details](#)

Assignment Details
37,500.00 USD Annual

Once the salary compensation change has been saved, the Assignment Details will show the new salary amount as well as the old salary amount. It is also very important to remember to click **Add** and add or re-add any applicable Allowance (Auto), Bonus or Stock details that are new or were assigned to the employee prior to the salary change. When done, click **Submit**.

Salary

Assignment Details
● 37,500.00 USD Annual was 35,000.00 USD Annual

Plan Name
Waste Connections Salary Plan

Effective Date
● 04/17/2017 was 04/03/2017

Add

Hourly

Add

Unit Salary

Add

Allowance
Add

Bonus
Add

Stock
Add

Hourly Based Compensation Changes

Start by reviewing the information in the Guidelines section of the page. “Hourly Grade Profile” should be in the Grade Profile field.

Guidelines

Pay Range
0.00 - 5,000,000.00 USD Hourly



Compensation Package
Waste Connections Compensation Package

Grade
Waste Connections Grade

Grade Profile
Hourly Grade Profile

Step
(empty)

Progression Start Date
(empty)

Scroll down to the Hourly section of the page. Edit the hourly rate by clicking the **Edit** icon . Enter the new hourly amount in the Amount field. Make sure “Hourly” is selected in the Frequency field. The differential of the increase is reflected in the Amount Change and Percentage Change fields. Once done with all edits, click the **Save** icon .

Hourly

Compensation Plan
Waste Connections Hourly Plan

Total Base Pay
0.00 - 5,000,000.00 USD Hourly

Amount *
21.00

Amount Change
1.73

Percent Change
8.98

Currency *
X USD

Frequency *
X Hourly

Once the hourly compensation change has been saved, the Assignment Details will show the new hourly amount as well as the old hourly amount. It is also very important to remember to click **Add** and re-add the Vacation Rate for legacy Progressive employees if necessary.

Hourly

Assignment Details

21.00 USD Hourly was 19.27 USD Hourly


Plan Name

Waste Connections Hourly Plan

Effective Date

04/10/2017 was 06/12/2006

Add

Select "Vacation Rate" in Compensation Plan field. The amount entered should be the same amount the employee is paid per hour and then select "Hourly" in the Frequency field. Once done with all edits, click the **Save** icon .

Hourly

Assignment Details

21.00 USD Hourly was 19.27 USD Hourly

Plan Name

Waste Connections Hourly Plan

Effective Date

04/10/2017 was 06/12/2006

Compensation Plan

X Vacation Rate

Total Base Pay

0.00 - 5,000,000.00 USD Hourly

Amount *

21.00

Currency *

X USD

Frequency *

X Hourly


Additional Details


Assignment Details

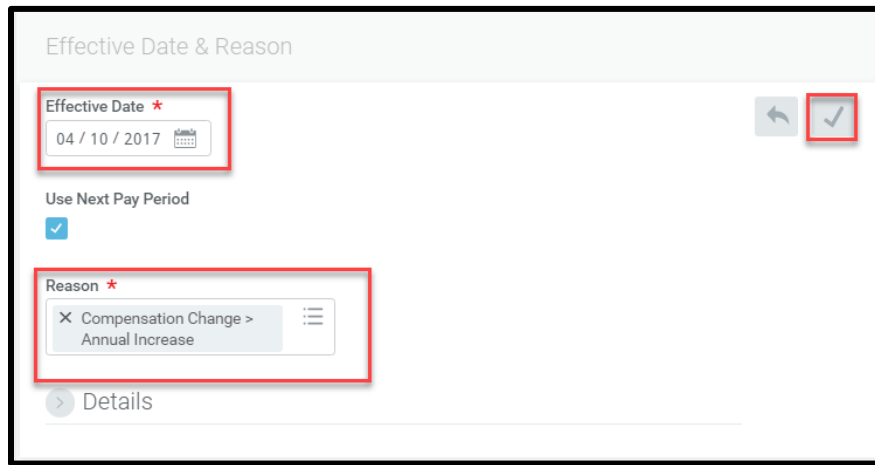
21.00 USD Hourly

Incentive Based Compensation Changes

Incentive pay compensation changes differ from other compensation changes because when the change is to take place the actual incentive is calculated at the site and applied on the effective date submitted.

Click the **Edit** icon  in the Effective Date & Reason section of the page. Enter the effective date in the Effective Date field and the reason for the incentive compensation change in the

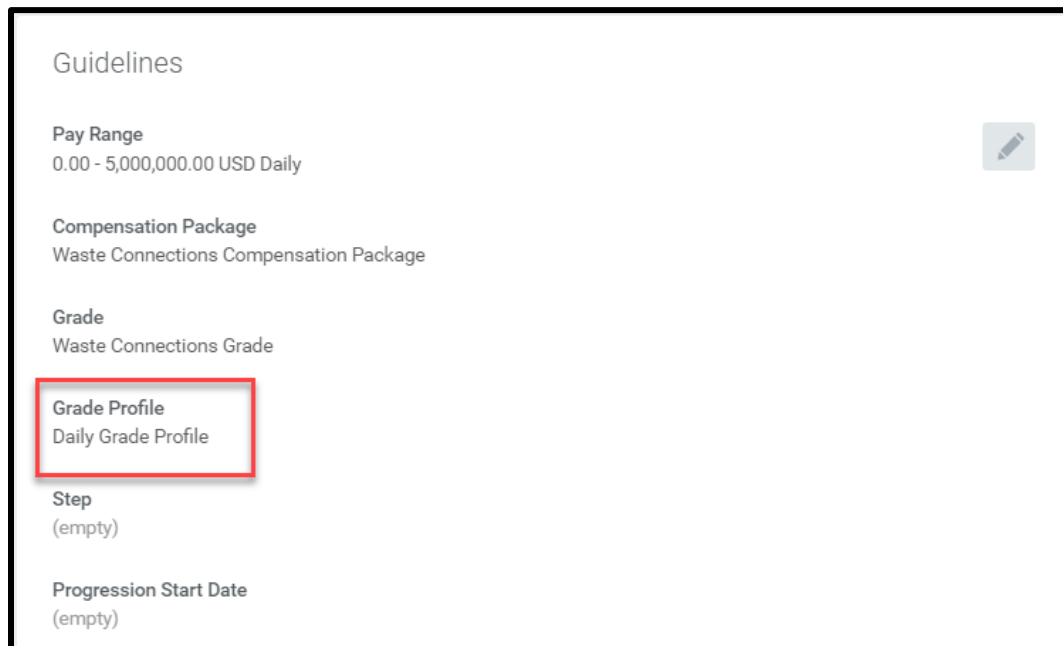
Reason field. Click the **Save** icon .



The screenshot shows the 'Effective Date & Reason' section of a form. It includes the following elements:

- Effective Date ***: A date field containing '04 / 10 / 2017' with a calendar icon to its right. A red box highlights this field.
- Use Next Pay Period**: A checkbox that is checked.
- Reason ***: A dropdown menu showing 'Compensation Change > Annual Increase'. A red box highlights this dropdown.
- Navigation**: A 'Details' link with a right-pointing arrow.
- Actions**: A back arrow icon and a save icon (checkmark) are located to the right of the Effective Date field.

Review the information in the Guidelines section of the page. "Daily Grade Profile" should be in the Grade Profile field for an incentive-based compensation change.



The screenshot shows the 'Guidelines' section of a form with the following details:

- Pay Range**: 0.00 - 5,000,000.00 USD Daily. An edit icon (pencil) is to the right.
- Compensation Package**: Waste Connections Compensation Package
- Grade**: Waste Connections Grade
- Grade Profile**: Daily Grade Profile. This field is highlighted with a red box.
- Step**: (empty)
- Progression Start Date**: (empty)

Scroll down to the Hourly section of the page. Edit the hourly rate by clicking the **Edit** icon. Enter the new hourly amount in the Amount field. Make sure “Hourly” is selected in the Frequency field. The differential of the increase is reflected in the Amount Change and Percentage Change fields. Once done with all edits, click the **Save** icon.

The screenshot shows a form titled "Hourly" with the following fields and controls:

- Compensation Plan:** Base Rate Plan. To the right are a back arrow icon and a checkmark icon (highlighted with a red box).
- Total Base Pay:** 0.00 - 5,000,000.00 USD Daily
- Amount ***: A text input field containing "22.00" (highlighted with a red box).
- Amount Change:** A text input field containing "0.94".
- Percent Change:** A text input field containing "4.46".
- Currency *:** A dropdown menu showing "USD" with a close icon and a menu icon.
- Frequency *:** A dropdown menu showing "Hourly" with a close icon and a menu icon (highlighted with a red box).

Because the Per Unit Amount does not change and remains at 0.01, no changes in the Unit Salary section are necessary. Click **Submit**.


The screenshot shows a form titled "Unit Salary" with the following fields and controls:

- Assignment Details:** 0.01 USD per Day (1 Units Daily). To the right are a close icon and an edit icon (highlighted with a red box).
- Plan Name:** Waste Connections Unit Salary Plan
- Effective Date:** 02/24/2017
- Add:** A button at the bottom left.

Daily Rate Based Compensation Changes

Start by reviewing the information in the Guidelines section of the page. "Daily Grade Profile" should be in the Grade Profile field.

Guidelines

Pay Range
0.00 - 5,000,000.00 USD Daily 

Compensation Package
Waste Connections Compensation Package



Grade
Waste Connections Grade

Grade Profile
Daily Grade Profile

Step
(empty)

Progression Start Date
(empty)

If the employee is a legacy Progressive employee, scroll down to the Hourly section of the page, edit the amount, make sure "Hourly" is selected in the Frequency field, and save the changes.

Compensation Plan
Base Rate Plan  

Total Base Pay
0.00 - 5,000,000.00 USD Daily

Amount *

Amount Change

Percent Change

Currency *

Frequency *

Next, scroll down to the Unit Salary section of the page and complete for both legacy Progressive and legacy Waste Connections employees. Make sure “Daily” is in the Frequency field and enter the new amount in the Per Unit Amount field and save the changes. Click **Submit**.

Unit Salary

Compensation Plan
Waste Connections Unit Salary Plan

Number of Units
1

Unit
Day

Frequency
X Daily

Per Unit Amount *
167.00

Total Amount
167.00

Currency *
X USD

- Once compensation changes route for management approval, you can check the approval status from the employee’s profile. Click the **Job** tab and then click the **Worker History** sub-tab. Find the Compensation Change event under the Business Process column and click on it.

Business Process	Effective Date	Initiated On	Completed On	Status	Assigned To
Compensation Change: Brad Pitt (300734) - Office Manager	04/03/2017	04/03/2017 08:43:40 AM		In Progress	Matthew Meyers (117762)
Disability Self-Identification for Onboarding: Brad Pitt (300734) - Office Manager on 04/03/2017	04/03/2017	04/03/2017 07:41:04 AM	04/03/2017 07:43:26 AM	Successfully Completed	
Contact Change: Brad Pitt (300734)	04/03/2017	04/03/2017 07:19:04 AM	04/03/2017 07:40:55 AM	Successfully Completed	

- The View Event page displays allowing you to see the details and processes associated with the compensation change. Click the **Process** tab to review the status of the change and the responsible person. To review the remaining approval processes, click the **Remaining Process** button.

Details **Process**

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Request Compensation Change	Request Compensation Change	Step Completed	04/03/2017 08:43:40 AM		Rigoberto Diaz (116798)	Nolan Wade on behalf of Rigoberto Diaz: Updated salary increase.
Request Compensation Change	Approval Chain by Manager	Not Required				
Request Compensation Change	Approval Chain by Manager	Not Required				
Request Compensation Change	Approval Chain by Manager	Not Required				
Request Compensation Change	Approval by Controller	Awaiting Action			Matthew Meyers (117762) (Controller)	

Remaining Process

Click on the button below to review remaining process details.

Remaining Process

- Once all approvals are complete, it is recommended that managers review the employee's Allowance, Bonus or Stock details to assure that all are in order. If not, reach out to the payroll department to reinstate any that may not have updated with the compensation change. **If the compensation change dates back to 2016 please contact your payroll analyst to make sure the retro pay is calculated correctly.**