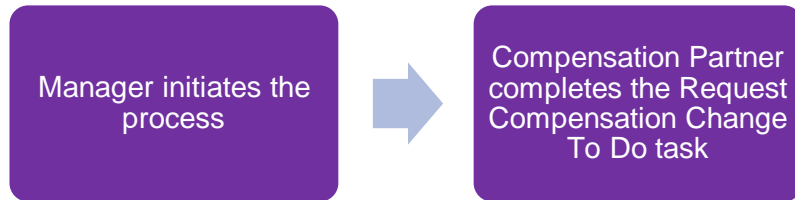


## Overview

This job aid will help managers submit a compensation request for a direct report for Equity Review, Special Project Pay, TSI-begin (Temporary Salary Increase start), and TSI-end (Temporary Salary Increase end).

## Process Flow: Request



## Request Framework

1. From the Workday search bar, enter and select **Create Request**.
2. The Create Request screen displays. Select one of the following request types:

Type	Description
Equity Review	Completion of this information indicates your request for a worker to receive an equity review. Please attach the equity review request form. The form can be accessed on the HRSTM webpage. The guidelines for an equity review can be referenced in P&P 35001CP.
Special Project Pay	Completion of this information indicates your request for an exempt worker to receive special project pay. Please attach the special project pay request form. The form can be accessed on the HRSTM webpage. The guidelines for special project pay can be referenced in P&P 35001CP.
TSI-Begin	Completion of this information indicates your request to award a temporary salary increase (TSI) for a worker assuming higher level duties. The guidelines for a TSI can be referenced in P&P 35001CP.
TSI-End	Completion of this information indicates your notification to end a temporary salary increase (TSI) for a worker.

3. Click **OK**.
4. Skip to the corresponding section for instructions on how to complete each request listed above.

## Equity Review

1. Enter a description in the **Describe the Request** field.
2. Enter the **Employee Name**.
3. Enter the **M#**.  
**Note:** This can be found on Worker Profile > Overview > Employee ID.
4. Enter the **Position Number**.  
**Note:** This can be found on Worker Profile > Overview > Position.
5. Click **Select Files** and attach the equity review request form.  
**Note:** It is required to upload the equity review request form which can be found on the HRSTM webpage (<https://info.montgomerycollege.edu/documents/offices/human-resources/special-project-pay-form.pdf>).
6. Click **Submit**.

### Special Project Pay

1. Enter a description in the **Describe the Request** field.
2. Enter the **Employee Name**.
3. Enter the **M#**.  
**Note:** This can be found on Worker Profile > Overview > Employee ID.
4. Enter the **Position Number**.  
**Note:** This can be found on Worker Profile > Overview > Position.
5. Click **Select Files** and attach the special project pay request form.  
**Note:** It is required to upload the special project pay request form which can be found on the HSTM webpage (<https://info.montgomerycollege.edu/documents/offices/human-resources/special-project-pay-form.pdf>).
6. Click **Submit**.

### TSI - Begin

1. Enter a description in the **Describe the Request** field.
2. Enter the **Employee Name**.
3. Enter the **M#**.  
**Note:** This can be found on Worker Profile > Overview > Employee ID.
4. Enter the **Position Number**.  
**Note:** This can be found on Worker Profile > Overview > Position.
5. Enter the **Effective Date of TSI**.  
**Note:** Effective date cannot be until after the role is vacated.
6. Enter the **Title of TSI Role**.  
**Note:** Interim Is used when position is vacant; Acting is used when the incumbent will return to the position.
7. Enter the **Approximate date for end of TSI**.  
**Note:** TSIs must be at least 30 days and typically do not last more than 6 months.
8. Enter a **Justification**.
9. Click **Submit**.

## TSI - End

1. Enter a description in the **Describe the Request** field.
2. Enter the **Employee Name**.
3. Enter the **M#**.  
**Note:** This can be found on Worker Profile > Overview > Employee ID.
4. Enter the **Position Number**.  
**Note:** This can be found on Worker Profile > Overview > Position.
5. Enter the **End Date**.  
**Note:** Two employees cannot occupy the same position simultaneously.
6. Click **Submit**.