EDIT SEP ALLOWANCE to change FY 18 to FY 19 amount

Initiate process between September 2 and 14

REQUEST COMPENSATION CHANGE

Effective Date MUST BE 9/2/18

Allowance Section

Select pencil icon to edit

Change amount if needed

Select Additional Details to remove Actual End Date if entered previously

Submit
ADD FY 19 SEP ALLOWANCE

Initiate process between September 2 and 14

Effective Date: 09/02/2018

REQUEST COMPENSATION CHANGE

Effective Date MUST BE 9/2/18

Reason: Request Compensation Change - Allowance Adjustment

Allowance Section

Select Add: Add

Compensation Plan
- Salary Enhancement: Pay

Amount: 1,000.00

Currency: USD

Frequency: Monthly

Submit