Workflows will be enabled on 9/18/2020 with the latest release of Ignite

When a direct report (staff, faculty, or student) receives a change to base pay, the line manager, as reflected in Ignite, will be the last approval step in the workflow. This enables line managers to own the timing of the conversation with their direct report. It is recommended that Line Managers have the conversation about the change in base pay or individual compensation plan (formerly supplemental pay) in advance of approving within Ignite.

Below are the in-system steps to approve compensation workflows:

1. Click the notification bell in the top right. Select the hyperlink of the compensation transaction.

2. A new browser window opens. Review the transaction information, including: name of direct report, transaction type, amount, and duration. Once reviewed, click “Approve”. This will notify the individual of a compensation change. No action is required from the direct report.