

Salary Ranges in Workday – Frequently Asked Questions

Q: Why are the salary ranges shown in hourly/weekly rates (Minimum, Midpoint and Maximum)?

A: Salary ranges were loaded into the system consistent with the rate of pay. If you need to determine the annualized values:

- FT Hourly employees: Hourly rate X 2080 hours = Annual Salary
- PT Hourly employees: Hourly rate X 1040 hours = Annual Salary
- Salaried employees: Weekly rate X 52 weeks = Annual Salary

Q: Why did my employee's salary range change?

A: As part of the process of loading salary ranges in Workday, salary ranges were benchmarked in 2019.

Q: How often will salary ranges be updated in Workday?

A: Per best practice, the compensation team benchmarks salary ranges annually. As a result, any necessary updates will be reflected in Workday.

Q: What is the compensation grade?

A: The job code will match the compensation grade. Salary ranges were developed for each job code/job title.

Q: What is a Compa-Ratio?

A: The compa-ratio indicates the employee's position within the salary range. $\text{Compa-Ratio} = \text{Employee's rate} \div \text{Midpoint}$

- 0.70 = range minimum
- 1.00 = range midpoint
- 1.30 = range maximum

Q: Why can't I see the Compa-Ratio of my employees when I'm in Workday?

A: Workday does not have this functionality. However, you may view the compa-ratio by either:

- 1) Employee's rate \div Midpoint
or
- 2) Running the Workday report "Team Compa-Ratios & Ranges". Please see the Workday Quick Reference Guide for instructions.

Q: What if my employee is below the minimum of the salary range (Compa-Ratio of 0.69 or below)?

A: During your employee's next pay change, Workday may reflect an error message "Total base pay is below pay range minimum". Contact the Compensation team.

Q: What if my employee is above the maximum of the salary range (Compa-Ratio of 1.31 or above)?

A: During your employee's next pay change, Workday may reflect an error message "Total base pay is above pay range maximum". Contact the Compensation team.

Q: Where can I view the salary ranges for positions that are not occupied by an employee?

A: Salary ranges were loaded for positions that are actively in use. Please contact the Compensation team with any questions.

Q: Will employees have access to salary ranges in Workday?

A: No. Salary ranges are not published and should not be shared with employees. Salary range access is limited to Assistant Managers and above who have direct/indirect reports.

Additional questions?

Please contact hr_compensation@discounttire.com