

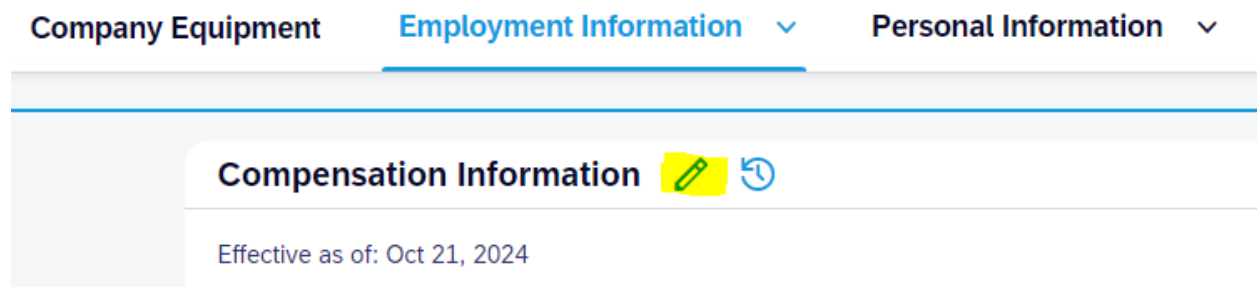
Instructions for BYOD Mobile Allowance in Success Factors.

Step 1, Go to Success Factors of the employee you are wanting to make a change for.

Click the drop down for "**Employment Information**" on their page, Then click on "**Compensation Information**"



Step 2, Under the Compensation section Information, Click on the "**Pencil**"



Step 3, Choose Start date you want the change to take effect

Compensation Information

> What would you like to change?

When should these changes take effect? *

MMM dd, yyyy



Step 4, Go down to Compensation, Click **ADD**. Then use the drop down to choose BYOD.

Compensation Information

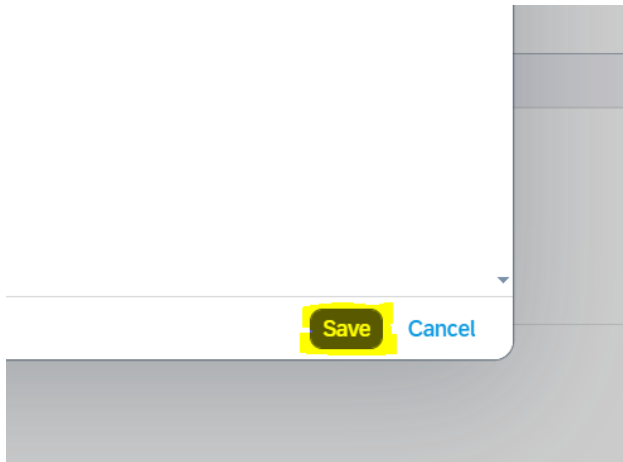
Salaried

IT10_US

Compensation

Pay Component*	Value*	Type
Base Salary (Base Sal...		Amount
Assignment: <i>No Selection</i>		
Start Date: <input type="text"/>		
End Date: <input type="text"/>		
Bring Your Device (BY...	23.08	Amount
Assignment: <i>No Selection</i>		
Start Date: <input type="text"/>		
End Date: <input type="text"/>		
Add		

Step 5, Click SAVE and you are completed.




Step 5.1 IF REQUIRED; If the system asks you to add an "EVENT" Scroll up to where it says "EVENT*"

Use the drop downs to select the below changes.


Compensation Information

> What would you like to change?


When should these changes take effect? *

Oct 21, 2024 

Event *

Compensation Change 

Event Reason *

Allowance Change (PAYALLOW) 

Step 6, Hit SAVE. The task is now completed.

