Description: This job aid provides instructions for viewing employee compensation.

Applies to: Managers with direct and indirect reports.

Note: Fields not specified in this document are to be skipped or left blank.

VIEW COMPENSATION BY EMPLOYEE

1. Navigate to the employees work/employee profile by either:
   a. Typing the employees name in the Search box, or
   b. Selecting the My Team worklet
   c. Scroll to the bottom to of the screen, and select an employee

2. Select the employees Worker or Employee profile if multiple profiles exist.
3. From the employee’s profile,
   a. Click the Compensation tab on the Actions Menu, then
   b. Pay Change History sub-tab on the top.

This displays all employee’s compensation changes. **Ad-hoc Compensation Change** refers to additional adjustments awarded to the employee for, market/equity adjustments, or recognition for outstanding performance.
VIEW COMPENSATION

VIEW COMPENSATION CHANGES BY ORGANIZATION

1. Type Compensation Summary in the search box and select the Compensation Summary report.

2. In the prompt box:
   a. Enter a date for the period you would like to view.
      – Example: Annual Salary Increase effective date is 7/1/2022.
   b. Enter your name in to the Organizations prompt, and select the appropriate option(s).
      – PM to view permanent direct reports,
      – JM for temporary/contract workers,
      – JM_Stu for student workers.
   c. Check the Include Subordinate Organizations box to view all sub-orgs that report in to your organization.
   d. Click OK.
3. From Compensation Summary grid, click the number link in the Employee Positions column.

4. The pop-up box shows the compensation information as of the date selected above.