



## **View Compensation**

*Workday Job Aid for Employees*



### **Overview**

This job aid explains how employees can view their Compensation details, including Pay Change History & Total Rewards. These details can be reviewed from the Compensation tab on the worker profile. If you have any questions, please contact the HRSTM mailbox.

## View Compensation

View compensation from your worker profile.

**Note:** Click on a blue hyperlink to view more information at any time.

1. From the home page, click the **photo/person icon**  on the top right of the screen. On subsequent pages you will click on the photo/cloud icon .

2. Click on **View Profile**.

Your worker profile displays.

3. Click **Compensation** on the left vertical sidebar.

4. View the **Compensation** tab. Here you can view:

- Total Base Pay
- Currency
- Frequency
- Compensation Grade
- Compensation Grade Profile
- Company
- Plan Assignments > Plan Type
  - i. Salary = exempt
  - ii. Hourly = nonexempt

5. Click the **Pay Change History** tab. Here you can view pay change information including:

- Effective Date
- Compensation Action

- Reason
- Total Base Pay
- Currency
- Frequency

6. Click the **Total Rewards** tab. Here you can view a projected total of your annual compensation.

**Note:** The Total Compensation Statement reflects projected totals and is not a guarantee of annual compensation totals. The statement does not guarantee your continued employment with the College. It is meant to help you to understand the value of your current compensation. The information in the statement is subject to legal documents that determine availability for each plan. The statement is not a legal document. If you have any questions, please refer to your summary plan descriptions.