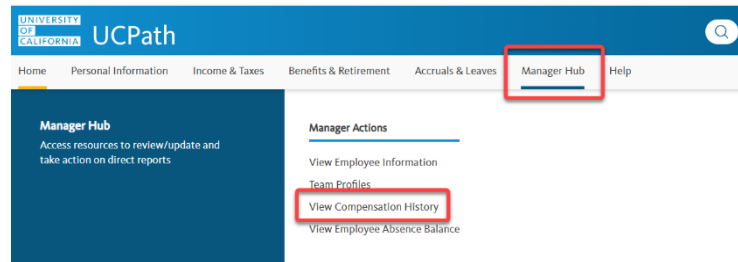


This Job Aid supports [Course EMP120 - Manager Actions](#)

In order to effectively manage compensation, make informed decisions and create and allocate budgets, a manager you need to be aware of the team's compensation. Using the View Employee Compensation allows you to do this.

## Navigation

Select **Manager Hub > View Compensation History**.



## View Compensation History Page

**1** Team Member: Enter Name, Title or Email

**2** As Of: 06/09/2025

**3** Acting As: PROF-AY

**4** Team Members

**5** 37 rows

**6** 7 rows

ID - Record	Name	Pronouns	Job Title	Empl Status	Department	Location	Job Code	Fixed/Variable	Position	Count of Indirects
10652743 - 1	LVD-Amber LVD-Carrasco Hernandez	(She/Her/Hers)	TEACHG ASST-GSHIP	Active	Psychology Dept - D01030	PSYCHOLOGY1 - P5373	002310	Fixed	40005341	
10495793 - 2	LVD-Andrea LVD-Lopez	(She/Her/Hers)	TEACHG ASST-GSHIP	Active	Psychology Dept - D01030	PSYCHOLOGY1 - 3731111	002310	Fixed	40955906	
10259648 - 4	LVD-Anton LVD-Ortiz		TEACHG ASST-GSHIP	Active	Psychology Dept - D01030	PSYCHOLOGY1 - 3731111	002310	Fixed/Variable	40776755	

- 1. Team Member field:** Allows the manager to search by name, title, or email address.
- 2. As Of field:** Allows filtering by date to find the most recently updated employee record.
- 3. Acting As:** If you have multiple concurrent jobs as a manager, this field displays your job titles so that you view the employees that report to you in each role.

4. **Team Members:** Displays the list of employees reporting to the manager, depending on the value selected in the **Acting As** field.
5. **Sort field:** Displays a list of options to sort the employees by **ID - Record**, **Name**, **Pronouns**, **Job Title**, **Empl Status**, **Department**, **Location**, **Job Code**, **Fixed/Variable**, **Position**, or **Count of Indirects**.
6. **Select:** A right-facing arrow that allows you to open the team member's record.

## An Individual's Compensation History

**View Compensation History**

LVD-Anton LVD-Ortiz  
TEACHG ASST-GSHIP  
10259648  
[Select Different Employee](#)

Apply Reset

**Grid Display Options**

Salary Frequency: Annual

**Filter Options**

Source: [Dropdown]  
Action: [Dropdown]  
Job Title: [Dropdown]  
Time Period: All

**View Compensation History**

> View Chart

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Action	Reason	Currency	Job Title
01/01/2025	36,070.50	1,050.50	3.0	Base Salary	Pay Rate Change	Step Increase/Progression	USD	TEACHG ASST-GSHIP
10/01/2024	35,020.00	5,021.00	16.7	Base Salary	Data Change	Add/Extend Appointment	USD	TEACHG ASST-GSHIP
10/01/2023	29,999.00		0.0	Base Salary	Pay Rate Change	Range Adjustment/Comp Refresh	USD	TEACHG ASST-GSHIP
10/01/2023	29,999.00	4,999.00	20.0	Base Salary	Position Change	Correction SalPlan, Grade, Etc	USD	TEACHG ASST-GSHIP
04/01/2023	25,000.00	1,753.50	7.5	Base Salary	Rehire	Academic Concurrent Hire	USD	TEACHG ASST-GSHIP
10/01/2022	23,246.50		0.0	Base Salary	Rehire	Rehire, < 120 days break	USD	TEACHG ASST-GSHIP
10/01/2021	23,246.50	677.50	3.0	Base Salary	Rehire	Rehire, < 120 days break	USD	TEACHG ASST-GSHIP
01/01/2021	22,569.00		0.0	Base Salary	Hire	Academic Concurrent Hire	USD	TEACHG ASST-GSHIP

1. The header displays the name, title, and employee ID of the selected person.
2. The **Select a Different Employee** link returns to the Find Team Member page to select a different person.
3. From the **Salary Frequency** list of values, select the appropriate option to view compensation history in **Annual**, **Monthly**, **Weekly**, or **Daily** format.
4. Other **Filter Options** include:
  - a) **Source:** The source of the compensation, such as Base Salary, Bonus, and so on.
  - b) **Action:** The type of action associated with the compensation change, such as **Data Change**, **Hire**, **Rehire**, **Pay Rate Change**, and **Position Change**.
  - c) **Job Title:** The Job Titles held by the person.
  - d) **Time Period:** The date range, such as **All**, **Last 5**, **Last 10**, or **Last 15** years.

5. The individual's compensation history displays 9 columns:
- a) **Date of Change** of the compensation
  - b) **Amount** of the total compensation
  - c) **Salary Change Amount** in dollars
  - d) **Salary Change Percent** as a percentage
  - e) **Action** associated with the change, such as **Data Change**
  - f) **Reason** for the change, such as Add/Extend Appointment
  - g) **Currency** typically shown in U.S. dollars
  - h) **Job Title** of the person at the time of the change