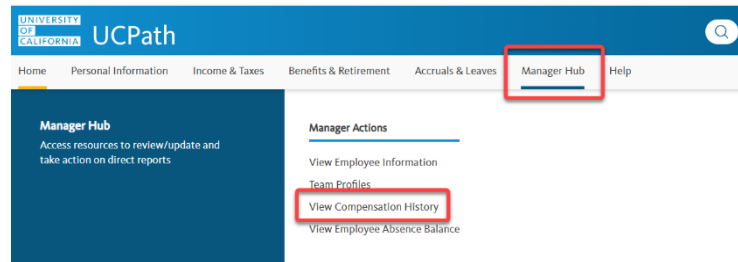This Job Aid supports *Course EMP120 - Manager Actions*

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** 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

1. The header displays the name, title, and employee ID of the selected person.

2. The **Select a Different Emplo**yee 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