



Workday : Managing Compensation for Faculty

Central Campus



Topics Covered

Getting Started

Key Concepts of Academic Compensation

Determining the Method of Payment

Academic Compensation and Job Change

Tips and Important Reminders

Resources

Getting Started

Quick review:

- Academic record vs employee record
- Hiring vs reappointing
- Supervisory organization vs academic unit

Advisory

Workday demos will be conducted in one of the testing tenants. The records that will be used are those of real individuals whose names have been changed to mask their identities. However, if you recognize the individual from queues that have not been altered, please maintain strict confidentiality per the codes of business conduct.

GETTING STARTED

Getting Started

Before starting any transaction in Workday, here are some questions to consider:

- *What do you want to do?*
- *Have you obtained the necessary permissions from the Dean's and Provost's Offices? Do you have the supporting documentation?*
- *Who is the individual and have you checked Workday to search for a record or to examine the status of the record?*
- *What type of relationship will the individual have, or does the individual have, with Yale? Is he or she performing work for another unit?*

Getting Started

Some questions to consider (con't):

- *Where will the individual be located primarily, i.e. in your supervisory org or a different one?*
 - Our point of view is that a faculty member should have one stable primary home, and that unit takes responsibility for coordinating all payments for that faculty member.
- *Has this person been paid by Yale during this calendar year?*
 - If so, all payments must be entered into Workday as some form of compensation, i.e. you cannot pay with a check request.

Prerequisites

Prior to requesting any compensation changes or one-time payments, the paying/appointing department must:

- ✓ Communicate with all appropriate parties and follow all pre-existing approval processes outside of Workday (i.e., Provost's Office or Dean's Office, primary department/supervisory org, etc.).
- ✓ Gather all supporting documentation and submit to faculty.admin@yale.edu.

Conversations are still an integral precursor to any business process!



KEY CONCEPTS OF ACADEMIC COMPENSATION

Key Concepts of Academic Compensation

Screenshot of employee record.

Supervisory organization – The only organization that can pay a faculty member.



FTE (% time) – The percent of time that the faculty member is working. This is a Workday calculated field derived by dividing the Scheduled Weekly Hours by the Default Weekly Hours.



Example:

$$11 \text{ hours} / 40 \text{ hours} = 27.5\%$$

Job Details	
Employee ID	[REDACTED]
Organization	Yale University (Salovey, Peter) >> School of Nursing - Dean's Office (Portillo, Carmen)
Position	P248900 Lecturer
Business Title	Lecturer
Job Profile	Lecturer
Employee Type	Faculty
Time Type	Part time
FTE	27.50%
Location	WC Office Complex North
Annual Work Period	4 Month AWP - September (September 1 - December 31)
Work Period Percent of Year	33.33%
Blended FTE	9.17%
Disbursement Plan Period	4 Month DP - September (September 1 - December 31)

Key Concepts of Academic Compensation

Screenshot of position details.

Time Type – Full time is always only 100% FTE, and part time is anything less than 100%.

**Default Weekly Hours* – The full time number of hours that the employee works. This is always 40 for academics and 37.5 for staff.

**Scheduled Weekly Hours* – The number of hours that the faculty member will work per week.

Job Details	
Employee Type	Faculty
Job Profile	Lecturer
Job Title	Lecturer
Business Title	Lecturer
Time Type	Part time
Location	📍 Linsly-Chittenden
Pay Rate Type	Salary
Annual Work Period	5 Month AWP - January 9m (January 1 - May 31)
Work Period Percent of Year	55.56%
Blended FTE	9.27%
Disbursement Plan Period	5 Month DP - January (January 1 - May 31)
Job Exempt	Yes
✓ Working Time	
Location Weekly Hours	40
Default Weekly Hours	40
Scheduled Weekly Hours	6.67
FTE	16.68%

Key Concepts of Academic Compensation

Screenshot of employee record.

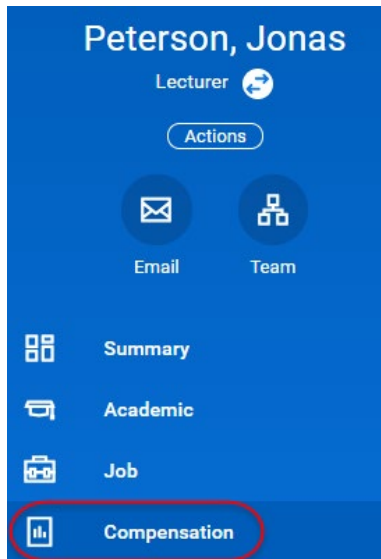
Annual Work Period (AWP) – The time period when the work is being conducted. This sets limitations on the disbursement of pay.

Disbursement Plan Period (DPP) – The period when pay will be disbursed. If this is not aligned correctly, pay will not be generated.

Job Details

Employee ID	[REDACTED]
Organization	Yale University (Salovey, Peter) >> School of Nursing - Dean's Office (Portillo, Carmen)
Position	P248900 Lecturer
Business Title	Lecturer
Job Profile	Lecturer
Employee Type	Faculty
Time Type	Part time
FTE	27.50%
Location	WC Office Complex North
Annual Work Period	4 Month AWP - September (September 1 - December 31)
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Key Concepts of Academic Compensation



Academic Salary – The compensation plan used for paying all academics.

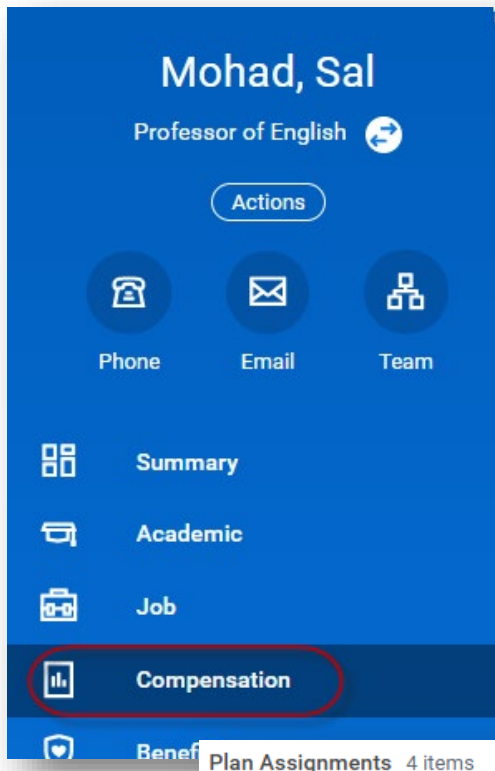
Annual – The amount that would be paid to a faculty member if working full time (100% FTE).

Prorated – The actual amount being paid to a faculty member who is working part time. This only appears if the faculty member is *less than* 100% FTE.

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment
07/01/2018	Salary	Academic Salary	53,700.00 USD Annual (Prorated: 31,307.10)
06/30/2018	Merit	Faculty Annual Salary Review (School of Art)	3.00% Annual

Key Concepts of Academic Compensation



Effective Date – The date the payment will begin being paid.

Expected End Date – Notational purpose only.

Actual End Date – The date the payment will be dropped.

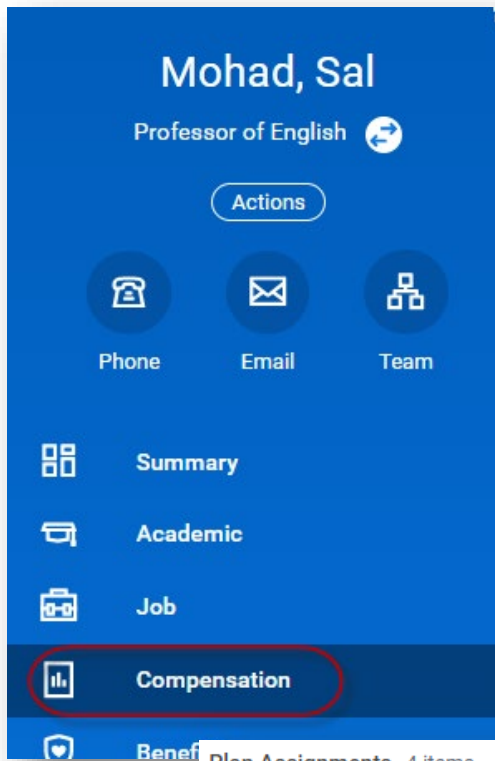
Frequency

- Academic Salary should always be “Annual”.
- Allowance Plans are most often “Monthly”.

Plan Assignments 4 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
07/01/2024	Salary	Academic Salary	284,500.00 USD Annual		
08/01/2024	Allowance	Ongoing Extra Services	1,912.75 USD Monthly: Individual Target		03/31/2025
07/01/2020	Allowance	Mortgage Supplement 1	1,667.67 USD Monthly: Individual Target	06/30/2025	06/30/2025

Key Concepts of Academic Compensation



Effective Date – The date the payment will begin being paid.

Expected End Date – Notational purpose only.

Actual End Date – The date the payment will be dropped.

Frequency

- Academic Salary should always be “Annual”.
- Allowance Plans are most often “Monthly”.

Plan Assignments 4 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
07/01/2024	Salary	Academic Salary	284,500.00 USD Annual		
08/01/2024	Allowance	Ongoing Extra Services	1,912.75 USD Monthly: Individual Target		03/31/2025
07/01/2020	Allowance	Mortgage Supplement 1	1,667.67 USD Monthly: Individual Target	06/30/2025	06/30/2025

DETERMINING THE METHOD OF PAYMENT

Determining the Method of Payment

There are three Workday business processes that can be used to enter pay for faculty:

Compensation > Request One- Time Payment

Extra compensation
such as Taxable
Reimbursements,
Bonuses, Awards and
Prizes...

Compensation > Request Compensation Change

Submit changes to
salary including
recurring ongoing
payments
(Allowances)

Job Change > Transfer, Promote, or Change Job

Submit changes to
items on the employee
record that impact
compensation, i.e.
FTE %, AWP, and DPP

Determining the Method of Payment

ALL extra compensation, either one-time or on-going, requires prior approval from the **Provost's Office**.

Complete and submit the **Request for Pre-Approval** form in advance of paying any faculty member.

If approved, use the following business process from Actions menu:

- One-time payments - **Compensation > Request One-Time Payment**
- On-going payments - **Compensation > Request Compensation Change**



Form 1001 FR.01

Request for Pre-Approval for Faculty Extra Compensation

Revised 11/6/2023

Faculty Member Information			
Faculty Member's Last Name:		Faculty Member's First & Middle Name:	
Employee ID:		School/Department:	
Rank, title:		FTE (not including this effort):	

Extra Compensation Request			
Payment Amount Requested:	\$	Start Date of Work to be Compensated:	End Date of Work to be Compensated:
Description of work to be compensated and, if faculty member is full time, reason why this effort justifies a rare exception to policy on extra compensation (include scope of duties, deliverables, etc.):			

Requester Information			
Requester Name:		Phone Number:	
Email:		Date:	
Job Title:		School/Department:	

Business Office Approval	
Lead Administrator Name:	School/Department:
Lead Administrator approval: I approve the funding of this request and confirm that the information on this form is correct.	
Lead Administrator Signature and Date:	

Special Handling for Grant Payments			
Will this be charged to a grant?	<input type="radio"/> Yes <input type="radio"/> No	If "yes", the services and scope of work for which compensation is being sought must be clearly detailed in the sponsored project proposal. Please obtain approval and e-signature from the Office of Sponsored Projects ("OSP") or Faculty Research Management Services ("FRMS") before submitting this form. If "no", skip the remainder of this section.	
OSP or FRMS Authorizer Name:		OSP or FRMS Authorizer Title:	
Authorizer certification: I certify that I am familiar with the requirements of this grant, that I have reviewed this extra compensation request, and that this payment is clearly accounted in this sponsored project's proposal.			
Authorizer Signature and Date:			

Please submit this form to the Office of Faculty Administrative Services at:

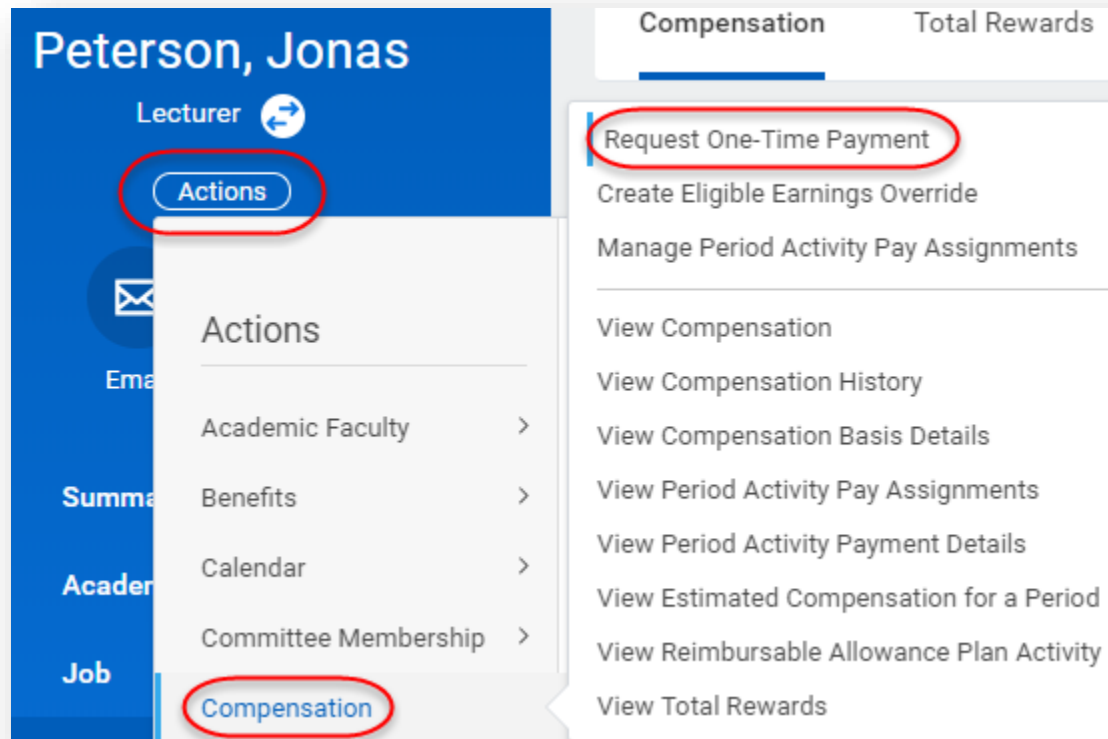
Faculty.admin@yale.edu

Office of Faculty Administrative Services and Provostial Review	
The Office of Faculty Administrative Services will review this form and submit for Provostial approval if required.	
Provostial approval, with signature and date, if required:	

REQUEST ONE-TIME PAYMENT

One-Time Payments

Anyone with a role that allows entry of one-time payments can enter payments for any employee at Yale, regardless of the supervisory org of the employee.



Recurring (on-going) one-time payments should be submitted as an *Allowance* in the “Request Compensation Change” business process.

One-Time Payments

For reason codes and payment plan types refer to the Workday guide, [Academic Tracks, Reason Codes, and Menu Options](https://workday.training.yale.edu/training-materials/academic-tracks-reason-codes-and-menu-options), online at <https://workday.training.yale.edu/training-materials/academic-tracks-reason-codes-and-menu-options>

Note: Some reasons and plans that appear on the list in Workday are for use with staff only.

Remember to add a description of the payment in the Additional Information field. This is not a Workday required field, so it won't have a red asterisk

Additional Information

Special teaching award

One-Time Payment Plan *

× Awards and Prizes ... ☰

Search

← All Plans

- Adoption Reimbursement ...
- Awards and Prizes ...
- Bonus ...
- Bonus Vacation Cash Out ...
- Defined Additional Compensation ...
- Dependent Care ...
- Employee Referral Program ...
- Employee Referral Program (New Haven Resident) ...
- Faculty Education ...

One-Time Payment Plans for Faculty

One-time Payment Plans –

Selection of the correct one is critical. It may have an impact on

- Routing for approvals
- YURAP contributions
- Taxes
- Budgetary considerations

Note: There are two types of taxable reimbursement. Taxable Reimbursement without 120 flows to OFAS for approval whereas Taxable Reimbursement 120 does not.

Payment Plan
Adoption Reimbursement
Awards and Prizes
Bonus
Defined Additional Compensation
Dependent Care
Faculty Education
FAS Faculty Special
Non-Taxable Moving Expense
One-Time Extra Compensation
Sign-on Bonus
Taxable Moving Expense
Taxable Reimbursement
Taxable Reimbursement 120

REQUEST COMPENSATION CHANGE

Request Compensation Change vs. Job Change

Use *Request Compensation Change* when you **only** need to change the compensation plan, i.e. salary or allowances.

If you need to change any of the following items, you will need to use the *Job Change > Transfer, Promote or Change Job*.

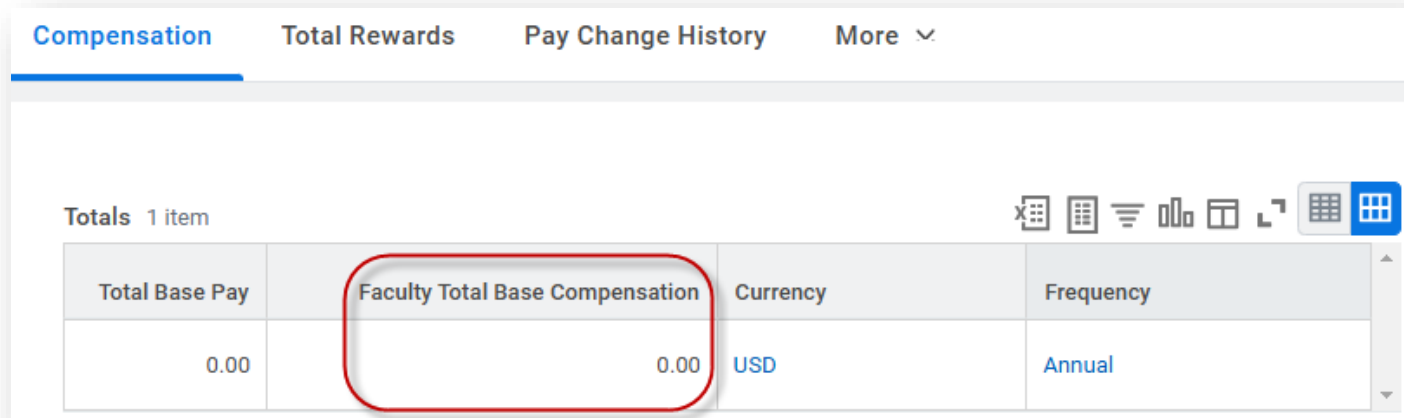
- FTE % time
- Annual Work Period
- Disbursement Plan Period

Job Details	Management Chain	Organizations
Job Details		
Employee ID	139382	
Organization	Yale University (Salovey, Peter) >> English (Hammer, Langdon L)	
Position	P22694 Lecturer	
Business Title	Lecturer (Faculty) - English (Hammer, Langdon L)	
Job Profile	Lecturer	
Employee Type	Faculty	
Time Type	Part time	
FTE	66.60%	
Location	Kroon Hall	
Annual Work Period	5 Month AWP - August 9m (August 1 - December 31)	
Work Period Percent of Year	55.56%	
Blended FTE	37.00%	
Disbursement Plan Period	5 Month DP - August (August 1 - December 31)	

Request Compensation Change

Use **Request Compensation Change** when you only need to change the compensation plan, i.e. academic salary or allowances, this includes adding the Academic Salary plan by changing from \$0 to an amount.

Example 1

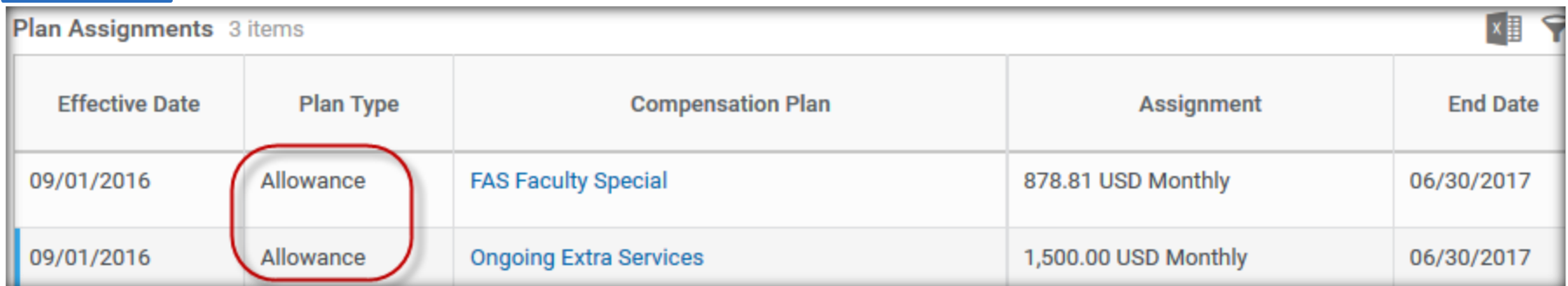


The screenshot shows a compensation summary table with the following data:

Total Base Pay	Faculty Total Base Compensation	Currency	Frequency
0.00	0.00	USD	Annual

The 'Faculty Total Base Compensation' cell is circled in red. The table also includes navigation icons and a 'Totals 1 item' label.

Example 2



The screenshot shows a plan assignments table with the following data:

Effective Date	Plan Type	Compensation Plan	Assignment	End Date
09/01/2016	Allowance	FAS Faculty Special	878.81 USD Monthly	06/30/2017
09/01/2016	Allowance	Ongoing Extra Services	1,500.00 USD Monthly	06/30/2017

The 'Allowance' entries in the Plan Type column are circled in red. The table also includes a 'Plan Assignments 3 items' label and a Microsoft Excel icon.

Request Compensation Change

Request Compensation Change is also used to change or add the Actual End Date.

Actual End Date

- Ensures that the compensation is removed after the appointment is completed.
- Changes the Compensation to \$0.
- Prevents active faculty member from being accidentally paid if not reappointed.
- Will cause benefits to be dropped.

The screenshot displays a web interface for managing compensation. At the top, there are four tabs: 'Compensation' (highlighted with a red circle), 'Total Rewards', 'Pay Change History', and 'Other Compensation Details'. Below the tabs, there is a 'Totals' section with a table containing one row of data. The table has columns for 'Total Salary & Allowances', 'Total Base Pay', 'Faculty Total Base Compensation', 'Currency', and 'Frequency'. The values are 2,700.00, 2,700.00, 2,700.00, USD, and Annual, respectively. Below this is a 'Compensation' section with fields for 'Compensation Package' (Faculty and Other Academic), 'Grade' (No Grade), and 'Company' (Yale University). At the bottom, there is a 'Plan Assignments' section with a table containing one row of data. The table has columns for 'Effective Date', 'Plan Type', 'Compensation Plan', 'Assignment', and 'End Date'. The values are 09/01/2017, Salary, Academic Salary, 90,000.00 USD Annual (Prorated: 2,700.00), and 12/31/2017, respectively. The 'End Date' column is highlighted with a red circle.

Total Salary & Allowances	Total Base Pay	Faculty Total Base Compensation	Currency	Frequency
2,700.00	2,700.00	2,700.00	USD	Annual

Effective Date	Plan Type	Compensation Plan	Assignment	End Date
09/01/2017	Salary	Academic Salary	90,000.00 USD Annual (Prorated: 2,700.00)	12/31/2017

Request Compensation Change

You may only change compensation for faculty members who are in a supervisory org for which you have the role of Academic HR Support Specialist or Business Partner.

The screenshot shows a user profile for Candace Apple, Lecturer. The left sidebar contains navigation options: Phone, Email, Team, Summary, Academic, and Job. The main content area is divided into two sections. The top section, 'Job Details', shows the following information:

Employee ID	247966
Supervisory Organization	Yale University (McInnis, Maurie Dee) >> English - Office of the Chair (Brantley, Jessica Caroline)
Position	P306974 Lecturer
Business Title	Lecturer
Job Profile	Lecturer

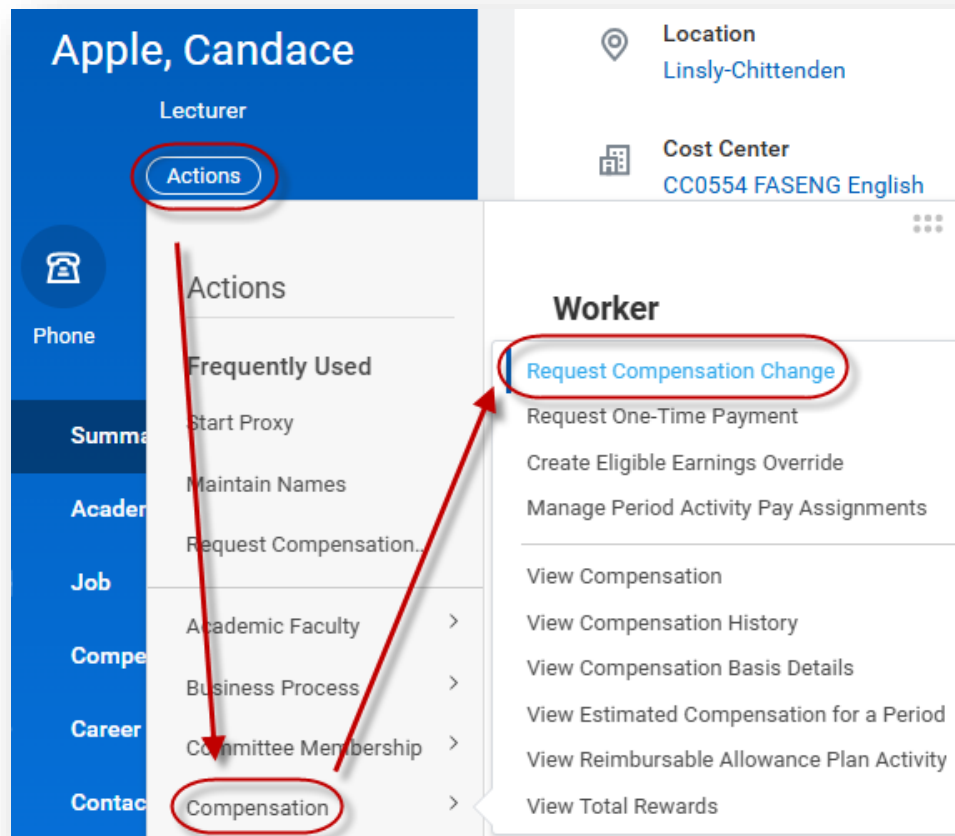
The bottom section, 'Support Roles', shows a table with 62 items. The table has three columns: Assignable Role, Worker, and Role Enabled. The first row is 'Academic HR Support Specialist'.

Assignable Role	Worker	Role Enabled
Academic HR Support Specialist	Worker + More (8)	English - Office of the Chair (Brantley, Jessica Caroline)

Red arrows and circles highlight the 'Supervisory Organization' field in the Job Details section and the 'Support Roles' tab in the bottom section.

Request Compensation Change

You may only change compensation for faculty members who are in a supervisory org for which you have the role of Academic HR Support Specialist or Business Partner.




Request Compensation Change

For reason codes and compensation plan types refer to the Workday guide, [Academic Tracks, Reason Codes, and Menu Options](https://workday.training.yale.edu/training-materials/academic-tracks-reason-codes-and-menu-options), online at <https://workday.training.yale.edu/training-materials/academic-tracks-reason-codes-and-menu-options>

Compensation

Effective Date & Reason

Effective Date 

01/01/2025

Use Next Pay Period

No

Reason

Request Compensation Change > Request Compensation Change > Academic Reappointment

FTE

16.68%

Request Compensation Change

- *Academic Salary* is the compensation plan used for faculty and other academics.
- If the FTE is less than 100%, Workday will calculate the *Prorated Amount*. This should match the amount to be paid.
- Frequency should always be “Annual”, never Monthly.

Compensation Plan
Academic Salary

Total Base Pay
0.00 - 1,000,000,000.00 USD Annual

Apply FTE%

Amount *
72,289.16

Prorated Amount
60,000.00

Amount Change
-11,686.74

Percent Change
-13.92

Currency *
X USD

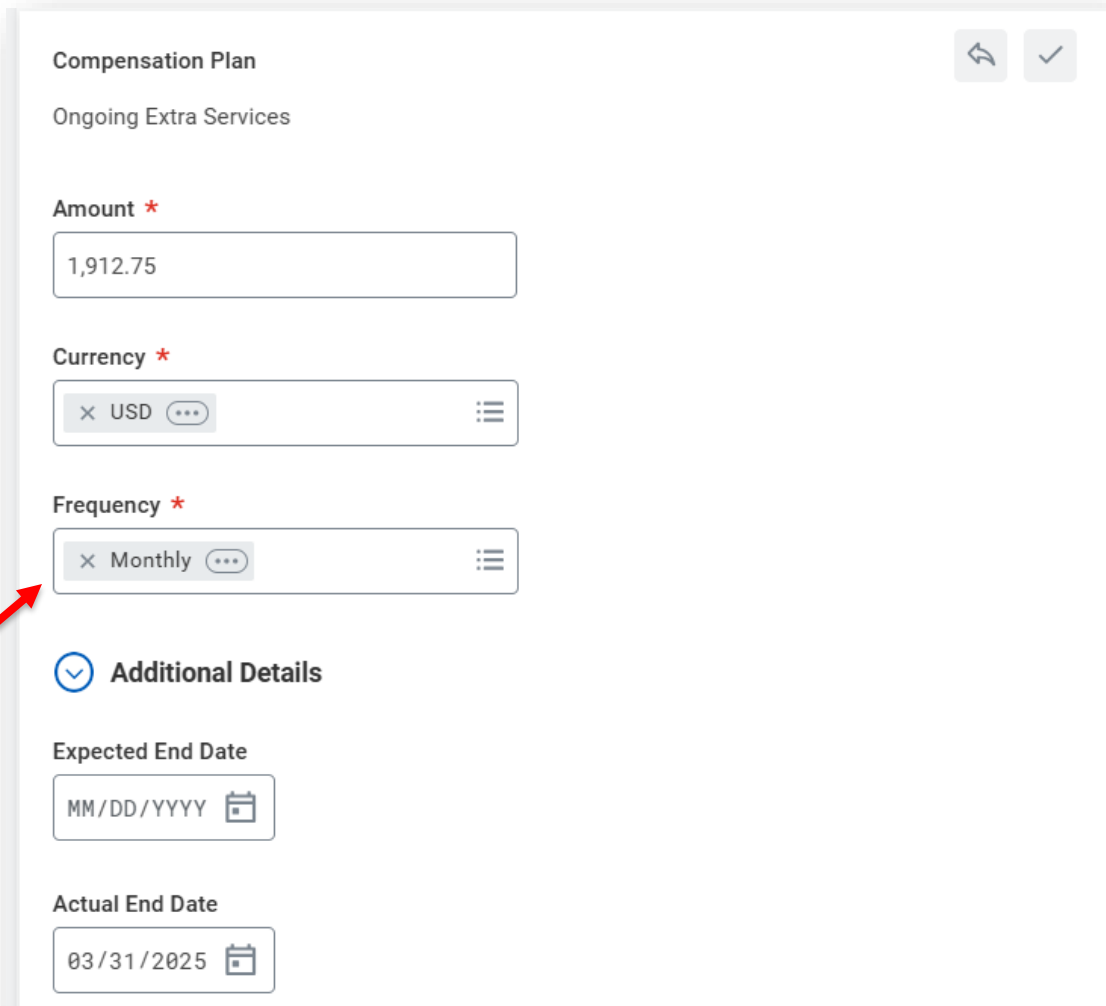
Frequency *
X Annual

Request Compensation Change

For allowance plan types refer to the Workday guide, [Academic Tracks, Reason Codes, and Menu Options](https://workday.training.yale.edu/training-materials/academic-tracks-reason-codes-and-menu-options), online at <https://workday.training.yale.edu/training-materials/academic-tracks-reason-codes-and-menu-options>

Allowance plans assume a 12-month distribution.

The best frequency to use is *Monthly* which requires calculating the monthly payment.



The screenshot shows a 'Compensation Plan' form for 'Ongoing Extra Services'. The form includes the following fields:

- Amount ***: A text input field containing '1,912.75'.
- Currency ***: A dropdown menu showing 'USD'.
- Frequency ***: A dropdown menu showing 'Monthly'. A red arrow points to this field from the text on the left.
- Additional Details**: A section with a downward arrow icon, containing:
 - Expected End Date**: A date input field with the placeholder 'MM/DD/YYYY' and a calendar icon.
 - Actual End Date**: A date input field containing '03/31/2025' and a calendar icon.

JOB CHANGE WITH COMPENSATION

Request Compensation Change vs. Job Change

Use the **Job Change** business process when any other aspects of the position need to be changed. The **Job Change** business process allows you to make changes to Job Profile, FTE %, Annual Work Period and Disbursement Plan Period, as well as Compensation.



Sample of Job Change

Start

Job

Location

Details

Organization

Compensation

Start

Start Details

When do you want this change to take effect? *

Why are you making this change? *

Who will be the manager after this change? Initiator, 01

Which team will this person be on after this change? Training_Biochemistry Org 01 (Initiator, 01)

Where will this person be located after this change? * Training Yale University

➤ When do you want this change to take effect?

Enter date on which it will take effect. This usually matches the date in the appointment letter, unless you need to make an earlier change.

➤ Why are you making this change?

Reasons codes matter! They drive subsequent actions.

Reasons for Work Week Change (change in hours)	Description	Benefit Event Kicked off by this Reason
Work Week Change Remaining At/Above 20	Change in the scheduled work week that keeps employee at or above 20 hours per week	
Work Week Change Remaining Below 20	Change in the scheduled work week that keeps employee below 20 hours per week	
Work Week Change to Greater Than or Equal to 20	Change in the scheduled work week that raises employee from less than 20 hours per week to 20 hours or more per week	Yes
Work Week Change to Less Than 20	Change in the scheduled work week that drops employee from 20 hours or more per week to less than 20 hours per week	Yes

Sample of Job Change



The **Location** tab provides you the ability to edit the following fields:

Location

Location Details

Location * Science Park Bldg 25

Work Space

Scheduled Weekly Hours 40

- ❑ **Location** – Enter the name of the new location, if appropriate.
 - The *Location* entered may change the Default Weekly Hours on the Details page
 - $FTE = \text{Scheduled Weekly Hours} / \text{Default Weekly Hours}$

- ❑ **Scheduled Weekly Hours** – Enter the number of weekly hours the person will be scheduled to work. Many schools with a standard semester schedule follow the chart below.

Single-term appointments:

1 course = 13.32 hours (33.3%)
2 courses = 26.64 hours (66.6%)
3 courses = 40 hours (100%)

Full-year appointments:

2 courses = 13.32 hours (33.3%)
3 courses = 20 hours (50%)
4 courses = 26.64 hours (66.6%)
5-6 courses = 40 hours (100%)

Sample of Job Change - Details



The **Details** tab provides information such as:

Administrative	
Employee Type	* Faculty
Time Type	* Part time
Pay Rate Type	Salary
Location Weekly Hours	40
Default Weekly Hours	40
FTE	87.5%

Academic	
Annual Work Period	5 Month AWP - August 9m (August 01 - December 31)
Work Period Percent of Year	55.56%
Disbursement Plan Period	* 5 Month DP - August (August 01 - December 31)

- If a worker's **FTE** falls below 100% due to a change in hours, you must also update the **Time Type** to reflect that the worker is now **Part Time**, and visa versa.
- Default Weekly Hours are always 40 for academic appointees.
- The Annual Work Period (AWP) and Disbursement Plan Period (DPP) should align with the academic appointment dates for part-time faculty.

NOTE: Use the "9M" option for all teaching faculty.

Sample of Job Change - Compensation

Start

Job

Location

Details

Organization

Compensation

- If the FTE is less than 100%, Workday will calculate the *Prorated Amount*. This should match the amount to be paid.
- Frequency should always be “Annual”, never Monthly.

Compensation Plan
Academic Salary

Total Base Pay
0.00 - 1,000,000,000.00 USD Annual

Apply FTE%

Amount *
72,289.16

Prorated Amount
60,000.00

Amount Change
-11,686.74

Percent Change
-13.92

Currency *
X USD

Frequency *
X Annual

Sample of Job Change - Compensation

- For faculty with appointments that are less than 1 year, add the **Actual End Date**.
- This ensures that the faculty member will not be paid beyond the end date unless reappointed with compensation.

Currency *
X USD

Frequency *
X Annual

> Additional Details



Currency *
X USD

Frequency *
X Annual

∨ Additional Details

Expected End Date
MM / DD / YYYY

Actual End Date
12 / 31 / 2017

Deleting Compensation


- It is not possible to enter “0” as the salary amount.
- To delete salary, click the “X” in the upper right corner of the Salary box.

Salary

Assignment Details
83,975.90 USD Annual (Prorated: 69,700.00)

Plan Name
Academic Salary

Effective Date
07/01/2016

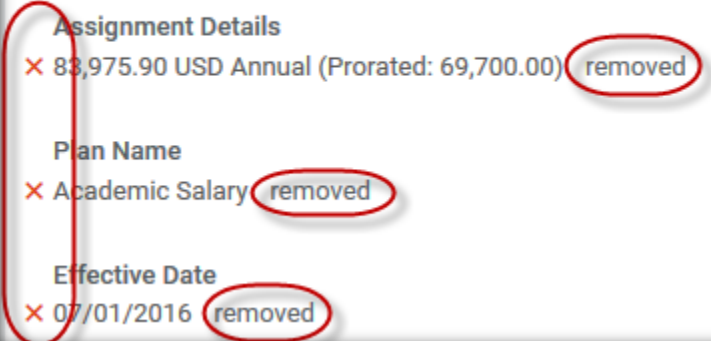


Salary

Assignment Details
× 83,975.90 USD Annual (Prorated: 69,700.00) removed

Plan Name
× Academic Salary removed

Effective Date
× 07/01/2016 removed



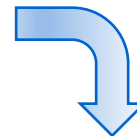
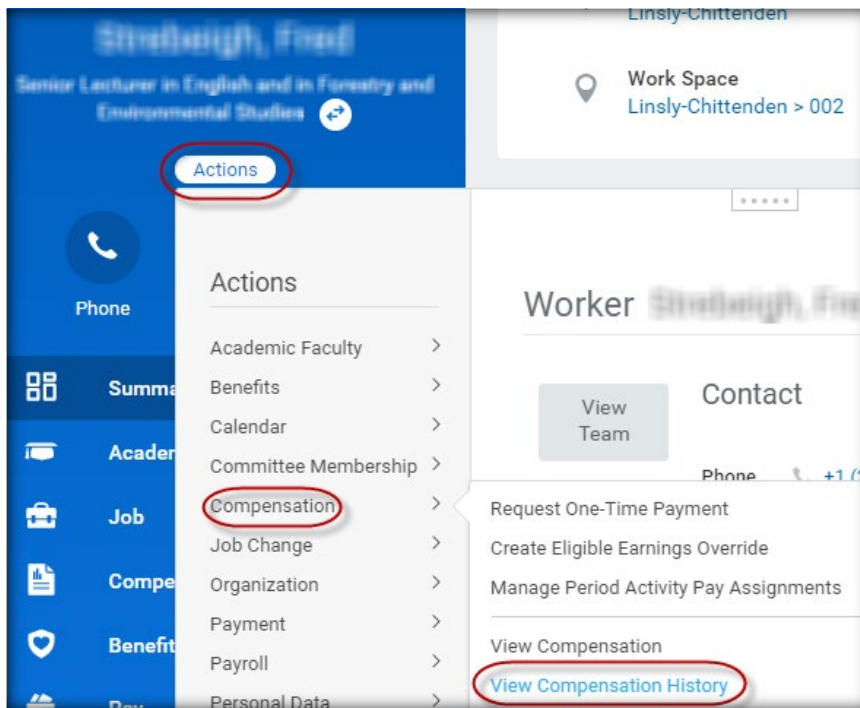
TIPS AND IMPORTANT REMINDERS

Tips and Important Reminders

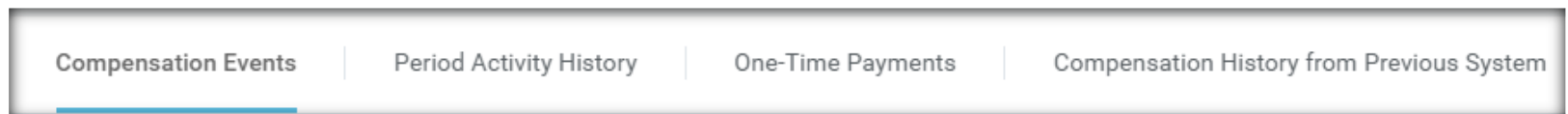
- Include a comment to describe the event to the next approvers. Think from the perspective of the reader.
- If applicable, Submit your To-Do's to complete the transaction.
- Reasons codes matter.
 - They guide business processes and integrations.
 - They are used for reporting and analytics.
- For help with tracking business processes, run these reports:
 - *Business Process Transactions Awaiting Action by Role – Yale*
 - *My Business Processes in Flight – Yale*
- Checking compensation plans regularly:
 - *Academic - Compensation Details - Yale*

Tips and Important Reminders

[View Compensation History](#) provides a view of all compensation related transactions that have ever been initiated.



The tabs below will only appear if there is relevant activity.

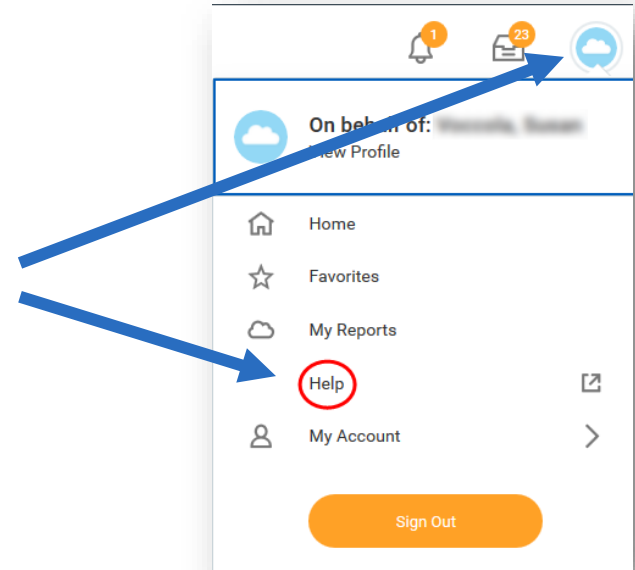


RESOURCES

Workday@Yale Help Resources

Workday training guides:

- From within Workday:
Click on the cloud icon, or your photo, in the upper-right corner and select “Help” to go to Workday@Yale training.
- Go directly to Workday@Yale training:
<http://workday.yale.edu/training>



Additional resources

- Faculty Administrative Services:
 - facultyadmin.yale.edu
 - Email: faculty.admin@yale.edu



Top Guides for Compensation Transactions

- *Manage Compensation (Academic)* – This guide is to be used for completing the following tasks for academic appointees:
 - Request Compensation Change
 - Request One-Time Payment
 - View Compensation Change or One-Time Payment Request
 - Correct your Compensation Change or One-Time Payment Request
- *Change Job: Work Week FTE/Location* – Walks you through the steps required to change someone's work week hours and FTE.
- *Assign Payroll Costing Allocation* – Provides instructions for updating salary charging, especially useful for faculty with multiple assignments.
- *Hiring or Contracting Academics* – Walks you through the entire business process for hiring a new faculty member, including the addition of compensation.

Workday@Yale Help Resources

Top Tips for Workday Users

- <https://workday.yale.edu/top-tips-workday-users>

More Tips

- All transactions submitted in Workday are permanently stored in the system and can be found from the Search box.
 - **Tip:** Select a category from the left menu to limit the results.
- All transactions submitted on an employee record can be accessed by going to the Worker History.
 - **Tip:** Click the button, “View Worker History by Category” to view transactions in related groupings.
 - **Tip:** View all compensation transactions for an employee by clicking Actions, hovering over Compensation, and selecting “View Compensation History.”