

1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

Connect

Good evening, Arya Stark!

Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service Knowledge >

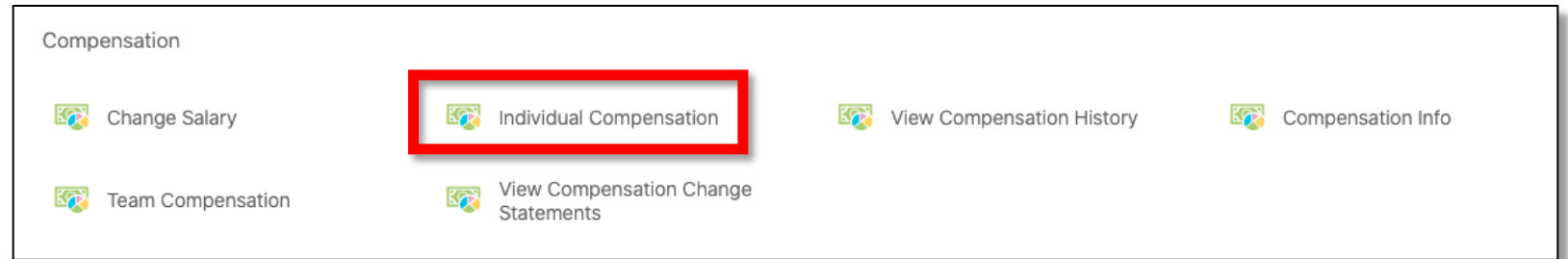
QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary
- Promote
- Employment Info
- Add Assignment
- Show More

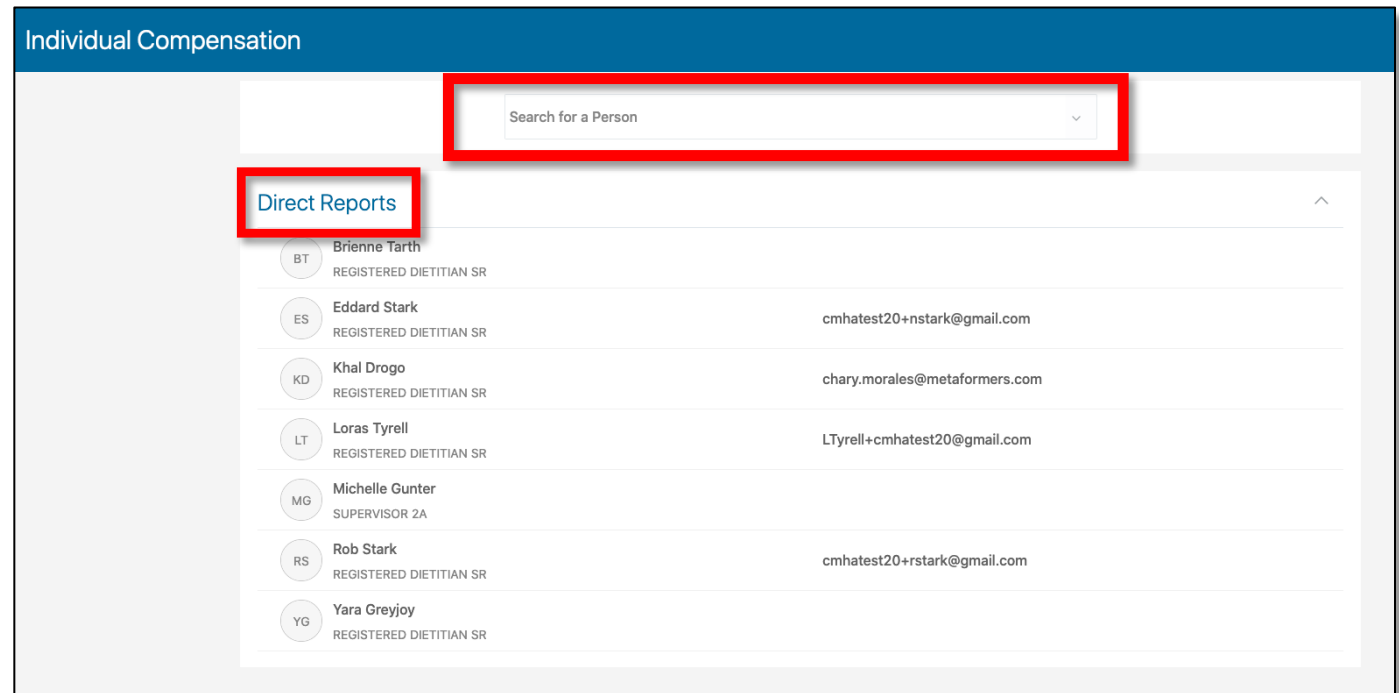
APPS

- My Team
- Onboarding
- Hiring
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning
- Users and Roles
- New Person
- Workforce Compensation
- Workforce Modeling
- Workforce Predictions
- Personal Brand
- +

3. Scroll down the page until you see the **Compensation** section and select the **Individual Compensation** task.



4. Next, click on the employee for which you want to view Compensation Information, either through the **Direct Reports** section or by using the **search box**.



5. On the **Individual Compensation** page, there are 2 sections to fill out, **Additional Compensation** and **Comments and Attachments**. To add a new compensation record to the first section, use the **Add** button.

Individual Compensation

Rob Stark

RS

1 Additional Compensation

+ Add

There's nothing here so far.

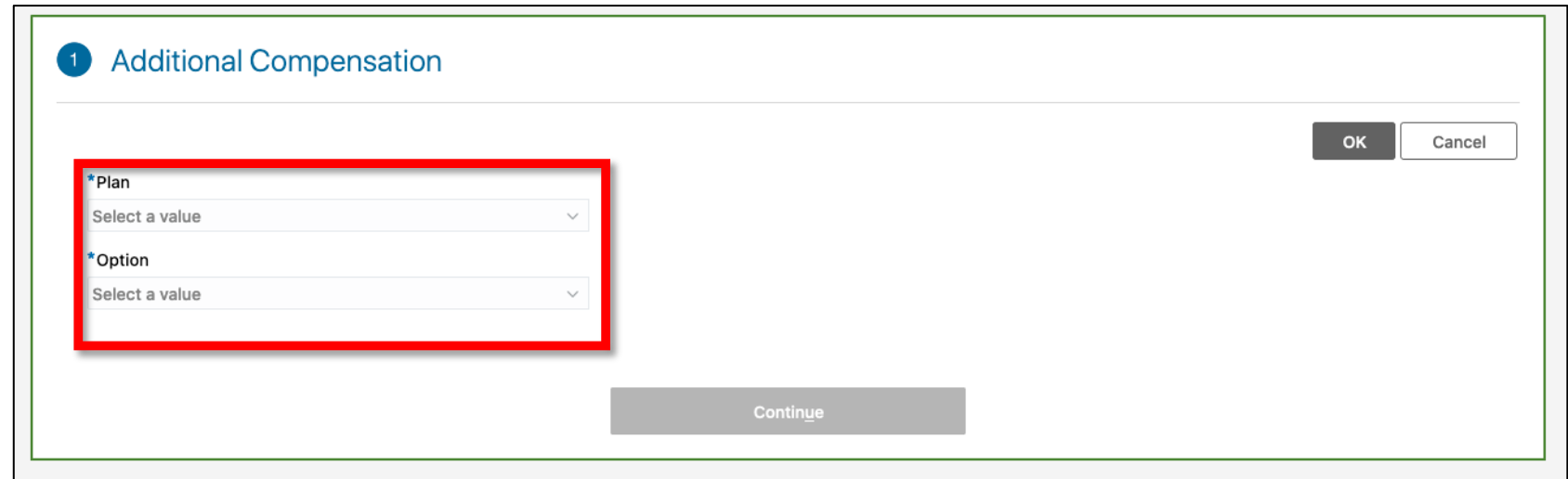
Show Prior Compensation

Continue

2 Comments and Attachments

Submit Cancel

6. Select a **Plan** and **Option** by using both dropdown menus. Now, fill in any additional fields that reveal after selecting items from the dropdown menus.

A screenshot of a web form titled '1 Additional Compensation'. The form contains two dropdown menus: '*Plan' and '*Option', both with 'Select a value' as the placeholder text. A red rectangular box highlights these two dropdown menus. At the bottom center of the form is a grey 'Continue' button. In the top right corner, there are two buttons: a dark grey 'OK' button and a white 'Cancel' button with a grey border.

7. After filling in any necessary fields, click **OK** to add the record.

1 Additional Compensation

Plan
Out of Class Pay

Option
Out of Class Pay Request

***Start Date**
11/13/2020

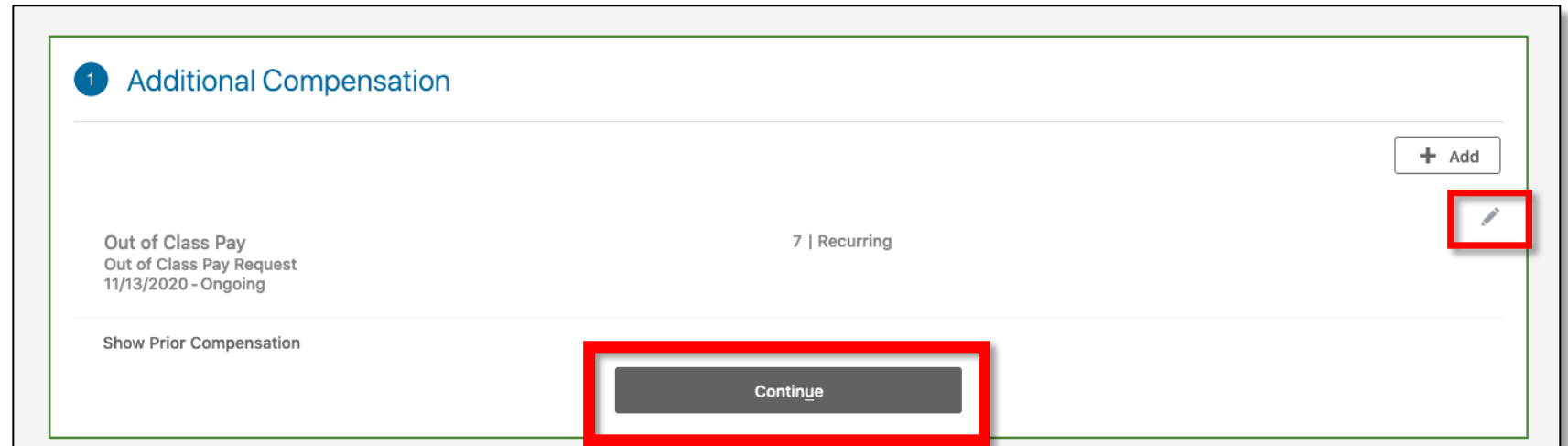
End Date
 Ongoing

Show Plan Info

Percentage
7

Position

8. If you need to edit the record, use the **Edit** icon located in the upper right of the record tile. Otherwise, click **Continue**.



The screenshot displays a record tile titled "1 Additional Compensation". The tile contains the following information:

- Record type: Out of Class Pay
- Request type: Out of Class Pay Request
- Duration: 11/13/2020 - Ongoing
- Frequency: 7 | Recurring

At the top right of the tile is a "+ Add" button. In the upper right corner of the record area, there is a pencil icon (the Edit icon) which is highlighted with a red box. At the bottom center of the tile, there is a grey "Continue" button, also highlighted with a red box. Below the record information, there is a link labeled "Show Prior Compensation".

9. In section 2, you can add comments or upload an attachment if necessary. When ready to proceed, click **Submit**.

10. To view more options related to the employee, use the **More Information** button if needed.

End of Procedure

The screenshot shows a web interface for 'Individual Compensation' for an employee named Rob Stark. The interface is divided into two main sections:

- Section 1: Additional Compensation** (indicated by a circled '1') with an 'Edit' button.
- Section 2: Comments and Attachments** (indicated by a circled '2') which contains:
 - A 'Comments' text area.
 - An 'Attachments' section with a dashed border and the text 'Drag files here or click to add attachment'.

At the top right of the form, there are 'Submit' and 'Cancel' buttons, both of which are highlighted with red boxes. At the top left, the employee's profile picture and name 'Rob Stark' are visible, with a small red box highlighting a comment icon.