

1. Select **Me** to display your employee functions

Good afternoon, Arya Stark!

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

QUICK ACTIONS APPS

This screenshot shows the top navigation bar of the ESS system. The user is identified as Arya Stark. The navigation tabs include 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are sections for 'QUICK ACTIONS' and 'APPS'.

2. Scroll down and click **Show More** under the **Quick Actions** list

Employment Info

Additional Assignment Info

Document Delivery Preferences

Roles and Delegations

Expenses

Show More

Things to Finish

This screenshot shows the 'QUICK ACTIONS' section of the ESS dashboard. It contains a list of actions: 'Employment Info', 'Additional Assignment Info', and 'Document Delivery Preferences'. To the right of this list are icons for 'Roles and Delegations' and 'Expenses', followed by a plus sign. A red box highlights the 'Show More' button at the bottom of the list. Below the quick actions, there is a section titled 'Things to Finish'.

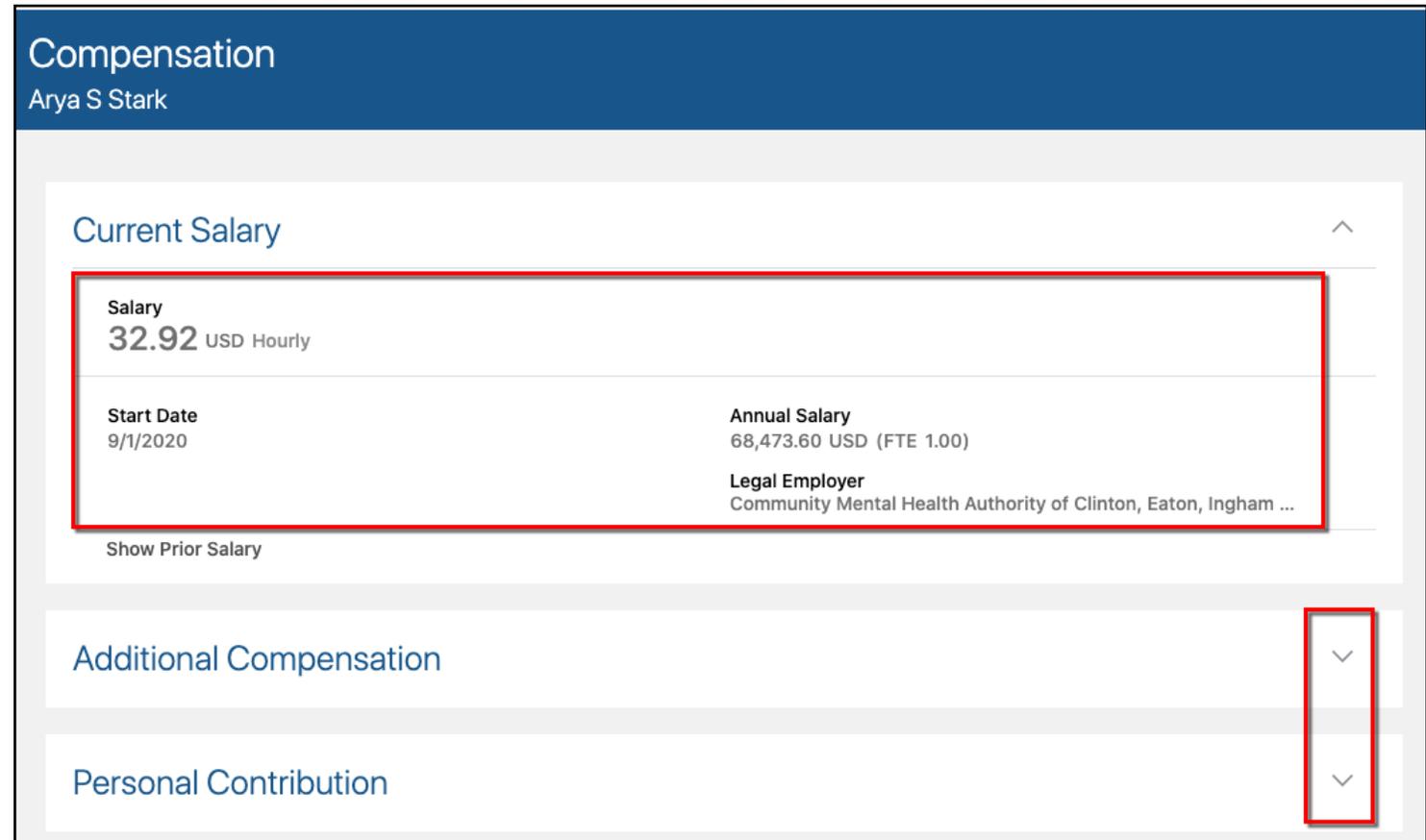
3. Click **My Compensation** under the **Compensation** heading



A screenshot of the 'Compensation' section in the system. The heading 'Compensation' is at the top left. Below it, there are three items: 'My Compensation' (highlighted with a red box and a red arrow pointing to it), 'View Total Compensation Statement', and 'Manage Personal Contributions'. Each item has a small icon to its left.

4. View your **Current Salary** information

5. If desired, click the down **arrows** to expand the additional sections and view the details



A screenshot of the 'Current Salary' page for user Arya S Stark. The page has a blue header with the title 'Compensation' and the user's name. Below the header, there is a section titled 'Current Salary' with an upward arrow. The main content area is enclosed in a red box and contains the following information:

<b>Salary</b> 32.92 USD Hourly	<b>Annual Salary</b> 68,473.60 USD (FTE 1.00)
<b>Start Date</b> 9/1/2020	<b>Legal Employer</b> Community Mental Health Authority of Clinton, Eaton, Ingham ...

Below this information is a link 'Show Prior Salary'. At the bottom of the page, there are two sections: 'Additional Compensation' and 'Personal Contribution', each with a downward arrow to its right, which are also highlighted with red boxes.

**End of Procedure**