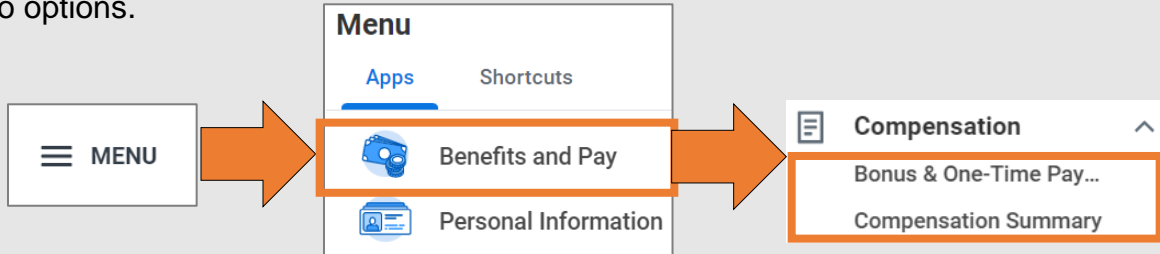


## View Current Compensation

- After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Benefits and Pay**. Click Compensation in the left-hand navigation to unfold two options.



- Select Bonus & One-Time Payments to display a list of bonuses and one-time payments paid by Willamette over time.

**Bonus and One-Time Payments**  
1 item

Bonus & One-Time Payments							
Effective Date	Status	Position	Plan Type	Plan	Amount	Currency	Scheduled Payment Date
08/15/2023	Successfully Completed	Job Title	One-Time Payment	13th Month Pay	X,XXX.XX	USD	08/15/2023

- Select Compensation Summary to view a summary of your current compensation

**My Compensation Summary** Alex Jones - Marketing Coordinator

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
XX,XXX.XX	XX,XXX.XX	USD USD	Annual

Company [Willamette University](#)

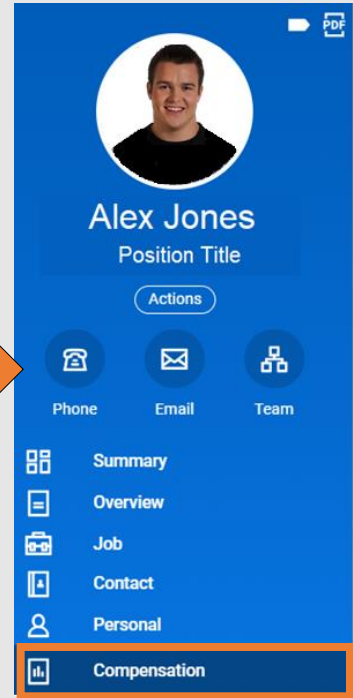
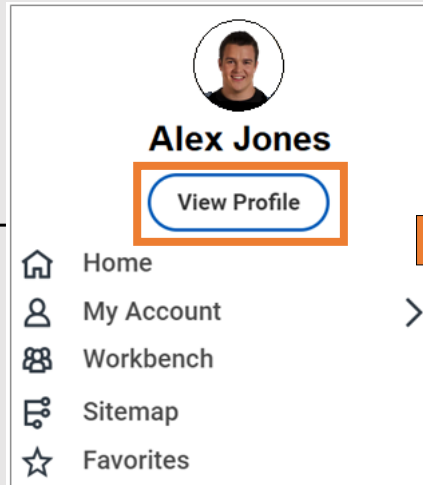
Plan Assignments 1 item

Effective Date	Plan Type	Compensation Plan	Assignment	Assignment
01/01/2024	Salary	Salary Plan	XX,XXX.XX USD Annual	XX,XXX.XX USD Annual

## View Pay Change History

1. After logging in to Workday, click on your profile image at the top right side of the page, which will open a drop-down menu. Next, click on the top item – **View Profile**.

On the resulting page, click **Compensation** in the blue left-hand navigation.



2. There are two tabs across the top of the page, Compensation and Pay Change History. Click **Pay Change History**. A list of pay changes occurring over time will display.

Compensation		Pay Change History				
Pay Change History 3 items						
Effective Date	Compensation Action	Reason	Total Salary & Allowances	Total Base Pay	Currency	Frequency
01/01/2024	<a href="#">Ad-hoc Compensation Change</a>	Request Compensation Change > Base Salary Change > Cost of Living Adjustment	XX,XXX.XX	XX,XXX.XX	USD USD	Annual
07/01/2022	<a href="#">Ad-hoc Compensation Change</a>	Request Compensation Change > Base Salary Change > HR Only	XX,XXX.XX	XX,XXX.XX	USD USD	Annual
10/01/2021	<a href="#">Ad-hoc Compensation Change</a>	Request Compensation Change > Base Salary Change > HR Only	XX,XXX.XX	XX,XXX.XX	USD USD	Annual