



# Compensation Planning



*The Compensation Planning tip sheet is for Managers.*

## View Compensation

1. Beginning on the Worker Profile for the Employee. Select **Actions > Compensation > View Compensation**.
2. Choose the correct **View As Of** date and select **OK**.
3. Workday will display all compensation information for the employee. Please consider:
  - **Supporting Information:** Details include supervisory organization, job profile, time type, and scheduled hours.
  - **Guidelines:** Details include the compensation package, grade and grade profile for the employee.
    - **Comp-Ratio** gives you the ability to see where an employee's compensation is compared to the midpoint salary range.
  - **Total Base Pay Range:** Details include the various segments related to the worker's pay range.
  - **Plan Assignments:** Details include the effective date, plan type, compensation plan, and assignment for the worker.

## View Historical Activity Pay

1. Beginning on the Worker Profile for the Employee. Select **Actions** (under profile image) > **Compensation > View Compensation**.
2. Under Historical Activity Pay, managers can view Period Activity Assignments.
3. To view details, select **View Assignment Details**.