

How Do I Review Compensation History?


Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **My Team** tile.

Select a Team to View (For Managers with Multiple Teams)

4. The **My Team** page displays team information related to your “default” manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your “default” manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.

Select a Team Member to View

5. On the **My Team** page > **Summary** tab, review the team listing and identify an employee for review.
6. Click the **Action** icon associated with the team member.

7. Click **Compensation** in the listing.
8. Click **View Compensation History** in the listing.

Review the Compensation Transaction(s)

9. On the **Compensation History** page, review the team member’s listing of the compensation-related transactions.
10. Click a date in the **Date of Change** column to view additional transaction details.
11. Click the **Return** button to close the **Award Details** page.



12. Then, click the < **My Team** button on the **NavBar** to select another employee for review.

Complete the Task/Sign Out of Application

13. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



14. Click the **Sign Out** option in the listing.

