




Rollout 2: Human Capital Management

Dear Departmental Personnel Representatives (DPRs),

We are excited to inform you that effective today, October 20<sup>th</sup>, INFORMS will now offer views of Compensation History and Employee Information in DPR Self-Service. Going forward, you will be able to easily access this information directly.

**Compensation History is accessed by** simply following the navigation listed below and provides historical salary details such as Date of Change, Amount, Salary Difference, Source, and Type. Click any of the records to view the details of the Salary Change.

- INFORMS > Employee Self-Service > Personal Details > Select the Actions  icon next to your name and choose Compensation > Compensation History
  - Click any of the records to view the details of the Salary Change.

**Employee Information is accessed by** simply following the navigation listed below and provides details such as Annual Base and Adjusted Salary, Pay Components, Leave Balances, Projected Annual Hours to be Forfeited, Forfeiture Date and much more.

- INFORMS > HCM > **DPR** Self-Service > Search Employee Information > Select Search button > Select Employee Record

Please refer to the **Job Aids** listed below for step-by-step instructions.

- [Employee Self-Service Compensation History job aid](#)
- [DPR Accessing Employee Information job aid](#)

Kindly note the following helpful navigation for the you to further validate employee's information – Job Data via the *Creditable Adjusted Dates Tab*, Results by Calendar Group via the *Supporting Elements and Accumulator Tab* and Calendar Periods.

- To verify all the information from the employee record, navigate to HCM > Workforce Administration > Job Information > Job Data
- To calculate the next Leave Anniversary Date, navigate to HCM > Global Payroll and Absence Management > Absences & Payroll Processing > Define Calendars > Periods
- To verify the Leave Balance and Period when payroll has been finalized, navigate to HCM > Global Payroll & Absence Management > Review Absence/Payroll Info > Results by Calendar Group

For more information, please visit the [INFORMS Homepage](#) or [FAQs](#) / [R2 FAQs](#).  
Thank you for your continued engagement and support!

Thank you,  
The INFORMS Project Team