



Miami-Dade County

Employee Self-Service Compensation History Job Aid

Version 1.0

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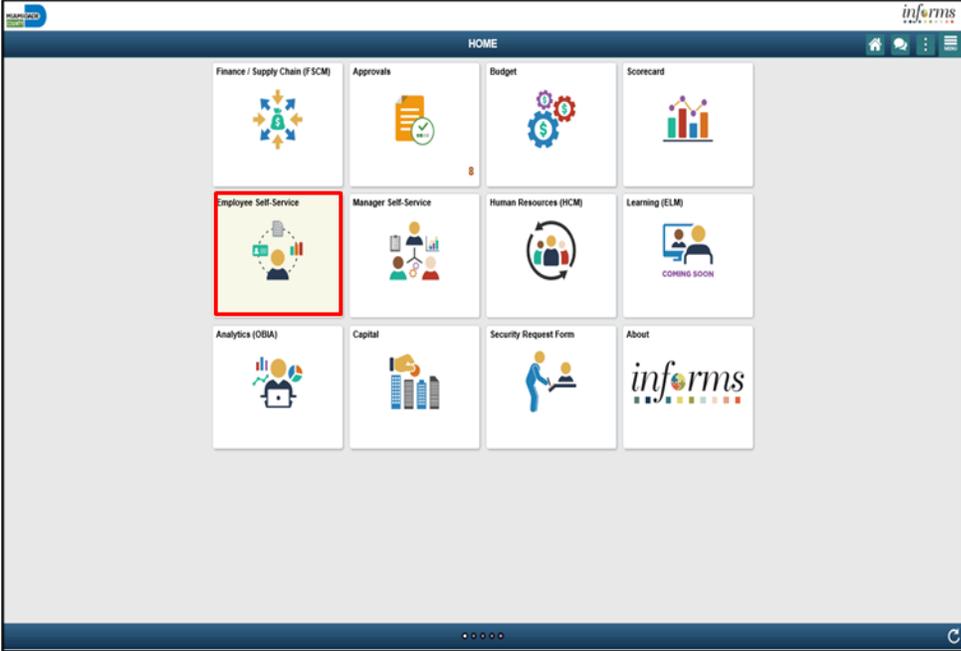
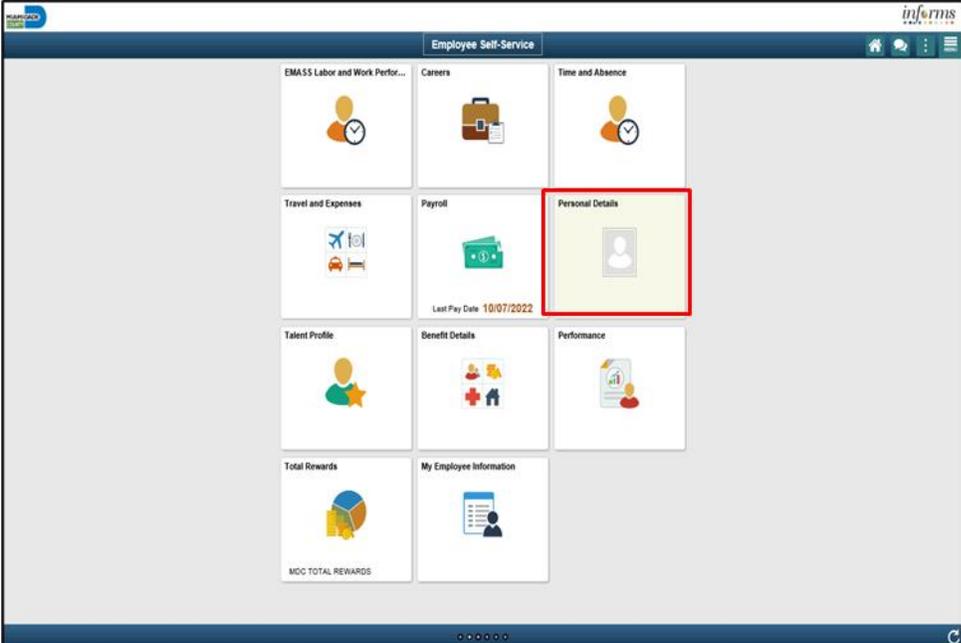
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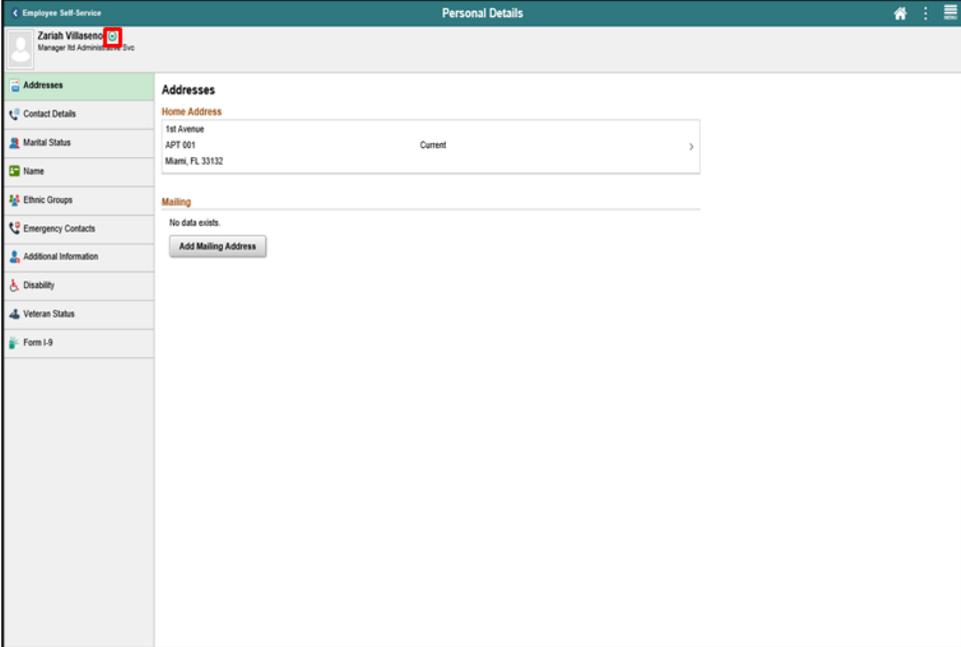
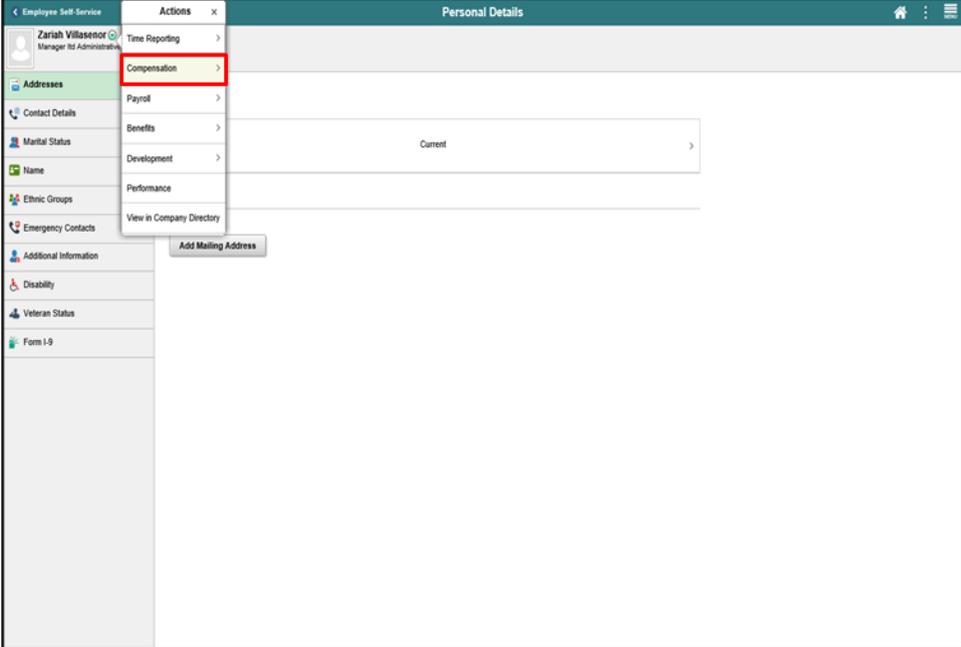
PURPOSE

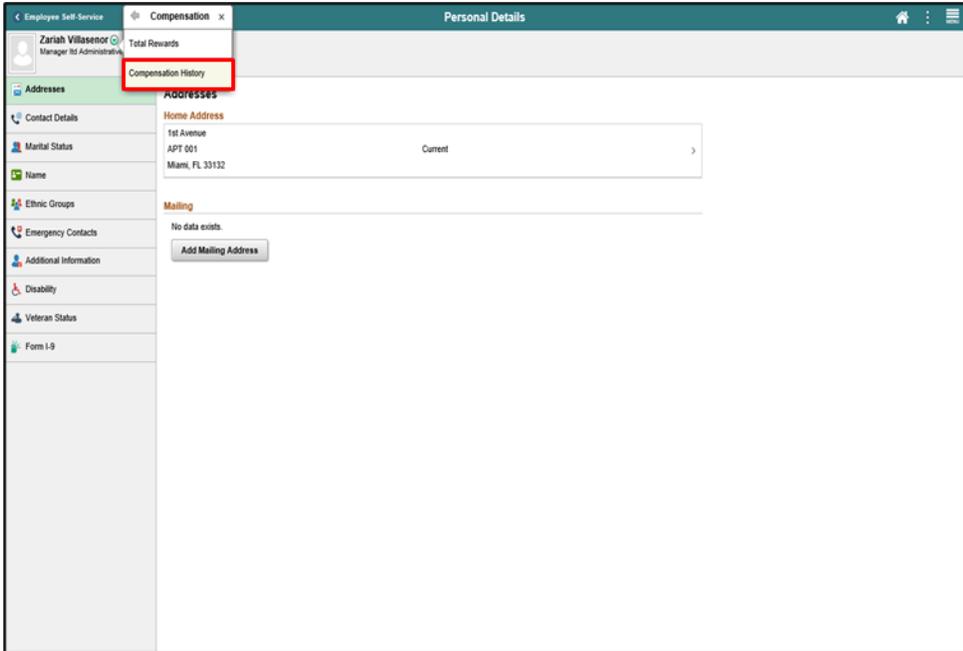
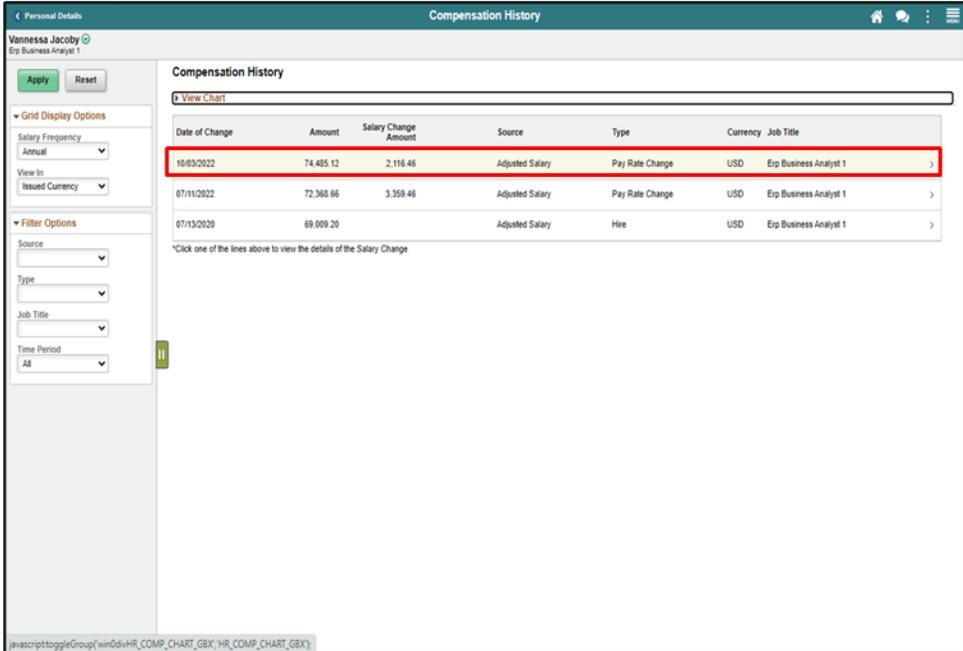
Purpose

This document explains the key activities involved in viewing compensation history as an employee. The employee information 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.

EMPLOYEE SELF-SERVICE COMPENSATION HISTORY

Step	Action
1.	<p>Select the Employee Self-Service tile.</p>  <p>The screenshot shows the INFORMS HOME dashboard with a grid of tiles. The 'Employee Self-Service' tile, located in the second row, first column, is highlighted with a red border. Other visible tiles include Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard, Manager Self-Service, Human Resources (HCM), Learning (ELM), Analytics (OBIA), Capital, Security Request Form, and About.</p>
2.	<p>Select the Personal Details tile.</p>  <p>The screenshot shows the Employee Self-Service dashboard with a grid of tiles. The 'Personal Details' tile, located in the second row, third column, is highlighted with a red border. Other visible tiles include EMASS Labor and Work Perform..., Careers, Time and Absence, Travel and Expenses, Payroll, Talent Profile, Benefit Details, Performance, Total Rewards, and My Employee Information. The 'Personal Details' tile also displays 'Last Pay Date 10/07/2022'.</p>

Step	Action
<p>3.</p>	<p>Select the Actions icon next to your name.</p> 
<p>4.</p>	<p>Select Compensation.</p> 

Step	Action																												
5.	<p>Select Compensation History.</p>  <p>The screenshot shows the 'Personal Details' page for Zariah Villaseñor. The left sidebar contains various menu items, with 'Compensation History' highlighted in red. The main content area shows sections for 'Addresses', 'Mailing', and 'Emergency Contacts'.</p>																												
6.	<p>Select any record to view additional details.</p>  <p>The screenshot shows the 'Compensation History' page for Vanessa Jacoby. It features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Date of Change</th> <th>Amount</th> <th>Salary Change Amount</th> <th>Source</th> <th>Type</th> <th>Currency</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>10/03/2022</td> <td>74,485.12</td> <td>2,116.46</td> <td>Adjusted Salary</td> <td>Pay Rate Change</td> <td>USD</td> <td>Eip Business Analyst 1</td> </tr> <tr> <td>07/11/2022</td> <td>72,368.66</td> <td>3,359.46</td> <td>Adjusted Salary</td> <td>Pay Rate Change</td> <td>USD</td> <td>Eip Business Analyst 1</td> </tr> <tr> <td>07/13/2020</td> <td>69,009.20</td> <td></td> <td>Adjusted Salary</td> <td>Hire</td> <td>USD</td> <td>Eip Business Analyst 1</td> </tr> </tbody> </table> <p>The first row of the table is highlighted in red. Below the table, there is a note: '*Click one of the lines above to view the details of the Salary Change'.</p>	Date of Change	Amount	Salary Change Amount	Source	Type	Currency	Job Title	10/03/2022	74,485.12	2,116.46	Adjusted Salary	Pay Rate Change	USD	Eip Business Analyst 1	07/11/2022	72,368.66	3,359.46	Adjusted Salary	Pay Rate Change	USD	Eip Business Analyst 1	07/13/2020	69,009.20		Adjusted Salary	Hire	USD	Eip Business Analyst 1
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Step	Action												
	<p>The screenshot displays the 'Compensation History' page for Vanessa Jacoby, Eip Business Analyst 1. A modal window titled 'Salary Change Details' is open, showing the following information:</p> <ul style="list-style-type: none"> Date of Change: 10/03/2022 New Salary: 74,485.12 USD Previous Salary: 72,368.66 USD Change Amount: 2,116.46 USD Frequency: Annual <p>Below this information is a 'Pay Components' table:</p> <table border="1"> <thead> <tr> <th>Component</th> <th>New Amount</th> <th>Currency</th> <th>Frequency</th> <th>Change Amount</th> <th>Change Percent</th> </tr> </thead> <tbody> <tr> <td>Base Biweekly Salary</td> <td>2,784.81 USD</td> <td>USD</td> <td>Biweekly</td> <td>81.40</td> <td>3.0</td> </tr> </tbody> </table> <p>The background interface includes a left sidebar with 'Grid Display Options' (Salary/Frequency: Annual, View In: Issued Currency) and 'Filter Options' (Source, Type, Job Title, Time Period: All). The main area shows a table of compensation changes with columns for Date of Change, Currency, and Job Title.</p>	Component	New Amount	Currency	Frequency	Change Amount	Change Percent	Base Biweekly Salary	2,784.81 USD	USD	Biweekly	81.40	3.0
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