informs

Miami-Dade County

Employee Self-Service Compensation History Job Aid

Version 1.0

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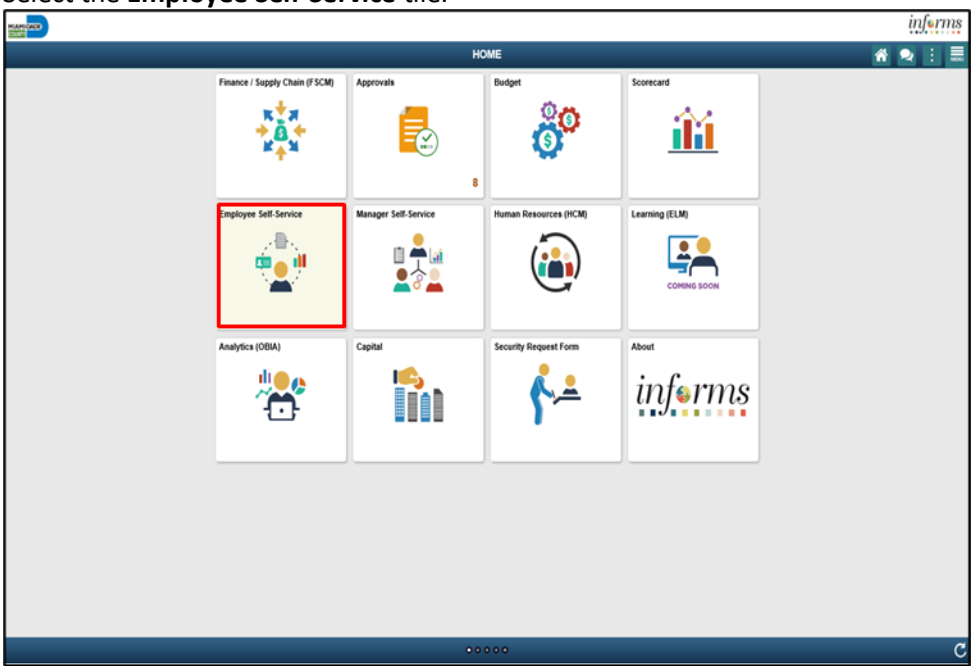
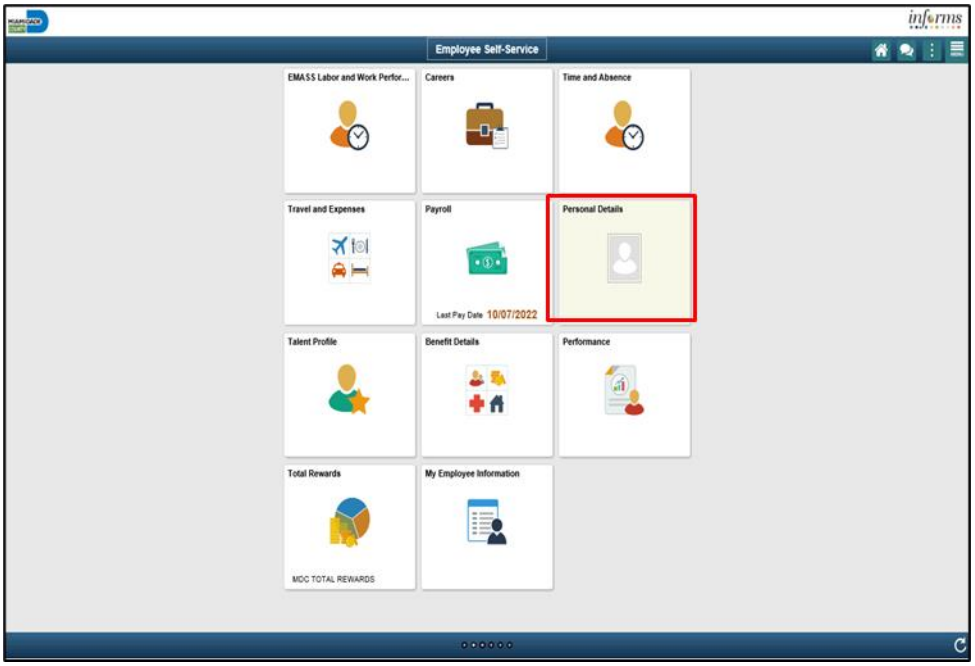
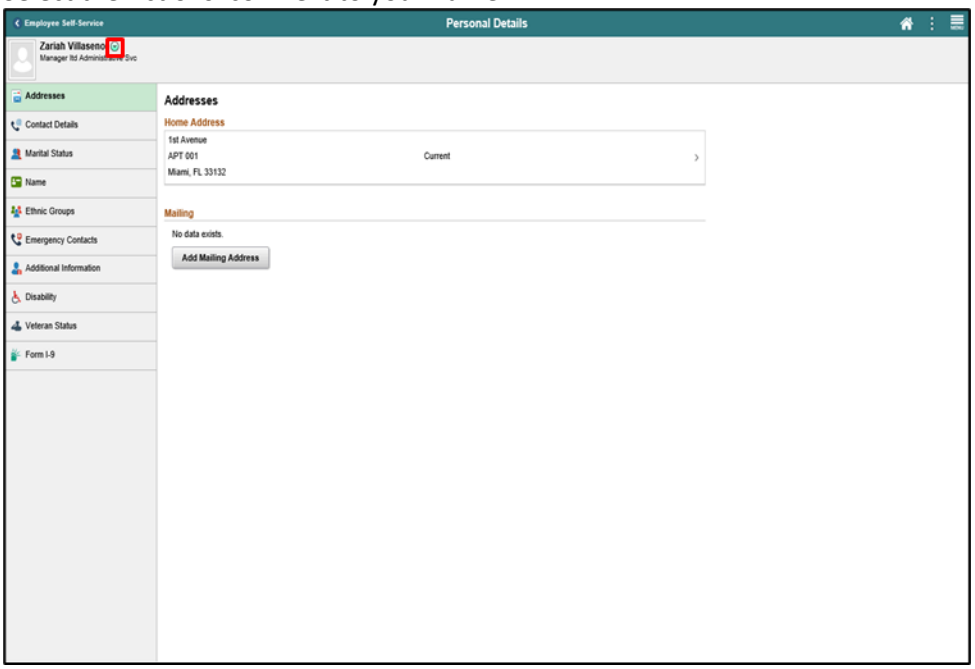
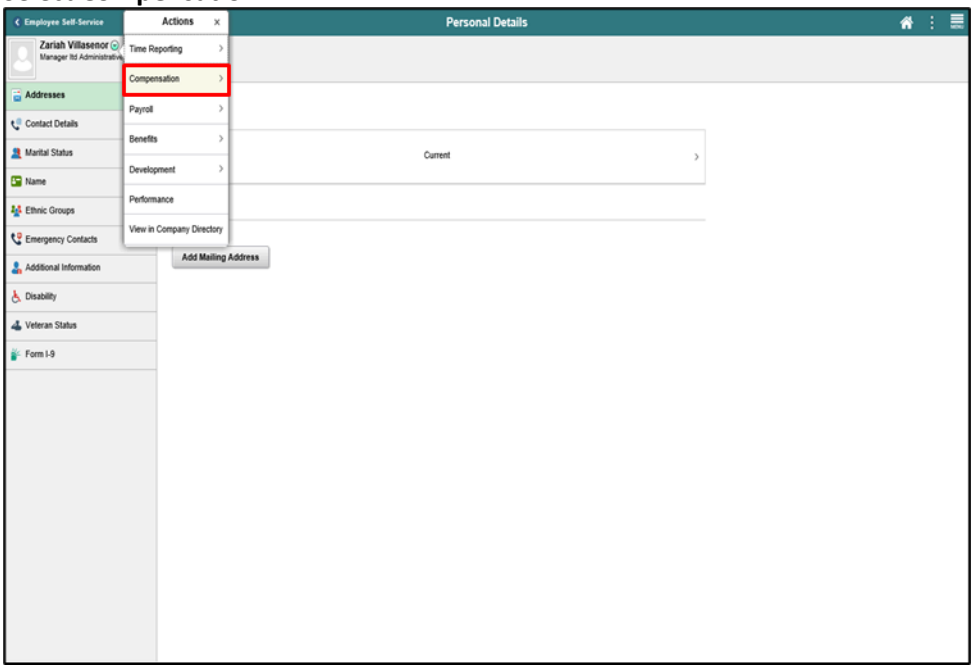
PURPOSE

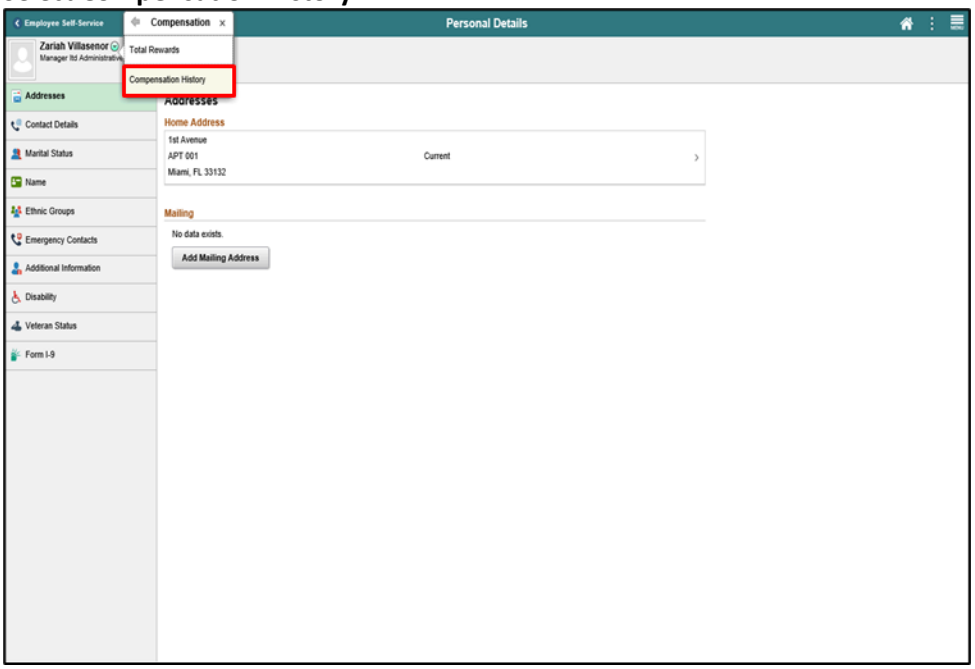
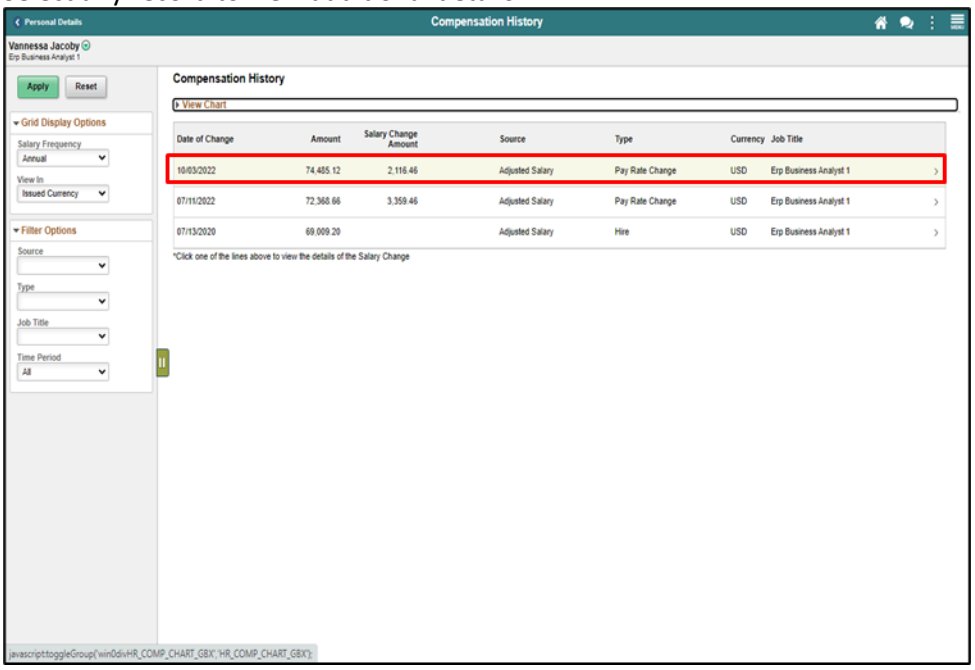
Purpose

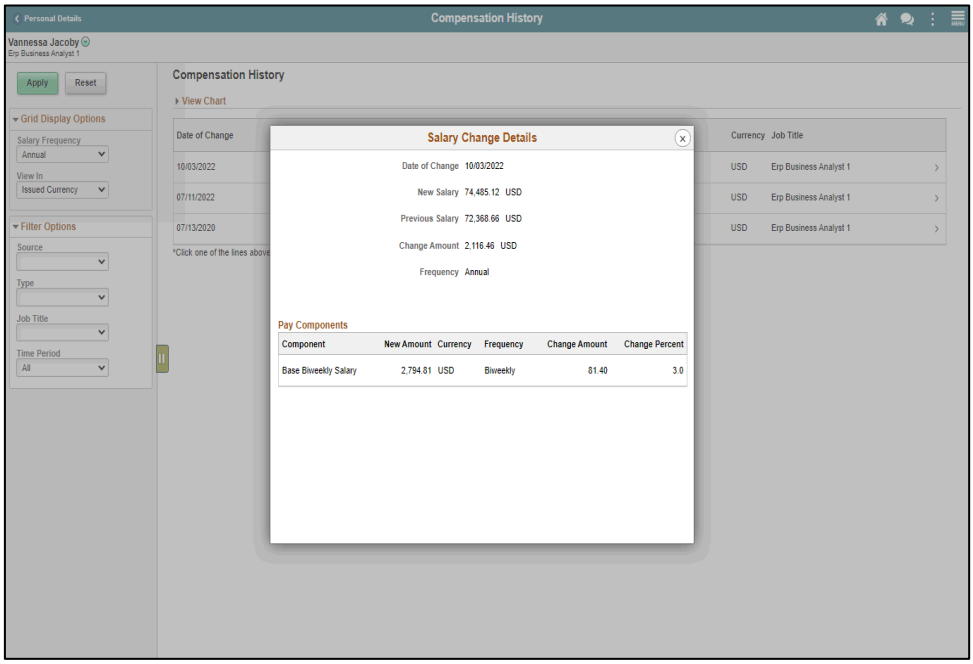
This document explains the key activities involved in viewing compensation history as an employee. The employee information provides historical salary details such as Date of Change, Amount, Salary Difference, Source, and Type. Click any of the records to view the details of the Salary Change.

EMPLOYEE SELF-SERVICE COMPENSATION HISTORY

Step	Action
1.	Select the **Employee Self-Service** tile. 
2.	Select the **Personal Details** tile. 

Step	Action
3.	Select the Actions icon next to your name. 
4.	Select **Compensation.** 

Step	Action
5.	Select **Compensation History**. 
6.	Select any record to view additional details. 

Step	Action
	

Personal Details
Compensation History
Vannessa Jacoby
Erp Business Analyst 1
Apply
Reset
Grid Display Options
Salary Frequency
Annual
View In
Issued Currency
Filter Options
Source
Type
Job Title
Time Period
All
Compensation History
View Chart
Date of Change
Currency
Job Title
10/03/2022
USD
Erp Business Analyst 1
07/11/2022
USD
Erp Business Analyst 1
07/13/2020
USD
Erp Business Analyst 1
*Click one of the lines above
Salary Change Details
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
Pay Components
Component
New Amount
Currency
Frequency
Change Amount
Change Percent
Base Biweekly Salary
2,794.81
USD
Biweekly
81.40
3.0