

## About the Compensation Worklet

Managers use the Compensation worklet to request One-Time Payments for staff and assign Differential Positions. There is also a wealth of compensation-related reports at the manager's disposal.

## View Compensation via the Compensation Worklet

From the Compensation worklet, click the **Details >>** button. A compensation report displays information for employees.

## View Compensation of a Specific Employee

From the My Team worklet:

1. Select the employee.
2. Click the **Compensation** tab on the employee's profile page.

The screenshot shows a list of employees in the Compensation Worklet. The list includes:

Employee	Position	Frequency	Total Base Pay	Total Pay	Currency	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Primary Compensation Basis	Pay Range Minimum	Pay Mi
Betty Liu	Director, Payroll Operations - Betty Liu	Annual	138,006.79	138,006.79	USD USD	105,000.00	125,000.00	145,000.00	156,807.47	0	
Henry Lynch	Director, Payroll Operations - Henry Lynch	Annual	138,010.10 98,395.68	138,010.10 98,395.68	CAD USD	95,000.00 67,731.20	125,000.00 89,120.00	155,000.00 110,508.80	158,824.51 113,235.52	0	
Jacqueline Desjardins	Director, Recruiting Services - Jacqueline Desjardins	Annual	143,443.28	143,443.28	USD USD	105,000.00	125,000.00	145,000.00	162,787.61	0	
Maria Cardoza	Director, Employee Benefits - Maria	Annual	110,131.04	110,131.04	USD USD	105,000.00	125,000.00	145,000.00	126,144.14	0	

The 'Details >>' button is highlighted with a red box, and an arrow points from it to the 'Direct Reports Compensation Summary' report table shown below.

### Request a One-Time Bonus for a Direct Report

From My Team worklet:

1. Click the employee's **Related Actions**.
2. Select **Compensation > Request One-Time Payment**.
3. Enter the **Effective Date** and **One-Time Payment Plan** reason.
4. Click **OK**. The Payment Details display, allowing you to make changes and provide additional information if needed.
5. Click **Submit**.



Note: The Amount field auto-populates with a default value, based on the One-Time Payment Plan selected. You can modify the default amount, but additional approvals are required.

**Request One-Time Payment**

Effective Date \* MM / DD / YYYY

Employee \* X Arron Affiallo (40002)

One-Time Payment Plan \* X Stipend (Union)

search

← All Plans

- Oversized Class - Nurses/Service Providers
- PEAC
- Performance Compensation
- Pre-Season Coach
- Senior Professional Educator License (\$800)
- Stipend (Union)
- Student Activity Stipend