Compensation: Manage Team Compensation

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.

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 Afflalo (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 (Non Union)
● Stipend (Union)
○ Student Activity Stipend