**Last Updated**: 10/26/2022

This Quick Reference Guide (QRG) outlines the Supervisor’s process of accessing Compensation Statements that detail merit award information for their direct reports**.**

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| Accessing Individual Compensation Statements |
| Via the OneCampus portal (one.purdue.edu), select ***Employee Launchpad***Log in using ***Purdue Career Account ID*** and ***BoilerKey***.  |   |
| ***OPTION 1:**** Search for employee’s profile by entering name in Search field.
* Click name to open profile.
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| Once the profile is displayed, click ***Compensation Statement***. |
| * Click the ***20XX Merit Planning*** hyperlinkto view the current year’s statement in your browser.
* Choose theicon to download a PDF version of the statement.
 | Graphical user interface, application  Description automatically generated |
| * The statement will contain the ***Performance Rating*** for staff employees.
* For hourly paid employees, it will show the ***current hourly base pay*** and ***annual base pay***. For monthly paid employees, it will show the ***current annual base pay***.
* The ***Merit % Increase*** is the Grand Total % and includes the Merit, Equity and Extra Merit increase.
* If an employee was promoted, the ***promotion $ increase*** and ***total % increase*** will be included.
* For hourly paid employees, it will show the ***new hourly base pay*** and ***annual base pay***. For monthly paid employees, it will show the ***new annual base pay***.
* If an employee receives a ***lump sum***, it will be reflected on the statement as such.
 | Text  Description automatically generated |
| ***OPTION 2:***Go to ***My Team*** from the SuccessFactors Home Page.  | Graphical user interface, application  Description automatically generated  |
| Choose the Employee you would like to view. Select ***Compensation Statement***. | Graphical user interface, application  Description automatically generated |
| * Click the ***20XX Merit Planning*** hyperlinkto view the current year’s statement in your browser.
* Choose theicon to download a PDF version of the statement.
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| * The statement will contain the ***Performance Rating*** for staff employees.
* For hourly paid employees, it will show the ***current hourly base pay*** and ***annual base pay***. For monthly paid employees, it will show the ***current annual base pay***.
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* For hourly paid employees, it will show the ***new hourly base pay*** and ***annual base pay***. For monthly paid employees, it will show the ***new annual base pay***.
* If an employee receives a ***lump sum***, it will be reflected on the statement as such.
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| **Note: Even if an employee has not received a merit increase, they will receive a Compensation Statement indicating no change in their salary. If you have any questions about the Compensation Statements, please contact your Compensation Analyst or** **compensation@purdue.edu****.** |