**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. |  |
| 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. |  |
| * 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. |  |
| **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**](mailto:compensation@purdue.edu)**.** | |