

View Your Compensation History

Use this quick reference to:

- View your compensation history online in the PeopleSoft system.

Reminders

- History prior to October 2002 will not be visible on this page.
- Follow the navigation path **Self Service > Employee > View > Compensation History** to access your personal information.

Employee Job Information/Salary History/Variable Cash Compensation

Section

Key Points

Screen Shot

A

If you want to view your compensation history for a different date range, click the **View Another Date Range** button.

- Enter From and To dates.
- Click the **Continue** button.

B

In the **Employee Job Information** section, you can view your:

- Employee ID number
- Department
- Job title
- Employee status

C

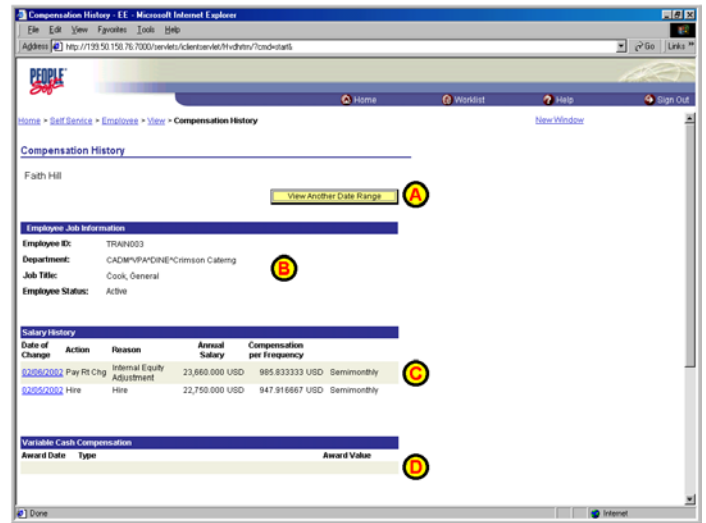
In the **Salary History** section, you can view:

- A list of your annual salaries beginning with your salary at time of hire to the present
- The reason for pay changes, how much you were compensated in a pay period, and how often you were paid

To view details for a particular salary change, click the Date of Change link for that change. (Refer to the **Salary Change Details** section below.)

D

The **Variable Cash Compensation**, **Variable Non-Cash Compensation**, and **Stock Option Details** sections will not be used by Harvard.



Salary Change Details

Section	Key Points	Screen Shot
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- A** In this section, you can view:
- Your full name as it is on file with Human Resources
 - The date that your salary was last changed

- B** In the **Salary Change Summary** section, you can view:
- Your current salary (annual and monthly amounts)
 - The change in your salary (annual and monthly amounts)
 - The change in your salary by percent
 - Your new salary (annual and monthly amounts)

- C** In the **Job Information** section, you can view:
- Your salary plan, which includes the number of hours you work per week
 - Your grade
 - Your step, if applicable
- Harvard is not using the performance review rating field.

- D** In the **Salary Components** section, you can view:
- Your new salary amount
 - The dollar amount of your salary change
 - The percentage of your salary change

Click the [Return to Compensation History](#) link to return to the *Compensation History* page.

