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This Quick Reference Guide (QRG) outlines the Compensation Manager’s process of accessing Compensation Statements that detail merit award information.

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| Accessing Bulk Statements |
| Compensation Managers may access bulk Compensation Statements via the Compensation Module.[**Individuals with multiple positions**](#multiple) must ensure they are logged into the appointment under which they completed merit planning. Please use the instructions below. |
| Via the OneCampus portal (one.purdue.edu), select ***Employee Launchpad***.Log in using ***Purdue Career Account ID*** and ***BoilerKey***.  |  |
| If you hold multiple positions, use the **Change Selected Employment** icon to select the appropriate position. |  |
| Click the ***Home*** menu and then ***Compensation***. |  |
| Choose ***All Forms.*** Select the applicable ***Form Title*** for the current merit worksheet. |  |
| The Merit Planning Worksheet displays. Click on the  icon to *Bulk Print Statement*.The statements will open in a separate web browser.  |  |

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| Accessing Individual Statements |
| Compensation Managers may also access individual compensation statements for those that report up through them. |
| Go to ***My Team*** from the SuccessFactors Home Page.  |   |
| Choose the Employee you would like to view. Select ***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. |  |
| 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****.**  |