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This Quick Reference Guide (QRG) outlines the Executive Reviewer’s process to access Compensation Statements that detail merit award information.

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| Accessing Statements via the Compensation Module | |
| Executive Reviewers may access bulk Compensation Statements and Individual Statements via the Compensation Module. | |
| Via the OneCampus portal (one.purdue.edu), select ***Employee Launchpad***  Log in using ***Purdue Career Account ID*** and ***BoilerKey***. |  |
| Click the ***Home*** menu and then ***Compensation***. |  |
| Choose ***Executive Review*** and select ***20XX Merit Planning****.* |  |
| Use the ***Population*** icon to manipulate the data displayed as desired (e.g. display only specific compensation manger hierarchy) |  |
| **Team View (Second Manager)** is synonymous with Compensation Managers in SuccessFactors. Team View with **direct reports** only selected displays employees for whom the selected user is the assigned compensation manager. Multiple levels selected displays those in the selected user’s compensation manger hierarchy for each level selected.  *Select* from the drop down **Team View (Second Manager)** then click on Find User.  Type in the *first and last name* of a Compensation Manager and click **Search**.  *Select* the Employee and hit **Select** at the bottom of the box.  Click on **Select All** or use the *drop down* to choose how many levels down you want to go to access comp statements. Click on **OK**. |  |
| Click on the  icon to *Bulk Print Statement*. |  |
| You will have the option to ***generate a separate PDF file for each employee*** (named by PERNR) or ***a single PDF file for all employees***.  Select ***Continue***. |  |
| Download the Compensation Statements as a PDF in Scheduled Reports.  Click the ***Home*** menu and then ***Reporting***. |  |
| Ensure you choose  Select ***Scheduled Reports*** to download the ***zipped*** file. |  |

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| Accessing Individual Statements via Employee Central | |
| Executive Reviewers may also access individual compensation statements via Employee Central. | |
| Type an employee’s name in the search bar on the SuccessFactors Home Page and click on the name. |  |
| Choose ***Compensation Statement***. |  |
| Click the ***20XX Merit Planning*** hyperlink to 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 %, which 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)**.** | |