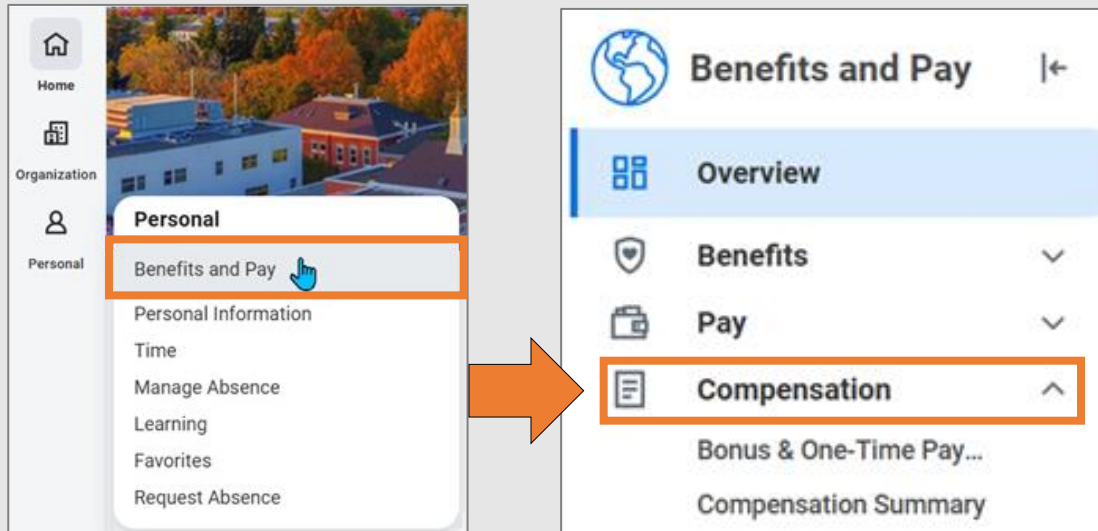


View Current Compensation

- After logging into Workday, hover over the **Personal** icon in the left-hand navigation and select **Benefits and Pay** from the resulting menu. A submenu appears. Click **Compensation** and another list unfolds.



- Select **Bonus & One-Time Payments** to display a list of bonuses and one-time payments paid by Willamette over time.

| Bonus and One-Time Payments | | | | | | | |
|-----------------------------|------------------------|-----------|------------------|----------------|----------|----------|------------------------|
| Effective Date | Status | Position | Plan Type | Plan | Amount | Currency | Scheduled Payment Date |
| 08/15/2023 | Successfully Completed | Job Title | One-Time Payment | 13th Month Pay | X,XXX.XX | USD | 08/15/2023 |

- Select **Compensation Summary** to view a summary of your current compensation

| My Compensation Summary Alex Jones - Marketing Coordinator | | | |
|--|----------------|------------|-----------|
| Total Salary & Allowances | Total Base Pay | Currency | Frequency |
| XX,XXX.XX | XX,XXX.XX | USD USD | Annual |

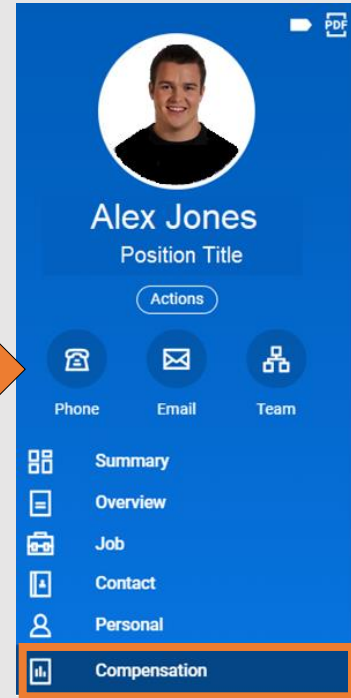
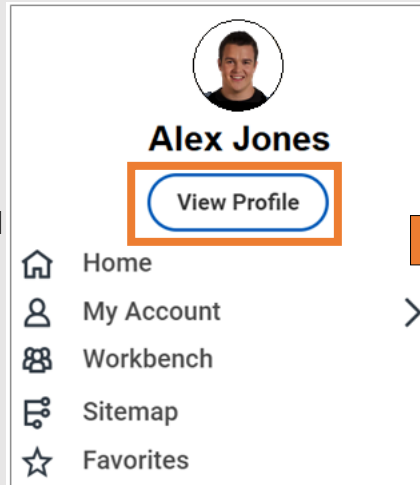
Company [Willamette University](#)

| Effective Date | Plan Type | Compensation Plan | Assignment | Assignment |
|----------------|-----------|-------------------|----------------------|----------------------|
| 01/01/2024 | Salary | Salary Plan | XX,XXX.XX USD Annual | XX,XXX.XX USD Annual |

View Pay Change History

1. After logging in to Workday, click on your profile image at the top right side of the page, which will open a drop-down menu. Next, click on the top item – **View Profile**.

On the resulting page, click **Compensation** in the left-hand navigation.



2. There are two tabs across the top of the page, Compensation and Pay Change History. Click **Pay Change History**. A list of pay changes occurring over time will display.

| Compensation | | Pay Change History | | | | |
|----------------------------|--|--|---------------------------|----------------|------------|-----------|
| Pay Change History 3 items | | | | | | |
| Effective Date | Compensation Action | Reason | Total Salary & Allowances | Total Base Pay | Currency | Frequency |
| 01/01/2024 | Ad-hoc Compensation Change | Request Compensation Change > Base Salary Change > Cost of Living Adjustment | XX,XXX.XX | XX,XXX.XX | USD USD | Annual |
| 07/01/2022 | Ad-hoc Compensation Change | Request Compensation Change > Base Salary Change > HR Only | XX,XXX.XX | XX,XXX.XX | USD USD | Annual |
| 10/01/2021 | Ad-hoc Compensation Change | Request Compensation Change > Base Salary Change > HR Only | XX,XXX.XX | XX,XXX.XX | USD USD | Annual |