

View, Download and Print Compensation Statements




Associates: Use this job aid to view or print compensation statements (called Compensation Review Statements).

Getting started:

1. From the Workday homepage, click on the **Personal Information** application.
2. In the View column, select **About Me**.
3. On your worker profile page, click on the **Actions** button beneath your name and title.
4. Hover your cursor over the **Compensation** section and select **View Compensation Review Statement History**.
5. In the **Compensation Review Statement PDF** column, click on the PDF link to open your statement.
6. Once you have opened your statement:
 - View in Workday – return to this screen in Workday at any time to view your current and past statements.
 - Save it by clicking on the **Download** icon (typically an arrow) at the top right of the page.
 - Print it by clicking on the **Print** icon at the top right of the page.

The screenshot shows the 'Compensation Review Statement History' page for Rachel Knight. The page has a blue header with the title and a sub-header 'Rachel Knight' with an 'Actions' button. Below the header, it indicates '3 of 6 items'. A table with four columns is displayed: 'Effective Date', 'Compensation Review Process', 'Position', and 'Compensation Review Statement PDF'. The first row shows a 2019 Compensation Review for Chief Financial Officer P-00649, with a PDF link to 'Rachel_Knight_-_Chief_Financial_Officer_reviewed_by_Merit_2019_Compensation_Review_2020_03_12.pdf'. The second row shows a 2018 Merit Review for the same position.

Effective Date	Compensation Review Process	Position	Compensation Review Statement PDF
04/01/2019	2019 Compensation Review	P-00649 Chief Financial Officer	 Rachel_Knight_-_Chief_Financial_Officer_reviewed_by_Merit_2019_Compensation_Review_2020_03_12.pdf
04/01/2018	2018 Merit Review	P-00649 Chief Financial Officer	