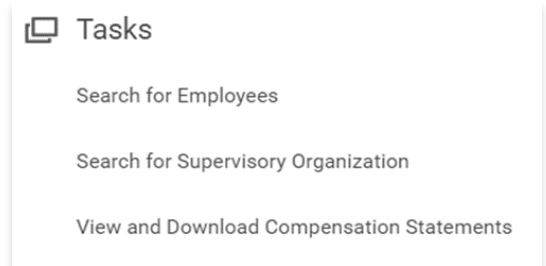# View and Download Compensation Statements

Managers: Use this job aid to view and download compensation statements (called Compensation Review Statements).

Getting started:

1. From the Workday homepage, click on **Compensation Review**.
2. In the "Tasks" menu, click on **View and Download Compensation Statements (available 3/7)**.
3. In the **Completed Compensation Review Process** field, type in the year for the event in which you need the statements for – if it is left blank, Workday will pull the 2021 statements.
4. In the **Organization(s)** field, enter your name and hit Enter.
5. Check the **"Include Subordinate Organizations"** box if you want to view statements for your subordinate teams. Otherwise, leave the box unchecked for only your direct reports.
6. Click **Proceed** to continue to the next page.

Download the statements individually:

Click on the **PDF link** in the Compensation Review Statement column to open the document. In the preview window, click on the **Download** icon (typically an arrow) at the top right of the page.

Tasks
Search for Employees
Search for Supervisory Organization
View and Download Compensation Statements