



PeopleSoft 8.00.01 eCompensation
PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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ABOUT THIS PEOPLEBOOK

This book provides you with the information you will need for implementing and using PeopleSoft eDevelopment. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAEAr8SP1B 1200.

This section describes information you should know before you begin working with PeopleSoft applications and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS application line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate around the PeopleSoft system, much of the information in this book is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. This book expands on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

The *PeopleSoft eDevelopment PeopleBook* provides you with implementation and processing information for your PeopleSoft eDevelopment system. However, there is additional, essential information describing the setup and design of your system that is contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

PeopleSoft Application Fundamentals consists of important topics that apply to many or all PeopleSoft applications across the HRMS application line. Whether you are implementing only PeopleSoft eDevelopment some combination of applications within the application line (for example, PeopleSoft Benefits Administration, Stock Administration, Time & Labor, and Pension Administration), or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals* PeopleBook, we've included common information pertinent to all applications in the HRMS application line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks

and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Below you'll find a list of those *PeopleSoft Application Fundamentals* sections that apply specifically to PeopleSoft eDevelopment.

Introduction to PeopleSoft HRMS introduces you to the basic concepts of PeopleSoft Human Resources and reviews the various activities involved in using the system, including setting up system-wide and HR information, performing daily processes, working with PeopleSoft Human Resources menus, and generating reports.

Regulating HRMS System Data reviews the Business Unit/SetID feature which enables you to organize your businesses by dividing them into logical units other than Companies and Departments, and also enables you to control how your organizational data is shared among those organizational units.

Processing Transactions Using Regulatory Regions discusses the Regulatory Region concept, how Regulatory Regions are set up in your PeopleSoft HRMS, and how to set up additional Regulatory Regions, if necessary.

Working With Currencies explains how to track personnel salaries and reimbursement amounts in multiple currencies, or in multiple currency rate types, yet keep an eye on the bottom line by using one currency as a point of reference to track your expenses and costs worldwide.

Working With Languages discusses PeopleSoft's language support features.

Setting Up Control Tables discusses the different ways you can run PeopleSoft Human Resources and helps you decide which way it should be used. Setting Up Controls Tables also instructs how to set up data that serves as the foundation of your organization's human resource system. These tables are the basis not only for Human Resources, but all your PeopleSoft HRMS applications.

E&G Setting Up Service Parameters is a section for Education and Government users that discusses how you set up methods to handle time duration for measuring accrued service for employees in public sector organizations.

USF Setting Up Your Work-In-Progress Management System is a section for U.S. Federal Government users that explains how to set up the system to automatically route a wide variety of requests directly to reviewing officials, and on to human resources, in the specific path that your organization chooses.

Administering Security reviews how to set up and maintain security for employee data by using a security tree. This enables you to view and update the reporting relationships among units and use this information to grant and deny user access to employee data. You can also choose to set up employee data security in other ways, if that is what you need.

Using Mass Change describes how you can select a particular set of employee records from the database, define the alteration you would like to perform on those records, and make those changes in the background, using scheduled processing.

Using Workflow discusses, at a high level, how workflow is used in HRMS and shows you how to set up approvals workflow for self-service transactions in collaborative applications

such as PeopleSoft eRecruit and PeopleSoft eDevelopment. We also include detail information on some of the workflow processes delivered in Release 8.

Working With Multiple Components of Pay discusses how you use the system to tailor unique compensation packages for each of your employees or create default pay component packages that are consistent for jobs and salary steps throughout your organization.

Working With Multiple Jobs explains how several PeopleSoft HRMS applications enable you to process information for employees who hold multiple, concurrent jobs within an organization.

Working With Groups shows you how to use the Group Build functionality in HRMS, which gives you a standardized way to create groups of employees and non-employees. Once you've created a group using this feature, you can use it across several HRMS applications for a wide variety of purposes.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www.peoplesoft.com). We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.



Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: <http://www.peoplesoft.com/>

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.00.01 HRMS* and *PeopleTools 8.12 PeopleBooks*, SKU CD-SKU CD-HRB8SP1R0.



Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

The CD includes the following PeopleBooks (presented in HTML format) that you can print in whole or in part:

- PeopleSoft 8.00.01 Application Fundamentals for PeopleSoft HRMS
- PeopleSoft 8.00.01 Base Benefits
- PeopleSoft 8.00.01 Benefits Administration
- PeopleSoft 8.00.01 eBenefits
- PeopleSoft 8.00.01 eCompensation
- PeopleSoft 8.00.01 eDevelopment
- PeopleSoft 8.00.01 eEquity
- PeopleSoft 8.00.01 ePay
- PeopleSoft 8.00.01 eProfile
- PeopleSoft 8.00.01 eRecruit
- PeopleSoft 8.00.01 eTime
- PeopleSoft 8.00.01 FSA Administration
- PeopleSoft 8.00.01 Global Payroll
- PeopleSoft 8.00.01 Human Resources
- PeopleSoft 8.00.01 Payroll for North America
- PeopleSoft 8.00.01 Payroll Interface
- PeopleSoft 8.00.01 Pension Administration
- PeopleSoft 8.00.01 Stock Administration

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com/ .
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559 .
Email	Email CPI at callcenter@conpub.com .

PeopleBooks Standard Page Element Definitions

Throughout our application documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions.

<i>Field</i>	<i>Definition</i>
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Country	Country for address. Other address fields will be adjusted to reflect Country choice.
County (also Prefecture and Parish)	Name of county (prefecture/parish) for address, if applicable.
Description	Freeflow text up to 36 characters that describes what you are defining.
Door (Puerta)	In Spanish addresses, identifies the door name or number.

Effective Date	<p>Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.</p> <hr/> <p>For more information about effective dates, see Using PeopleSoft Applications, “Working With Browser-Based Applications” .</p> <hr/>
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Fax (also Fax Number)	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	<p>The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.</p> <p>Language also refers to the language spoken by an employee, applicant, or non-employee.</p>
Last Run On	The date that a report or process was last run.
Name	Name of individual.
National ID	<p>Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.</p>
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are <i>Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2, or Telex.</i>
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Basics.
Run Control ID	Identifies specific run control settings for a page.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.

SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also Province)	State (Province) for address.
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.
User ID	Identifies the individual that generated the transaction.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

*Description:

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font`

Indicates PeopleCode.

Bold Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).

We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).

Italics Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: ***field value***.

We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.

KEY+KEY Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.

Jump links Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.

Cross-references The phrase For more information indicates where you can find additional documentation on the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in *italics* indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:

For more information, see Documentation on CD-ROM in *About These PeopleBooks: Additional Resources*.

- Topic list Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents menu.



Name of Page

Opens a pop-up window that contains the named page. Click the button to display the page. Some screen shots may also appear inline (directly in the text).



Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.



Text in this bar indicates For more information cross-references to related or additional information.



Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Page Introductory Table

In the documentation, each page description in the application will include an introductory table with pertinent information about the page. Not all of the information will be available for all pages.

Usage	Describes how you would use the page or process.
Object Name	Gives the system name of the page or process as specified in the PeopleTools Application Designer. For example, the Object Name of the Detail Calendar page is <code>DETAIL_CALENDAR1</code> .
Navigation	Provides the path for accessing the page or process.
Prerequisites	Specifies which objects must have been defined before you use the page or process.
Access Requirements	Specifies the keys and other information necessary to access the page. For example, SetID and Calendar ID are required to open the Detail Calendar page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a Note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by a E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our application communications for you.

CHAPTER 1

eDevelopment Overview

Overview of eDevelopment

PeopleSoft eDevelopment collaborative applications consist of PeopleSoft transactions that provide your employees convenient access to information using a browser. Access to information by all of your employees is flexible, convenient, and easy. For many people, these transactions provide an improved alternative to automated telephone prompting systems, and they can help ease the workload for internal support staff and customer service representatives.

In eDevelopment, we produce several Web pages as templates. You can use the PeopleTools Application Designer to modify and configure the Internet pages just as you would any application page.



For more information, see Using Application Designer.

Components of eDevelopment

PeopleSoft eDevelopment is comprised of 22 self-service Web applications that are designed to interface with the Human Resources system. These applications will enable employees to review, add, update, and delete (where appropriate) their professional development information.

- **Competencies** enables your employees to review or modify their current competency self-evaluation. They can also view evaluations from past review dates or create a new evaluation.
- **Professional Education** enables your employees and faculty members to review, add, update, or delete information about their professional education.
- **Honors and Awards - Faculty** enables your faculty members to review, add, update, or delete records of honors or awards.
- **Honors and Awards - Employees** enables your employees to review, add, update, or delete records of honors or awards.
- **Licenses and Certificates - Faculty** enables your faculty members to review, add, update, or delete licenses and certifications records.
- **Licenses and Certificates - Employees** enables your employees to review, add, update, or

delete licenses and certifications records.

- **Languages** enables your employees to review, add, update, or delete records of their proficiency in a language.
- **Memberships** enables your faculty to review, add, update, or delete membership records.
- **Professional Training - Faculty** enables your faculty members to review, add, update, or delete records about their professional training.
- **Professional Training - Employees** enables your employees to review, add, update, or delete records about their professional training.
- **Activities** enables your faculty members to review, add, update, or delete records of their academic activities.
- **Administrative Posts** enables your faculty members to review, add, update, or delete Administrative Post records.
- **Committees** enables your faculty members to review their committee membership information.
- **Presentations** enables your faculty members to review, add, update, or delete records of their presentations.
- **Significant Special Project** enables your faculty members to review, add, update, or delete records of your special projects.
- **Student Advising** enables your faculty members to review, add, update, or delete student advisee records.
- **Teaching Responsibilities** enables your faculty members to review, add, update, or delete Teaching Responsibilities records.
- **Review Training Summary** enables your employees to view their training history, which includes both internal courses administered by their organisation (using the Administer Training module) and other external training courses they have completed. Managers use the Review Training Summary to access training history for their direct reports.
- **Request Training Enrollment** enables your employees to submit a training request to their manager. Managers use the transaction to submit a training request for one of their direct reports.
- **Approve Training Request** enables your managers to approve or decline training requests from their employees.
- **View Training Enrollment Approval Status** enables your managers to find out the approval status of each request they have submitted.
- **Employee Performance Review/Evaluate Employee Performance** enables your managers to select an employee from their direct reports and view any performance reviews for the employee, update the most current one, or create a new performance review.

Understanding Roles

PeopleSoft eDevelopment currently provides self-service web pages for the role of Employee and Manager. We deliver definitions for this role and define a menu for this role.

Understanding Security

The user profile that you create for each individual who will access your self-service web application determines the web pages the user will have access to by default. You create user profiles in Maintain Security in the User Profile component. You assign a role to each user profile, which is linked to access control lists. Each access control list identifies pages that individuals can access. To modify the access for specific web pages for each role, you modify the access control list for the user's role.

You also define which data the user has access to in the user profile.



For more information about user profiles, roles, and access control lists; see Security.

Setting Up Approvals Workflow for Self-Service Transactions

Many self-service transactions are designed to take advantage of various workflow functions. The most common of these is approvals workflow. Approvals workflow handles situations where a request, such as a request for a training course, is submitted into the system by an employee or manager.

Approvals workflow will route this request to one or more people who must approve or deny the request. If an approver approves the request, the system will route the request to the next approver. If there are no approvers, the system will note that the request has final approval, and it will be routed to a person who will process the request further (such as a training administrator). If the request is denied, the request will not be routed any further, and the system will note that the request was denied.

Employees and managers can view the approval status of some types of requests with the help of self-service transactions that have been designed to display this status (such as View Training Approval Status).



For more information about workflow functionality in PeopleSoft HRMS applications, see Using Workflow.



For more information about setting up approvals workflow for eDevelopment transactions, see Setting Up Workflow Approval Functionality.

CHAPTER 2

Using eCompensation

Viewing Compensation History

Employees use this transaction to review or verify their compensation history. The main page displays salary change history, cash and non-cash variable awards, and the details of stock options granted through a variable compensation plan. Users can also follow links to employee review information about stock options that were not granted through variable compensation plans.

Compensation History Page

Usage	Employees use the Compensation History page to review or verify their compensation history.
Object Name	HR_SS_EE_COMP_HIST
Navigation	Self Service, Manager, View, Compensation History Self Service, Employee, View, Compensation History

Compensation History

Jan Elias

[View Another Date Range](#)

Employee Job Information

Employee ID: 8600
Department: Office of the President
Job Title: Senior Secretary
Employee Status: Active

Compensation History page (1 of 3)

Salary History					
Date of Change	Action	Reason	Annual Salary	Compensation per Frequency	
10/01/1995	Pay Rt Chg	Adjustment	20,448.75 USD	852.03 USD	Semimonthly
10/01/1988	Pay Rt Chg	Merit	14,741.00 USD	283.48 USD	Weekly
10/01/1987	Pay Rt Chg	Merit	13,712.56 USD	263.70 USD	Weekly
10/01/1986	Pay Rt Chg	Merit	12,839.47 USD	246.91 USD	Weekly
10/01/1985	Pay Rt Chg	Merit	11,779.33 USD	226.53 USD	Weekly
10/01/1983	Pay Rt Chg	Merit	10,062.00 USD	193.50 USD	Weekly
10/03/1982	Hire		9,360.00 USD	180.00 USD	Weekly

Variable Cash Compensation	
Award Date	Award Value
-	0.000000

Compensation History page (2 of 3)

Variable Non-Cash Compensation	
Award Date	Award Value
-	0.000000

Stock Option Details			
Grant Date	Type	Ticker Symbol	Grant Price (Per Share) *
			0.000000

* Grant price is based on Grant Date

[View in Preferred Currency](#)

Go To: [Review Employee Options](#)
[Employee Performance Review](#)

Compensation History page (3 of 3)

Selecting a Date Range

View Another Date Range

Users click this button to select a specific date range for which they want to view compensation data. The default is the entire compensation history.

Employee Job Information

The system displays the employee’s ID number, **Department**, **Job Title**, and **Employee Status**.

Salary History

For each salary change during the employee’s period of employment, the system displays the following information:

Date of Change

The effective date of the salary change. Click a date to view details of the salary change.

Action	The <i>Hire, Re-Hire</i> , or <i>Pay Rt Chg</i> (pay rate change) action that is associated with the salary change.
Reason	The Reason for the action that is associated with the salary change.
Annual Salary	The annual salary as of the salary change, expressed in either the Issued Currency or the user's Preferred Currency .
Compensation per Frequency	The breakdown of the salary amount for the frequency specified.

Variable Cash Compensation

The system displays the following information for each cash award the employee received through a variable compensation plan:

Award Date	The date the cash award was approved. If paid through PeopleSoft Payroll for North America, this date is the date of payout.
Type	The variable compensation plan type.
Award Value	The amount of the cash award and the currency code.

Variable Non-Cash Compensation

The system displays the following information for each non-cash award the employee received through a variable compensation plan:

Award Date	The date the non-cash award was approved.
Type	The variable compensation plan type.
Award Value	The monetary value of the non-cash award and the currency code.

Stock Option Details

This page is not available if PeopleSoft Stock Administration is installed. The employee would, instead, follow a link at the bottom of the page to view stock option details.

If PeopleSoft Stock Administration is installed, the system displays the following information for each stock option award the employee received through a variable compensation plan:

Grant Date	The date the shares were granted through Stock Administration.
Ticker Symbol	This is the description of the valuation record, which makes the conversion from the number of shares to the award value.

Number of Shares The number of shares granted.

Grant Price (Per Share) The price per share as of the grant date.

Changing Currency

The user can toggle between the currency in which the compensation was issued and the currency specified in the user profile. When the user selects one of the choices, the button label changes to the other choice.

View in Preferred Currency The user clicks this button to view the compensation data in the currency specified in the user profile.

View in Issued Currency The user clicks this button to view the compensation data in the currency in which the compensation was issued.

Links to Other Data

Review Employee Options Users can click **Review Employee Options** to jump to the Stock Option Summary page, where they can review the employee's stock options that are not granted through PeopleSoft Stock Administration.

This link is available only if PeopleSoft Stock Administration is installed.

For more information about the Stock Option Summary page, see Stock Option Summary Page.

Employee Performance Review Managers can click **Employee Performance Review** to jump to the Employee Review pages, where they can view the results of the employee's performance reviews. This link is not available to the employee.

For more information about the Employee review pages, see eDevelopment, "Using eDevelopment".

Return to Managers Direct Reports Search Managers can click this link to return to the list of direct reports, where they can access employees who report to them directly and indirectly.

Salary Change Details Page

Usage	Employees use this page to view details of the salary change.
Object Name	HR_SS_EE_SALCG_SEC
Navigation	Clicks the Date of Change on the Compensation History page.

Compensation History			
Salary Change Details			
Douglas Lewis			
Date of Change:	01/01/1980		
Salary Change Summary			
		Monthly	
Current Salary:	260,000.00 USD	21,666.67	USD
Change:	0.00 USD	0.00	USD
Change Percent:	0.000	0.000	
New Salary:	260,000.00 USD	21,666.67	USD
Job Information			
Salary Plan:	USA Executive Salary Plan		
Grade:	Executive Pay Grade 11		
Step:	0		
Performance Review Rating:			

Salary Change Details page (1 of 2)

Salary Components					
Component	New Amount	Currency Code		Change Currency Amount Code	Change Percent
Default NA Annual	260,000.00	USD	Annual	0.000000 USD	0.000

[Return to Compensation History](#)

Salary Change Details page (2 of 2)

Salary Change Summary

The system displays the following information in two frequencies:

- Current Salary** The employee’s current salary.
- Change** The amount of change in the salary.
- Change Percent** The percent of change in the salary.
- New Salary** The new salary.

Job Information

The system displays the following information about the employee:

- Job Title** The employee’s job title.
- This field is not visible to the employee.

Employee Compensation Ratio The system displays the employee’s compa-ratio, which shows where the employee’s salary lies in relation to the midpoint for the salary grade.

This field is not visible to the employee.

Salary Plan The employee’s salary plan.

Grade The employee’s salary grade.

Step The employee’s salary step, if a step is defined for the grade.

Performance Review Rating The employee’s most recent performance review rating.

Salary Ranges The minimum, midpoint, and maximum compensation defined for the salary grade on the Salary Grade table.

This field is not visible to the employee.

Market Reference Point The system displays the market survey rate associated with the employee’s Job code on the Job Code table.

This field is not visible to the employee.

Salary Components

Component The system displays the employee’s pay components.

New Amount The system displays the new compensation for the component along with the currency and frequency.

Currency Code The system identifies the currency and frequency in which the compensation is displayed.

Change Amount The system displays the amount of change in compensation for the component since the previous date of change.

Currency Code The system identifies the currency in which the change amount is displayed.

Change Percent The system displays the percent of change in compensation for the component since the previous date of change.

Select Date Range Page

Usage	Use the Select Date Range page to view compensation history in a selected specific date range.
Object Name	HR_SS_EE_DATE_HIST

Navigation	Click the View Another Date Range button on the Compensation History page.
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Compensation History

Select Date Range

Alton Cone
Terminated & Vested

Select From and To dates for your Compensation History Inquire, leave blank to default to all history.

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

Select Date Range page

- From Date** Users enter the beginning date of the date range they want to view.

- To Date** Users enter the ending date of the date range they want to view.

- Continue** Users click this button to display the Compensation History page.

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