



Total Rewards

A total rewards statement is a powerful tool that shows the full picture of the pay and benefits you receive as an employee of VUMC. By reviewing your total rewards package, you can see the many ways VUMC is investing in you, from your base salary to healthcare coverage to income replacement insurance to retirement benefits. You now have the ability to run your total reward statement in Workday. Use this quick reference guide for instructions on how to print out your individual statement. Only you can view and print this information.

Total Rewards

From the Workday homepage:

1. Select **Menu**.
2. Select **Benefits and Pay**.
3. Your **Total Value** includes Base Pay + Additional Compensation + Benefits. **Note:** if you do not see a section, it is because the amount is zero.
4. **Base Pay:** Displays base pay for the current year.
Exempt employees:
Salary Plan = Current Salary x Current FTE
Non-exempt (hourly) employees:
Hourly Plan = Current Hourly Rate x 2080 x Current FTE
5. **Benefits** displays only the VUMC-paid portion of your benefits for the prior rolling 12 months.
6. **Additional Compensation** displays the totals for the prior rolling 12 months. This may include items such as shift differential, premium pay, on-call pay, or bonuses.
Note: You will only see this section if you had additional compensation in the prior calendar year.
7. Hover over any portion of the **graph**, or select **View Total Rewards** to view more information.
8. Select **View Details** to view additional information on each of the tiles.

