



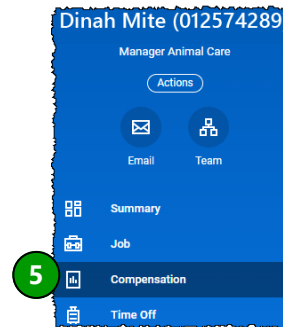
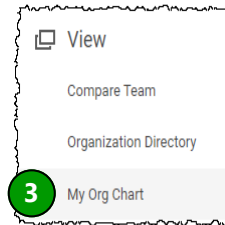
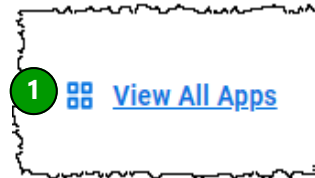
## View Compensation History for Direct Reports

Managers can view all compensation history for their direct reports. The history will list previous compensation changes such as one-time payments, ad-hoc payments, and other changes to an employee’s compensation at VUMC. Details about a specific change are also visible. Follow the steps below to view compensation history for a direct report.

### View Compensation History for Direct Reports

From your Workday homepage:

1. Select **View All Apps**.
2. Select **My Team Management**.
3. Select **My Org Chart**.
4. Select the desired **Employee Name**.  
**Note:** You may use Workday Search to find and select desired employee.
5. Select **Compensation** from the employee menu.
6. Select **Pay Change History**.  
**Note:** Select the **Compensation Action** on a specific pay change to open more details.
7. This screen will now show all **Compensation History** for the employee previously selected.



Effective Date	Compensation Action	Reason	Total Base Pay
01/01/2022	Ad-hoc Compensation Change	Request Compensation Change > Conversion > Conversion	100.00

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).