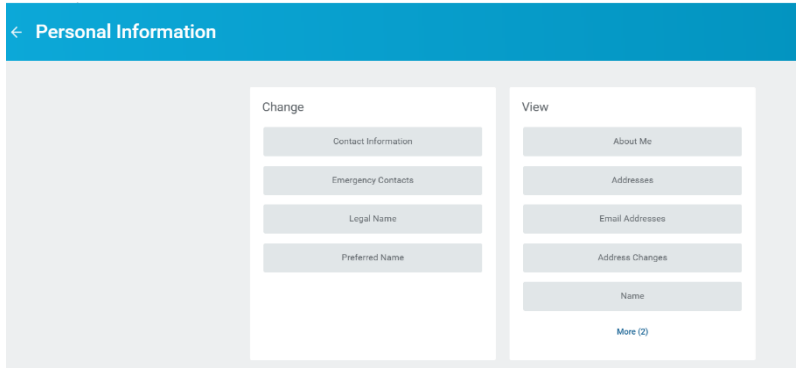


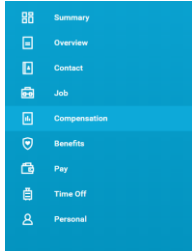
# WHERE DO I FIND THE SALARY GRADE?

## I. TO VIEW YOUR SALARY GRADE:

1. From the Home Screen, click on the **Personal Information** worklet
2. Click on the **About Me** button



3. Select **Compensation** on the Left Side Pane



4. The salary grade is listed underneath the first table, under **Compensation** area

Compensation    Total Rewards    Pay Change History

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Totals 1 item 🔍 📄 📊 🗨

Total Salary & Allowances	Total Base Pay	Currency	Frequency
68,500	68,500	USD USD	Annual

**Compensation**

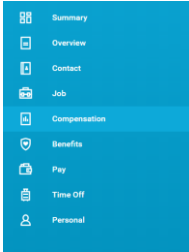
Compensation Package [Administrative Package](#)

Grade [Grade 08](#)

Company [Stevens Institute of Technology](#)

## II. TO VIEW YOUR DIRECT REPORT'S SALARY GRADE:

1. From the Home Screen, click on the **Compensation** worklet
2. You will see your team member names listed under Pay in Range. Select the team member you would like to view.
3. Select **Compensation** on the Left Side Pane



4. The salary grade is listed underneath the first table, under **Compensation** area

Compensation   Total Rewards   Pay Change History

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Totals 1 item 🔍 📄 📊 🗑️

Total Salary & Allowances	Total Base Pay	Currency	Frequency
68,500	68,500	USD USD	Annual

**Compensation**

Compensation Package [Administrative Package](#)

Grade [Grade 08](#)

Company [Stevens Institute of Technology](#)