



How Do I View My Compensation History Information?

- ◆ Access the District's web site:

www.palmbeachschools.org

- ◆ At the top of the page, click **Employees** and to the right of the page, click **Self Service**

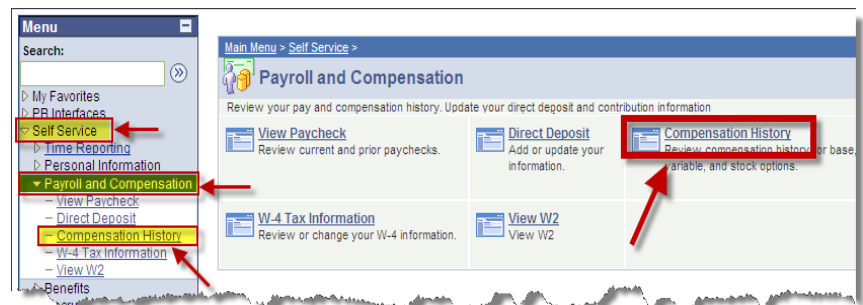


- ◆ Enter your **User ID** and **Password** and then click the **Sign In** button. (For assistance with your User ID and/or Password information, please contact the HR Call Center: Locally **434-8777** or Toll Free **1-477-877-3722** or email us at AskHR@palmbeach.k12.fl.us.)

User ID:

Password:

- ◆ At the **Self Service Menu**, click **Payroll and Compensation**. Then click **Compensation History** to see your compensation information.



- ◆ If you have more than one active job, each of your job titles will be listed as a link to your Compensation History. Click a title to display the history for the selected job.





How Do I View My Compensation History Information?

- ◆ If your selected job is temporary, the compensation will be displayed as an hourly pay rate. *

Employee, John

Employee Job Information

Department: Sagebrush Elementary
Job Title: **TEMPORARY** TUTOR - CERTIFIED
Payroll Status: Active

Temporary job
hourly pay rate

Salary History

Action Date	Action	Reason	Compensation per Frequency		
02/14/2010	Posn Chg	Additional Job Temp	20.440000	USD	Hourly

* For temporary jobs, generally there is variability in the number of hours that may be worked. Therefore, only hourly rates of pay are displayed in Compensation History for these jobs.

- ◆ If your selected job is a regular status job, the compensation history for this job will be displayed. The 'Action Date' column lists the **action dates** on which your job information changed. Click an action date link to view the history details for that date.

Compensation History

[Frequently Asked Questions](#)

Employee, John

Employee Job Information

EmpID: 1234567
Department: Sagebrush Elementary
Job Title: TCH ELEM MEDIA SPECIALIST
Payroll Status: Active

Bi-Weekly pay
rate for each job

Salary History

Action Date	Action	Reason	Annual Salary	Compensation per Frequency	
02/19/2010	Posn Chg	Position Data Update	51,647.000	USD	1,986.420000 Biweekly 26 Pays
12/01/2009	Pay Rt Chg	Add/Change Supplement	51,647.000	USD	1,986.420000 Biweekly 26 Pays
08/03/2009	Data Chg	Supp Conversion to MCOP	49,647.000	USD	1,909.500000 Biweekly 26 Pays

On 12/01/2009 a pay
rate change occurred

[Return to Select Job Title](#)



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- Clicking an 'Action Date' link opens the Salary Change Details page for your job's Compensation History. This example shows the change in total salary when a supplement was added to the annual salary on 12/01/2009. Circled in red we see the employee's new total salary is \$51,647. We also see at the bottom of the page the total salary is separated into the various components of base salary and supplemental pay. The sum total of all salary components is equal to the new total salary.

Compensation History Salary Change Details

[Frequently Asked Questions](#)

Employee, John

Date supplement added to employee's annual salary

Action Date: 12/01/2009

Salary Summary >> Shows the current total annual and total biweekly salary for this job.

	Annual		Bi-Weekly	
Salary before Action Date:	49,647.00	USD	1,909.50	USD
Change:	2,000.00	USD	76.92	USD
Comp Rates:	51,647.00		1,986.42	USD

Base Pay +
Supplements

New salary 12/1/2009

Job Information >> Shows the salary plan, grade level and step assignment you are on for this job.

Salary Plan: CTA Contract 196
Grade: CTA Base
Step: 12

[Salary Schedules](#)

Salary Components >> Shows elements contributing to total salary, i.e., base pay, supplement pay.

Component	New Amount	Currency Code
Default NA Annual	46,647.00	USD Annual
Natl Cert Teachers	+ 2,000.00	USD Annual
Teacher 196 Master Supp	3,000.00	USD Annual
	= \$51,647	

Base Pay +
Supplements

