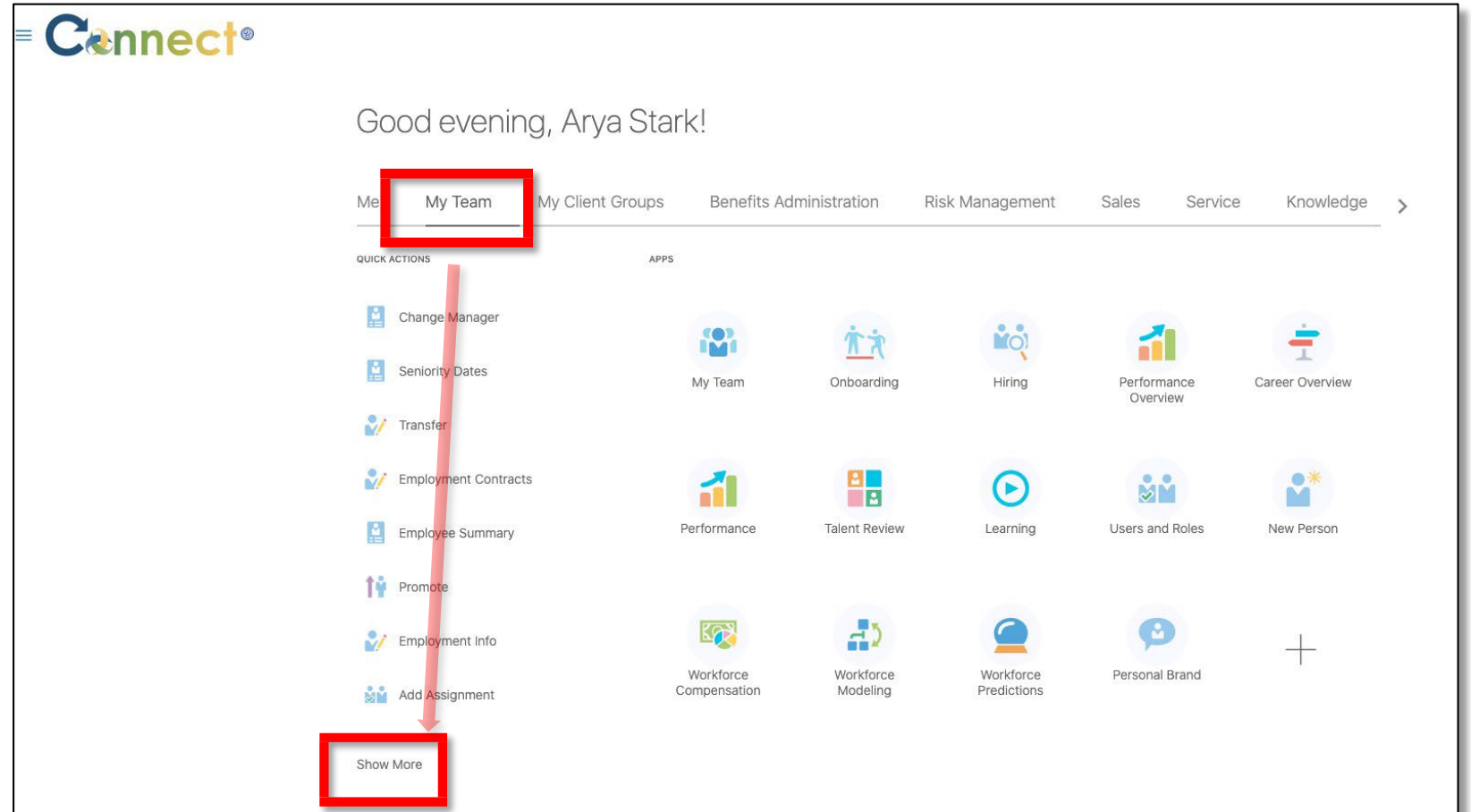
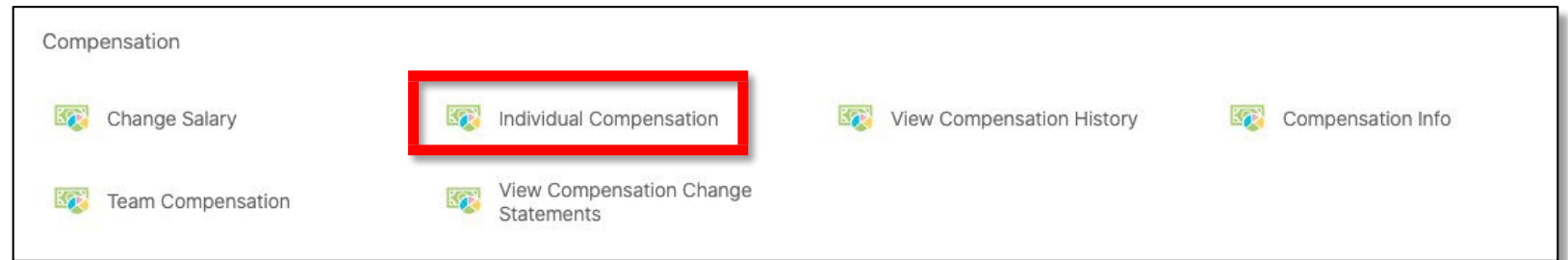


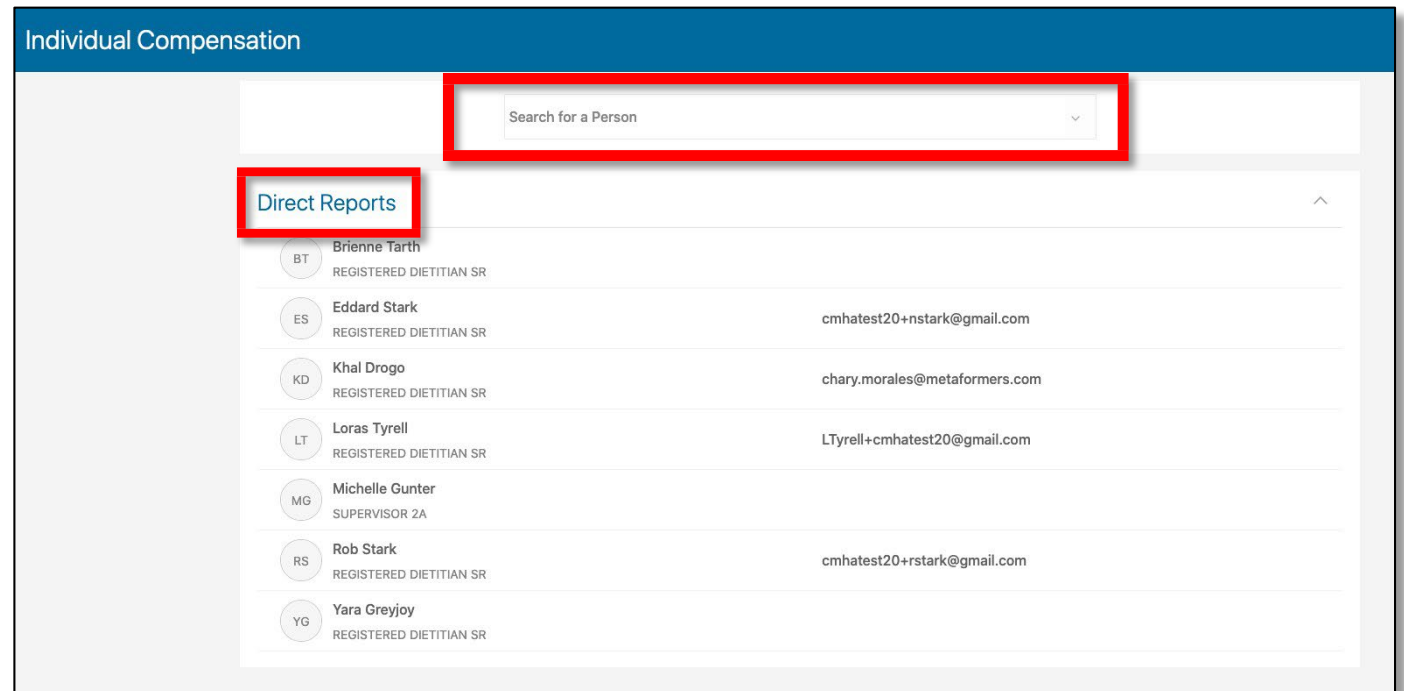
1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.



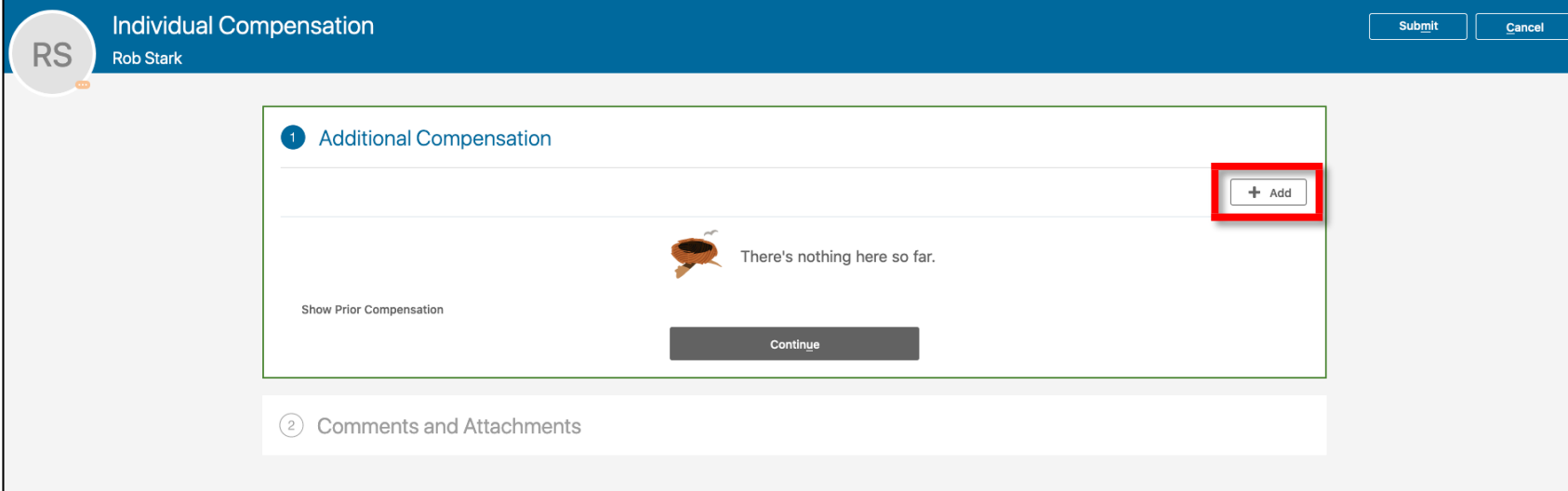
3. Scroll down the page until you see the **Compensation** section and select the **Individual Compensation** task.



4. Next, click on the employee for which you want to view Compensation Information, either through the **Direct Reports** section or by using the **search box**.



5. On the **Individual Compensation** page, there are 2 sections to fill out, **Additional Compensation** and **Comments and Attachments**. To add a new compensation record to the first section, use the **Add** button.

A screenshot of a web application interface for 'Individual Compensation'. The header is blue with a user profile 'RS Rob Stark' on the left and 'Submit' and 'Cancel' buttons on the right. The main content area has a light gray background. A green-bordered box contains the '1 Additional Compensation' section, which has two empty input fields and a red-outlined '+ Add' button. Below the input fields is a message 'There's nothing here so far.' with a small icon of a campfire. At the bottom of the green box is a 'Continue' button. Below the green box is a section labeled '2 Comments and Attachments'.

Individual Compensation

RS Rob Stark

Submit Cancel

1 Additional Compensation

+ Add

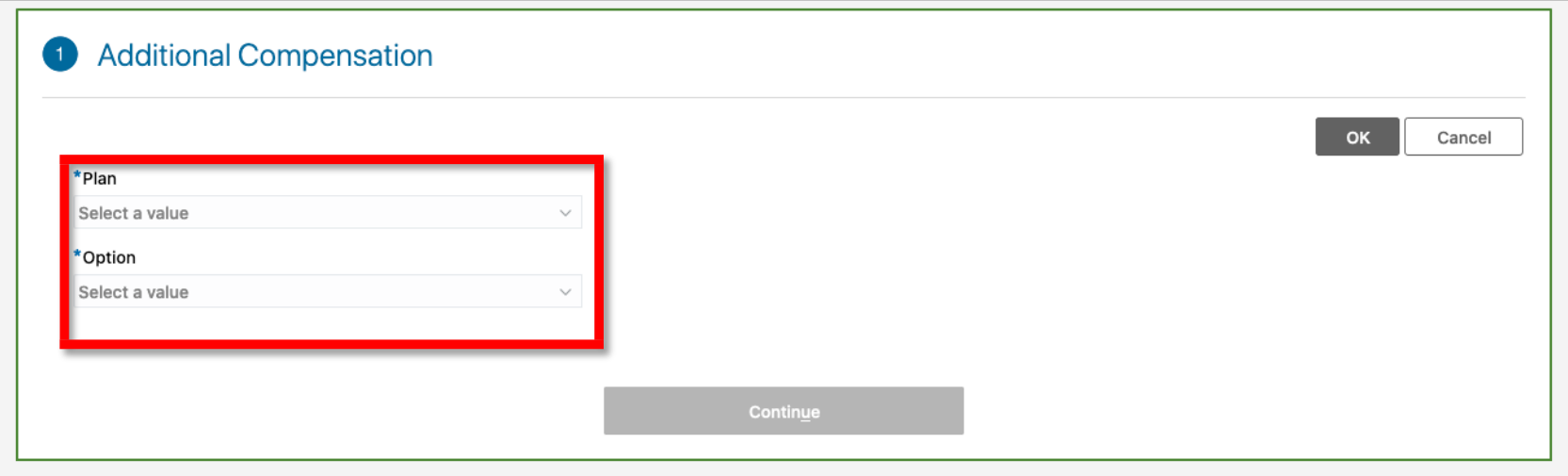
There's nothing here so far.

Show Prior Compensation

Continue

2 Comments and Attachments

6. Select a **Plan** and **Option** by using both dropdown menus. Now, fill in any additional fields that reveal after selecting items from the dropdown menus.

A screenshot of a web form titled '1 Additional Compensation'. The form has a light gray background. At the top right, there are two buttons: 'OK' (dark gray) and 'Cancel' (light gray). Below the title, there are two dropdown menus. The first is labeled '*Plan' and the second is labeled '*Option'. Both dropdown menus have a 'Select a value' placeholder and a downward arrow. These two dropdown menus are enclosed in a red rectangular box. At the bottom center of the form, there is a gray button labeled 'Continue'.

7. After filling in any necessary fields, click **OK** to add the record.

See next slide for Residential Technician covering for a Residential Manager

1 Additional Compensation

OK

Cancel

Plan

Out of Class Pay

Option

Out of Class Pay Request

*Start Date

11/13/2020

Percentage

7

End Date

☒ Ongoing

Position

Show Plan Info

Continue

MSS – Team Member Individual Compensation

Residential Technician covering for a Residential Manager - ONLY

EXAMPLE: Residential Tech on step 5 making 18.73 an hour will be working in a temporary assignment as a resident manager for a period of 30 days.

You'll need to know the Resident manager rate which can be found on the intranet here: [Job Class and Salary Scales Workbooks](#)

The resident manager rate is 22.25

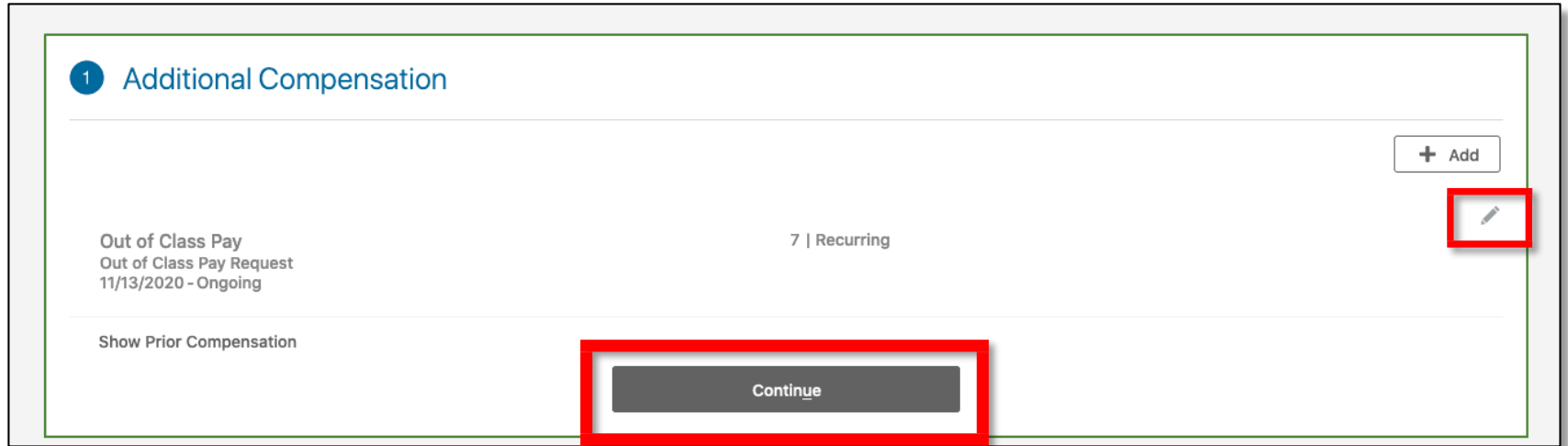
To calculate the percentage do the following:

Step 1 rate of position employee is going to be working in (22.25) – current employee rate (18.73). difference is 3.52. $3.52/18.73 = 19\%$ this would be the percentage you would enter to insure the employee is paid the rate of 22.25/hour.

* Please note when calculating these percentages the residential contract clearly states that: An employee temporarily assigned to a higher classification in this Bargaining Unit, or to a position in the Large Bargaining Unit, or to a position in the Supervisor's Unit, or to a regular non-Union classification, for at least five (5) consecutive work days, including holidays, shall be paid at the first step in the classification which is at least \$500 annually above the employee's regular rate of pay.

You will also need to insure the percentage you calculate will result in an increase of at LEAST \$500.00 annually for the employee.

8. If you need to edit the record, use the **Edit** icon located in the upper right of the record tile. Otherwise, click **Continue**.

A screenshot of a web application interface for 'Additional Compensation'. The title '1 Additional Compensation' is at the top left. On the right, there is a '+ Add' button and an 'Edit' icon (a pencil) which is highlighted with a red rectangle. The main content area displays 'Out of Class Pay' and 'Out of Class Pay Request' with a date range '11/13/2020 - Ongoing'. To the right of this text is '7 | Recurring'. At the bottom left, there is a link 'Show Prior Compensation'. At the bottom center, there is a grey button labeled 'Continue' which is highlighted with a red rectangle.

1 Additional Compensation

+ Add

Out of Class Pay
Out of Class Pay Request
11/13/2020 - Ongoing

7 | Recurring

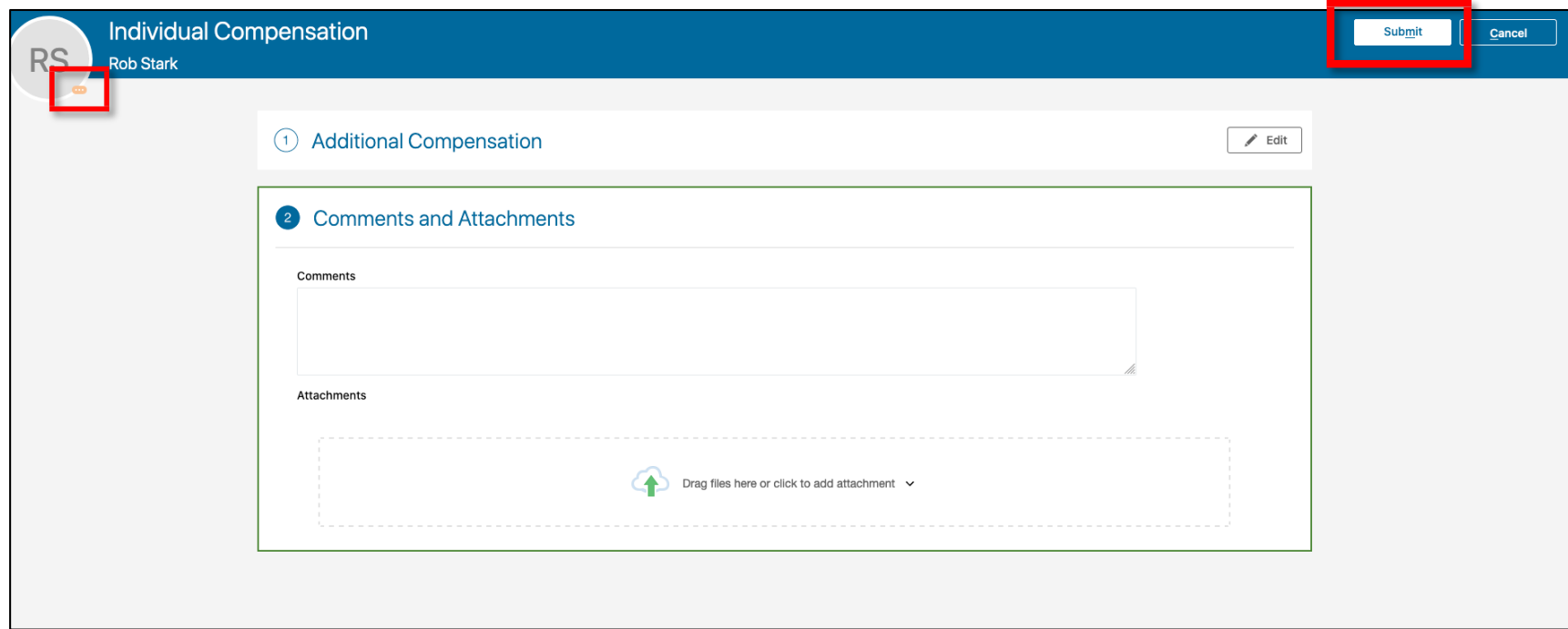
Show Prior Compensation

Continue

9. In section 2, you can add comments or upload an attachment if necessary. When ready to proceed, click **Submit**.

10. To view more options related to the employee, use the **More Information** button if needed.

End of Procedure

The screenshot shows a web application interface for 'Individual Compensation'. At the top, a blue header bar contains a circular profile icon with the initials 'RS' (highlighted with a red box), the name 'Rob Stark', and the title 'Individual Compensation'. On the far right of the header, there are two buttons: 'Submit' and 'Cancel', both highlighted with red boxes. Below the header, the form is divided into two sections. The first section, '1 Additional Compensation', includes an 'Edit' button. The second section, '2 Comments and Attachments', contains a 'Comments' text area and an 'Attachments' section with a dashed border and a green upload icon. The text 'Drag files here or click to add attachment' is visible within the attachments area.