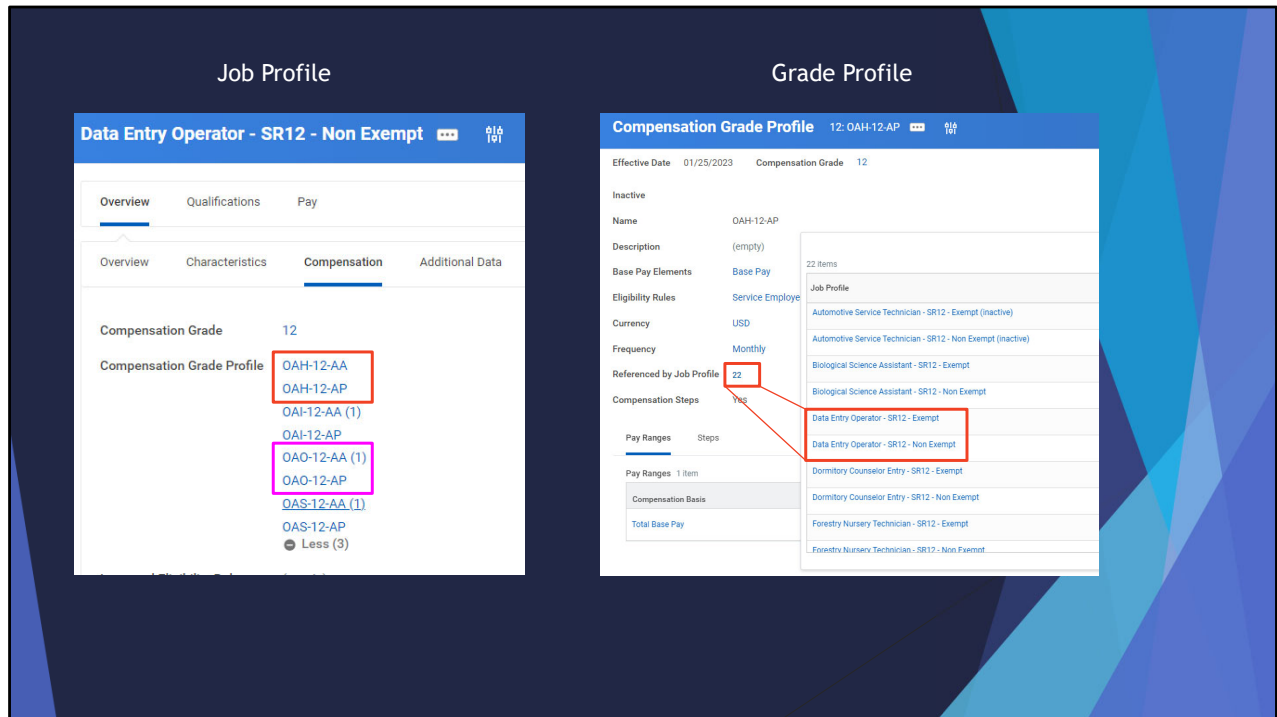


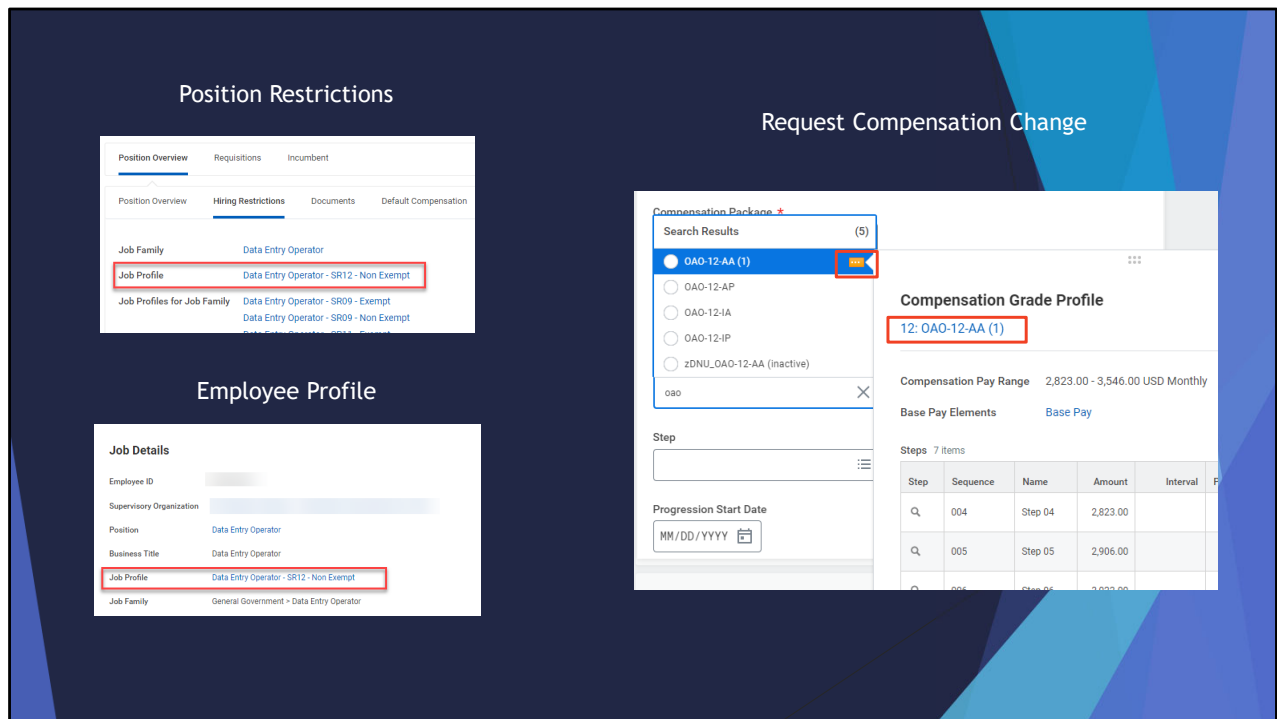
Workday Compensation



You can view the link between the job profiles and grade profiles a few different ways.

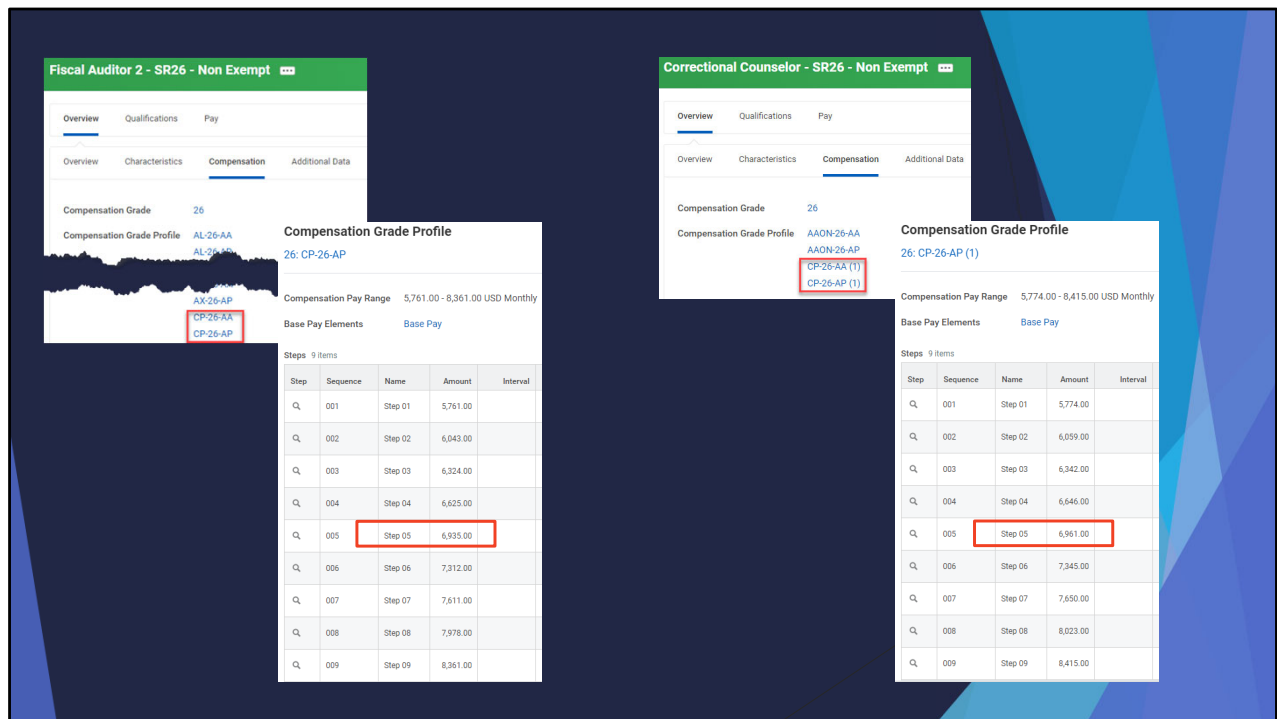
1. From the job profile (left), go to the “compensation” tab and you can see the linked grade profiles (you may have to click the “more” button if there are a lot of grade profiles assigned). For representations that are employee paid PERS – you will see the grade profiles in pairs (a non-PERS and a PERS rate, as seen in the red box).
2. From the grade profile (right), click the linked number in the “referenced by job profile” section. This will open an additional window and show which job profiles are linked to this grade profile. You will see the list of job profiles that are all linked to this specific grade profile.

NOTE: for Employee Paid PERS grade profiles, they do not always match (example: OAO-12 AA (1) is paired with OAO-12-AP, as seen in the pink box).



You can get to the job profile/grade profile information in a few different ways:

1. If the position is vacant, in the position restrictions go to the assigned job profile in the hiring restrictions tab.
2. From the employee profile, click the job profile link.
3. From request compensation change action, in the grade profile field using the related actions button (...), then click the grade profile link. **TIP:** if you right click on the grade profile link and say open in new tab, then you can easily return to your action in the other window.



Why it is important to make sure you are assigning the linked job profile/grade profile to a worker:

In this example – we have a Fiscal Auditor 2 and a Correctional Counselor, both SR26, both REPR CP (AOCE-non-security) but you can see the Fiscal Auditor 2 is linked to CP-26-AA/AP and the Correctional Counselor is linked to CP-26-AA (1)/AP (1).

Here I have opened the PERS eligible (or “P”) grade profile for each job profile, you can see they are the same number of steps, however the rates are different.

If a worker was at step 5 and assigned the incorrect grade profile (ex. Fiscal Auditor 2 assigned the CP-26-AP (1) instead of the CP-26-AP), there is a difference of 26 per month or 312 a year...and this could additionally be compounded by other earnings (such as allowances, OT, etc.).

Compensation Grade Profile				
28: MMS-28-AP				
Compensation Pay Range		5,700.00 - 8,408.00 USD Monthly		
Base Pay Elements		Base Pay		
Steps 9 items				
Step	Sequence	Name	Amount	Interval
Q	001	Step 01	5,700.00	
Q	002	Step 02	5,985.00	
Q	003	Step 03	6,282.00	
Q	004	Step 04	6,601.00	
Q	005	Step 05	6,930.00	
Q	006	Step 06	7,274.00	
Q	007	Step 07	7,630.00	
Q	008	Step 08	8,015.00	
Q	009	Step 09	8,408.00	

Compensation Grade Profile				
28: MMS-28X-AP				
Compensation Pay Range		5,432.00 - 8,408.00 USD Monthly		
Base Pay Elements		Base Pay		
Steps 10 items				
Step	Sequence	Name	Amount	Interval
Q	001	Step 01	5,432.00	
Q	002	Step 02	5,700.00	
Q	003	Step 03	5,985.00	
Q	004	Step 04	6,282.00	
Q	005	Step 05	6,601.00	
Q	006	Step 06	6,930.00	
Q	007	Step 07	7,274.00	
Q	008	Step 08	7,630.00	
Q	009	Step 09	8,015.00	
Q	010	Step 10	8,408.00	

Compensation Grade Profile				
28: MMS-28X-IP				
Compensation Pay Range		6,282.00 - 9,718.00 USD Monthly		
Base Pay Elements		Base Pay		
Steps 10 items				
Step	Sequence	Name	Amount	Interval
Q	001	Step 01	6,282.00	
Q	002	Step 02	6,601.00	
Q	003	Step 03	6,930.00	
Q	004	Step 04	7,274.00	
Q	005	Step 05	7,630.00	
Q	006	Step 06	8,015.00	
Q	007	Step 07	8,408.00	
Q	008	Step 08	8,831.00	
Q	009	Step 09	9,264.00	
Q	010	Step 10	9,718.00	

Another example: Three grade profiles, 28, 28X, and 28X “I” pay option Looking at them you can see some differences, like number of steps, and step amounts.

Again, lets look at step 5, it’s the same step number, but each grade profile is assigned a different amount. Again, if an incorrect grade profile was assigned a worker could potentially get over or under paid.

CMP | Workers with Mismatched Job Profile/Grade Profile

CMP | Workers with Mismatched Job Profile/Grade Profile ...

Instructions This report returns results where the workers assigned job profile and grade profile are not linked.

1. Includes primary and non-primary jobs
2. Includes active workers only
3. Excludes job profiles SR00 of Board and Commission Member, Volunteer and Unpaid Intern/Volunteer

Note: If using a retroactive effective date, workers assigned job profiles that have had a salary selective may show up on this report.

Effective as of Date:

Company:

All Positions / Jobs						
Worker	Worker Emp ID	Position ID	Company	Primary Job	Job Profile	Compensation Grade Profile
					Principal Executive/Manager B - SR26 - Exempt	MMS-26-AP
				Yes	Principal Executive/Manager B - SR26 - Exempt	MMS-28X-AA

New report available – it will show where there is a mismatch between the workers who are assigned job profiles and grade profiles that are not linked.

The primary job column will show as “yes” if a primary position and blank if an additional job.

In the example above – PEM B’s linked grade profiles are 26X. The first row is assigned a grade profile that is a 26 (not 26X) and the second row is assigned a grade profile that is a 28X (not 26X). These workers would need to be reviewed and a determination made as to what may need corrected (the job profile or grade profile).

Questions?