Workday Compensation

Job Profile	Grade Profile
Data Entry Operator - SR12 - Non Exempt Image: Compensation Overview Qualifications Pay Overview Characteristics Compensation Additional Data Compensation Grade 12 Compensation Grade Profile OAH-12-AA OAH-12-AP OAH-12-AA (1) OAH-12-AP OA-12-AA (1) OA-12-AP OAS-12-AA (1) OAS-12-AP OAS-12-AP OAS-12-AP OAS-12-AP OAS-12-AP OAS-12-AP OAS-12-AP OAS-12-AP	Compensation Grade Profile 12 04412AP Image: Second S

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 ad 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).

Position Restrictions	Request Co	mpen	sation	Chang	e	
Position Overview Hining Restrictions Documents Default Compensation Job Family Data Entry Operator	Compensation Package * Search Results (5)					
Job Profile Data Entry Operator - SR12 - Non Exempt Job Profiles for Job Family Data Entry Operator - SR09 - Exempt Data Entry Operator - SR09 - Kone Exempt Data Entry Operator - SR09 - Kone Exempt	OAC-12-AA (1) OAC-12-AP OAC-12-IA OAC-12-IA OAC-12-IA OAC-12-IP	Comp 12: 0A	ensation 0-12-AA (1)	Grade Pr	ofile	
Employee Profile	O ZDNU_OAG-12-AA (inactive)	Comper Base Pa	nsation Pay Ra	inge 2,823 Base	.00 - 3,546.00 Pay	JSD Monthly
Job Details		Steps 7	items			
Employee ID		Step	Sequence	Name	Amount	Interval F
Supervisory Organization	Progression Start Date	Q,	004	Step 04	2,823.00	
Position Data Entry Operator Business Title Data Entry Operator	MM/DD/YYYY 💼	٩	005	Step 05	2,906.00	
Job Profile Data Entry Operator - SR12 - Non Exempt		0	006	Ctop 05	2,022,00	
Job Femily General Government - Data Entry Operator						

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.

Overview Qualifications Overview Characteristics	Pay	Additiona	al Data				ion Adi	ditional Data				
Compensation Grade 2 Compensation Grade Profile A	6 L-26-AA L-26-AD	Compe 26: CP-26	nsation (5-AP	Grade Pro	ofile		Co 26:	ompensation CP-26-AP (1)	I Grade Pr	ofile		
A	X-26-AP IP-26-AA IP-26-AP	Compensa Base Pay I Steps 9 ite	ation Pay Rai Elements ms	nge 5,761. Base l	00 - 8,361.00 Pay	I USD Monthly	Con Bas Step	npensation Pay F e Pay Elements ps 9 items	tange 5,774 Base	1.00 - 8,415.00 Pay	USD Monthly	
		Step	Sequence	Name	Amount	Interval	Ste	ep Sequence	Name	Amount	Interval	
		Q	001	Step 01	5,761.00		9	001	Step 01	5,774.00		
		d	002	Step 02	6.324.00		4	, 002	Step 02	6,342.00		
		٩	004	Step 04	6,625.00		Q	L 004	Step 04	6,646.00		
		٩	005	Step 05	6,935.00		Q	L 005	Step 05	6,961.00		
		۹	006	Step 06	7,312.00	_	Q	L 006	Step 06	7,345.00		
		Q,	007	Step 07	7,611.00		م	007	Step 07	7,650.00		
		۹	008	Step 08	7,978.00		٩	008	Step 08	8,023.00		
		٩	009	Step 09	8,361.00		9	009	Step 09	8,415.00		

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.).

Comp	npensation Grade Profile Compensation Grade Profile								Compensation Grade Profile								
28: MN	1S-28-AP				28: M	28: MMS-28X-AP					28: MMS-28X-IP						
Comper	nsation Pay Range 5,700.00 - 8,408.00 USD Monthly Compensation Pay Range 5,432.00 - 8,408.0							2.00 - 8,408.00	0 USD Monthly Compensation Pay Range 6,282.00 - 9,718.00 USD Monthly					USD Monthly			
Base Pa	y Elements	Base	Pay		Base F		Base Pay Elements Base Pay										
Steps 9	items				Steps	10 items					Steps 1	0 items					
Step	Sequence	Name	Amount	Interval	Step	Sequence	Name	Amount	Interval		Step	Sequence	Name	Amount	Interval		
Q	001	Step 01	5,700.00		Q	001	Step 01	5,432.00			٩	001	Step 01	6,282.00			
Q,	002	Step 02	5,985.00		٩	002	Step 02	5,700.00			٩	002	Step 02	6,601.00			
Q	003	Step 03	6,282.00		٩	003	Step 03	5,985.00			Q	003	Step 03	6,930.00			
Q	004	Step 04	6,601.00		٩	004	Step 04	6,282.00			٩	004	Step 04	7,274.00			
Q	005	Step 05	6,930.00		٩	005	Step 05	6,601.00			٩	005	Step 05	7,630.00			
Q	006	Step 06	7,274.00		٩	006	Step 06	6,930.00			Q	006	Step 06	8,015.00			
۹	007	Step 07	7,630.00		٩	007	Step 07	7,274.00			Q	007	Step 07	8,408.00			
Q,	008	Step 08	8,015.00		Q,	008	Step 08	7,630.00			Q	008	Step 08	8,831.00			
۹	009	Step 09	8,408.00		٩	009	Step 09	8,015.00			٩	009	Step 09	9,264.00			
					Q	010	Step 10	8,408.00			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 Mi	smatched	Job Profile.	/Grade Prof	file	
Instructions This report returns results where th 1. Includes primary and non-prima 2. Includes active workers only 3. Excludes job profiles SR00 of Br Note: If using a retroactive effective 	ne workers assigned job pro ry jobs pard and Commission Mem re date, workers assigned jo	file and grade profile are not linked. ber, Volunteer and Unpaid Intern/Vc b profiles that have had a salary se	olunteer lective may show up on this report.			
Effective as of Date 02/01/2023						
				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?