

## How Do I View My Compensation History?

### Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click on the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Compensation History** tile.

### Review the Compensation History

4. Review the compensation information displayed on the **Compensation History** page.
5. Click the **Date of Change** link to display details related to a compensation change.
6. Click the **Return** button to close the **Award Details** page.

### Chart the Compensation History

7. On the **Compensation History** page, click the **Chart** icon at the top right of the page.



8. Click the **Drop Down** icons associated with the **Compensation Source** and **Time Period** fields to customize the presentation on the **Compensation History Chart**. NOTE: The system only displays Compensation Source options which are valid for the employee.
9. Expand the page size and/or use the scroll bar, as needed, to display the entire chart.
10. Review **Compensation Source** and **Time Period** details by hovering over each entry in the chart.
11. Click the **Close (X)** icon at the top right of the page to hide the **Compensation History Chart** display.



**Complete the Task/Sign Out of Application**

12. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



13. Click the **Sign Out** option in the listing.

