

COMPENSATION PROFILE



QUICK REFERENCE CARD

Managers can access the Compensation Profile to see an employee's current and historical salary data, pay band information and grievance status. Managers can compare salaries among their employees.

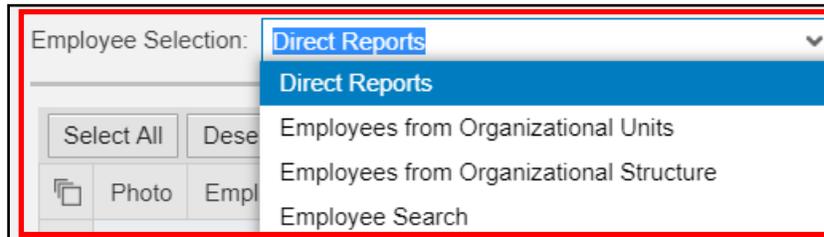
PROCESS

1. Under the Manager Self-Service section, click the **Team Services** tile. Under the **My Team** section, in the **Compensation** subsection, click **Compensation Information**.

Team Services
Manage team services

Accessing the Compensation Profile

1. The **Compensation Review** is always Spot Review.
2. Click the **Employee Selection** drop-down menu. Select **Direct Reports** to see your direct reports. Select **Employees in Organizational Units** to see a list of organizational units under your management. **Employees in Organizational Structure** displays the organizational structure under your management. Select **Employee Search** to search for a particular employee. For this example, we are using Direct Reports.



3. Click the **grey square** beside the employee you would like to see. When selected, the grey square will turn blue.
4. Click the **Compensation Profile** button. The Compensation Profile should now appear.

	Select All	Deselect All	Compensation Profile	Compare
	Photo	Employee	Personnel Number	Manage
	EMPLOYEE JAMES	10000008	MANAG	
	EMPLOYEE EMILY	10000004	MANAG	

COMPENSATION PROFILE



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Compensation Profile Overview Tab

- 1 Short Profile**—Provides employee’s pay band data, organizational assignment and contact information. In the Pay Band Data section, the **Compa-Ratio** calculation is **Salary ÷ Midpoint (Reference) of Pay Band**. A Compa-Ratio of 1.00 means the employee is being paid the midpoint of the band. The **Range Penetration** calculation is **(Salary - Minimum of Pay Band) ÷ (Maximum of Pay Band - Minimum of Pay Band)**.
- 2 Salary Data**—Displays the employee’s pay band and where their salary falls within it.
- 3 Total Compensation History**—Displays the employee’s salary over the last few years. Hover over the bar in the chart to see the salary for that year.
- 4** Click the **Employee Data** tab to see additional information about the employee. (See page three of this document.)

Compensation Profile: EMPLOYEE EMILY

Short Profile | Overview | Employee Data **4**

1 EMPLOYEE EMILY
10000004

Pay Band Data

Salary: 38,150.00 USD (Annually)
Capacity Util. Level: 100 %
Pay Grade Type: CLASSIFIED
Pay Grade Group: BAND 05
Compa-Ratio: 0.82
Range Penetration: 19 %

Organizational Assignment

Organizational Unit: REVENUE & PAYROLL
Job Classification: ACCOUNTANT/FISCAL ANALYST II
Position: PAYROLL ANALYST
Manager: MANAGER JOHN

Communication Data

Phone: 803-544-2354
E-Mail: EMILY@SCCOM

Salary Data

EMPLOYEE EMILY:
38,150.00

Minimum: 32,838.00 | Reference: 46,799.00 | Maximum: 60,760.00

Compa-Ratio: 0.82

Total Compensation History

Show: Monetary Compensation

Year	Salary
2014	35,000
2015	35,000
2016	38,150
2017	38,150

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Compensation Profile Employee Data Tab

- 1 Pay Grade Structure**—Provides the employee's pay grade type and band information.
- 2 Personnel Data**—Provides the employee's personnel area, subarea, employee group and subgroup.
- 3 Salary Data**—Displays the employee's pay band and where their salary falls within it.
- 4 Organizational Assignment**—Provides the employee's organizational unit, position, job, payroll area and cost center.
- 5 Grievance Status**—Displays the employee's grievance status and hire date.

Short Profile

EMPLOYEE EMILY
10000004

Pay Band Data

Salary: 38,150.00 USD (Annually)
Capacity Util. Level: 100 %
Pay Grade Type: CLASSIFIED
Pay Grade Group: BAND 05
Compa-Ratio: 0.82
Range Penetration: 19 %

Organizational Assignment

Organizational Unit: REVENUE & PAYROLL
Job Classification: ACCOUNTANT/FISCAL ANALYST II
Position: PAYROLL ANALYST
Manager: MANAGER JOHN

Communication Data

Phone: 803-544-2354
E-Mail: EMILY@SCCOM

Employee Data

Pay Grade Structure

Pay Grade Type: CLASSIFIED
Pay Grade Area: BANDED
Pay Grade Group: BAND 05
Pay Grade Level: 00

Personnel Data

Personnel Area: DEPT OF PARKS, REC AND TOURISM
Personnel Subarea: ADM-FISCAL SVCS
Employee Group: CLASSIFIED FTE
Employee Subgroup: FT-NE W/INS & LV

Organizational Assignment

Organizational Unit: REVENUE & PAYROLL
Position: PAYROLL ANALYST
Job: ACCOUNTANT/FISCAL ANALYST II
Payroll Area: SC Semi-monthly
Controlling Area: SC01
Cost Center: P280HRPAY

Grievance Status

Contract Text: Covered
Start Date: 10/09/2012

Salary Data

Current Salary: 38,150.00 USD (Annually)
Reference Salary: 46,799.00 USD (Annually)
Minimum Salary: 32,838.00 USD (Annually)
Maximum Salary: 60,760.00 USD (Annually)

EMPLOYEE EMILY:
38,150.00

USD
Minimum: 32,838.00 Reference: 46,799.00 Maximum: 60,760.00

Compa-Ratio: 0.82
Capacity Util. Level: 100 %

COMPENSATION PROFILE



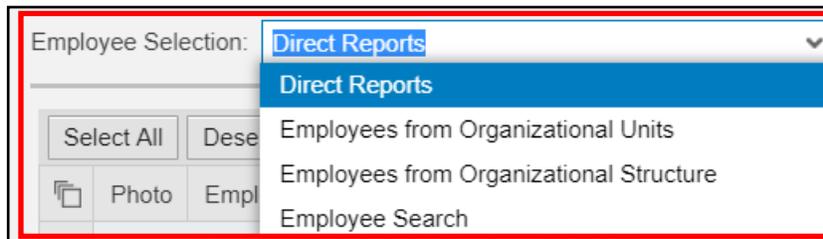
QUICK REFERENCE CARD

PROCESS

Accessing the Compensation Compare View

Managers can select multiple employees in the Compensation Information function and compare their salary information.

1. Click the **Employee Selection** drop-down menu. Select **Direct Reports** to see your direct reports. Select **Employees in Organizational Units** to see a list of organizational units under your management. You will need to click the **Start** button  after selecting the organizational unit to see the employees. **Employees in Organizational Structure** displays the organizational structure under your management. Select **Employee Search** to search for a particular employee. For this example, we are using Direct Reports.



2. Click the **grey square** beside the first employee you would like to see. When selected, the grey square will turn blue. Hold down the **Ctrl key** and **click the grey square** beside the next employee you want in the comparison.

Select All	Deselect All	Compensation Profile	Compare
Photo	Employee	Personnel Number	Manager
	 EMPLOYEE JAMES	10000008	MANAGE
	 EMPLOYEE EMILY	10000004	MANAGE

COMPENSATION PROFILE



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PROCESS

3. Click the **Compare** button. The Compare View should now appear.

Compare View		
	EMPLOYEE JAMES 10000008	EMPLOYEE EMILY 10000004
Pay Band Data		
<i>Salary</i>	34,535.00 USD (Annually)	38,150.00 USD (Annually)
<i>Capacity Util. Level</i>	100 %	100 %
<i>Pay Grade Type</i>	CLASSIFIED	CLASSIFIED
<i>Pay Grade Group</i>	BAND 04	BAND 05
<i>Compa-Ratio</i>	0.90	0.82
<i>Range Penetration</i>	33 %	19 %
Organizational Assignment		
<i>Organizational Unit</i>	REVENUE & PAYROLL	REVENUE & PAYROLL
<i>Job Classification</i>	ACCOUNTANT/FISCAL ANALYST I	ACCOUNTANT/FISCAL ANALYST II
<i>Position</i>	REVENUE ACCOUNTANT	PAYROLL ANALYST
<i>Manager</i>	MANAGER JOHN	MANAGER JOHN
Communication Data		
<i>Phone</i>	803-544-5555	803-554-2354
<i>E-Mail</i>	JAMES@SC.GOV	EMILY@SC.GOV

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**