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**.

**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.

![Employee Selection Menu]

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.
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 \( \text{Salary} \div \text{Midpoint (Reference) of Pay Band} \). A Compa-Ratio of 1.00 means the employee is being paid the midpoint of the band. The Range Penetration calculation is \( \frac{(\text{Salary} - \text{Minimum of Pay Band})}{(\text{Maximum of Pay Band} - \text{Minimum of Pay Band})} \).

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 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**

**Overview**

**Employee Data**

**Pay Grade Structure**
- Pay Grade Type: CLASSIFIED
- Pay Grade Area: BAND 05
- Pay Grade Group: 00

**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)

**Personnel Data**
- Personnel Area: ADM-FISCAL SVCS
- Personnel Subarea: CLASSIFIED FTE

**Organizational Assignment**
- Position: ACCOUNTANT/FISCAL ANALYST II
- Payroll Area: OC Semi-monthly
- Controlling Area: 001
- Cost Center: P280HRPAY

**Grievance Status**
- Contract Text: Covered
- Start Date: 10/09/2012
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.

![Employee Selection Menu]

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.

![Compensation Compare View]

For this example, we are using Direct Reports.
3. Click the **Compare** button. The Compare View should now appear.

### Compare View

<table>
<thead>
<tr>
<th>Pay Band Data</th>
<th>EMPLOYEE JAMES</th>
<th>EMPLOYEE EMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$34,535.00 USD (Annually)</td>
<td>$38,150.00 USD (Annually)</td>
</tr>
<tr>
<td>Capacity UTIL Level</td>
<td>100 %</td>
<td>100 %</td>
</tr>
<tr>
<td>Pay Grade Type</td>
<td>CLASSIFIED</td>
<td>CLASSIFIED</td>
</tr>
<tr>
<td>Pay Grade Group</td>
<td>BAND 04</td>
<td>BAND 05</td>
</tr>
<tr>
<td>Compa-Ratio</td>
<td>0.90</td>
<td>0.82</td>
</tr>
<tr>
<td>Range Penetration</td>
<td>33 %</td>
<td>19 %</td>
</tr>
</tbody>
</table>

### Organizational Assignment

<table>
<thead>
<tr>
<th>Organizational Unit</th>
<th>REVENUE &amp; PAYROLL</th>
<th>REVENUE &amp; PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Classification</td>
<td>ACCOUNTANT/FISCAL ANALYST I</td>
<td>ACCOUNTANT/FISCAL ANALYST II</td>
</tr>
<tr>
<td>Position</td>
<td>REVENUE ACCOUNTANT</td>
<td>PAYROLL ANALYST</td>
</tr>
<tr>
<td>Manager</td>
<td>MANAGER JOHN</td>
<td>MANAGER JOHN</td>
</tr>
</tbody>
</table>

### Communication Data

| Phone               | 803-644-5555      | 803-554-2364      |
| E-Mail              | 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.**