About the Compensation Worklet
Managers use the Compensation worklet to request One-Time Payments for staff and assign Differential Positions. There is also a wealth of compensation-related reports at the manager’s disposal.

View Compensation via the Compensation Worklet
From the Compensation worklet, click the Details >> button. A compensation report displays information for employees.

View Compensation of a Specific Employee
From the My Team worklet:
1. Select the employee.
2. Click the Compensation tab on the employee’s profile page.
Compensation: Manage Team Compensation

Request a One-Time Bonus for a Direct Report

From My Team worklet:

1. Click the employee’s **Related Actions**.
2. Select **Compensation > Request One-Time Payment**.
3. Enter the **Effective Date** and **One-Time Payment Plan** reason.
4. Click **OK**. The Payment Details display, allowing you to make changes and provide additional information if needed.
5. Click **Submit**.

Note: The Amount field auto-populates with a default value, based on the One-Time Payment Plan selected. You can modify the default amount, but additional approvals are required.

Your screens and processes may vary from those described here.