To ensure accurate budgeting for proposals, project personnel with effort charged to a proposal must go to the Workday platform and release their salary information. This action will allow only the SRS administrators working on your projects to view your salary, it is not made publicly available.

To allow access, please follow the 6 steps below:

Step 1: **Click on this link to open RIT Workday:**
https://wd12.myworkday.com/rit/d/home.htmld

Step 2: **Click on the top right corner icon of yourself and it will reveal a drop-down menu, select "View Profile"**
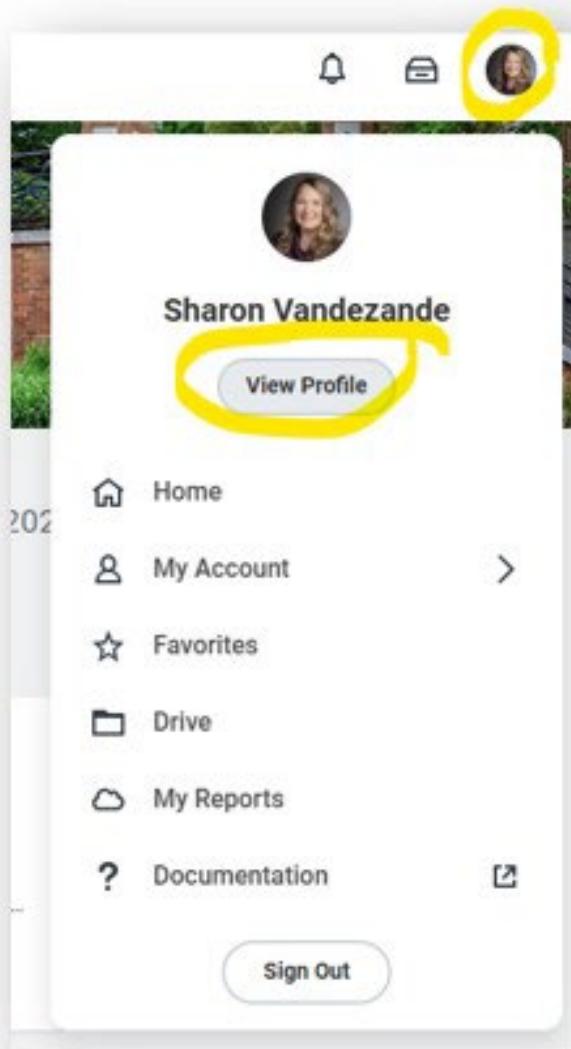
Step 3: On the View Profile screen, click "Overview."
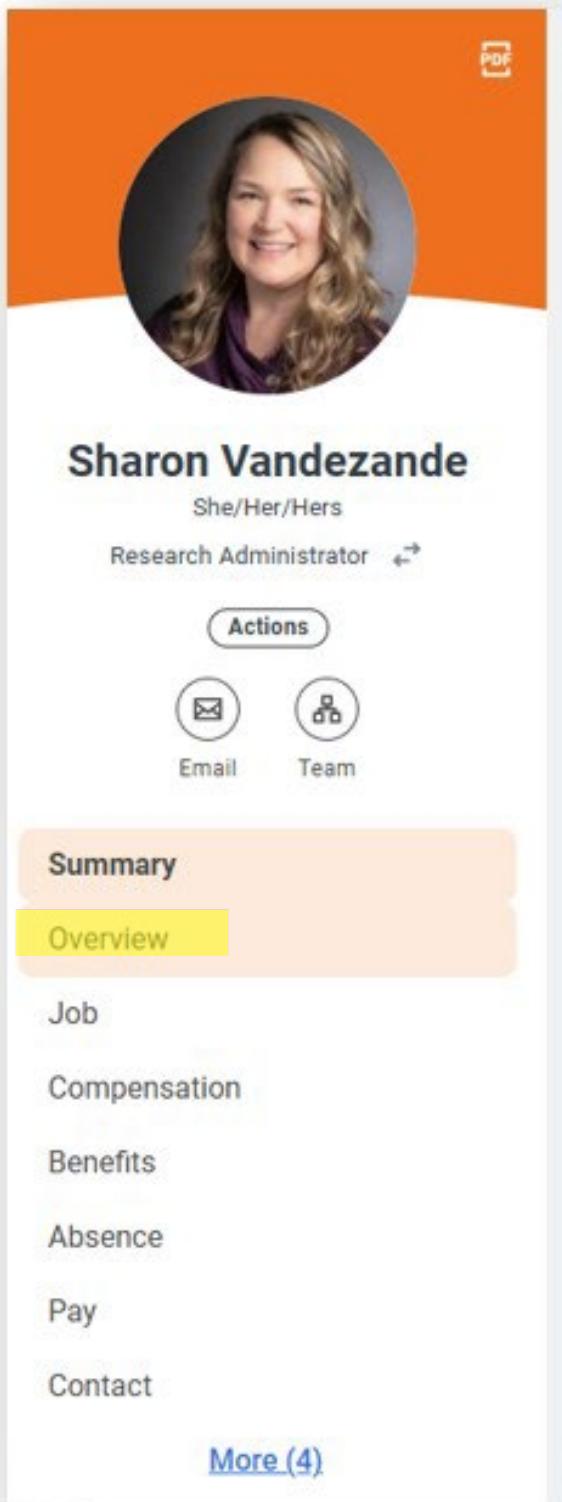
Sharon Vandezande

She/Her/Hers

Research Administrator

Actions

Email   Team

Summary

Overview

Job

Compensation

Benefits

Absence

Pay

Contact

More (4)

Step 4: Below the tab "additional data" select the option to "edit."
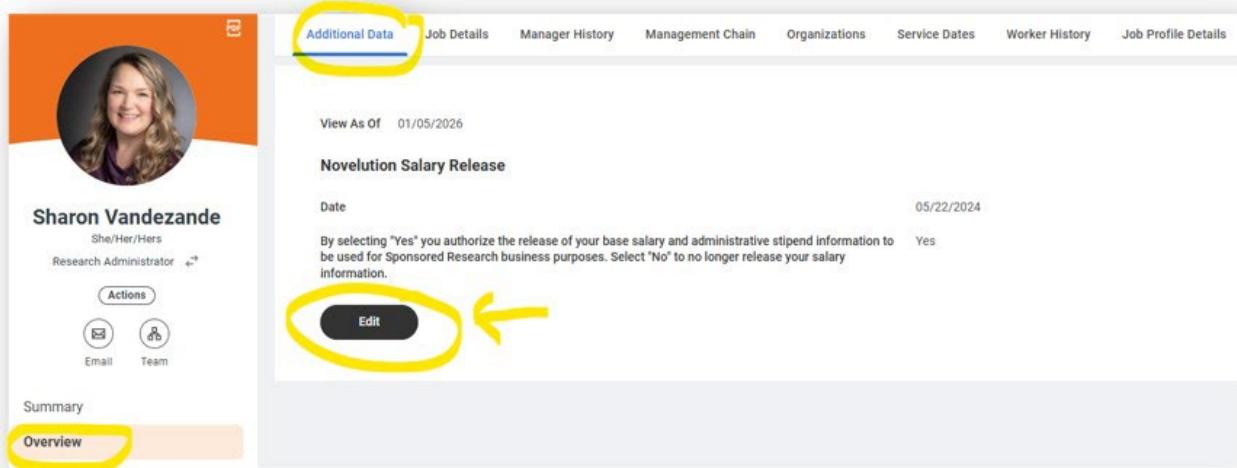
Step 5: Enter the date you would like the release active and select "Yes" in the text box below the date field. Once complete, click the blue "OK."
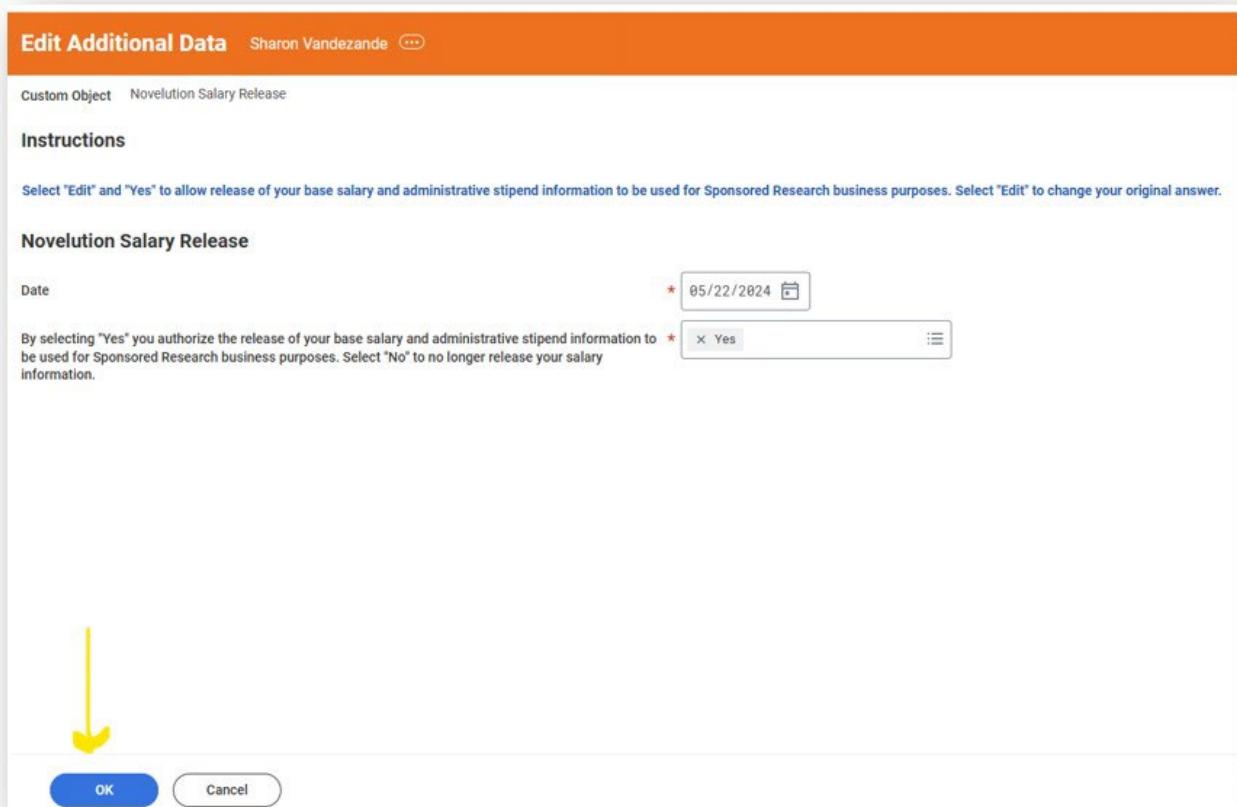
Step 6: **The final screen requires you to click "done."**

Workday will update Novelution within 24 to 48 hours. Once synchronized, the SRS Pre-award rep working on your budget will be able to budget effort appropriately. Thank you!