

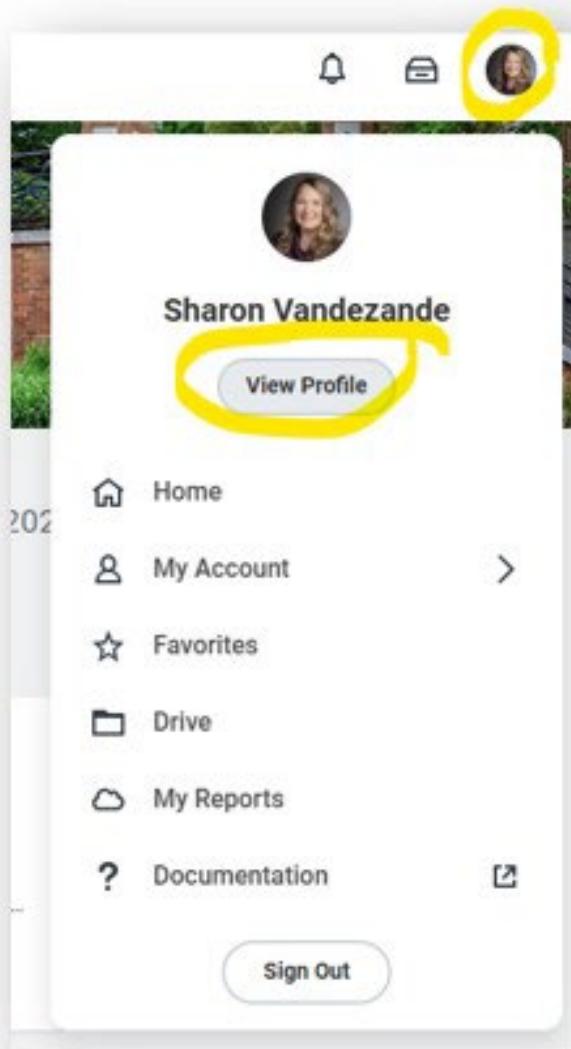
To ensure accurate budgeting for proposals, project personnel with effort charged to a proposal must go to the Workday platform and release their salary information. This action will allow only the SRS administrators working on your projects to view your salary, it is not made publicly available.

To allow access, please follow the 6 steps below:

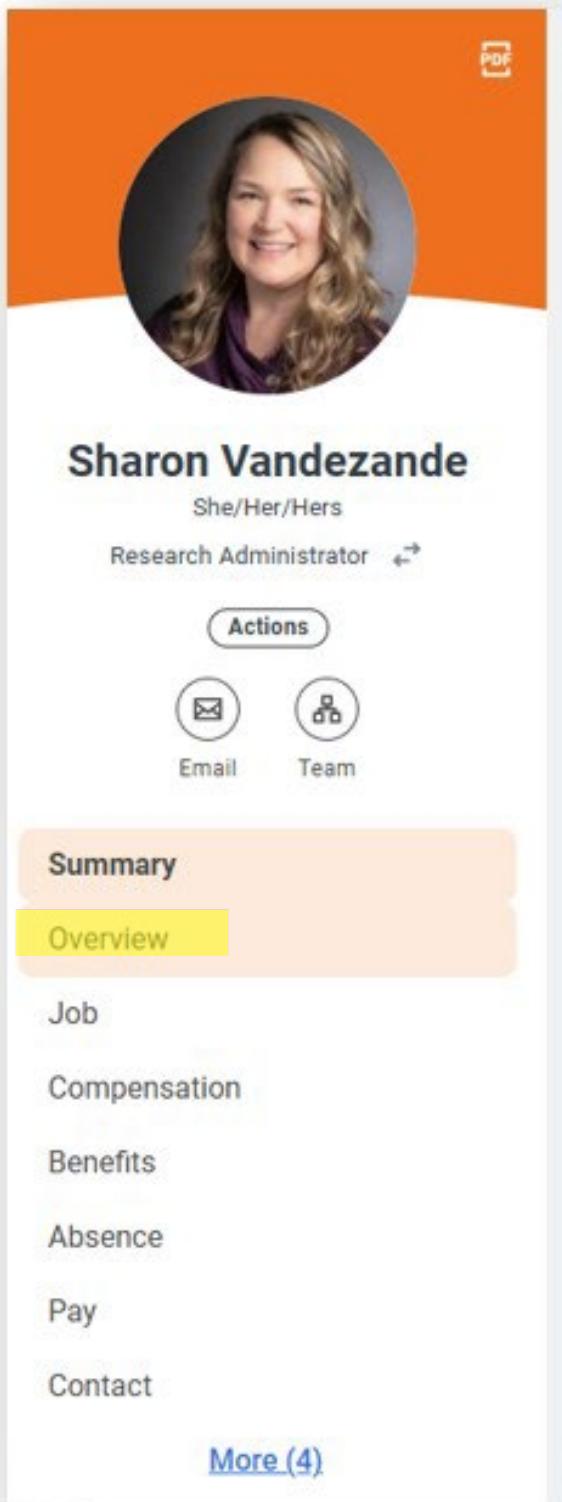
Step 1: Click on this link to open RIT Workday:

<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.”



The screenshot shows a user profile page for Sharon Vandezande. At the top, there is a circular profile picture of a woman with long, wavy hair, smiling. To the right of the picture is a small 'PDF' icon. Below the picture, the name 'Sharon Vandezande' is displayed in a large, bold, dark font. Underneath the name are two lines of text: 'She/Her/Hers' and 'Research Administrator' followed by a small double-headed arrow icon. Below this information is a button labeled 'Actions' with a thin border. Under the 'Actions' button are two circular icons: one with an envelope and the word 'Email', and another with a group of people and the word 'Team'. The main content area is divided into several sections: 'Summary' (which is highlighted with a light orange background), 'Overview' (which is highlighted with a yellow background), 'Job', 'Compensation', 'Benefits', 'Absence', 'Pay', 'Contact', and 'More (4)' at the bottom. The 'Overview' section is the active tab.

Sharon Vandezande

She/Her/Hers

Research Administrator

Actions

Email Team

Summary

Overview

Job

Compensation

Benefits

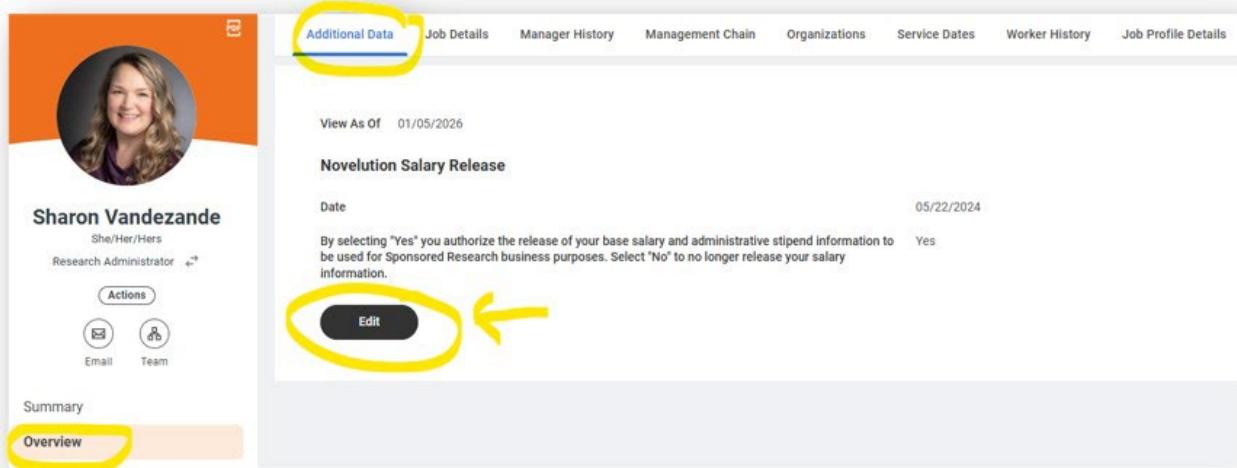
Absence

Pay

Contact

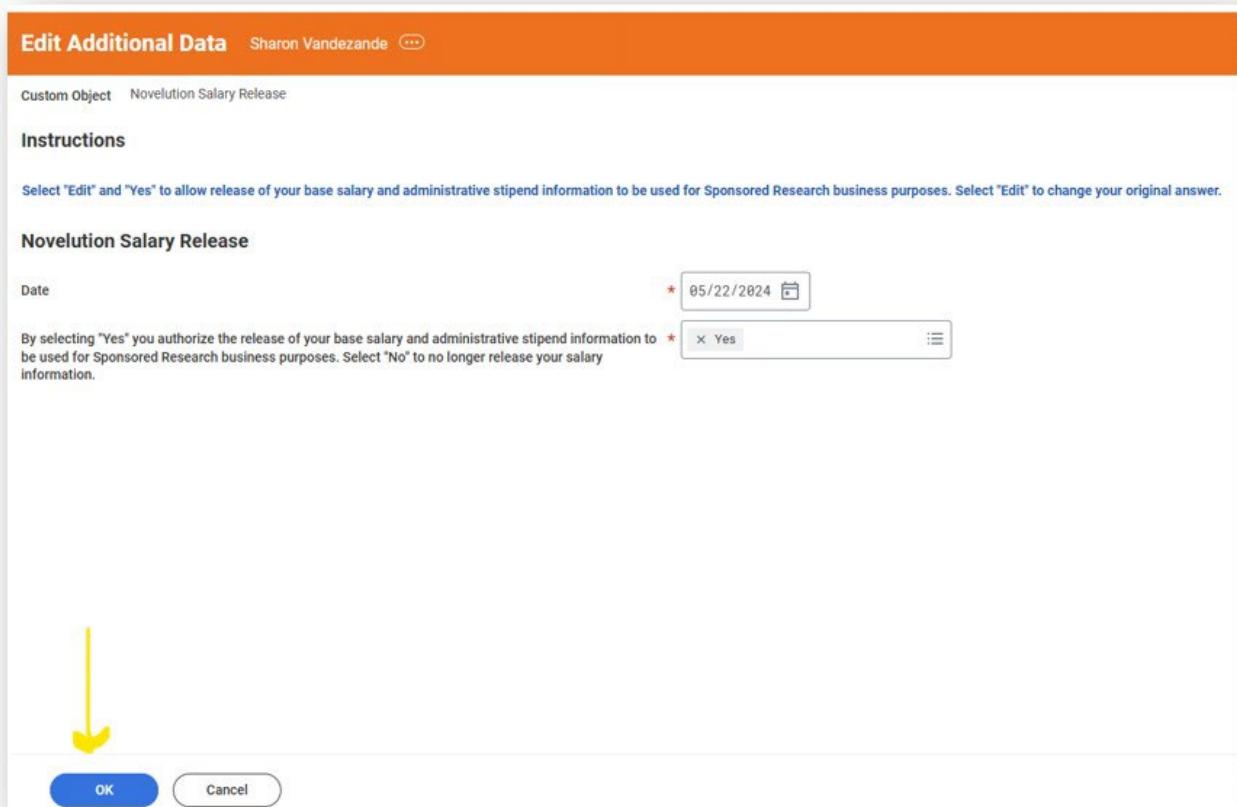
[More \(4\)](#)

Step 4: Below the tab “additional data” select the option to “edit.”



The screenshot shows a user profile for Sharon Vandezande. The 'Additional Data' tab is highlighted with a yellow circle. On the right, under 'Novelution Salary Release', there is a 'Date' field set to 05/22/2024 and a 'Yes' checkbox. A large yellow circle and arrow point to the 'Edit' button.

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.”



The dialog box is titled 'Edit Additional Data' for Sharon Vandezande. It shows a 'Custom Object' section and an 'Instructions' section with a note about releasing salary information. The 'Novelution Salary Release' section contains a 'Date' field set to 05/22/2024 and a 'Yes' checkbox. A yellow arrow points down to the 'OK' button at the bottom.

Step 6: The final screen requires you to click “done.”

Edit Additional Data Sharon Vandezande 

Custom Object Novelution Salary Release

Instructions

Select "Edit" and "Yes" to allow release of your base salary and administrative stipend information to be used for Sponsored Research business purposes. Select "Edit" to change your original answer.

Novelution Salary Release

Date	05/22/2024
By selecting "Yes" you authorize the release of your base salary and administrative stipend information to be used for Sponsored Research business purposes. Select "No" to no longer release your salary information.	<input checked="" type="checkbox"/> Yes

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!