

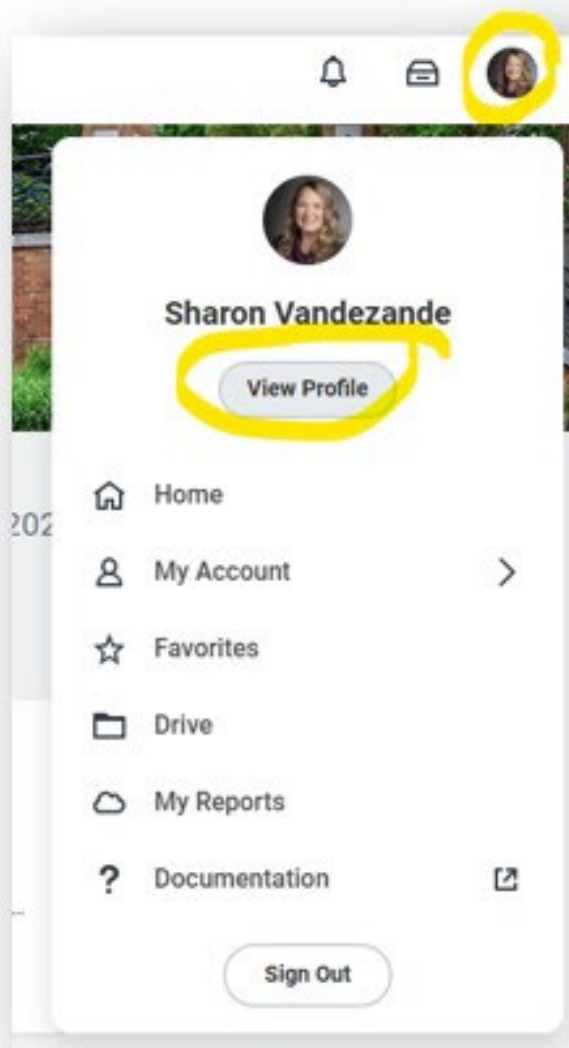
To ensure accurate budgeting for proposals, project personnel with effort charged to a proposal must go to the Workday platform and release their salary information. This action will allow only the SRS administrators working on your projects to view your salary, it is not made publicly available.

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.html>

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.”

Additional Data Job Details Manager History Management Chain Organizations Service Dates Worker History Job Profile Details

View As Of 01/05/2026

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.

Yes

Edit

Summary

Overview

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.”

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.

Yes

OK Cancel

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

Edit Additional Data Sharon Vandezande 

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Novelution Salary Release

Date

05/22/2024

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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!