

RIT Employee Self Service: Locating compensation related information

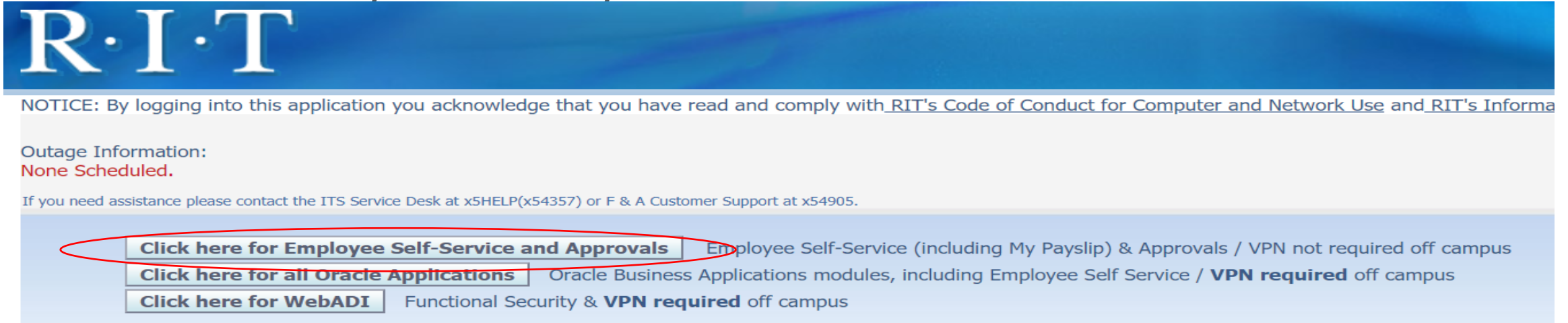
August 29, 2018

Agenda

- How to locate and understand salary-related information in Oracle
- How to find salary-related information on the HR website

Employee Self-Service

- RIT's Oracle System: myinfo.rit.edu



R·I·T

NOTICE: By logging into this application you acknowledge that you have read and comply with [RIT's Code of Conduct for Computer and Network Use](#) and [RIT's Information Security Policy](#).

Outage Information:
None Scheduled.

If you need assistance please contact the ITS Service Desk at x5HELP(x54357) or F & A Customer Support at x54905.

[Click here for Employee Self-Service and Approvals](#) Employee Self-Service (including My Payslip) & Approvals / VPN not required off campus

[Click here for all Oracle Applications](#) Oracle Business Applications modules, including Employee Self Service / **VPN required** off campus

[Click here for WebADI](#) Functional Security & **VPN required** off campus

- Login requires authentication with Duo Mobile app
- Login now

My Employment Information

The screenshot shows a web application interface with a 'Navigator' header. On the left, a list of folders includes 'RIT - Career Zone Manager Portal', 'RIT Employee Self-Service' (circled in red), 'RIT Public Information', 'RIT Reimbursement for Expenses', 'RIT Reimbursement for Travel', and 'RIT Workflow User'. On the right, under the heading 'RIT Employee Self-Service', there is a list of menu items: 'Saved or Returned Transactions', 'My Personal Demographic and Contact Information', 'My Disability Information', 'My Veteran Information', 'My Employment Information' (circled in red), 'Change my Password', 'My Education', and 'My Career Zone'. A large orange arrow points from the 'My Employment Information' item to the text below.

Find and review your personal information

General navigation instructions:

Click on each tab to view the information.

Information is sorted with the most recent at the top

Click on Show to see further details



Employment Tab

Duck, Donald

The following section displays the summary as of today's date.

Effective Date 21-Aug-2018

Department **Rochester Institute of Technology**
Adjusted Service Date **12-Oct-2005**
Email Address dduck@rit.edu

Manager **Hawk, Julie**
Annual Salary or Hourly Rate **43,500.00 USD**
Parking Level **Level 1**

Employment Salary Performance Absence

The following section displays detailed historical information through today's date.

To apply for a job or view job applications, please go to: <http://careers.rit.edu>

⏪ Previous 1-10 ▾ Next 10 ⏩

Details	Assignment Number	Assignment Start Date	Assignment End Date	Grade	Department	Location	Assignment Category	Months Per Year	Weeks Per Year
⊕ Show	999999	19-Mar-2018		115A	Rochester Institute of Technology	RIT Main Location	Fulltime-Regular	12	
⊕ Show	999999	16-Mar-2018	18-Mar-2018	115A	Rochester Institute of Technology	RIT Main Location	Fulltime-Regular	12	
⊕ Show	999999	10-Mar-2018	15-Mar-2018	115A	Rochester Institute of Technology	RIT Main Location	Fulltime-Regular	12	
⊕ Show	999999	26-Oct-2015	09-Mar-2018	113H	Rochester Institute of Technology	RIT Main Location	Fulltime-Regular		52

Provides information on most attributes of the job/assignment;

Click on 'Show' to see further details

Employment Tab – cont'd

Employment Salary Performance Absence

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Previous 1-10 Next 10


Details	Assignment Number	Assignment Start Date	Assignment End Date	Grade	Department	Location	Assignment Category	Months Per Year	Weeks Per Year
Hide	999999	19-Mar-2018		115A	Rochester Institute of Technology	RIT Main Location	Fulltime-Regular	12	
Assignment Status		Active Assignment		Manager		Hawk, Julie			
Position		Manager.123456.00.00		Location		RIT Main Location			
People Group		Staff.Exempt		Latest Hire Date		12-Oct-2005			
Payroll		RIT Semi Monthly		Work Hours		40			
Months Per Year		12		Frequency		Week			
				Weeks Per Year					

Salary Tab

Employment **Salary** Performance Absence

The following section displays detailed historical information through today's date.

Previous 1-10 Next 10

Details	Assignment Number	Change Date	Proposal Reason	Annualized Salary	Currency	Primary Assignment	Grade	Salary Rate	Salary Basis	Increase Amount	Comparatio	Components
+ Show	999999	10-Mar-2018	Promotion	43,500.00	US Dollar	Yes	115A	43,500.00	Annual	43,482.33	100.928	
+ Show	999999	29-Sep-2017		17.67	US Dollar	Yes	113H	17.67	Hourly	0.43	103.394	
+ Show	999999	24-Jun-2016		17.24	US Dollar	Yes	113H	17.24	Hourly	0.42	100.878	
+ Show	999999	26-Jun-2015		16.82	US Dollar	Yes	113H	16.82	Hourly	0.49	111.391	


- Provides information on each base salary change
- The compa-ratio calculation for exempt employees is based on a 12 month year and 40 hour/week schedule. Please contact your [HR Manager](#) for your compa-ratio if you are exempt and work less than 12 months per year or 40 hours per week
- Click on the Components icon to view a breakdown of a specific action
- Note: the Salary Tab is temporarily unavailable during the merit notification period; it will return on Sept. 7

Salary Tab-cont'd

Employment **Salary** Performance Absence

The following section displays detailed historical information through today's date.

Previous 1-10 Next 10

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Hide	999999	10-Mar-2018	Promotion	43,500.00	US Dollar	Yes	115A	43,500.00	Annual	43,482.33	100.928	

Payroll	RIT Semi Monthly	Salary Frequency	Annual Salary
Increase Percentage	246079.97	Salary Review Period	
Salary Review Frequency		Grade Minimum	33,200.00
Grade Mid	43,100.00	Grade Maximum	52,900.00
Comparatio	100.928		

Salary Tab-cont'd

Employment **Salary** Performance Absence

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Previous 1-10 Next 10

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Click on the Components icon to view a breakdown of a specific action

Salary Tab-cont'd

Salary Components: Duck, Donald

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Salary Proposal Details

The table below details the components and amounts associated for each component relevant for this salary change. The amounts total up to equal the increase amount.

Increase Amount **0.43** Annualized Salary **17.67**
Currency **US Dollar** Change Date **29-Sep-2017**
Grade **113H** Salary Rate **17.67**
Salary Basis **Hourly** Proposal Reason
Next Review Date

Details	Component Reason	Change Amount	Change Percentage
<input type="checkbox"/> Hide	Merit Increase	0.43	2.4942

Performance Tab

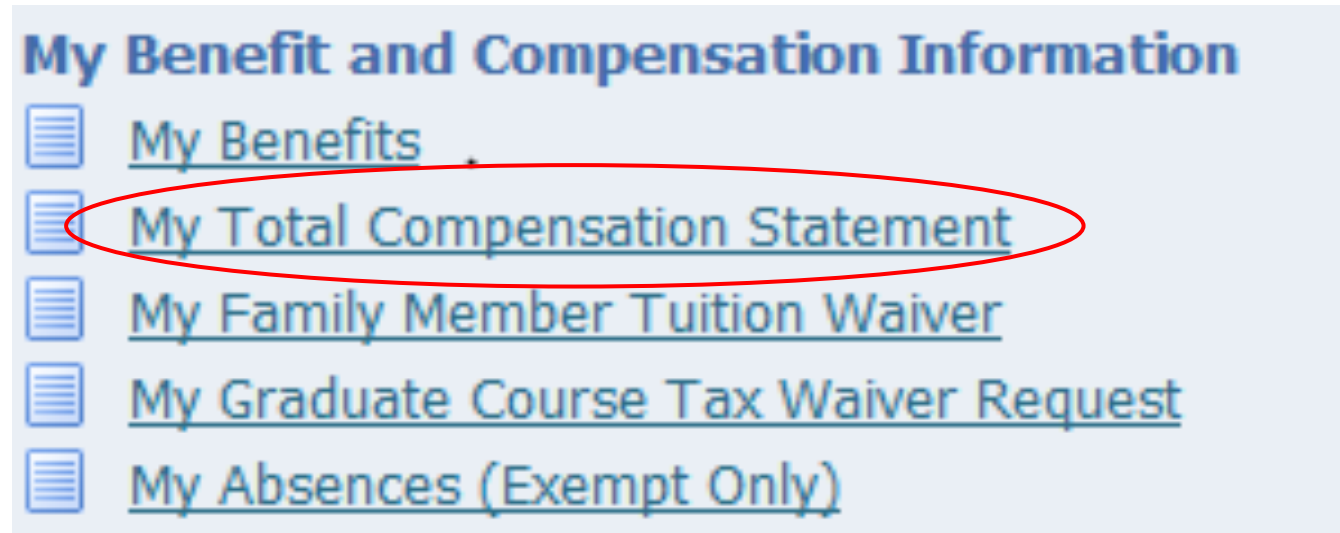
Employment | Salary | **Performance** | Absence

The following section displays detailed historical information through today's date.

Details	Review Date ▲	Last Rating	Main Appraiser
Show	01-Jul-2011	5 - Staff - 5 - Outstanding	
Show	01-Jun-2013	4 - Staff - 4 - Exceeds Expectations	
Show	01-Jun-2014	3 - Staff - 3 - Successful/Meets Expectations	
Show	01-Jun-2015	4 - Staff - 4 - Exceeds Expectations	
Show	01-Jul-2016	4 - Staff - 4 - Exceeds Expectations	
Show	01-Jul-2017	4 - Staff - 4 - Exceeds Expectations	
Show	01-Jul-2018	4 - Staff - 4 - Exceeds Expectations	

Provides information on Performance Appraisal ratings for each year

My Total Compensation Statement



The Total Compensation Statement is located on the Employee Self Service screen

My Total Compensation Statement-cont'd

Total Compensation Overview: [REDACTED]

Period

Employee Number [REDACTED]

Assignment Number **14780**

Rate of Pay as of 12/31 [REDACTED] (Annually)

The information on this statement represents the ACTUAL pay and benefits.

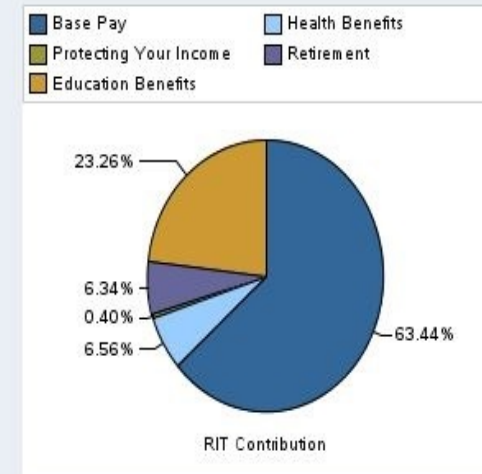
[Personalize "Currency Region"](#)

Currency = US Dollar

Summary

[Personalize "Monetary Section Instruction"](#)

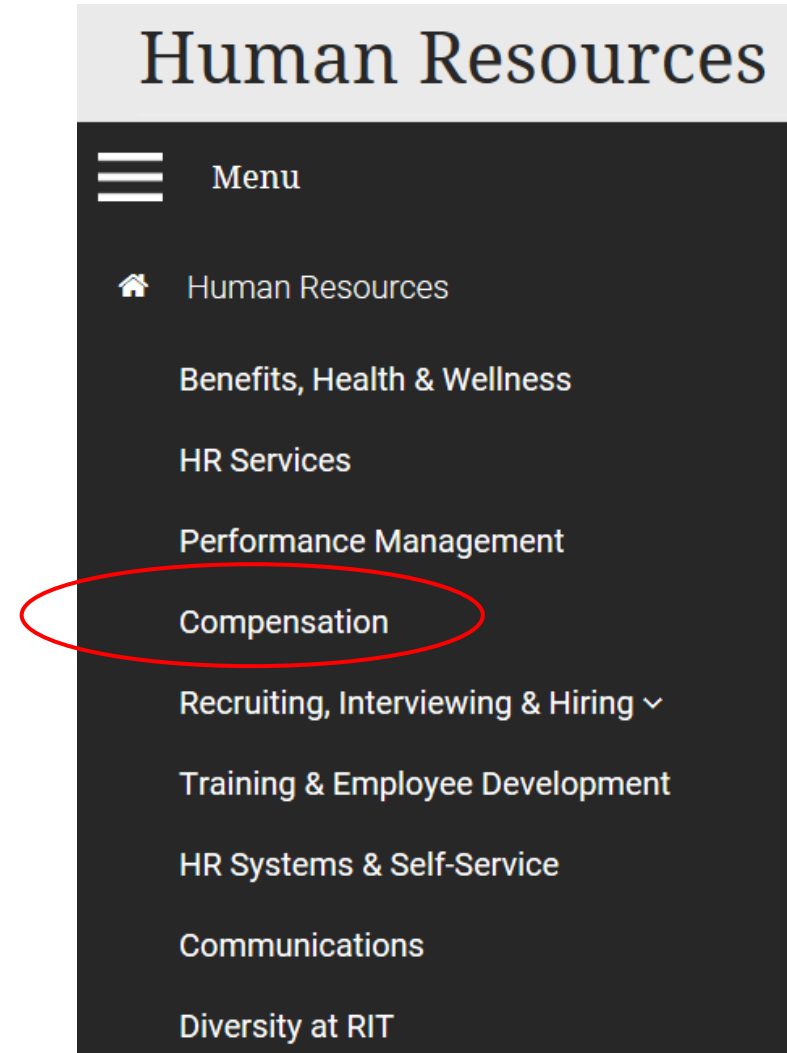
Description	RIT Contribution
Base Pay	[REDACTED]
Health Benefits	[REDACTED]
Protecting Your Income	[REDACTED]
Retirement	[REDACTED]
Education Benefits	[REDACTED]
Total	[REDACTED]



Each section within the summary has further detail below the summary as well as the ability to drill down to very detailed information including earnings and deductions for each pay period. Sections include Earnings, Supplemental Earnings, Health Benefits, Protecting Your Income, Retirement and Education Benefits.

Human Resources website

<http://www.rit.edu/fa/humanresources/>



Questions