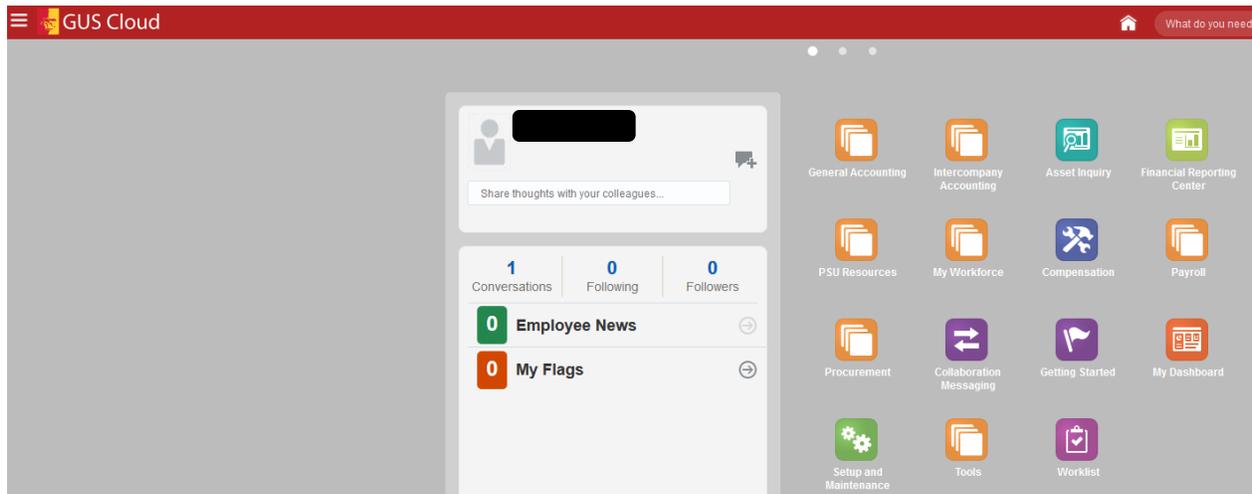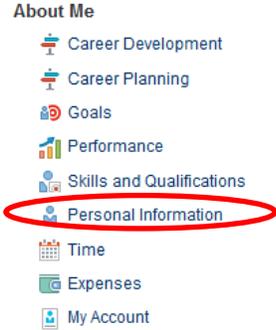# Job Aid

View Total Compensation Statements –

All Employees

This Job Aid walks through the steps to view total compensation statements in GUS HR.
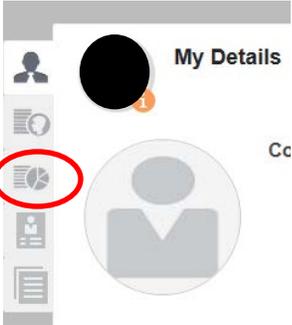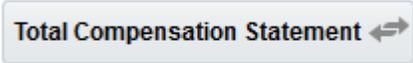
Audience: All Employees

Step	Action
1.	On the Gus Cloud springboard, select the Navigator icon.
2.	Select **Personal Information** under About Me.

3.	Click the **Compensation** tab on the left.
4.	Click **Total Compensation Statement**.
5.	Click the Summary, Benefits, Wages or Employer Taxes tab to view.
6.	To view as a PDF, Select **View Printable Statement**. This will create a PDF download that must be opened to view.
7.	Total Compensation Statements can be viewed and/or printed.