

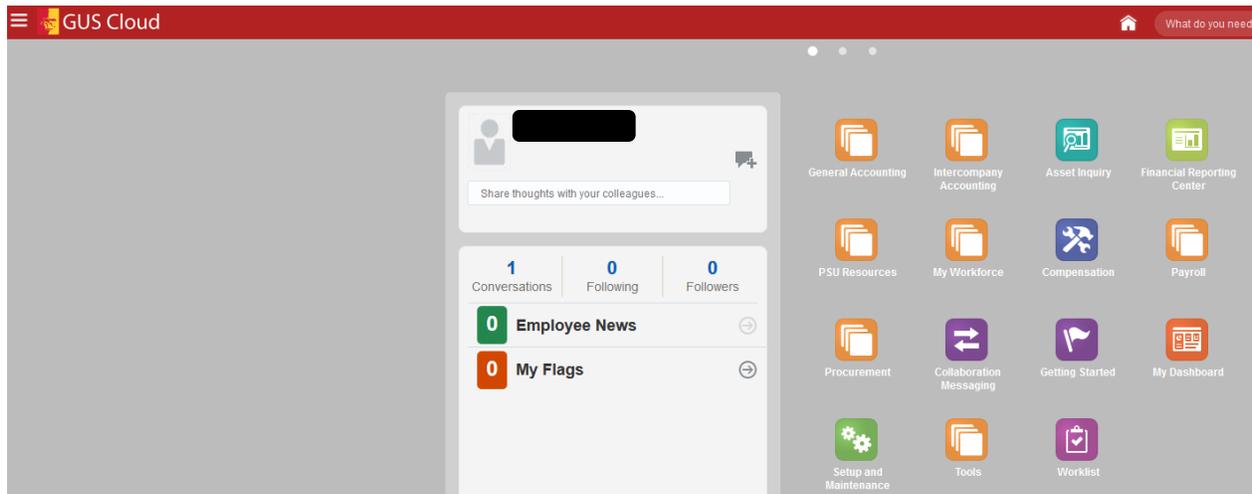
Job Aid

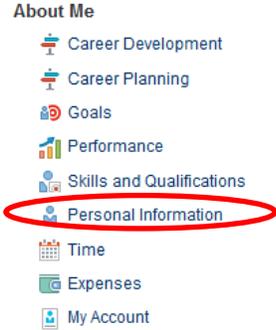
View Total Compensation Statements – All Employees



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

Audience: All Employees

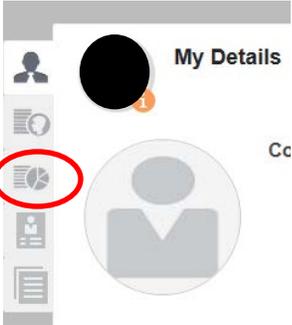
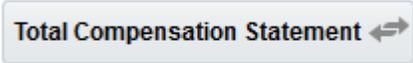


| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | On the Gus Cloud springboard, select the Navigator icon.  |
| 2. | Select Personal Information under About Me.  |

Job Aid

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| 3. | <p>Click the Compensation tab on the left.</p>  A screenshot of a user profile page. On the left side, there is a vertical navigation menu with several icons. The icon representing compensation (a pie chart) is circled in red. To the right of the menu, there is a profile section with a black circle for a profile picture, the text "My Details", and a "Cc" label next to a larger profile picture placeholder. |
| 4. | <p>Click Total Compensation Statement.</p>  A screenshot of a button with the text "Total Compensation Statement" and a double-headed arrow icon to its right. |
| 5. | <p>Click the Summary, Benefits, Wages or Employer Taxes tab to view.</p>  A screenshot of a menu with four options: "Summary", "Benefits", "Wages", and "Employer Taxes". Each option has a small icon to its left. |
| 6. | <p>To view as a PDF, Select View Printable Statement.</p>  <p>This will create a PDF download that must be opened to view.</p> |
| 7. | <p>Total Compensation Statements can be viewed and/or printed.</p> |