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.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
2.	Click on the **Personal Information** tile. This will open up the Personal Info page.
3.	Click on the **My Compensation** tile.
4.	Expand the Total Compensations Statement tab by clicking on the down arrow.
5.	Select the **dates** for which you want to view the statement by clicking on the drop down menu then click on the **blue dates** to the left of your Title. This will load up a PDF of Your Personal Compensation Statement.
6.	Total Compensation Statements can be viewed and/or printed.