

How to Access Merit Statements - Employee Guide

On this job aid:

- [How to Access Merit Statements](#)
 - [Viewing an Individual Statement](#)

How to Access Merit Statements

Viewing an Individual Statement

Viewing an Individual Statement



From homepage, click on your **photo or cloud icon** in upper right, then click on **View Profile**.

The screenshot displays the Lynn University HR system interface. On the left is a blue sidebar with the Lynn University logo at the top. Below the logo is a large circular profile picture placeholder. Further down is a 'Phone' icon and a list of navigation items: 'Summary', 'Overview', 'Job', 'Compensation', 'Benefits', and 'Time Off'. The 'Actions' button in the sidebar is highlighted with a yellow box. A dropdown menu is open from this button, showing categories: 'Actions', 'Frequently Used', 'Benefits', 'Business Asset', and 'Compensation'. The 'Compensation' category is expanded, revealing a list of options: 'Request Compensation Change', 'Request One-Time Payment', 'Create Eligible Earnings Override', 'Assign Eligible Period Activities for Employee', 'Manage Period Activity Pay Assignments', 'View Compensation', 'View Compensation History', 'View Compensation History - All Past and Present Positions', 'View Compensation Basis Details', 'View Estimated Compensation for a Period', 'View Compensation Review Statement History' (highlighted with a yellow box and a mouse cursor), and 'View Reimbursable Allowance Plan Activity'. The main content area on the right shows a search bar at the top, followed by 'Location' and 'Manager' filters, and a section titled 'Upcoming Absences' with a list of dates.

From your profile page, click on the **Actions** button on the left blue side panel, then scroll down to **Compensation**, then over to **View Compensation Review Statement History**. Click there.

LYNN UNIVERSITY

Location Manager

Upcoming Absences

Monday, November 14, 2022 - Friday, November 18, 2022
Monday, November 14, 2022 - Wednesday, November 16, 2022

Actions

Phone

Summa

Overview

Job

Compensation

Benefits

Time Off

Actions

Frequently Used

Start Proxy

View Compensation Re...

View Worker History by...

View Support Roles

Request One-Time Pay...

Benefits >

Business Asset >

Compensation >

Request Compensation Change

Request One-Time Payment

Create Eligible Earnings Override

Assign Eligible Period Activities for Employee

Manage Period Activity Pay Assignments

View Compensation

View Compensation History

View Compensation History - All Past and Present Positions

View Compensation Basis Details

View Estimated Compensation for a Period

View Compensation Review Statement History

View Reimbursable Allowance Plan Activity

There will only be one item in the table. Click on the **title** and the document will be displayed in your browser.

Compensation Review Statement History				
1 item				
Effective Date	Compensation Review Process	Position	Compensation Review Statement PDF	
01/10/2022	Lynn Annual Review	Student Financial Aid Officer	Your_Name_Your_Position_Compensation_Review_Lynn_Annual_Merit_Review_2022_12_13.pdf	

Once open, you will have the option of printing and/or saving the statement.