

# How to Access Merit Statements - Employee Guide

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  - [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**.



PDF

Location [blurred] Manager [blurred]

### Upcoming Absences

[blurred]

[blurred]

[blurred]

Actions

Phone

Summary

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

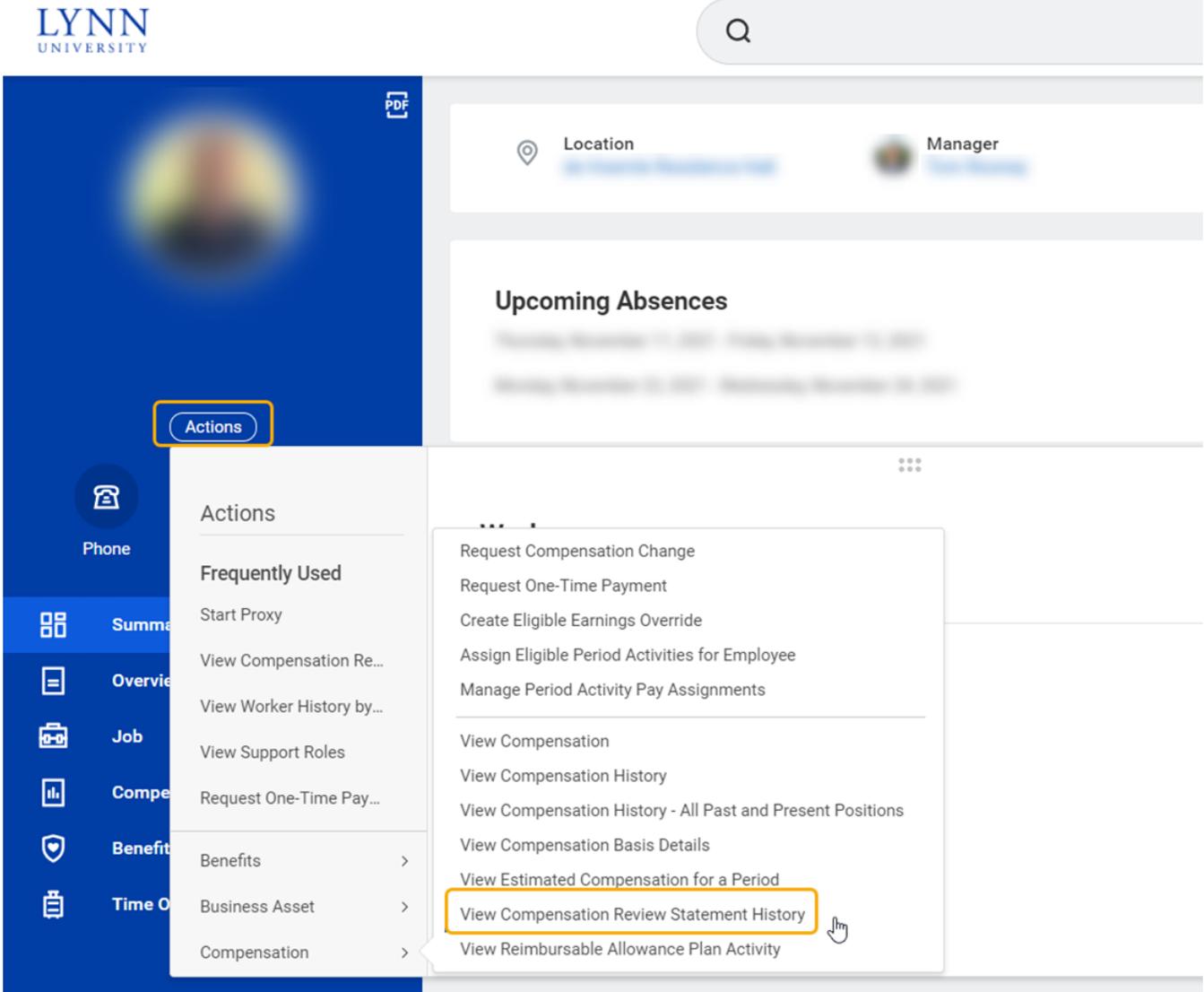
View Compensation Basis Details

View Estimated Compensation for a Period

View Compensation Review Statement History

View Reimbursable Allowance Plan Activity

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.



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

Turn off the new tables view

Effective Date	Compensation Review Process	Position	Compensation Review Statement PDF
01/10/2022	Lynn Annual Review	[Redacted]	<a href="#">Your_Name_Your_Position_Compensation_Review_Lynn_Annual_Merit_Review_2022_12_13.pdf</a>

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