

# View and Manage Team Member Compensation

This guide outlines the steps to follow to access and view team member compensation information. It also covers how to add additional compensation payment such as first aid allowances and teaching and learning responsibility (TLR) allowances



1. Navigate to team member compensation



2. View salary and compensation information



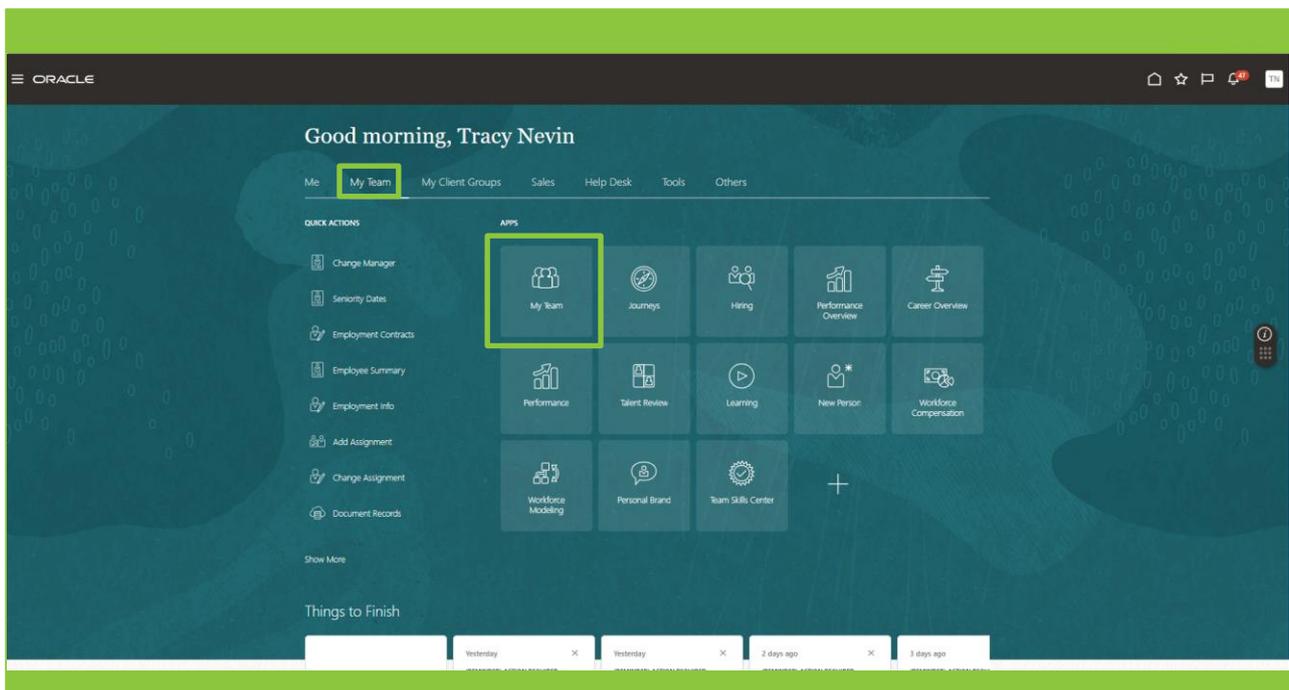
3. Request additional compensation payments

## 01

As a line manager, you have access to details of your team members' compensation, including salary information and details of any additional compensation payments.

You are also able to add certain types of additional compensation payments such as first aider allowances or teaching and learning responsibility allowances to your team members' records.

To view the compensation payments for a team member, firstly navigate to the **My Team** tab on the homepage. Next, select the **My Team** application.



The **My Team Overview** page is displayed. Select the **Compensation** button on the left-hand side of the page.

The screenshot shows the Oracle My Team Overview page. The left-hand navigation menu has 'Overview' and 'Compensation' (highlighted with a green box). The main content area displays the 'Overview' section for a team, listing workers: Ball, Lacy; Billing, Sheleen; and Jules, Clarence. Each worker entry includes their position name, location name, primary email, and primary phone.

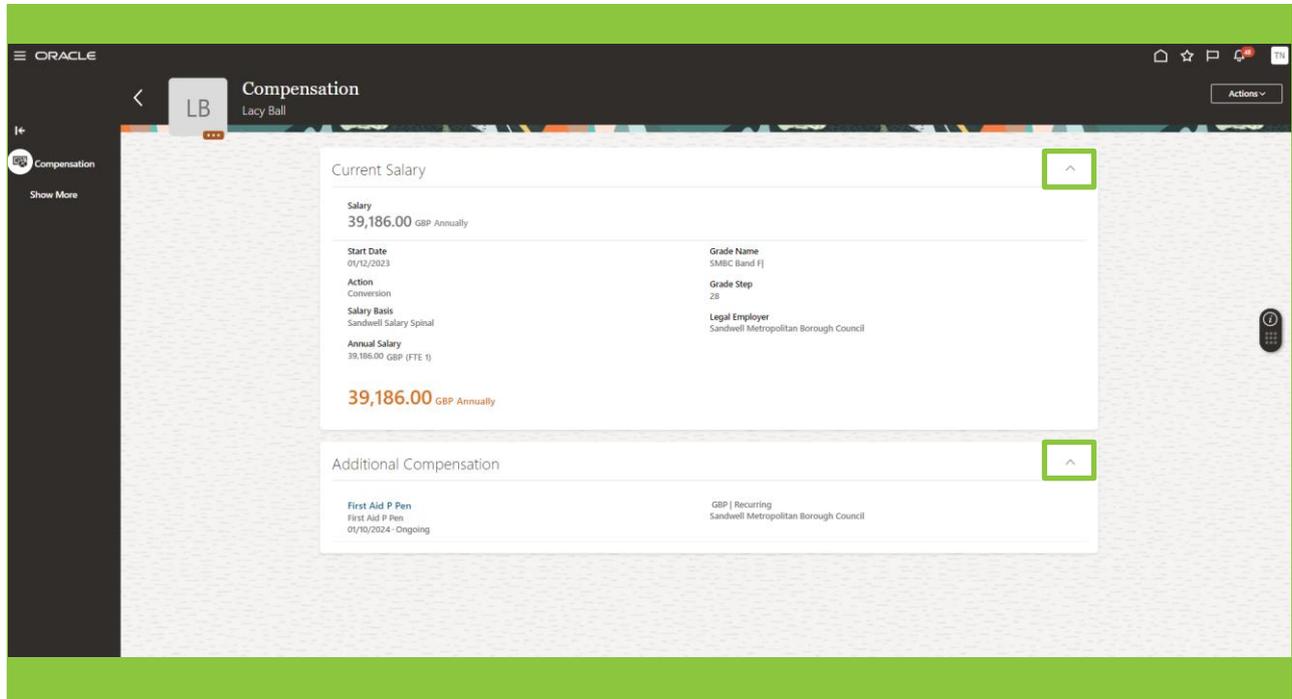
Select the name of the employee whose record you wish to view.

The screenshot shows the Oracle My Team Compensation page. The left-hand navigation menu has 'Overview' and 'Compensation' (highlighted with a green box). The main content area displays the 'Compensation' section for a team, listing workers: Lacy Ball, Ball, Lacy, and Ball. The first worker entry, 'Lacy Ball', is highlighted with a green box. Below the list, detailed compensation information is displayed for the selected worker, including person number, assignment number, job name, job code, position name, position code, location name, location code, cost center, department name, grade code, service years, legal entity, country code, country name, location name and country code, local time and location name, user status, and current salary.

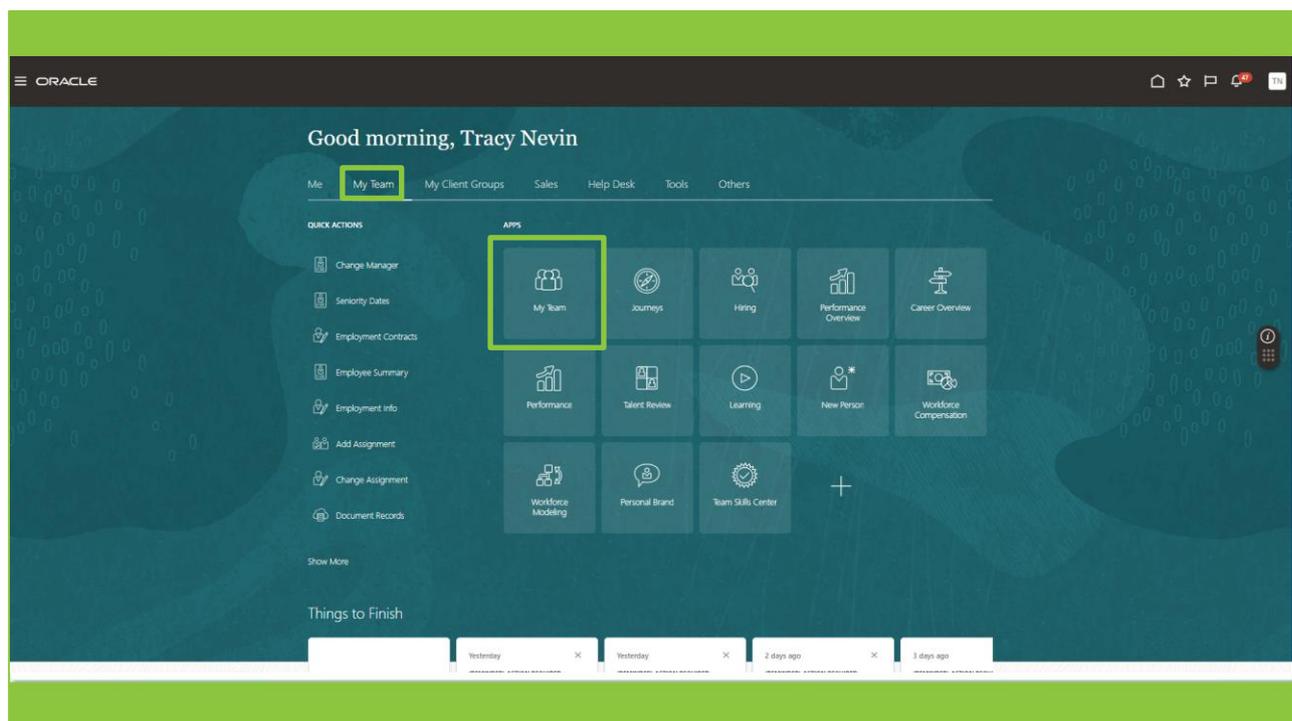
The **Compensation** page for the selected employee now opens. The page is split into two sections, **Current Salary** and **Additional Compensation**. Selecting the **arrow** to the right of each section will expand or hide the details within the section.

Details of additional compensation such as First Aider allowances appear in the **Additional Compensation** section.

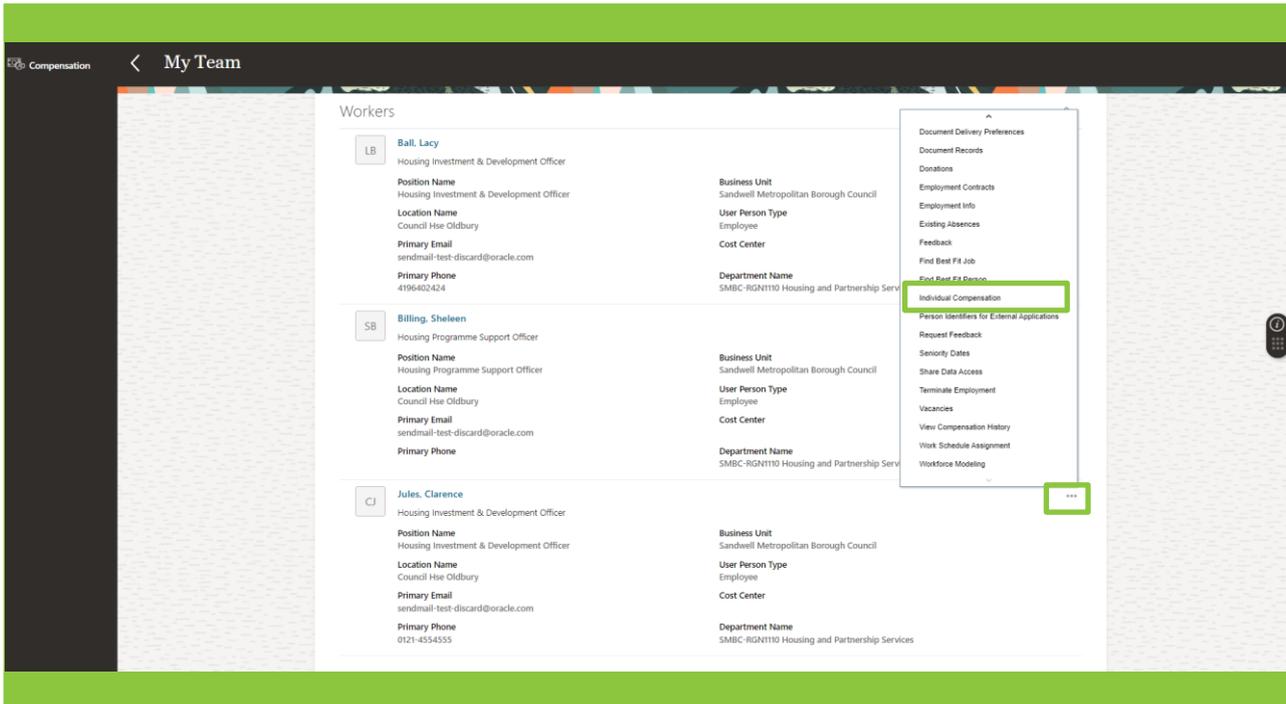
Details of any TLR or SEN allowances for Schools colleagues will also be displayed in the **Additional Compensation** section.



As a line manager, you can add an additional compensation payment award to an employee's record. To do this, firstly navigate to the **My Team** tab and then select the **My Team** application.

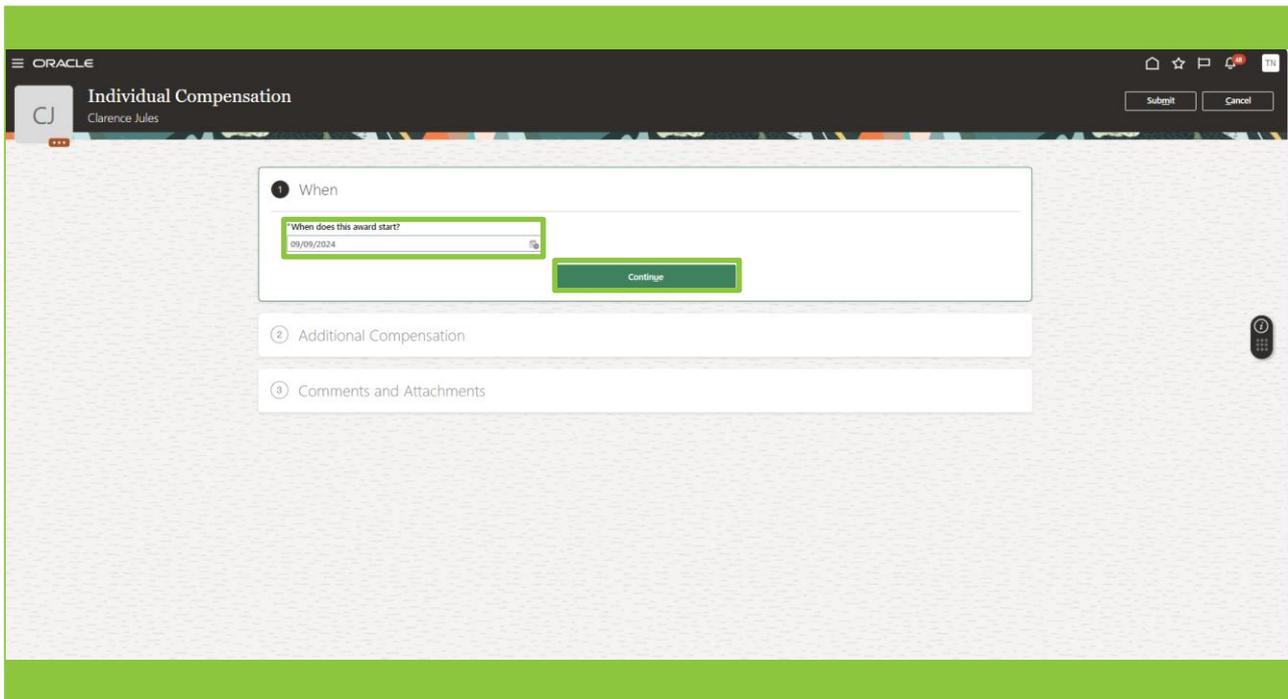


A list of your team members is displayed. Select the **three-dot icon** to the right of the employee's name, and then select **Individual Compensation** from the drop-down options list.



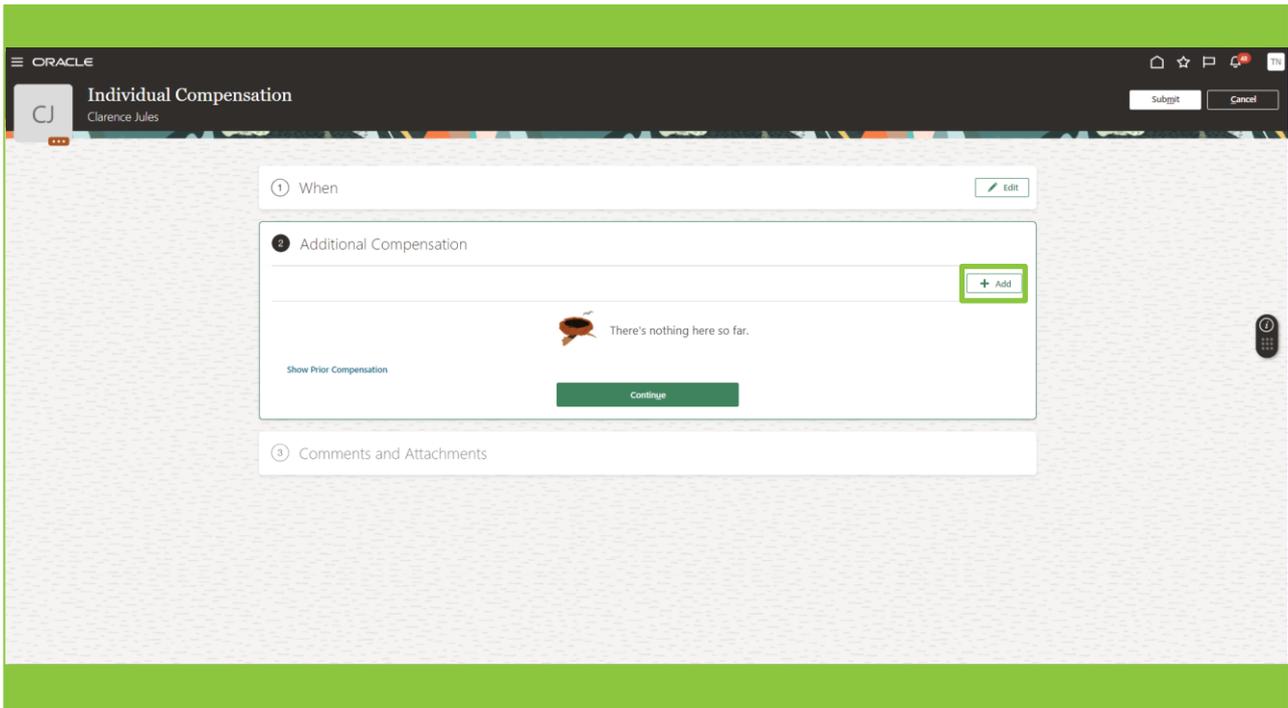
The **Individual Compensation** page is displayed and the **When** section is expanded

To add an additional compensation allowance, firstly add the date that the allowance is effective from, and then select the **Continue** button.



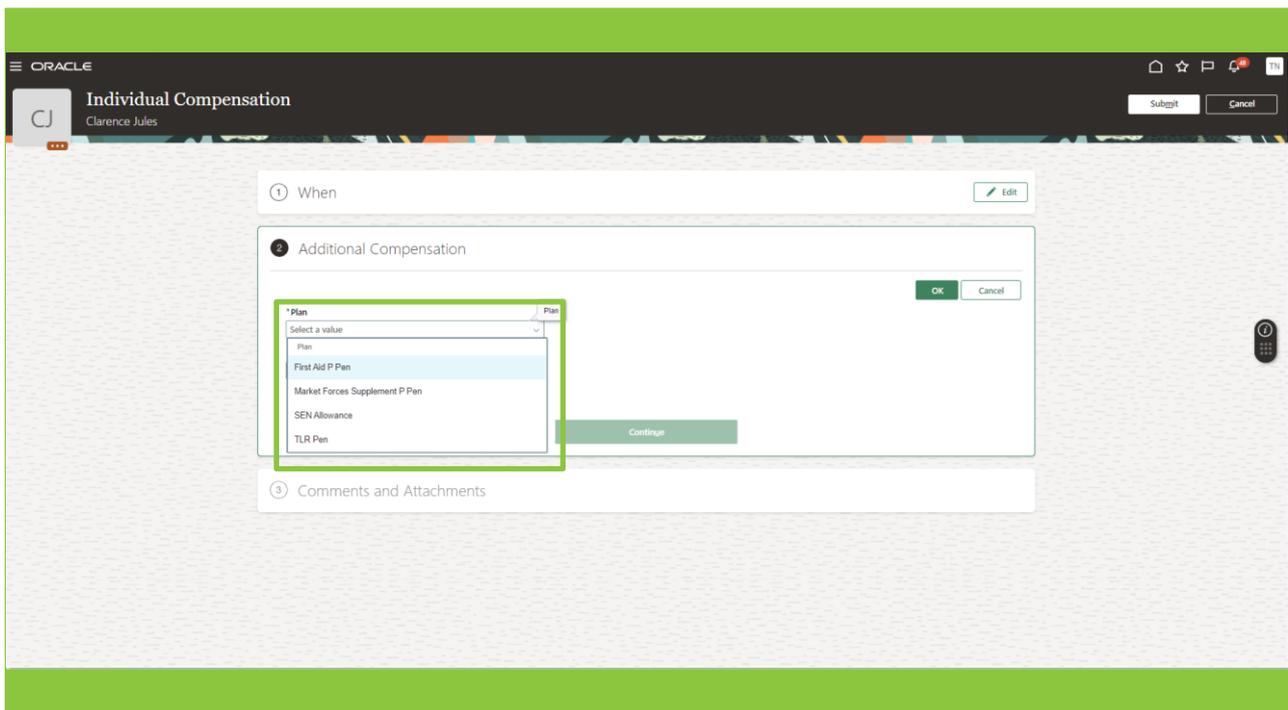
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The **Additional Compensation** section opens automatically. Select the **Add** button.



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In the **Plan** field, choose the type of additional compensation award that you wish to apply from the drop-down options list.



When selecting a type of additional compensation award from the **Plan** drop down list, the options available are:

**First Aid P Pen** – to be used when awarding an allowance to colleagues who take on departmental first aid responsibilities.

**TLR Pen** – to be used when awarding additional payments to Schools colleagues taking on additional teaching and learning responsibilities.

**SEN Allowance** – to be used when awarding an allowance to Schools colleagues that work with children with special needs.

**Market Forces Supplements P Pen** – to be used when making a special compensation payment to attract / retain specific skills or expertise. This option should only be utilised following detailed discussions with your HR Business Partner and once all necessary approvals have been received.

Once you have chosen the type of additional compensation you wish to apply in the **Plan** field, you must then make a choice from the drop-down list in the **Options** field.

The choices in the **Options** field will be dependent upon the type of additional compensation award you have selected. There is only a single option to choose from for First Aid or Market Forces Supplement additional compensation awards:

2 Additional Compensation

\*Plan  
First Aid P Pen

\*Option  
Select a value  
Option  
First Aid P Pen

2 Additional Compensation

\*Plan  
Market Forces Supplement P Pen

\*Option  
Select a value  
Option  
Market Forces Supplement P Pen

However, if Teaching and Learning Responsibility (TLR) or Special Educational Needs (SEN) are selected, then there are a variety of options to choose from.

Take care to select the correct value.

2 Additional Compensation

\*Plan  
TLR Pen

\*Option  
Select a value  
Option  
TLR 1 Step 3 P Pen  
TLR 1 Step 4 P Pen  
TLR 2 Other P Pen  
TLR 2 Step 1 P Pen  
TLR 2 Step 2 P Pen

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2 Additional Compensation

\*Plan  
SEN Allowance

\*Option  
Select a value  
Option  
SEN Nursery Nurses Allow P Pen  
SEN Teachers Allow 1 P Pen  
SEN Teachers Allow Mid Point

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In our example, a First Aid allowance is being awarded. Once the **Plan** and **Option** fields have been completed, additional fields appear.

In the **End Date** field, the **Ongoing check box** is selected by default. If the payment is to cease after a fixed period, then uncheck the box and a date field will become available to you to add an end date.

The screenshot shows the 'Additional Compensation' form in a web application. The form is titled 'Additional Compensation' and has a 'When' step indicator above it. The form contains several fields: '\*Plan' (First Aid P Pen), '\*Option' (First Aid P Pen), 'Start Date' (09/09/2024), and 'End Date' (with a checked 'Ongoing' checkbox). Below these fields is a 'Description' field containing 'First Aid Certificate, Letter' and an 'Attachments' section with a 'Drag files here or click to add attachment' prompt. A 'Continue' button is at the bottom of the form. The application header shows 'Individual Compensation' and 'Clarence Jules'.

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To qualify for a First Aider allowance, a copy of the employees First Aid course certificate must be attached to the request.

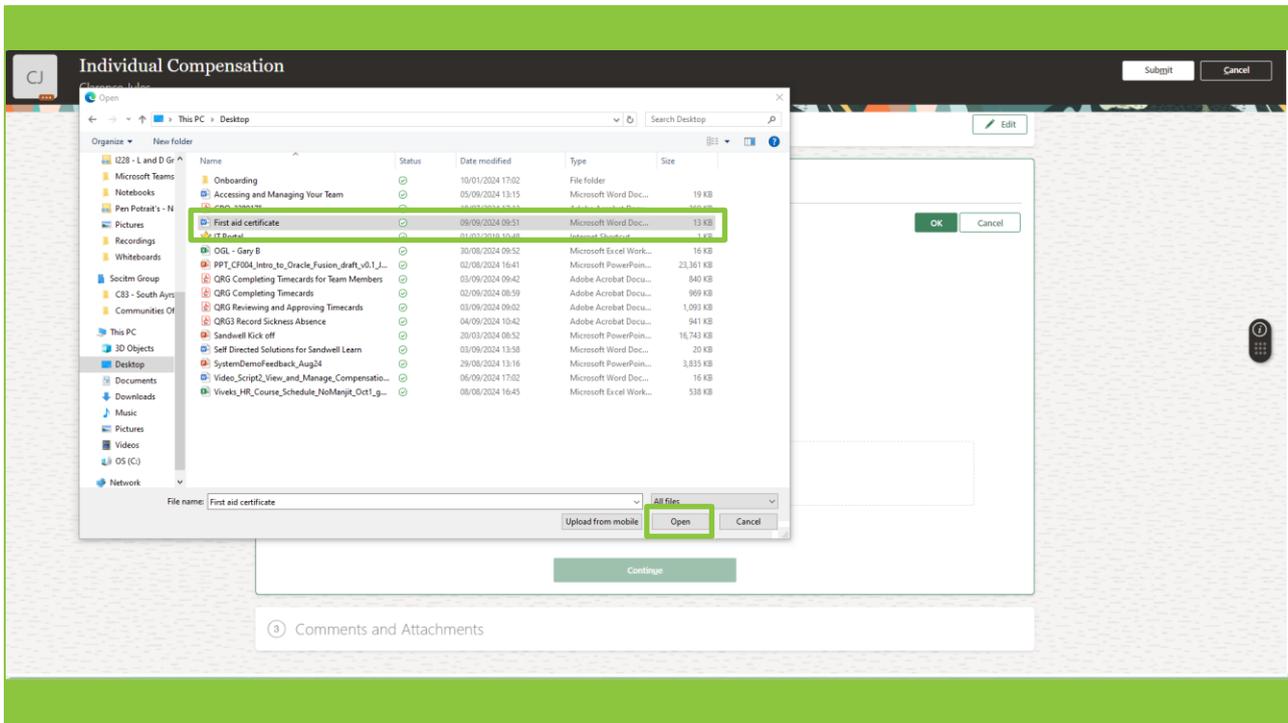
Select the **Add Attachment** blue text, and then select **Add File** from the options list.

This screenshot is similar to the previous one but shows the 'Attachments' section expanded. The 'Drag files here or click to add attachment' prompt is highlighted with a green box, and a dropdown menu is open showing 'Add File' and 'Add Link' options. The 'Add File' option is selected. The rest of the form, including the 'End Date' field with the 'Ongoing' checkbox, remains the same. The application header and navigation elements are also visible.

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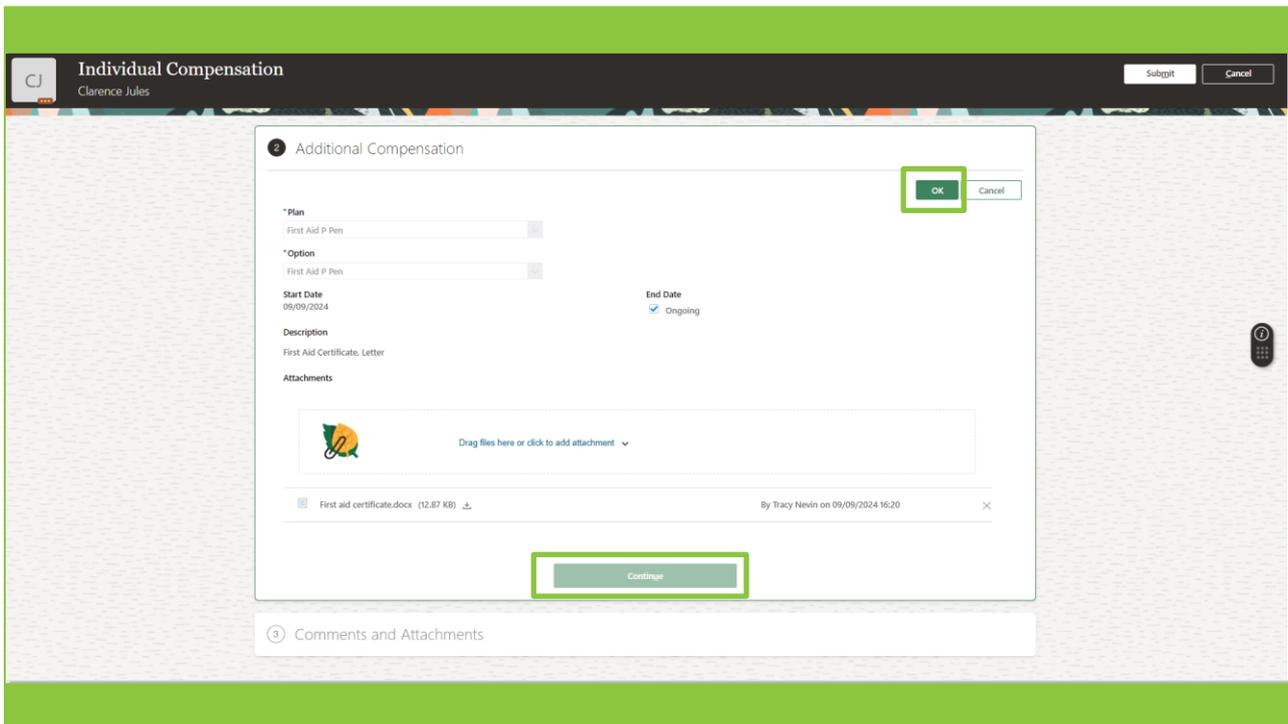
A file explorer window will open. Navigate to the document that you wish to attach and select it.

Select **Open**.



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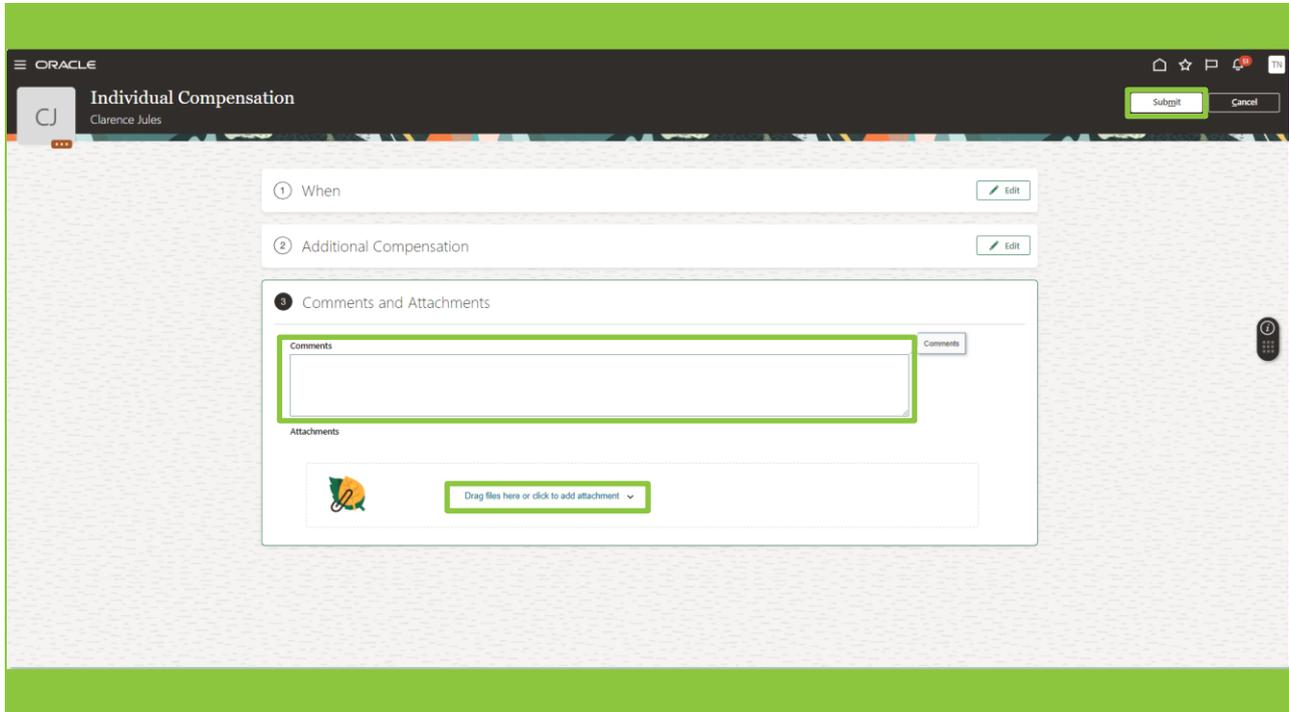
The certificate has now been attached. Select the **OK** button, followed by **Continue**.



The **Comments and Attachments** section now opens. You have the option to add a free format comment and add any additional relevant attachments. Attachments are added in the same manner as previously demonstrated in this Quick Reference Guide.

Once complete, select the **Submit** button.

The request is now complete and is submitted to HR for approval.



The screenshot shows the Oracle Individual Compensation form for Clarence Jules. The form is divided into three steps: 1. When, 2. Additional Compensation, and 3. Comments and Attachments. The third step is currently active and highlighted with a green border. It contains a large text area for comments and a section for attachments with a drag-and-drop interface and a button that says "Drag files here or click to add attachment". The top of the form has a navigation bar with the Oracle logo, the user's name "Clarence Jules", and buttons for "Submit" and "Cancel".

That brings this Quick Reference Guide to a close.