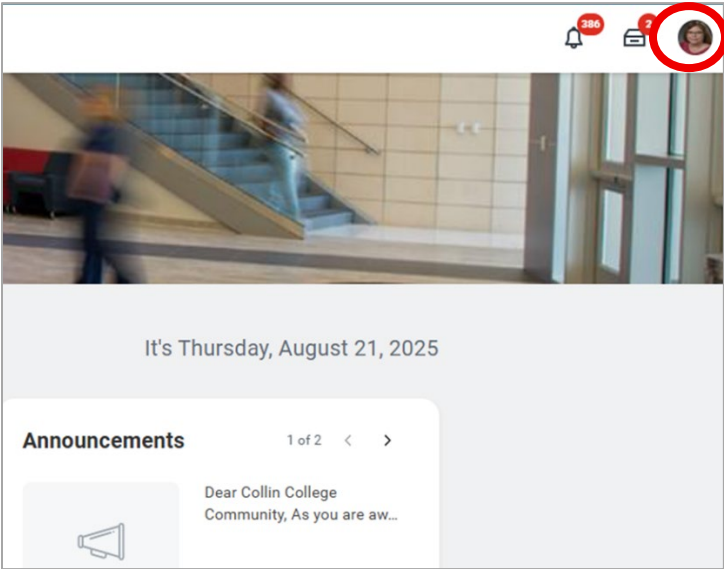
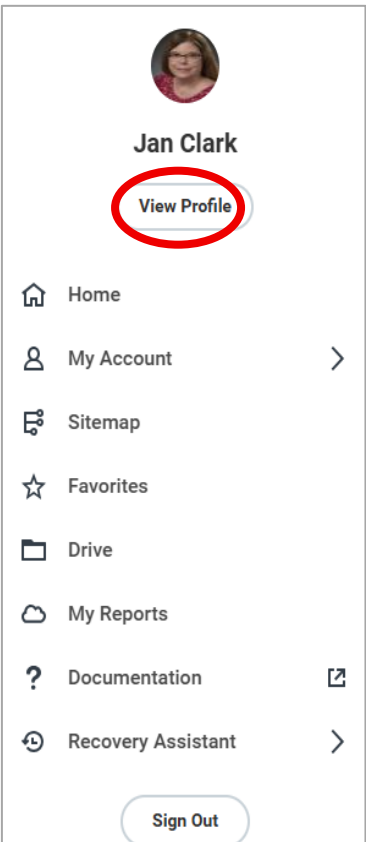


# Instructions for Accessing Your Pay Change History in Workday

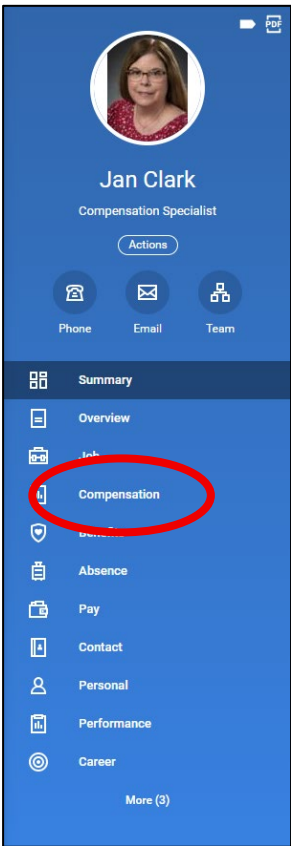
Access your profile by clicking on your picture in the top right-hand corner of Workday.



Click on View Profile



Click on Compensation



## Click Pay Change History

The screenshot shows the HR system interface for Jan Clark, a Compensation Specialist. The left sidebar contains navigation links: Summary, Overview, Job, and Compensation. The main content area has three tabs: Compensation, Pay Change History (highlighted with a red circle), and Bonus & One-Time Payments. Under the Pay Change History tab, there is a 'Totals' section with one item, a table showing 'Total Salary & Allowances', 'Total Base Pay', and 'Currency' (USD). Below this is a 'Compensation' section with details: Compensation Package (Collin Compensation Package), Compensation Grade (NE211), and Company (Collin College). At the bottom, there is a 'Plan Assignments' section with one item, a table showing 'Effective Date', 'Plan Type', and 'Compensation Plan'.

Total Salary & Allowances	Total Base Pay	Currency
		USD

**Compensation**

Compensation Package: Collin Compensation Package

Compensation Grade: NE211

Company: Collin College

**Plan Assignments** 1 item

Effective Date	Plan Type	Compensation Plan

The screenshot shows the HR system interface for Jan Clark, a Compensation Specialist. The left sidebar contains navigation links: Summary, Overview, Job, and Compensation. The main content area has three tabs: Compensation, Pay Change History (highlighted with a red circle), and Bonus & One-Time Payments. Under the Pay Change History tab, there is a 'Pay Change History' section with 7 items. A table displays the history, with the first row highlighted by a red circle. The table columns are 'Effective Date', 'Compensation Action', 'Reason', 'Total Salary & Allowances', and 'Total Base Pay'.

Effective Date	Compensation Action	Reason	Total Salary & Allowances	Total Base Pay
09/01/2024	Ad-hoc Compensation Change	Request Compensation Change > Compensation Change > General Pay Increase		
09/01/2023	Ad-hoc Compensation Change	Request Compensation Change > Compensation Change > General Pay Increase		

### For those eligible for 4% GPI increase:

You will see that on the effective date of 9/1/25 a Compensation Action was entered for the reason of Compensation Change > General Pay Increase.

Your total base pay will reflect the 4% pay increase approved by the Board of Trustees.

If you have any questions, please email the Compensation department at [hr\\_compensation@collin.edu](mailto:hr_compensation@collin.edu).