BONUS DASHBOARD

OVERVIEW

You can access **Dashboards** by navigating to the Home screen and clicking the **Dashboards** worklet. The **Dashboard** that Managers and Human Resources professionals can access depends on their level of security within Workday:

1. **Managers**
   - Manager Compensation Dashboard
2. **Human Resources**
   - HR Compensation Dashboard - People Services
   - HR Compensation Dashboard

Access to the **Bonus Dashboard** is available for Senior Leaders (Vice Presidents and above) only. Senior leaders will see the data for their respective Group and/or Account. Human Resources Professionals will have access to this data across the firm.

A blue bar will appear at the bottom of your screen to indicate the dashboards are in the process of loading. If you receive an **error message**, the report load has timed out and you will need to use **Edit Settings** to further filter your request.
NAVIGATING THE BONUS DASHBOARD

The top section of the screen shows the dashboard name and a Gear icon in the top right corner. The data in the report is summarized in either graphs or tables. The graph allows you to view bonus ranking by team. The chart provides additional information on bonus rank and distribution against the firm’s target distribution.

The Gear icon is used to refine your search. Click the Gear icon and select Edit Settings. The Edit Settings function will enable you to filter the analysis by Supervisory Organization, Bonus Plan, Management Level, Group, and Account.

<table>
<thead>
<tr>
<th>Bonus Ranking</th>
<th>Principal/Director</th>
<th>Senior Associate</th>
<th>Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Count</td>
<td>Distribution</td>
<td>Distribution Guideline</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>28.57%</td>
<td>30.00%</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>57.14%</td>
<td>55.00%</td>
</tr>
</tbody>
</table>
NOTE: The Dashboard will default to FY18 bonus data (April 1, 2017 through March 31, 2018). Historical bonus data can be pulled by manually changing these dates. Filters applied to the reports will remain in place until changed.

By clicking on any of the blue hyperlinks in the table, you will have the ability to view details at the employee level for the associated hyperlink. For example, to view details of the 6 Principal Rank 1 employees click the number 6 in the associated column. Or to view details of all employees, click the total number of employee count under the Total column.
A table will appear with the employee details. Click the excel icon in the top right corner to download the table into Excel.