CAREER MANAGER JOB AID

PRIOR YEAR BONUS RANK AND PAYMENT REVIEW

Prior years’ bonus rank and payout are available in Workday for review.

To view the prior year(s) bonus rank(s):

1. From the Workday homepage, click the My Team worklet.
2. Click on the employee you wish to view.
3. On the employee’s record, select the Performance tab.

Under the Performance Reviews subtab, you will see a section for Completed. Under the section Manager Rating, you will see prior year(s) rankings.
To view an employee’s prior bonus payouts:

1. From the Workday homepage, click the My Team worklet.
2. Click on the employee you wish to view.
3. On the employee’s record, select the Overview tab and the Worker History subtab. Then click on the View Worker History by Category button.

4. Select the Compensation tab.

5. Scroll to the bottom of the page to the Bonus Payments section. You will see payment history, but not rank history.