Accessing your pay grade range in Workday

1) Log into Workday

2) Click on the Profile 👤 icon on the upper right corner of the home page

3) Click on the View Profile button (**View Profile**)

4) The Summary page should default appear and on the right-hand **Job Details** side of the page, click on the active link next to **Job Profile**

Job Details

Employee ID	B10018027
Supervisory Organization	Bentley University (PM) (Elrie Chrite) >> Human Resources (PM) (Vince Poon)
Position	P31785 Test Assistant Director
Business Title	Test Assistant Director
Job Profile	Test Assistant Director ⬅

5) On the Job Profile page, your Compensation Grade Range information is found just below the Job Description

Compensation Grade Range	ST01-E: $26,200.00 - $41,900.00

BENTLEY UNIVERSITY
Human Resources