Student Employee Information: Compensation, Account Code, Start Date

Login to the my.butler portal and select “Manager Self Service” in the blue box on the left.

You will then see this screen.

You will want to click on “View Compensation History” on the right side of the screen.
You will need to scroll to the right of the screen to view all of the information.

View Compensation History

Select an employee to display his Compensation History by selecting employee name.

Employee Reporting as of 04/07/2014

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Emp ID</th>
<th>Compensation Rate</th>
<th>Combination Code</th>
<th>Last Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td></td>
<td>400134843</td>
<td>10.00000</td>
<td>21220-00000-5305</td>
<td>01/22/2014</td>
<td></td>
</tr>
</tbody>
</table>

Return to Manager Self Service

You may also wish to personalize how the information appears on the screen. For example, you can choose to have the pay rate and combo code appear on the left side of the screen in order to avoid scrolling to the right. To use this feature, you will first need to scroll to the right of the screen and select “personalize.” You will then select the item you wish to move and use the arrows to move it up or down.

Additionally, you will have the option to share student employee data via excel by clicking on the image of the graph.