



# Syssero<sup>®</sup> Solution Packet

Allow Employee as Self to View "My Compensation History"



# Solution Overview

Creating this view in your tenant gives your employee the ability to access all of their pay change history, including events processed through the Compensation Review Process, when using the Benefits and Pay Hub, as well as visibility in the hub readily without having to navigate through their record to view this information (which would normally require multiple clicks to find it).

## Impacted Functional Areas

- **Core Compensation**
- **Advanced Compensation** (Merit & Bonus Plans)

### Step 1: Navigate to the “Business Process Security Policies for Functional Area” Task

Once here, select the Core Compensation functional area and Compensation Change for Compensation Plan Event. Click Ok. *Note: Required security for this operation is Business Process Administrator*

The screenshot shows a web application interface. At the top, there is a search bar containing the text "Business Process Security Policies for Functione". Below the search bar, a blue banner displays "Search Results". On the left side, there is a "Categories" list with items: Common, Assets, Banking and Settlement, Budgets, Drive, Expenses, Financial Accounting, Grants, and Integrations. The search results area shows one item under "Tasks and Reports": "Business Process Security Policies for Functional Area" with a description: "View the security configuration for each business process security policy in the specified functional area. Enables you to edit permissions. Required prompt: Functional Area Optional prompt: none". A tip below reads: "Tip: try selecting another category from the left to see other results". On the right side, a dialog box titled "Business Process Security Policies for Functional Area" is open. It contains two dropdown menus: "Functional Area" with "Core Compensation" selected, and "Business Process" with "Compensation Change for Compensation Plan Event" selected. At the bottom of the dialog are "OK" and "Cancel" buttons.



## Step 2: Modify the Business Process Policy

From the **Related Actions**, choose **Business Process Policy** and Edit.

Business Process Type: Compensation Change for Compensation Plan Event

**Who Can Do Actions on Entire Business Process**

Action	View All
Security Groups	Compensation Administrator Compensation Partner HR Administrator HR Analyst HR Auditor More (12)
Action	View Completed Only
Security Groups	(empty)
Action	View Completed Only As Of Date
Security Groups	(empty)

Dropdown menu options: Business Process Type, Audits, Business Process, **Business Process Policy**, Functional Area, Integration IDs. Sub-menu for Business Process Policy: View, **Edit**, View History, View Latest Version, View Pending Changes.

For the action **View All**, search and select "Employee as Self" under Security Groups.

**Who Can Start the Business Process**

**Who Can Do Action Steps in the Business Process**

**Who Can Do Actions on Entire Business Process**

Action: View All

Security Groups: Compensation Administrator, Compensation Partner, HR Administrator, HR Analyst, HR Auditor, MORE (13)

Alert: Activate your security policy changes using the Activate Pending St...

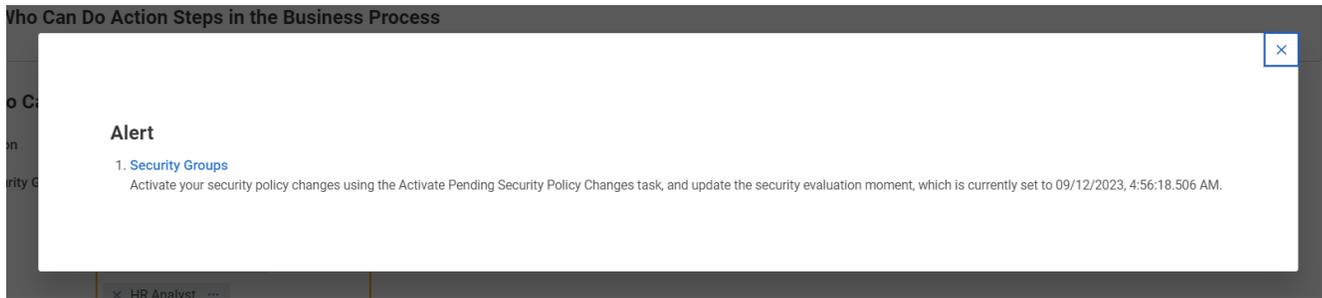
Search Results: Employee As Self (checked), Employee as self inside North America, Employee Review System

Search: Compensation Administrator, Compensation Partner, HR Administrator, HR Analyst, HR Auditor, MORE (13)

Priority evaluation moment, which is currently set to 09/12/2023, 4:



Once selected, you'll get an alert to activate the pending Security Policy Changes.



Add any Notes as desired. Be sure to assign **Action: Complete Additional Manager Evaluation for Performance Review** to **Group: Employee As Self**. Click "OK" to create the process.

For help or more info, reach out to [info@syssero.com](mailto:info@syssero.com)