

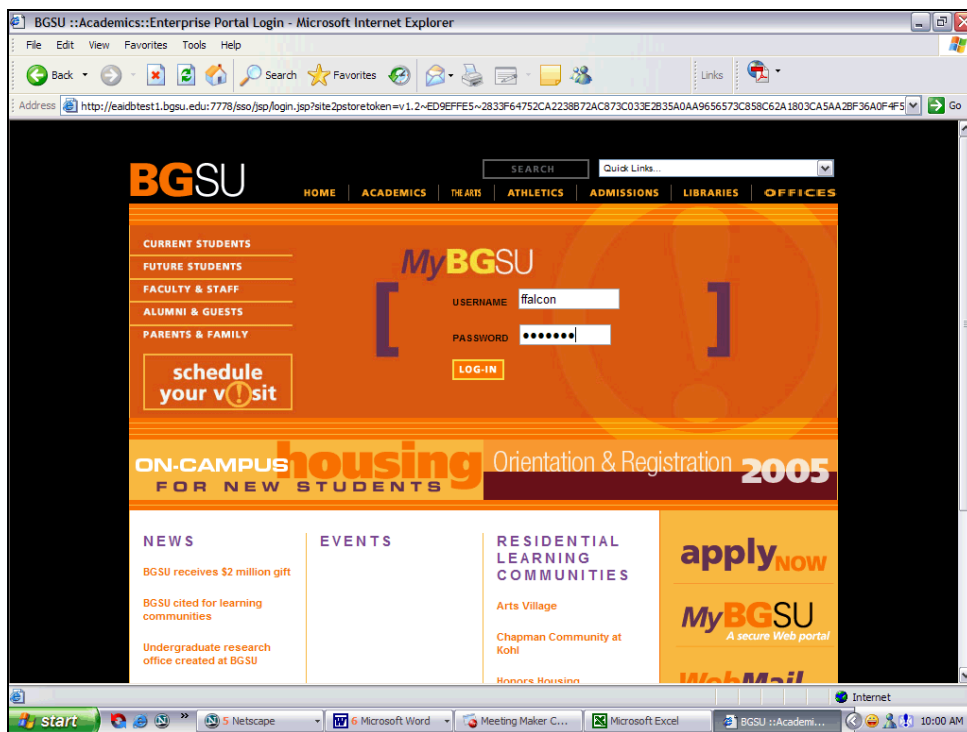
View Compensation History



Procedure

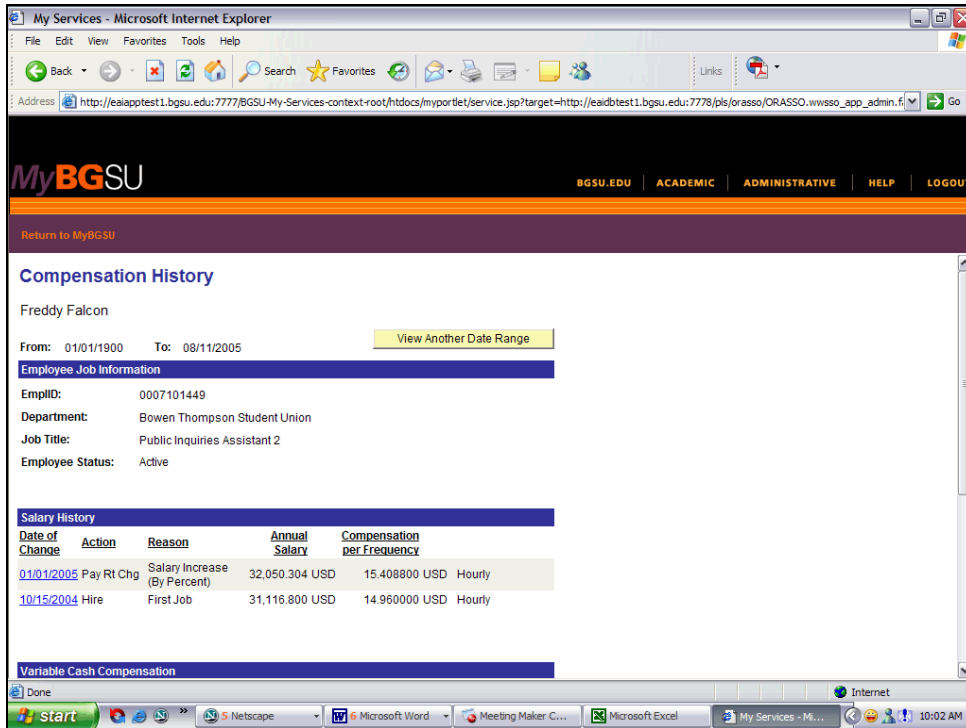
To view your compensation history, you will need to open Internet Explorer and go to <http://my.bgsu.edu>. Sign in to myBGSU with your BGNet userid (the part of your email address that appears before the @ symbol), and BGNet password.

If you do not have a BGNet account or have forgotten your password, you will need to contact the Technology Support Center for assistance.

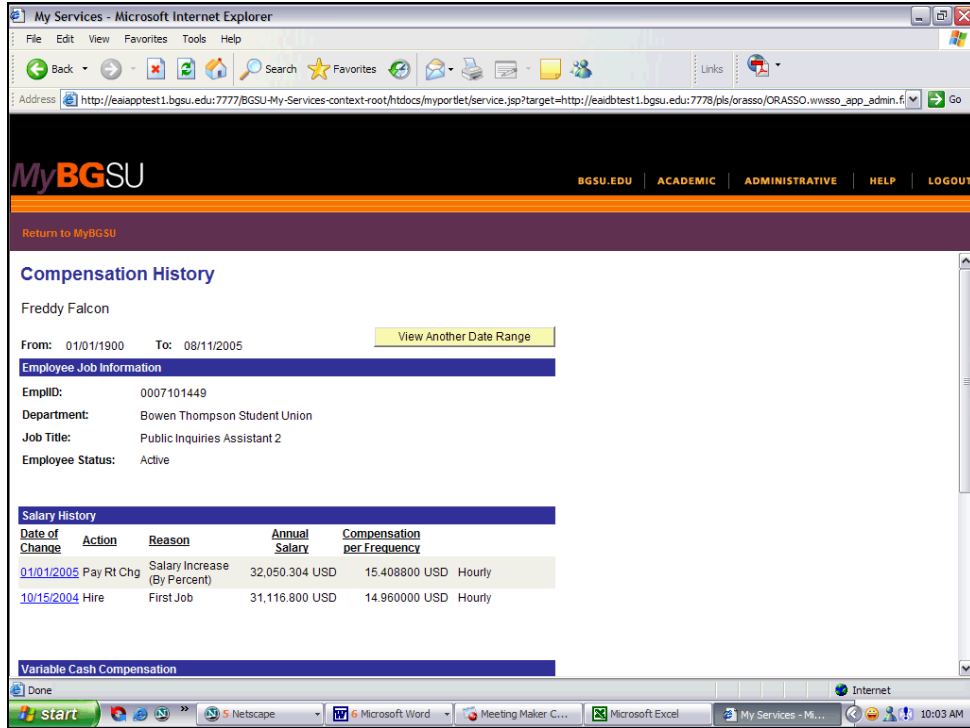
- Walk in support is available at 110 Hayes Hall.
- Telephone support is available at 419-372-0999 and 419-372-9499 (fax).
- Email support is available by sending mail to tsc@bgsu.edu.
- For information on hours, refer to the TSC website at <http://www.bgsu.edu/its/tsc>.



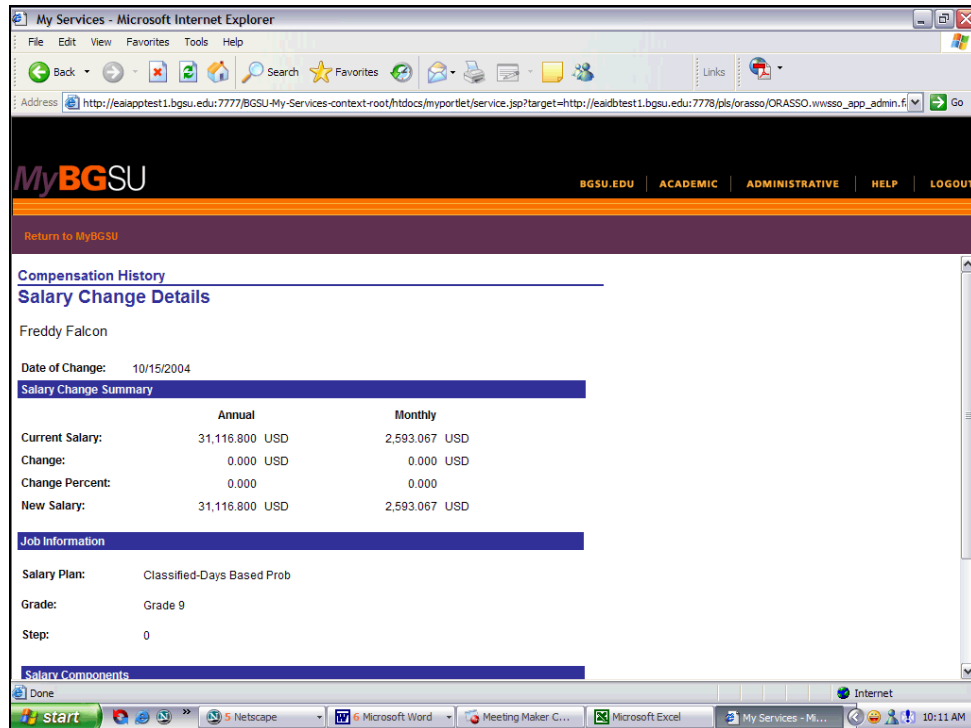
Step	Action
1.	Once you have entered your BGNet Username and password, click the Login button. 
2.	Click on the Compensation History link. 

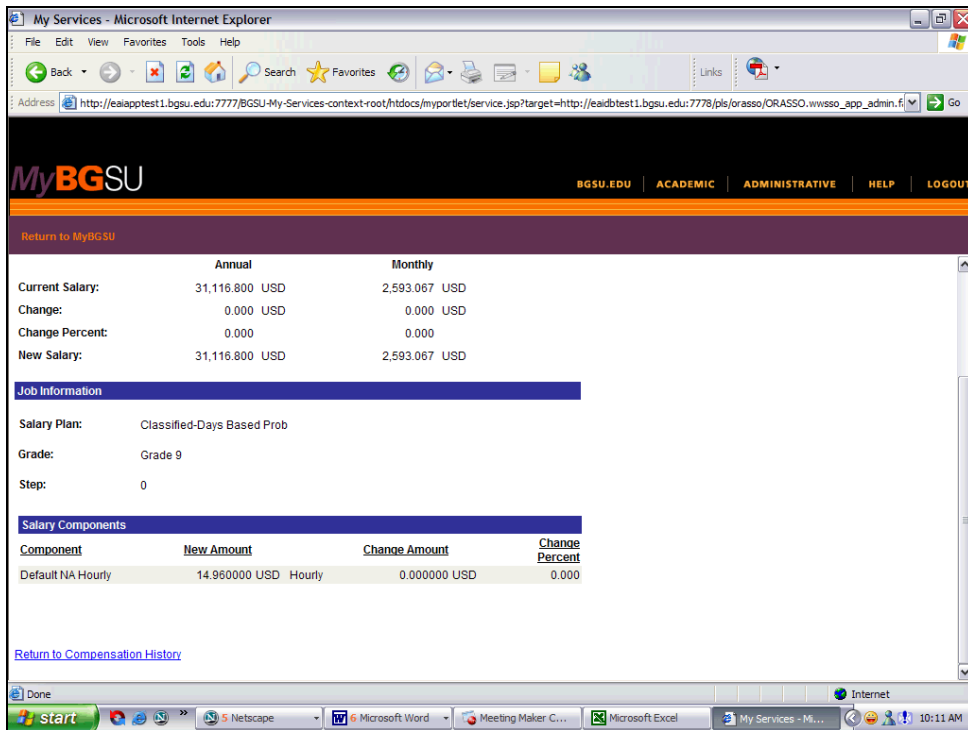


Step	Action
3.	<p>Your compensation history appears. You will see your most current information when you first sign in. The dates when changes were made to your salary, including your first hire, appear in Salary History. Only limited information has been converted from the legacy AHRS system to PeopleSoft, but future changes will be reflected as they happen.</p> <p>Annual Salary uses a formula that multiplies your hourly rate by 2080 hours for hourly employees, and may not be accurate for you if you work less than that. For monthly employees, it also assumes a twelve-month contract. Your actual annual earnings will be dependent on your work schedule.</p> <p>To see more information about your current job, Click the scrollbar.</p>
4.	<p>The information on the bottom half of the screen, including variable compensation and stock options, are not used at BGSU.</p> <p>To view information for a different timeframe, scroll back to the top of the screen.</p>

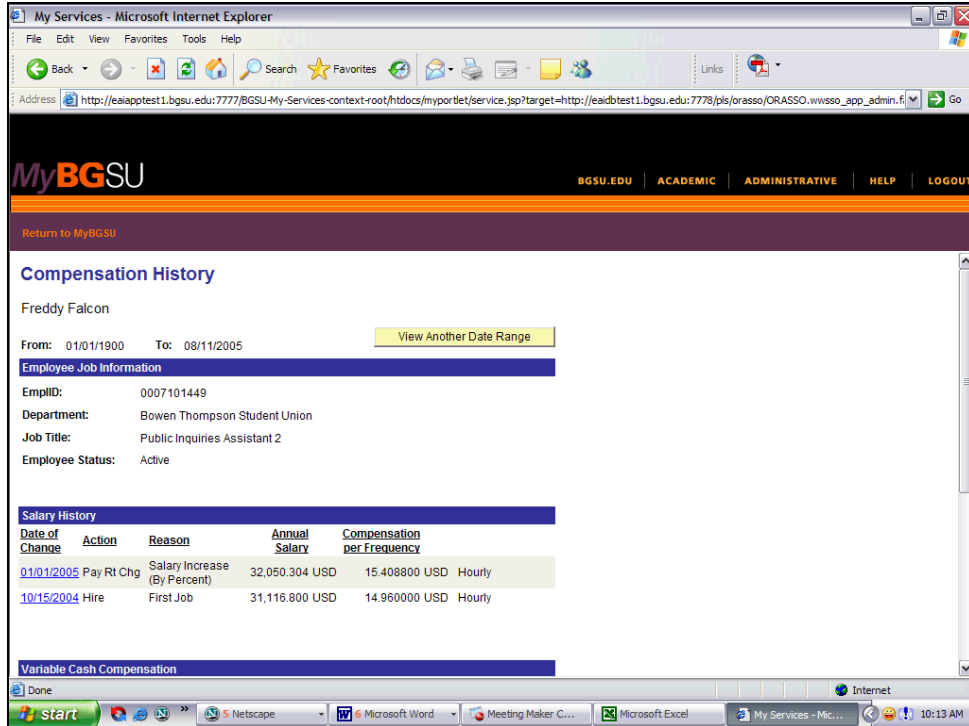




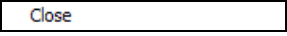
Step	Action
5.	Click the Click to see more details link to see information for another date. 10/15/2004





Step	Action
6.	Click the Return to Compensation History link. Return to Compensation History



Step	Action
7.	When you are finished viewing your information, log out of the portal by clicking the Logout link. 
8.	Once you are logged out, it is important to exit all web browsers for security reasons. (A web browser is a program, like Internet Explorer or Netscape, used to view pages on the internet.) Click the File menu. 
9.	Click the Close menu.  <i>or</i> Press [C] .
10.	Make sure to quit all web browsers to protect the security of your data. On a PC, you can just close all the browser windows, but on a Mac, make sure to Quit from the browser. Also, if you have printed any of your personal information, don't forget to pick up your printout! End of Procedure.