

Viewing Your Salary, Compensation History and Retro Pay

Overview

The **Compensation History** page is located under **Payroll and Compensation** in e-People Employee Self Service. On this page, you will be able to view:

- Both your current and historical compensation rate.
- Salary changes, including job information, salary components, percentage, dollar figure amounts and long service pay adjustment.
- Retro Pay.

Your manager can also view your salary and compensation history from e-People.

Note: In-scope employees will also be able to review items such as collective agreement rate changes and education allowance on the Compensation History page.

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How to View Your Salary and Compensation History

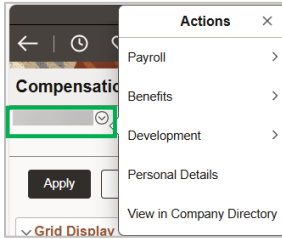
Step-by-step process

Navigation: My Homepage > Employee Self Service > Payroll and Compensation > Compensation History

The **Compensation History** page displays.

Compensation History							
<div> <div>Apply</div> <div>Reset</div> </div>		<div> <div>Job</div> <div>Manager</div> </div>					
<div> <div>Grid Display Options</div> <div> <div>Salary Frequency</div> <div>Annual</div> </div> <div>View In</div> <div>Issued Currency</div> </div>		<div> <div>Compensation History</div> <div>View Chart</div> </div>					
Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
2024/09/01	131,472.00	3,829.00	3.0	Base Salary	Pay Rate Change	CAD	Manager
2024/04/01	127,643.00	3,718.00	3.0	Base Salary	Pay Rate Change	CAD	Manager
2023/09/01	123,925.00	2,430.00	2.0	Base Salary	Pay Rate Change	CAD	Manager
2023/04/01	121,495.00	3,539.00	3.0	Base Salary	Pay Rate Change	CAD	Manager
2023/01/01	117,956.00	1,456.00	1.3	Base Salary	Pay Rate Change	CAD	Manager
2022/06/06	116,500.00	3,215.00	2.8	Base Salary	Pay Rate Change	CAD	Manager
2022/06/06	113,285.00	-3,215.00	-2.8	Base Salary	Data Change	CAD	Manager
2022/04/01	116,500.00	3,215.00	2.8	Base Salary	Pay Rate Change	CAD	Manager

1. The drop-down menu called **Actions**, next to your name, allows you to navigate to different pages in Employee Self Service.



2. If multiple positions are held, then select the position held within the organization in the **Job** field to view the related compensation history. If multiple positions have not been held, then this field will not appear.

Note:

- If multiple positions within an organization, or with another organization (AHS, APL, COV, CAP), then the Job field will display as a drop-down. Terminated positions may appear in this drop-down.
- If a held position was changed within an organization, to review compensation related to different positions that were held, then use the Job Title field within the Field Options section of the page.

3. Select the **Grid Display Options**, as required. To apply any options, click **Apply**.

The available options are:


Grid Display Option	Displays
Salary Frequency	Salary based on the Annual, Biweekly, Hourly or Monthly amount.
View In	The options are Preferred Currency or Issued Currency. All amounts displayed within Compensation History are in CAD.

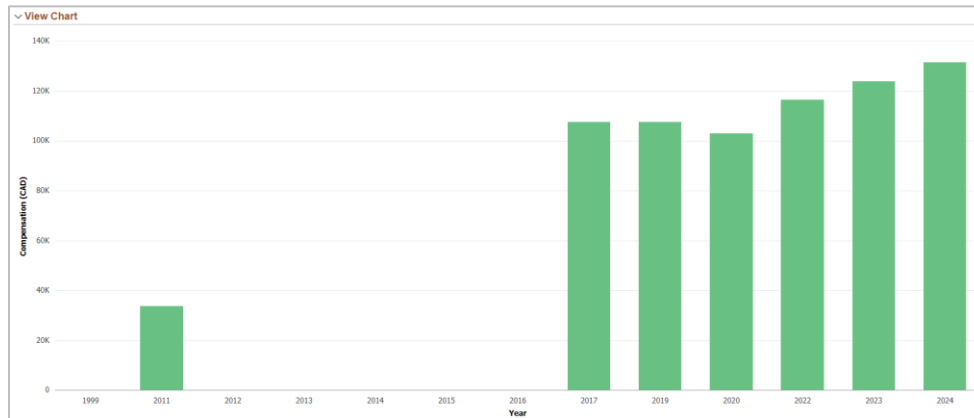
4. Select the **Filter Options**, as required. To apply any selected filters, click **Apply**.

The available options are:

Filter Option	Displays
Source	The base salary.
Type	Updates related to compensation history such as a: <ul style="list-style-type: none"> • Data Change • Hire • Pay Rate Change • Position Change • Rehire • Transfer • Return from Leave • Paid Leave of Absence
Job Title	The positions that are held are associated to the selected Job on the top of the page.
Time Period	The period of time for which the compensation history will be displayed. It is available as All or in 5 year increments.

5. Next, **View Chart** displays the earnings per year in a bar chart format.

To expand and collapse the section and review the earnings per year, select the  icon. By default, the **View Chart** section is not expanded.



6. Based on the options selected, the **Compensation History** table displays.

Compensation History Table	Displays
Date of Change	The date that the change in compensation occurred.
Amount	The total salary amount. The information in this field is dependent on what is selected as the Salary Frequency within the Grid Display Options.
Salary Change Amount	The increase or decrease in pay as a gross amount that occurred from the previous Date of Change. The information in this field is dependent on what is selected as the Salary Frequency within the Grid Display Options.
Salary Change Percent	The increase or decrease in pay as a percentage that occurred from the previous Date of Change. The information in this field is dependent on what is selected as the Salary Frequency within the Grid Display Options.
Type	The type of compensation change that occurred.
Job Title	The positions held that are associated to the selected Job field on the top of the page.

Note: Several entries and amounts may display the same date; however, the most current **Annual Salary** and **Date of Change** will be at the top.

To review the **Salary Change Details** related to a position and the details related to the date, **select** a row.

Compensation History							
View Chart							
Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
2024/09/01	131,472.00	3,829.00	3.0	Base Salary	Pay Rate Change	CAD	Manager
2024/04/01	127,643.00	3,718.00	3.0	Base Salary	Pay Rate Change	CAD	Manager

- The **Salary Change Details** window opens. Additional compensation information, related to the selected position and date of change is displayed. When finished viewing the details page, click the **X** button on the top.

Salary Change Details						✕
Date of Change		2024/09/01				
New Salary		131,472.00 CAD				
Previous Salary		127,643.00 CAD				
Change Amount		3,829.00 CAD				
Change Percent		3.0				
Frequency		Annual				
Pay Components						
Component	New Amount	Currency	Frequency	Change Amount	Change Percent	
Default NA Annual	131,472.00	CAD	Annual	3,829.00	3.0	

- To adjust the information that appears on a row, select any **optional parameters** within the **Grid Display Options** and the **Filter Options**; then click **Apply**.
 - To remove any selected parameters, click **Reset** and then **Apply**.

Viewing Your Retro Pay

Step-by-step process

Navigation: My Homepage > Employee Self Service > Payroll and Compensation > **Retro Pay**

- To view **Retro Pay**, click the Retro Pay link under the **Retro Pay** column.

Retro Pay						
<div> <div> <div></div> <div>Q</div> </div> <div> <div>1-2 of 2</div> <div>View All</div> </div> </div>						
Retro Pay	Company	Paycheck Issue Date	Pay Period Begin Date	Pay Period End Date	Seq Nbr	
1 Retro Pay	Alberta Health Services	2014/09/17	2014/08/25	2014/09/07	29768823	
2 Retro Pay	Alberta Health Services	2014/10/15	2014/09/22	2014/10/05	29773336	

The **Retro Pay Search** page is displayed and contains the following sections:

Retro Pay Search

Retro Pay Sequence Number: 29787642

Status: Loaded to Paysheets

Empl ID:

Empl Record: 0

Retro Pay Effective Date: 2014/04/01

Retro Pay End Date: 2014/08/24

Salary Worksheet

Change Date	End Date	New Hourly Rate	Retro pay Rate	Action	Reason
1 2014/04/01	2014/08/24	44.320000	0.840	PAY	CAR

Summary by Retro Code

Retro Pay Earnings Type	Amount 1
A16	143.330
A17	5.110

Payroll Worksheet

Refresh

Main Data

Pay Period End	Earn Code	Mult Factor	Earnings Begin	Earnings End	Total Hours	Hours outside Retro Period	Hours within Retro Period	Original Pay Rate	Original Amount Paid	New Pay Rate	New Calculated Amount	Earnings Amount Override	Amount Difference	Prior Retro Paid	Total Retro To Be Paid	Retro EarnCd
1 2014/04/06	AR4	1.0000	2014/03/24	2014/04/06	7.75		7.75	43.480000		44.320000	6.51		6.51		6.51	A16
2 2014/04/20	AR4	1.0000	2014/04/07	2014/04/20	11.08		11.08	43.480000		44.320000	9.31		9.31		9.31	A16
3 2014/05/18	AR1	1.0000	2014/05/05	2014/05/18	11.08		11.08	43.480000		44.320000	9.31		9.31		9.31	A16
4 2014/06/01	AR4	1.0000	2014/05/19	2014/06/01	11.08		11.08	43.480000		44.320000	9.31		9.31		9.31	A16
5 2014/06/15	AR1	1.0000	2014/06/02	2014/06/15	11.08		11.08	43.480000		44.320000	9.31		9.31		9.31	A16

Return to Retro Pay list

*Amount may have been overridden in instances when there are multiple pay rate changes within the pay period, or prior retro paid may have been manually loaded to the paycheck. This is done to ensure the employee has not been over or underpaid

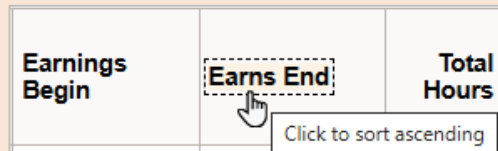
- A. **Salary Worksheet:** Includes the Change Date, End Date, New Hourly Rate, Retro pay Rate, Action and Reason Code.
- B. **Summary by Retro Code:** Includes Retro Pay Earnings Type and the Amount. Retro Pay Earnings Type will be A16, A17 or both.
- **A16** is the **total** of your **Pensionable dollars**.
 - **A17** is the **total** of your **Non Pensionable dollars**.
- C. **Payroll Worksheet:** Includes the following columns:

Column	Displays
Pay Period End	The pay period end date the earning code was paid.
Earn Code	Earning code from your paycheck.
Mult Factor	A01 is eligible for retro paid at one times the pay other earning codes may have different multiplication factors such as OT.
Earnings Begin/Earnings End	The pay beginning and end date of which the code is applied.
Total Hours	The total hours from Earnings Begin date to the end of the Earnings End date.
Hours Outside Retro Period	Any hours in this column are for hours prior to the retro pay effective date within the pay period and are not eligible for retro.
Hours Within Retro Period	Pay that is calculated on the original pay rate from the paycheck received in the original pay period.

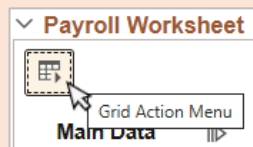
Column	Displays
Original Pay Rate	Pay that is calculated on the original pay rate from the paycheque received in the original pay period.
Original Amount Paid Rate	The dollar value at original rate which is eligible for retro.
New Pay Rate	Your new pay rate as of the end of the pay period identified.
New Calculated Amount	The new calculated amount you should have received at the new rate (which is calculated on the difference between your Original Pay Rate and the New Pay Rate).
Earnings Amount Override	Your earning amounts if there are two different rates for the same pay period. If there was a prior Retro pay manually loaded you will see this amount.
Amount Difference	The amount that is calculated on the difference between your Original Pay Rate and your New Pay Rate.
Prior Retro Paid	The amount you have received for retro in another pay prior to this retro pay.
Total Retro To Be Paid	Hours under this column show the sum of the amount you receive for retro.
Retro End	This column identifies if the amount paid is coded with an A16 pensionable or A17 non-pensionable earnings code.

Note: There are two methods for sorting using the columns.

1. Click the column headers to sort.



2. Click **Grid Action Menu**, then select **Download Payroll Worksheet Table to Excel**.



D. Selecting the **Return to Retro Pay list** link will return you to the Retro Pay page.

e-People Support and Resources

HR Contact Centre on ServiceHub

- **Portal:** <https://albertahealthservices.service-now.com/esc>

Reference Guides

- **Insite:** [Teams > Human Resources > e-People](#)