

View & Acknowledge Compensation Changes

This guide shows you how to view your compensation details in Workday and acknowledge any changes made to your pay. Whether you receive a merit increase, a promotion-related pay change, or want to review your Total Rewards summary, this job aid takes you through it step by step.

- Who is this for:** All Employees
- Time to complete:** 5 to 10 minutes

Before You Start

- You have an active Workday account and are logged into Workday
- If you are acknowledging a change, you will have received a notification or task in your My Tasks

What Triggers a Compensation Notification

Task Type	What It Means
Annual Merit Increase	Your salary has been adjusted as part of the annual merit cycle
Promotion or Job Change	Your compensation has changed due to a new role or level
Market or Equity Adjustment	Your pay has been adjusted to align with market data or internal equity
One-Time Bonus or Incentive	A bonus or incentive payment has been processed

Viewing Your Compensation Details

You can view your compensation information at any time from your worker profile.

STEP 1:

From the Workday Homepage, navigate to your compensation:

1. Click on the search bar and type “**Benefits and Pay**” /click the **Personal** icon on the left-hand panel
2. Click the “**Benefits and Pay**” option. This will take you to the **Benefits and Pay** section

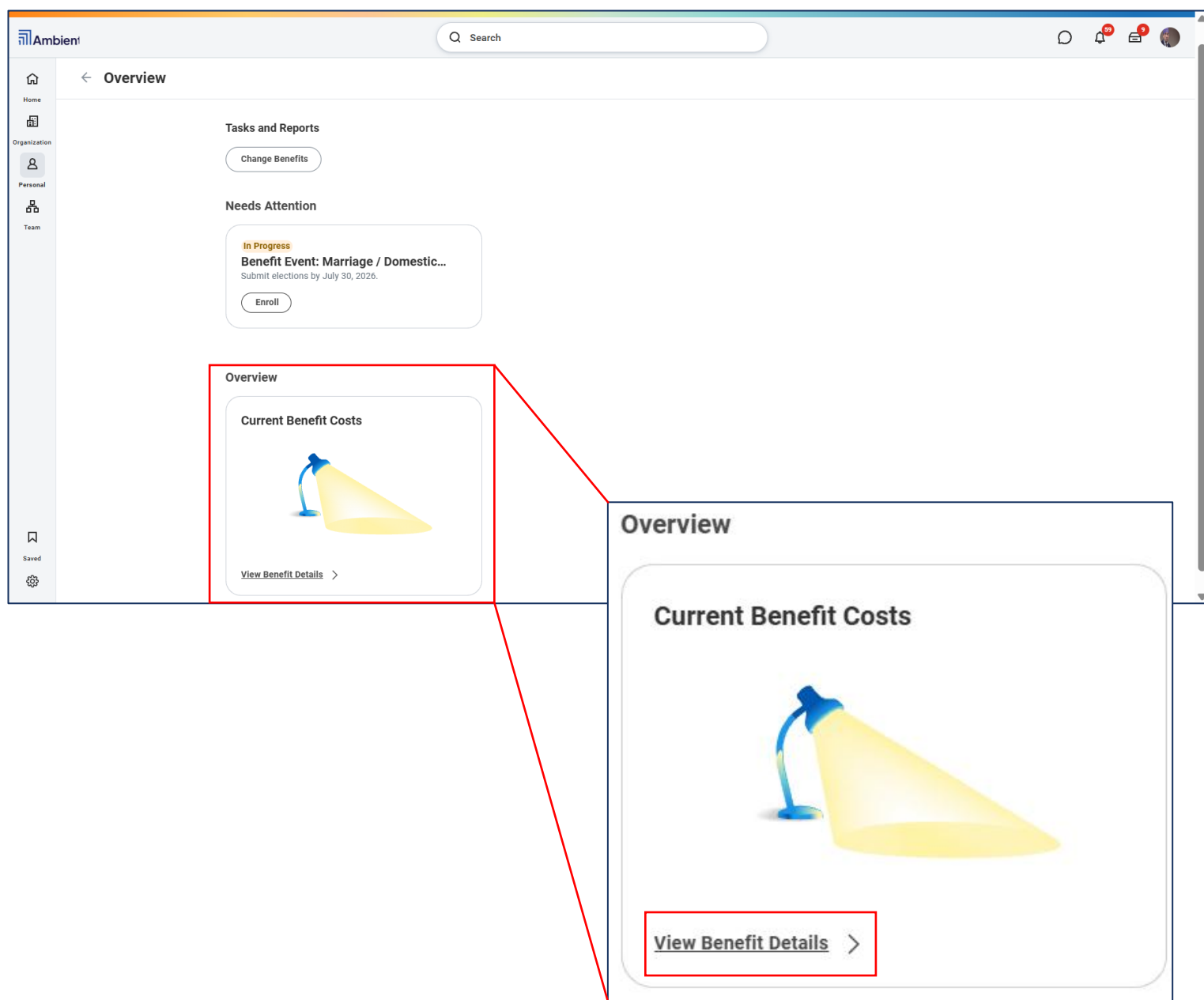
The screenshot shows the Workday homepage for a user named Michael Scott. The interface includes a top navigation bar with the Ambient logo and a search bar. On the left, there is a vertical navigation menu with icons for Home, Organization, Personal, and Team. The 'Personal' icon is highlighted with a red box and a red number '1'. A dropdown menu is open from the 'Personal' icon, showing options: Personal Information, Learning, Talent and Performance, and Benefits and Pay. The 'Benefits and Pay' option is highlighted with a red box and a red number '2'. The main content area features a large banner with the text 'People For Spaces that Matter' and 'Rooted in our local teams, united by one collective.' Below the banner is a 'Let's Get Started' section with a search bar and several buttons: My Org Chart, Learning, Jobs Hub, Benefit Elections, and Manage Job Requisitions. The 'Awaiting Your Action' section displays three tasks: 'Open Enrollment Change: Michael Scott on 01/01/2027', 'Manager Evaluation: 2026 Annual Review: Michael Scott', and 'Benefit Change - Home Address Change, Marriage / Domestic Partnership, and New Hire : Michael Scott on 06/30/2026'. The 'Announcements' section shows a 'Welcome!' message. The 'Important Dates' section shows 'You have no important dates coming up.' The URL at the bottom is 'impl.wd501.myworkday.com/ambiententerprises3/d/inst/.../2998\$43525.html'.

Viewing Your Compensation Details

STEP 2:

From the Workday Homepage, navigate to your compensation. In the Benefits and Pay overview page you can see three following sections: **Tasks and Reports**, **Need Attention** and **Overview**

Click on the **View Benefits Details** link in the Overview of the Current Benefits Costs section.



Viewing Your Compensation Details

STEP 3:

Click on Compensation Summary in the left panel to view your full compensation details:

1. **Totals:** A table showing your Total Salary & Allowances, Total Base Pay, Currency, and Frequency (e.g., Annual)
2. **Compensation Package:** The compensation package you are assigned to (e.g., Ambient Compensation Package)
3. **Compensation Grade:** Your current grade and grade profile
4. **Company:** The legal entity you belong to (e.g., Ambient HVAC Supply LLC)
5. **Plan Assignments:** A table showing your active compensation plans including the Effective Date, Plan Type, Compensation Plan, and Assignment amount

My Compensation Summary Michael Scott - Outside Sales Manager ...

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
125,000.00	125,000.00	USD	Annual

Compensation Package

Ambient Compensation Package

Compensation Grade

M2 People Management

Compensation Grade Profile

M2_USA_GEO0

Company

[Ambient HVAC Supply LLC](#)

Plan Assignments 1 item

Effective Date	Plan Type	Compensation Plan	Assignment
06/30/2026	Salary	Salary Plan	125,000.00 USD Annual

Note: This section is view-only. If any of your compensation details look incorrect, contact your manager or HRBP. You can also access this page from the **Benefits and Pay** overview by clicking **My Compensation Summary** under the Compensation Summary card.

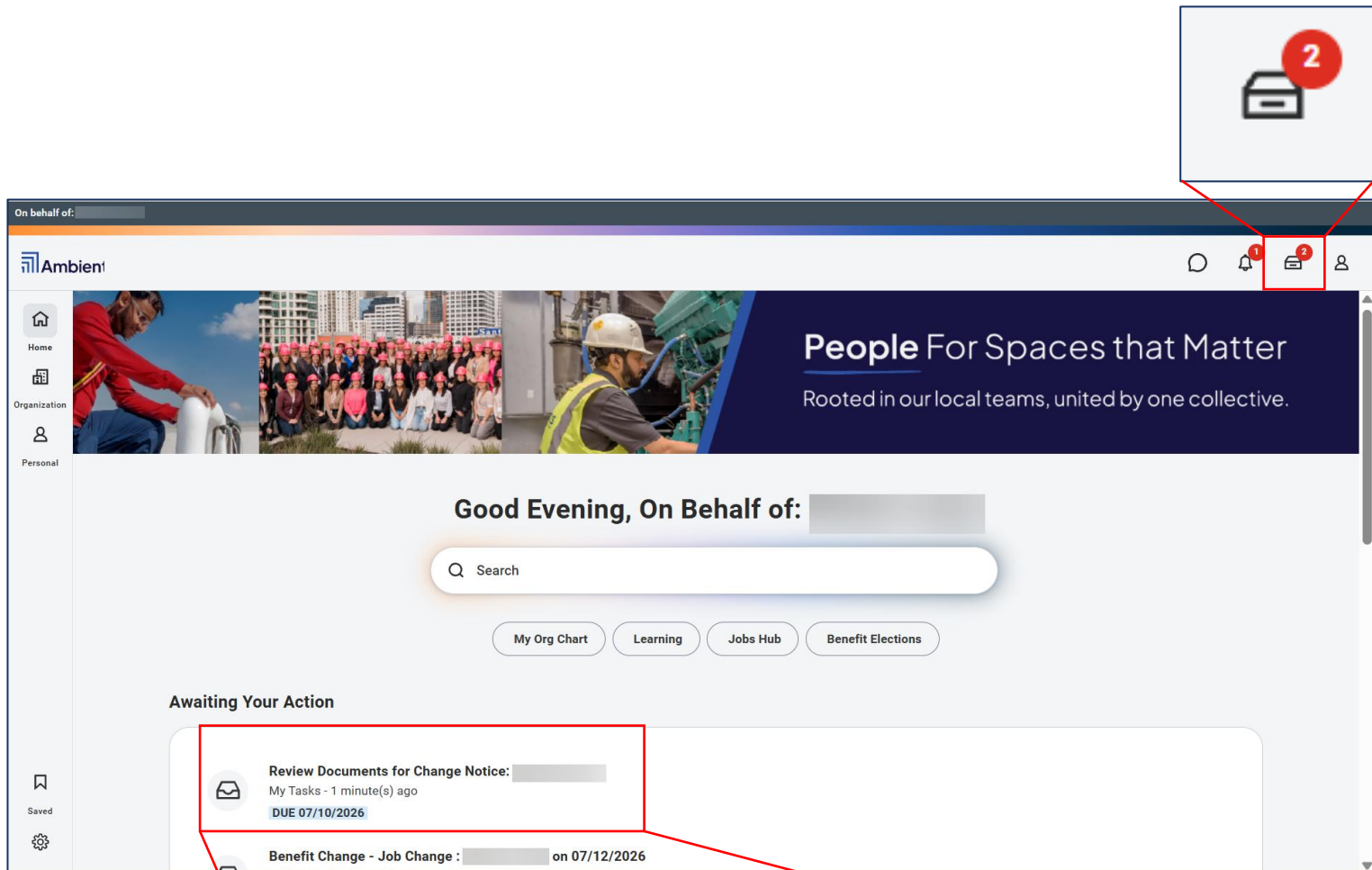
Acknowledging a Compensation Change

When a compensation change is made to your record, you will receive a task to review and acknowledge it.

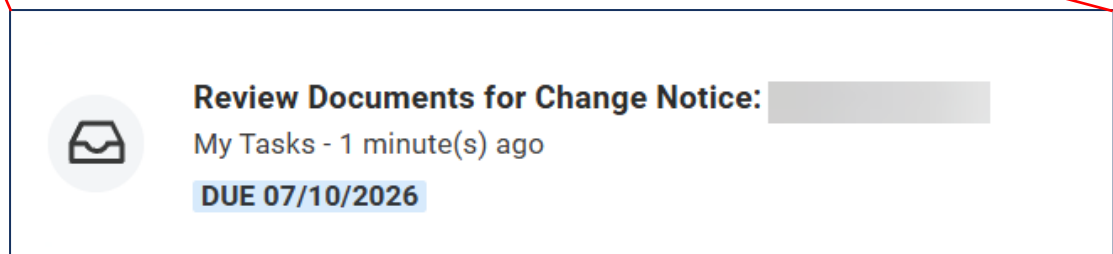
STEP 4:

Find the acknowledgement task:

Check the "**Awaiting Your Action**" card on your homepage or open **My Tasks** (tray icon in the top right).



The screenshot displays the Ambient user interface. At the top right, a tray icon with a red circle containing the number 2 indicates pending tasks. The main header features the Ambient logo and a navigation bar with icons for Home, Organization, and Personal. The main content area includes a greeting "Good Evening, On Behalf of: [redacted]", a search bar, and buttons for "My Org Chart", "Learning", "Jobs Hub", and "Benefit Elections". The "Awaiting Your Action" section is highlighted, showing a task card titled "Review Documents for Change Notice: [redacted]". The card includes the text "My Tasks - 1 minute(s) ago" and a due date "DUE 07/10/2026". Below this, another task is partially visible: "Benefit Change - Job Change : [redacted] on 07/12/2026".



This block provides a detailed view of the task card highlighted in the previous screenshot. It features a document icon in a circle, followed by the title "Review Documents for Change Notice: [redacted]". Below the title, it says "My Tasks - 1 minute(s) ago" and "DUE 07/10/2026".

Acknowledging a Compensation Change

STEP 5:

Review and acknowledge the change:

1. Locate the **Review Document for Change Notice** task and click on it to open. The task will show your **new compensation**
2. Review the **change details** in the document attached (e.g., merit increase, promotion, market adjustment)
3. If everything looks correct, click **I agree**

Submit to confirm you have reviewed the change. Once acknowledged, the task will move to your **Archive** in **My Tasks**.

All Items2 items

Advanced Search

Review Documents for Change Notice: [redacted]07/08/2026☆

Due: 07/10/2026

Effective: 07/12/2026

Updated: 07/08/2026

Benefit Change - Job Change : [redacted] on 07/12/202607/08/2026☆

Due: 07/10/2026

Effective: 07/12/2026

Created: 07/08/2026 | Due: 07/10/2026 | Effective: 07/12/2026 | Updated: 07/08/2026

Review Documents for Change Notice

Review Documents for Wage Theft Prevention Notice for Data Change: [redacted] - Sales Engineer on 07/12/2026

Documents

DocumentChange Notice 2026-07-08.pdf

Instructions

Please review the above document and download a copy for your records.

Signature Statement

By clicking I Agree, you confirm that you have received this document.

I Agree

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Ambient

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References

Key Things to Know

- Acknowledging a compensation change confirms that you have reviewed it. It does not mean you are agreeing to or disputing the amount.
- If you have questions or concerns about a compensation change, speak with your manager or HRBP before or after acknowledging.
- You may also receive a Total Rewards Letter from your HRBP as part of the annual merit process, which summarizes your updated compensation.
- Compensation changes typically take effect at the start of the applicable pay period. You will see the updated amount reflected in your next pay slip after the effective date.
- Your Pay Change History tab keeps a full record of every compensation change, so you can always go back and review what changed and when.
- All compensation changes are recorded in Workday with an audit trail including the reason, effective date, and approvals.
- You can view your compensation details on both desktop and the Workday mobile app.

If A Change Isn't Showing Up:

A change you made may not appear right away. This is usually a display issue, not a lost update. Before contacting support, try:

- Refreshing the page
- Logging out and logging back in
- Clearing your browser cache, cookies, and history

These steps fix most display glitches.

If you have questions or need support, here is how to get help

Support Channel	Details
Email Id	workdaysupport@ambient-enterprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.