

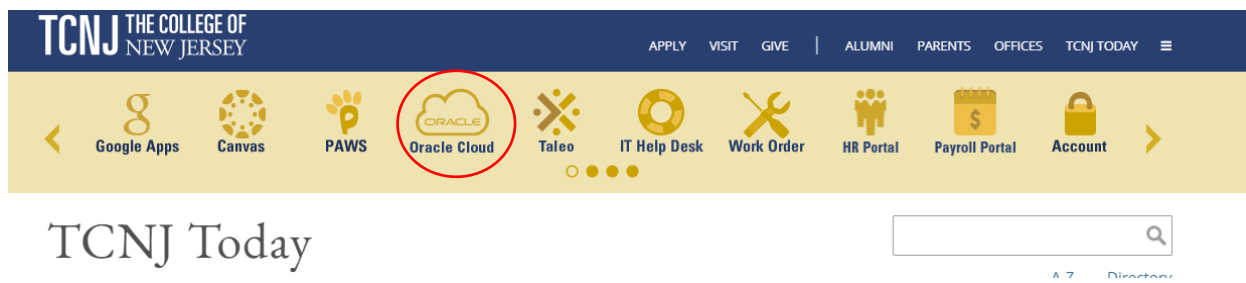
Oracle HCM Cloud – Compensation Self-Service Guide

You are able to locate your salary range, step and anniversary date (displayed as seniority date) via Oracle Cloud! Follow the step-by-step instructions below to access this information.

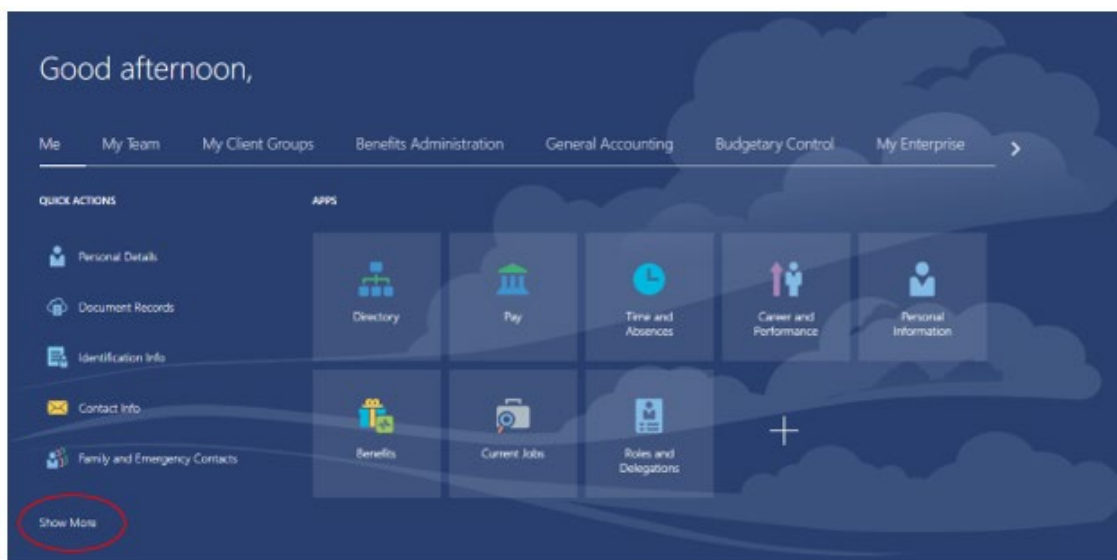
Viewing your current step of your salary range:

Your salary range and step can be found in Oracle Cloud by clicking on the "Me" tab once you are logged into Oracle Cloud, which you can access through single sign on (SSO) via the TCNJ Today portal.

[Click here to access TCNJ Today!](#)



Once logged into Oracle Cloud, click on the "Me" tab, then the "Show More" button on the left of the page, and then locating the "Employment Info" tab.



Good morning,

Me My Team My Client Groups Benefits Administration General Accounting Budgetary Control My Enterprise >

← Show Less

Personal Info

- Change Photo
- Contact Info
- Document Records
- Family and Emergency Contacts
- Identification Info
- My Organization Chart
- My Public Info
- Personal Details

Employment

- Additional Assignment Info
- Employment Info**
- Resignation

Pay

- Investment Declaration
- Investment Proof Submission
- My Payslips
- Payment Methods
- Previous Employment Information
- Tax Withholding
- Third-Party Payroll Documents
- Voluntary Provident Fund

Time

- Time Card - Current Period
- Time Card - Previous Periods


Employment Info

Business Title
Test employee title

Assignment

Legal Employer The College of New Jersey	Department Test department
Business Unit TCNJ	Grade CWA 12 Month Grade 24
Job PSS2A BusFinOperOcc	Step Step 1
Business Title Test employee title	Location Roscoe Hall
	Person Number

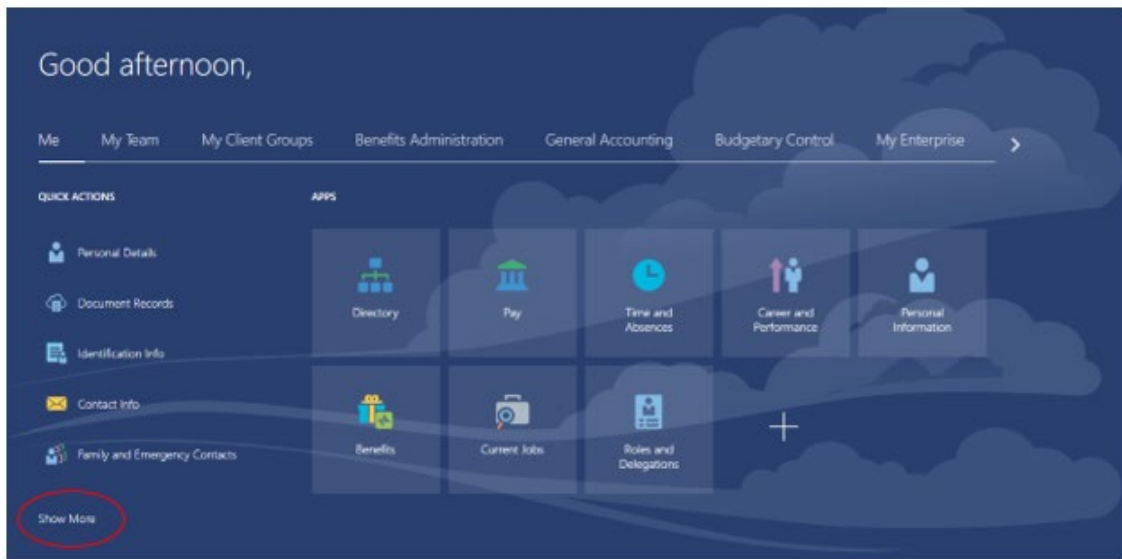
Managers

 **Manager name** Line manager

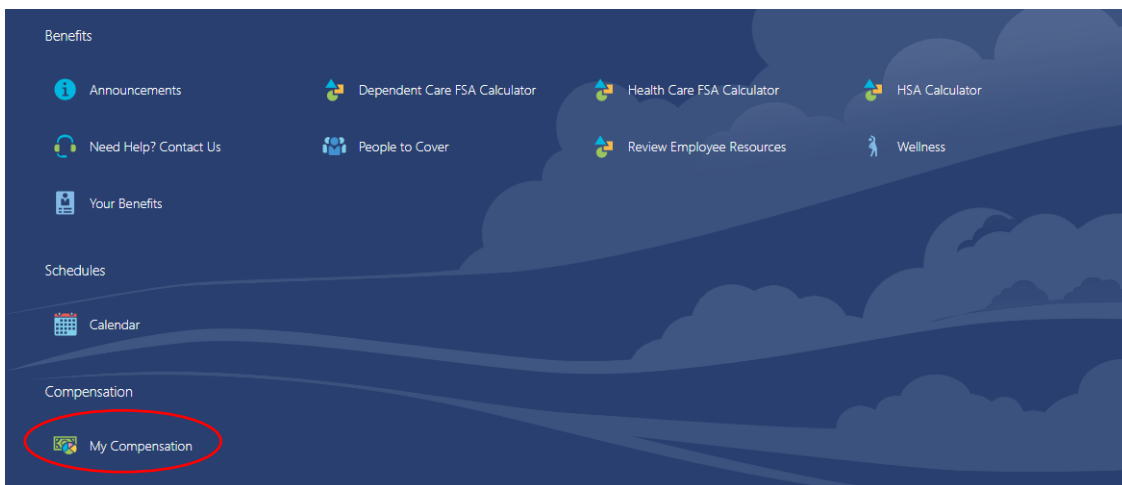
On the Employment Info page, you will see your salary range listed as "Grade" along with the Step.

Viewing your current salary:

To view your current salary in Oracle Cloud, on the “Me” tab, click the “Show More” button.



Scroll down to the “Compensation” section and click on “My Compensation”.



Compensation
Employee Name

Current Salary

Salary

\$123,456.00 USD Biweekly

Start Date
07/31/2023

Annual Salary

\$4,748.30 USD (FTE 1)

Legal Employer
The College of New Jersey

Additional Compensation

Personal Contribution

Compensation Change Statements

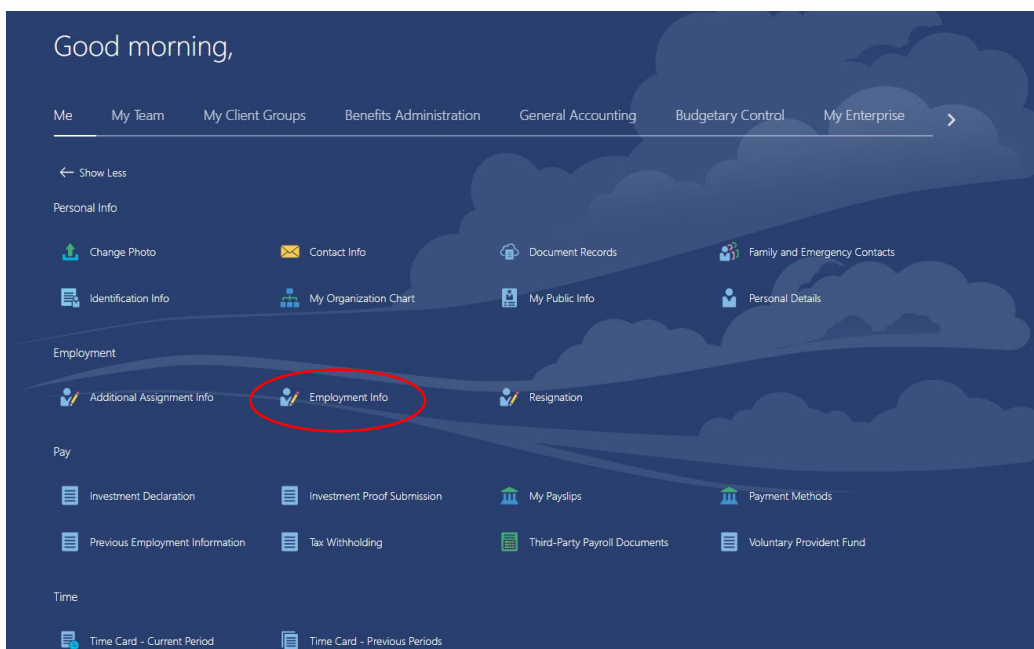
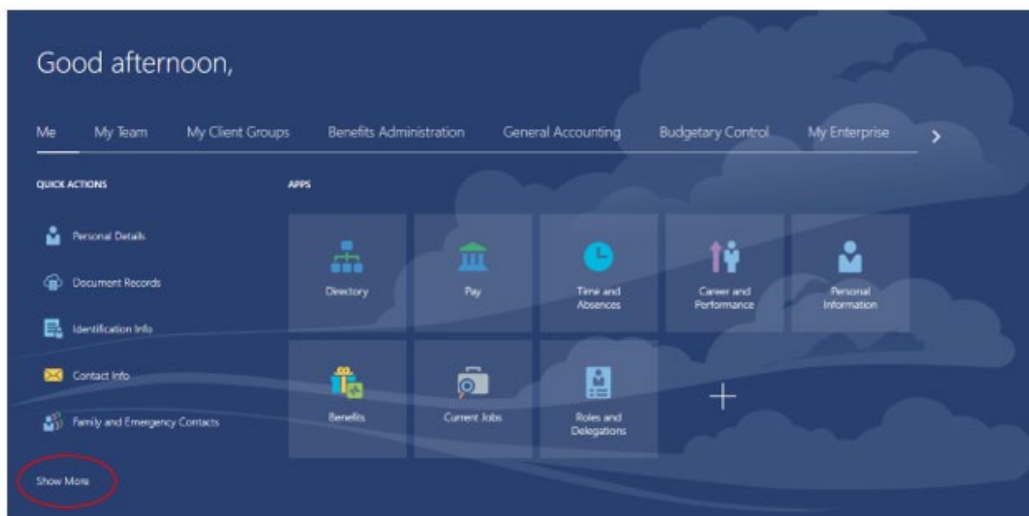
On the Compensation page, the “Salary” field will display your annual salary. The “Annual Salary” field will display the amount of your pay according to your pay frequency. For example, 12-month biweekly would be 26 pay periods.

Viewing your Anniversary Date:

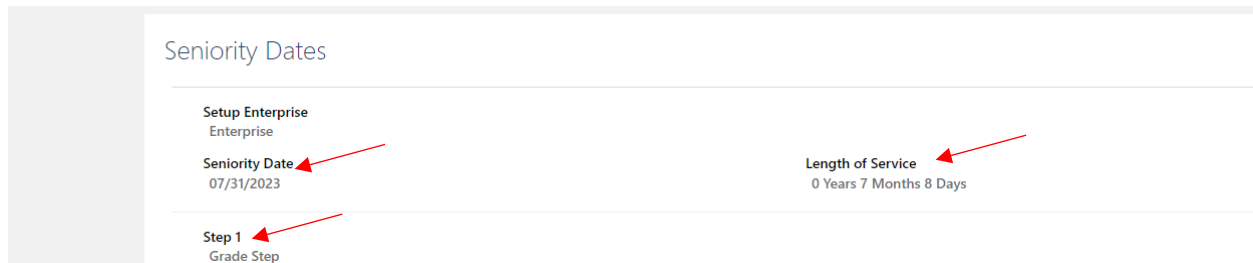
Please note that your anniversary date is displayed in Oracle Cloud as “Seniority Date” and is in mm/dd/yy format. Oracle Cloud is currently not capable of displaying the exact anniversary date.

You are however, able to view your “seniority date”, which will display how long you have been in a particular salary range and step.

To view your seniority date, click on the “Me” tab, and then the "Show More" button on the left of the page, and then locating the "Employment Info" tab.



On the “Employment Info” page, scroll down to the “Seniority Dates” Field.



Seniority Dates	
Setup Enterprise Enterprise	
Seniority Date 07/31/2023	Length of Service 0 Years 7 Months 8 Days
Step 1 Grade Step	

In the example above, the employee was hired on 7/31/2023, which was pay period 17 of 2023. The “length of service” field is calculating the amount of time that has passed from that date. A typical anniversary date for salary steps 1-7 for classified (CWA, IFPTE, PBA, NJSOA, NJLESA) and AFT aligned employees is one year, or 26 pay periods. Therefore, the anniversary date in this example would be pay period 17 of 2024.

For an accurate anniversary date in pay period/year format, we encourage you to reach out to Human Resources by opening a ticket via the [HR Portal](#) so a Classification & Compensation team member can assist you!