

Sent: Thursday May 11, 2023 1:40 PM

To: All Employees

From: HRM@csudh.edu



How to View Your Compensation History

We are pleased to announce a new feature available through the Self-Service Portal which allows you to view your compensation history for any active positions on our campus.

To view your compensation history:

- Login to the [MyCSUDH Portal](#)
- In the Authentication page, enter your campus username and password
- Click on Compensation History to gain access to your compensation history.
- Click on the link for the Job Title of the position that you want to view if you have multiple active positions.
- Use the scroll bar, if needed, to scroll through the Salary History. See the attached Quick Reference Guide, Appendix A for a list of descriptions.
- Click on the Return to Select Job Title list and select a different position in your compensation history, if applicable.

Other Self-Service Options for Employees

Through the Self-Service Portal, you will be able to:

- Maintain your personal information, such as; addresses, phone numbers, email addresses, and emergency contact information.
- Review your current benefit elections.
- View your pay checks.

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Why is updating my emergency contact information so important? It is helpful if you provide the University with the name of at least one individual to contact in the event of an emergency.

For more information on how to update your personal information, please see the [Self-Service for Employees Quick Reference Guide](#).

Questions on this topic?

Contact **[Human Resources Management](#)**

1000 E. Victoria Street, WH 340

Carson, California 90747

hrm@csudh.edu | (310) 243-3771

csudh.edu/hr

EMPLOYEE COMPENSATION HISTORY

Through the Self-Service portal, you will be able to view your compensation history online for active positions. The Employee Compensation History page is intended to provide you with an “action/reason” for a change in your employment.

EMPLOYEE COMPENSTATION HISTORY

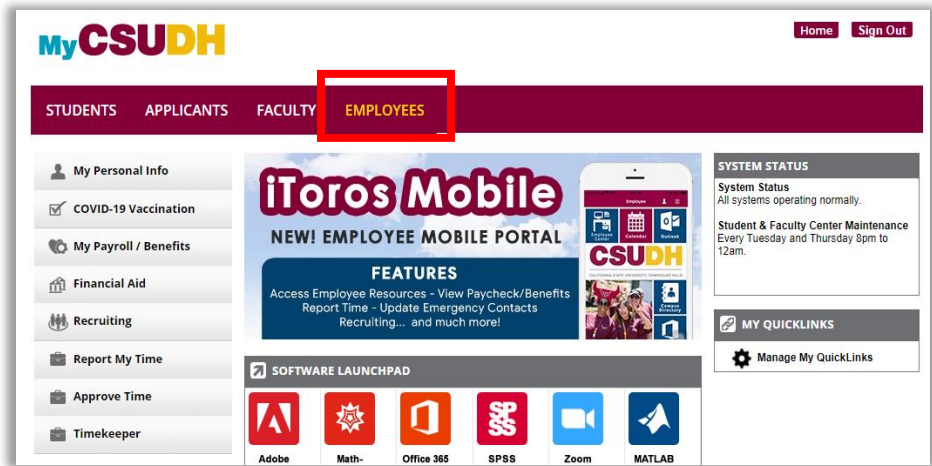
1. Login to the [MyCSUDH Portal](#), click **Sign-In**.

The screenshot shows the MyCSUDH portal homepage. At the top left, the 'MyCSUDH' logo is displayed. Below it, a 'Sign In' button is highlighted with a red rectangular box. To the right of the sign-in button, there are links for 'Forgot Password' and 'Forgot Username'. The main content area is divided into several sections: 'HELPFUL GUEST LINKS' with links like 'Newly Admitted Students' and 'Activate Account / New User'; 'SERVICE NOW (HELPDESK)' with links like 'Open a Support Ticket' and 'System Status'; 'COVID-19 RESPONSE UPDATES' with a link to 'csudh.edu/together'; 'CAMPUS ANNOUNCEMENTS' with information about disabled accounts and remaining active; 'SYSTEM STATUS' indicating all systems are operating normally; and 'QUICK LINKS' with links like 'Class Search - No Login Req' and 'Class Schedules'.

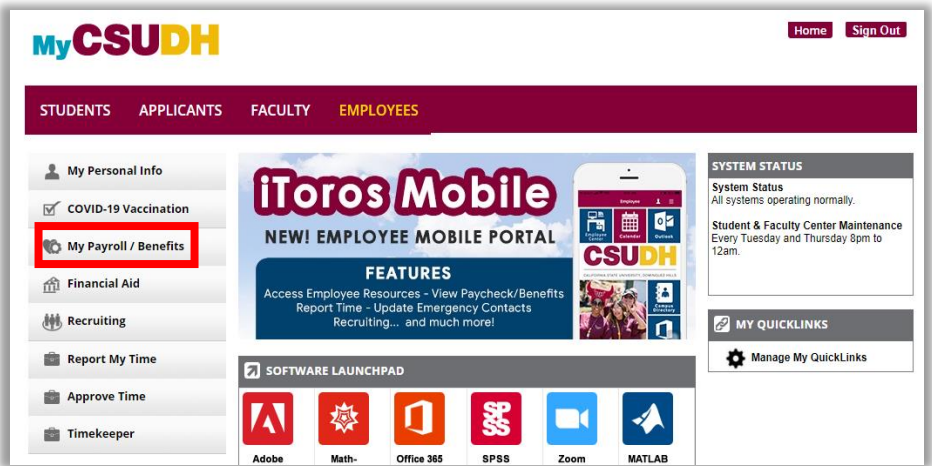
2. In the Authentication page, enter your campus username and password. Click **Sign in**.

The screenshot shows the CSUDH Authentication Service page. It has a clean, white background with a dark blue header that says 'CSUDH Authentication Service'. Below the header, there are two input fields: 'Username' and 'Password'. Below these fields is a dark blue button with the text 'Sign in' in white. At the bottom of the page, there are two links: 'Forgot username?' and 'Forgot password?'.

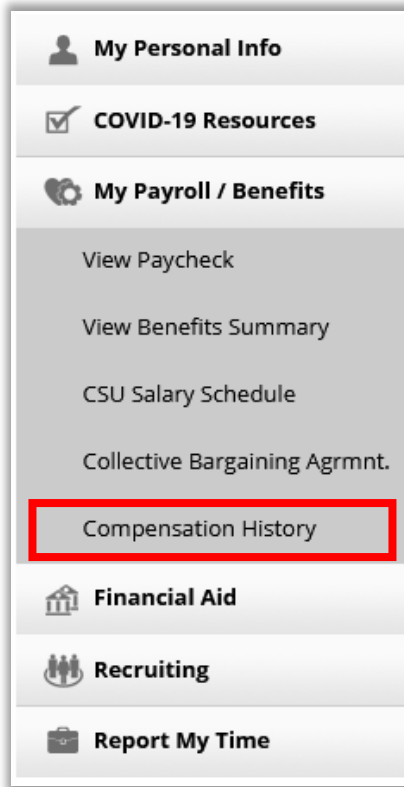
3. In the top menu bar, click on the **Employees** tab.



4. In the left navigation, select the **My Payroll / Benefits** link.



5. Click on **Compensation History** to gain access to your compensation history.



6. Click on the link for the **Job Title** of the position that you want to view if you have multiple active positions.



7. Use the scroll bar, if needed, to scroll through the **Salary History**.

See Appendix A for the list of “Action/Reason”.

ORACLE

The Compensation History page displays changes made to your compensation after July 1, 2001(system conversion date). For questions, contact Payroll Services at (310) 243-3769

From: 07/01/2001 To: 04/06/2023 [View Another Date Range](#)

Employee Job Information

Empl ID: [REDACTED] Empl Rcd#: 0
 Department: PUBLIC ADMINISTRATION
 Job Title: Instr Fac AY
 Payroll Status: Active

Salary History

Effective Date	Action	Reason	Full-Time Rate		Actual Monthly Salary		FTE
08/22/2022	Pay Rt Chg	Memorandum of Understanding	10,883.00	USD	4,353.20	USD	0.400000
07/01/2022	Pay Rt Chg	General Salary Increase	10,602.00	USD	4,240.80	USD	0.400000
07/01/2021	Pay Rt Chg	General Salary Increase	10,293.00	USD	4,117.20	USD	0.400000
08/19/2019	Promotion	Promotion	9,897.00	USD	3,958.80	USD	0.400000
07/01/2016	Pay Rt Chg	General Salary Increase 2	8,270.00	USD	4,135.00	USD	0.500000
01/15/2015	Paid LOA	Sabbatical - 1 Qtr/Sem - Full	7,133.00	USD	3,566.50	USD	0.500000
01/15/2015	Data Chg	Correction	7,722.00	USD	7,722.00	USD	1.000000
01/15/2015	Pay Rt Chg	Time Base Change	7,133.00	USD	7,133.00	USD	1.000000
08/18/2014	Pay Rt Chg	Equity Adjustment	7,722.00	USD	3,861.00	USD	0.500000

[Return to Select Job Title](#)

8. Click on the **Return to Select Job Title** link to go back to the **Select Job Title** list and select a different position in your compensation history, if applicable.

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[Return to Select Job Title](#)

Appendix A –Action/Reason

Action	Code	Reason	Use for
Data Change	APR	Temp to Prob/Perm Appt	Assign temporary employee to new prob/perm appointment
Data Change	APT	New Temp Appointment	Assign any employee to new temporary appointment or reappoint an active employee to a successive temporary appointment
Data Change	COR	Correction	Correct erroneous data on a previous eFAST/eHIRE
Data Change	EDU	Education/Degree Update	Indicate an update to Education/Degree data
Data Change	EPD	Probation Adjustment	Used to adjust probationary codes and probation end date
Data Change	EXT	Extend Temporary Assignment	Extend temporary promotion/reassignment/reclassification
Data Change	LIC	License/Certification Update	Indicate an update to License/Certification data
Data Change	LOA	Extend Leave of Absence	Extend leave of absence
Data Change	PRM	Temporary Assignment to Perm	Temp Assignment to Permanent Assignment
Data Change	STY	Faculty Serving Terminal Year	Faculty member serving terminal year
Demotion	DIS	Disciplinary Action	Demotion action, disciplinary reasons
Demotion	LIU	In Lieu of Layoff - EE Request	Demotion action in lieu of layoff, including employee elected
Demotion	VOL	Voluntary	Demotion action, voluntary reasons
Hire	APT	Appointment	Hire for initial CSU appointment
Hire	CON	Concurrent Job	Hire into concurrent appointment(s)
Hire	PRI	Appt Former Employee Prior PS	Rehire a former employee who was not converted into PeopleSoft
Job Reclassification	ICP	In-Class Progression	In-class progression
Job Reclassification	JCC	Job Code Change	Process employee-level job reclassification or update job code data
Leave of Absence	FML	FMLA/CFRA	Place employee on unpaid leave under CFRA/FMLA eligibility
Leave of Absence	MIL	Military Service	Place employee on unpaid military leave
Leave of Absence	PER	Personal	Place employee on unpaid personal leave
Leave of Absence	PRO	Professional	Place employee on unpaid leave for professional purposes
Paid Leave of Absence	DFA	Difference in Pay - AY	Place faculty on DIP leave for academic year
Paid Leave of Absence	DFM	Difference in Pay - 12 Mo/Less	Place faculty on DIP leave for 12 months or less
Paid Leave of Absence	DFS	Diff in Pay - 1 Qtr/Sem	Place faculty on DIP leave for one quarter/semester
Paid Leave of Absence	RES	Fac Research/Creative Activity	Place faculty on paid leave for research or creative activities
Paid Leave of Absence	SBA	Sabbatical - AY - 1/2 Pay	Place faculty on sabbatical leave for academic year at half pay
Paid Leave of Absence	SBS	Sabbatical - 1 Qtr/Sem - Full	Place faculty on sabbatical leave for one quarter/semester at full pay
Pay Rate Change	PLF	Partial Leave - Professional	Place employee on partial leave for professional reasons

Action	Code	Reason	Use for
Pay Rate Change	PLM	Partial Leave - Family Medical	Place employee on partial leave for medical reasons
Pay Rate Change	PLP	Partial Leave - Personal	Place employee on partial leave for personal reasons
Pay Rate Change	RPL	Return from Partial Leave	Return employee from partial leave
Pay Rate Change	TBC	Time Base Change	Update time base (FTE and/or Standard Hours)
Pos	TTL	Title Change/Update	Changing or Updating a Working Title
Pos	TTL	Title Change/Update	Changing or Updating a Working Title
POS	UPD	Position Data Update	Updating data contained in the Position number (Position Management)
Position Change	ICP	In Class Progression	Position level in-class progression (change salary grade within job code)
Position Change	JRC	Job Reclassification	Position level job reclassifications (update position and incumbents?)
Position Change	REO	Reorganization	Position level reorganization (moving employee check & budgeting only)
Position Change	TJR	Temporary Job Reclassification	Position level temporary job reclassification
Promotion	PRO	Promotion	Denote a promoted employee
Recall from Susp/Layoff	SUS	Reinstate from Suspension	Reinstate employee subsequent to suspension
Rehire	MAN	Mandatory Reinstatement	Mandatory reinstatement by order of appropriate authority
Rehire	RDR	Reinstate from disability retirement	Reinstate from disability retirement
Rehire	REH	Rehire	Rehire separated employee
Rehire	REL	Reemployment from Layoff	Reemployment of employee subsequent to layoff
Retirement	SRT	Service Retirement	Service Retirement
Return from Leave	LOA	Return from Unpaid LOA	Return employee from an unpaid leave of absence
Return from Leave	PDL	Return from Paid LOA	Return employee from a paid leave of absence
Short Work Break	PDS	Pending NDI/IDL/TD/Disb Ret	Place employee on short work break with pending medical action
Termination	ALS	Separation by Agency/MPP Employee	Separation by agency with administrative leave termination pay
Termination	AWL	Auto Resignation/AWOL	Automatic resignation due to non-reported / unauthorized absence
Termination	CNL	Cancelled Appointment	Cancelled appointment. Used only if no other historical actions are entered subsequent to Hire action
Termination	DEA	Death	Death of employee
Termination	DIS	Dismissal	Terminate employee for disciplinary/performance reasons
Termination	END	End Temporary Appointment	Early End Temporary Appointment
Termination	FNR	Faculty-Contract Not Renewed	Used when a Faculty Members contract is not renewed
Termination	REJ	Rejctd During Prob/Non-Retention	Reject non-academic employee prior to end of probation period
Termination	RSA	Resign - Professional Advncmnt	Voluntary separation due to professional advancement opportunity
Termination	RSD	Resignation - Dissatisfied	Voluntary separation due to dissatisfaction with CSU Policies
Termination	RSJ	Resignation - Better Job	Voluntary separation due to better job opportunity
Termination	RSN	Resignation	Voluntary separation

Action	Code	Reason	Use for
Termination	RSO	Resign - Dissatisf w/Promo Opp	Voluntary separation due to dissatisfaction with promotion opportunities
Termination	RSP	Resignation - Personal Reasons	Voluntary separation due to personal reasons
Termination	RSY	Resignation - Better Pay	Voluntary separation due to better pay opportunity
Transfer	INV	Involuntary Reassignment	Reassign employee involuntarily
Transfer	MED	Medical Reasons	Reassign employee for medical reasons
Transfer	PPO	Pay Plan Chg w/o Fin Settlemnt	Reassign 12/12 to / from AY, 10/12 or 11/12 (no settlement pay)
Transfer	PPW	Pay Plan Chg w/ Fin Settlemnt	Reassign AY to / from 12/12, 10/12 or 11/12 (with final settlement)
Transfer	RPR	Reinstatement - Prob Rejected	Reassignment, rejection during probation, reinstate to former class
Transfer	RTA	Reinstatement - Temp Reassign	Return to prior appointment upon expiration of temporary reassignment
Transfer	RWV	In Lieu - Recall Rights Waived	Reassign employee to avoid layoff with recall rights waived
Transfer	VOL	Voluntary Reassignment	Voluntary reassignment