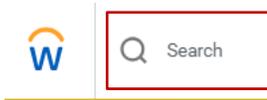


To view a team member's information in Workday, you'll need to navigate to his/her profile and then you can view his/her information.

## LOCATE A TEAM MEMBER'S PROFILE

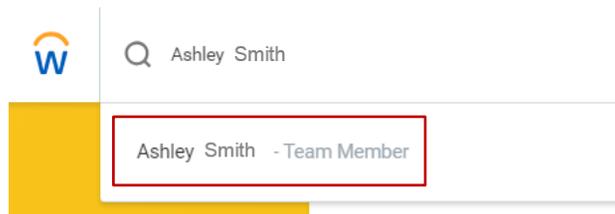
From the Workday homepage:

1. Type in the team member's name in the Search box on the top left.

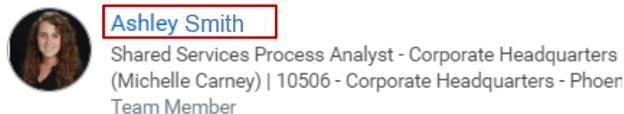


2. When typing in the name, the person should populate just below the search box. Click on his/her name. Alternatively, you can press the enter button on your keyboard to be directed to a list of results, where you can click on the name.

Note: Workday is intuitive and allows you to type in at least two letters of a first and last name (with a space in between) to pull a result. For example, "As Sm" in the search box may result with "Ashley Smith."



OR

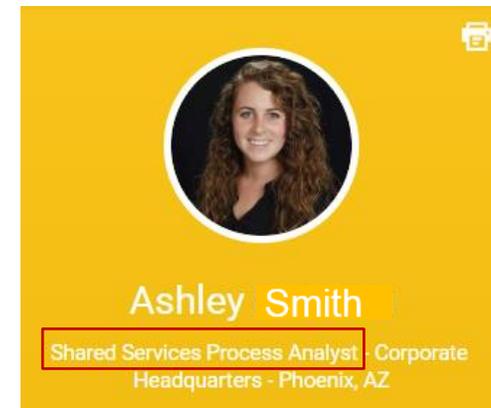


## VIEW JOB TITLE

From a team member's profile page:

1. Job title is located under the profile photo or icon on the top left.

Note: All job titles include the site name and city, state.



## VIEW TEAM MEMBER ID NUMBER

From a team member's profile page:

1. Team Member ID number is located on the top right under **Job Details**.

### Job Details

Team Member ID 23232

## VIEW CONTINUOUS SERVICE DATE

From a team member's profile page:

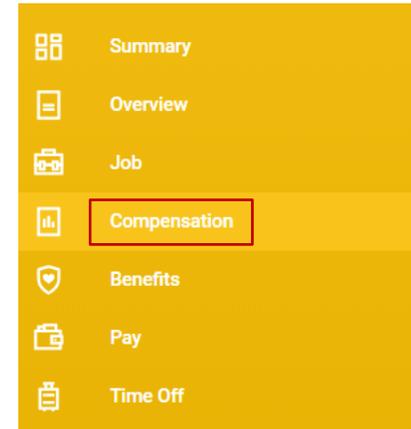
1. Continuous Service Date is located on the right side under **Job Details**.

Job Details	
Team Member ID	23232
Organization	<a href="#">EXOS () &gt;&gt; People</a>
Position	<a href="#">11096 Shared Sen AZ</a>
Business Title	Shared Services Pi
Job Profile	<a href="#">People Operations</a>
Job Family	Corporate Admin >
Team Member Type	<a href="#">Regular</a>
Management Level	Individual Contribu
Time Type	Full time
FTE	100.00%
Location	<a href="#">10506 - Corpor</a>
Hire Date	10/08/2018
Original Hire Date	10/08/2018
<b>Continuous Service Date</b>	<b>10/08/2018</b>

## VIEW CURRENT COMPENSATION

From a team member's profile page:

1. On the left, click on the Compensation tab.



2. Under **Compensation**, view current compensation under **Assignment** (the plan type can be hourly, salary, or unit).

### Compensation

Compensation Package [EXOS Compensation Package](#)  
Grade [1H](#)  
Company [17 - EXOS Human Capital, LLC](#)

Plan Assignments 1 item

Effective Date	Plan Type	Compensation Plan	Assignment
10/08/2018	Hourly	<a href="#">Hourly Plan</a>	<b>30 USD Hourly</b>