

Quick Reference Guide:

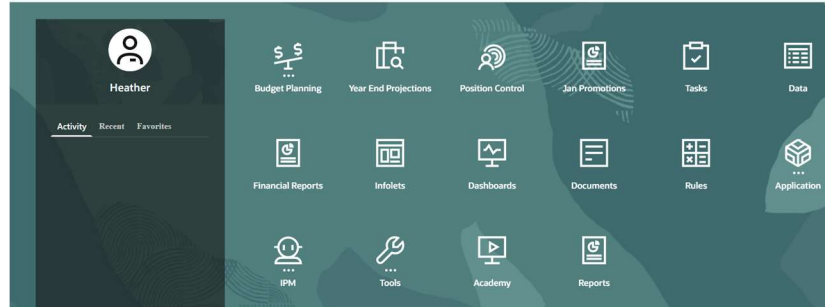
How to Review Employees in EPM

Purpose:

Review employees and salaries in EPM.

Step-by-Step:

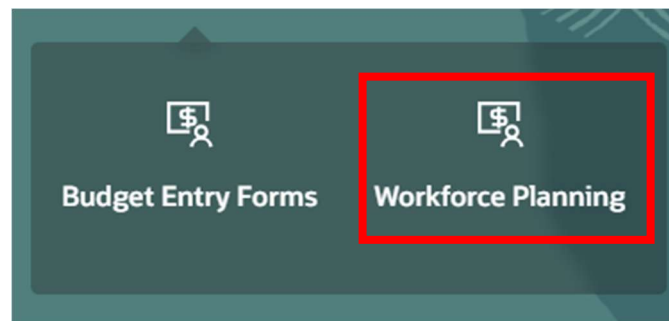
Start on EPM Home Page.



Navigate to Budget Planning.



Navigate to Workforce Planning.



Choose FY 27- Workforce Information.



This is the 3rd icon on the left side of the screen

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How to Review Employees in EPM



To change the Cost Center, click the hyperlink under Cost Center.

CostCenter
[811100-BON TEMP](#)

Click the Arrow next to Cost Center.

▶ Cost Center

Click the box next to the correct Cost Center.

Cost Center

- Training CostCenter
 - [811100-BON TEMP](#)
 - [911100-PURPLE GREEN GOLD](#)

Click Ok.

▼ **OK** Cancel

WFP Salary is the FY 27 Proposed Salary.

WFP Salary	New Pay Rate
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