

**Purpose:**

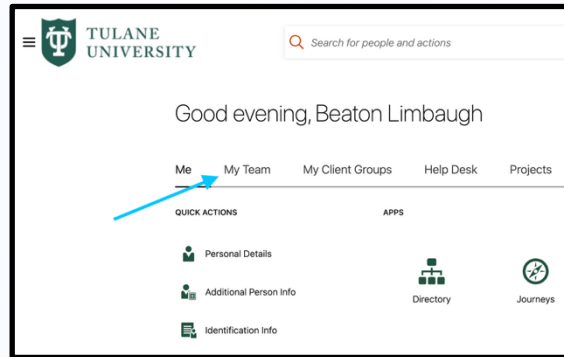
This Quick Reference Guide (QRG) explains how Tulane line managers with **My Team** access in WaveWorks can view their direct reports' compensation details and initiate available compensation actions.

**Definitions**

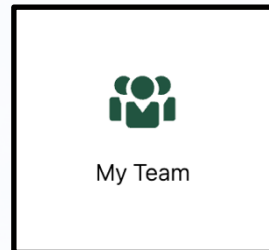
Line Manager	- Any Tulane employee with direct reports; also known as supervisor or manager
My Team	- WaveWorks homepage tab assigned to all line managers to manage direct reports/teams

**Step-by-Step:**

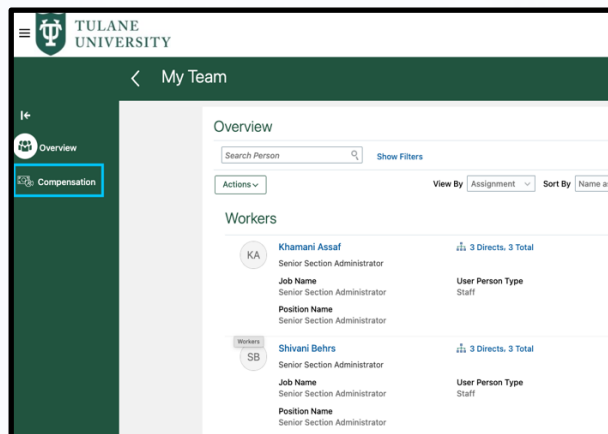
1. From the WaveWorks homepage, select **My Team** tab.



2. Select the **My Team** icon on the My Team page.

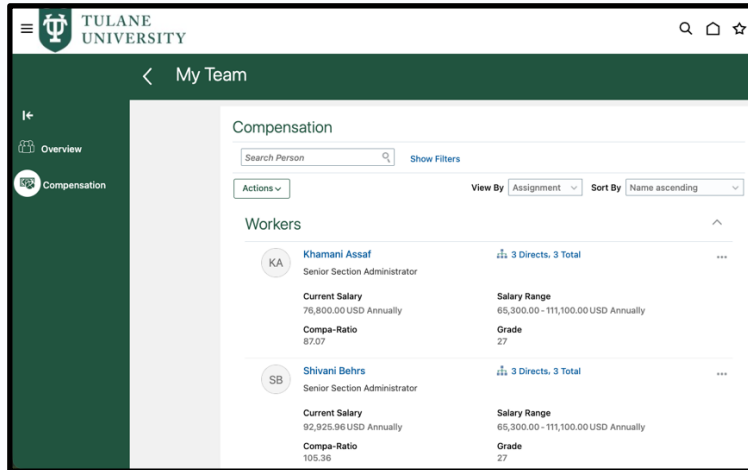


3. Select **Compensation** from the left-hand menu to access team salary information.



# Quick Reference Guide: Absence Management – View Team Compensation

- 4. Team compensation information displays.



- 5. To initiate a compensation action, click on the three dots in the employee's section and select the appropriate action to begin.

