SUPERVISOR GUIDE: HOW TO CHECK STUDENT POSITION NUMBERS, BUDGET, AND COMPENSATION RATES.

This is a short guide on how to check student-employee compensation rates for all of your current student employees.

1. Log in to your My.Butler account and click on PeopleSoft HR/ Payroll under the Employee Tools column:

![My.Butler login interface](image)

By clicking on any link below you agree to the Terms and Conditions of use. If you do not agree to these terms and conditions you should immediately log out of the Butler portal.

2. Click on the Classic Home option:

![My.Butler menu interface](image)
3. Click on Manager Self-Service:

![Manager Self-Service menu](image)

4. Under the Compensation and Stock column, click on View Compensation History:

![View Compensation History](image)

5. You will then be directed to this page:
These are all of the student employees currently with you assigned as their primary supervisor. From this page you can see the student employee's:

- Name
- ID number
- Position Number – 8 digit code attached to each student employee position
- Compensation Rate – hourly pay rate
- Combination Code – budget from which the student is being paid).

To change any of the above item (i.e. Pay rate, budget, or position) please click on the image below to open the Formstack form:

For any questions:
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