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:

Welcome to My.Butler

For information on Employee W-2 forms, visit http://www.butler.edu/connection/2017/12/employee-w-2-forms-for-2017-2/.

If you are being directed to an Oracle High page, please clear your web browser cache. For instructions, go to google.com, type the name of your web browser followed by "clear browser cache." Hit Enter and follow the instructions provided. Then try accessing mybutler.edu again.

By clicking any link before you agree to the Terms and Conditions of use, you discontinue all access to the Butler portal.

- Academic Tools
  - PeopleSoft Campus Solutions
  - This set of tools provides access based on your own permissions, to the student information system. Click on one of the icons below to go directly to a specific PeopleSoft interior page.

- Employee Tools
  - PeopleSoft HR / Payroll
  - This set of tools provides access to the PeopleSoft Human Resources and Payroll tools needed by employees of the University. Click on one of the icons below to go directly to a specific PeopleSoft interior page.

- Financial Tools
  - PeopleSoft Financials
  - For those who work in the University's financial system, this set of tools facilitates vouchers, regulations and more. Click on one of the icons below to go directly to a specific PeopleSoft interior page.

- Quick Links
  - Popular Butler Sites
  - These quick links will help you easily navigate to popular Butler websites, systems, and informational pages. Most often visited are provided below for easy access.

2. Click on the Classic Home option:
3. Click on Manager Self-Service:

![Manager Self-Service Menu](image)

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

![Compensation and Stock Menu](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:

![Butler University Form](image-url)