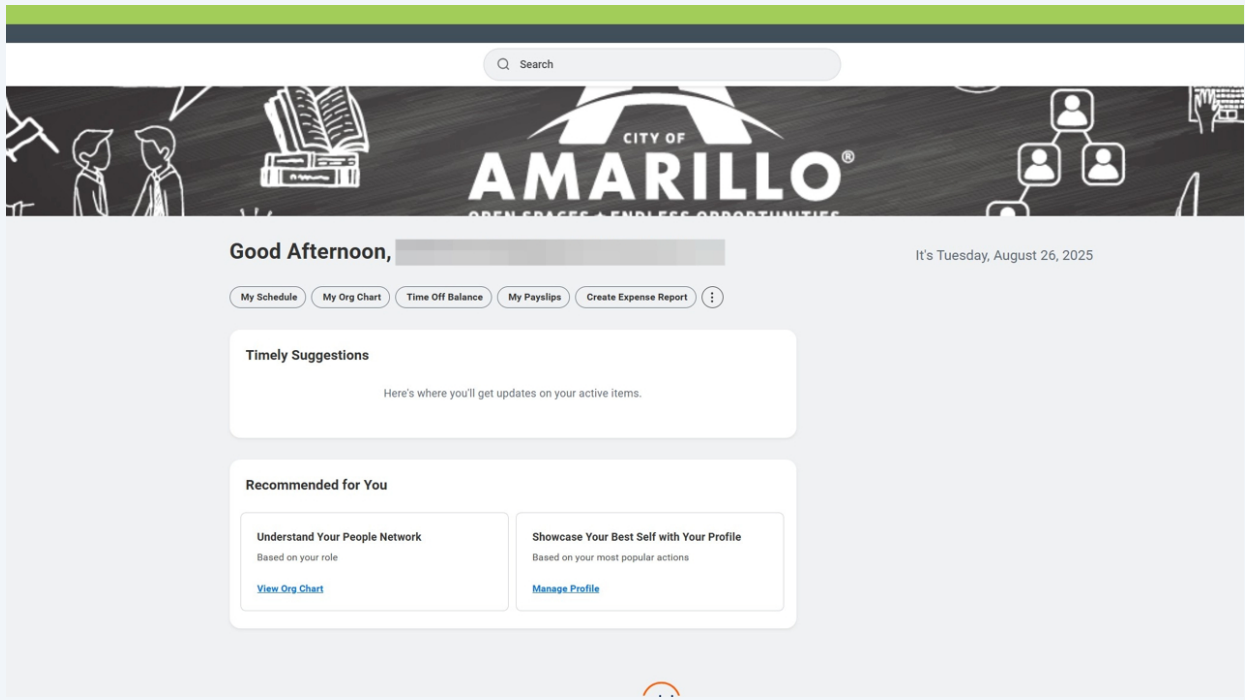
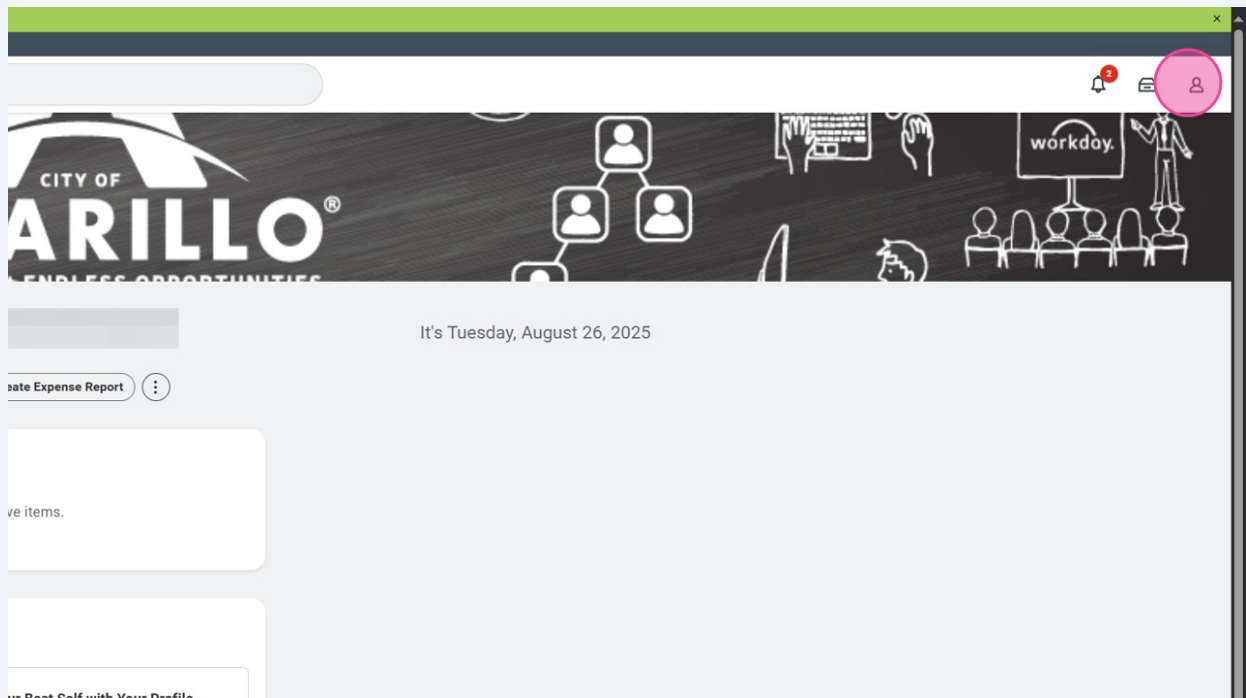


How to View Your Current Clothing, Longevity, and Holiday Elections in Workday.

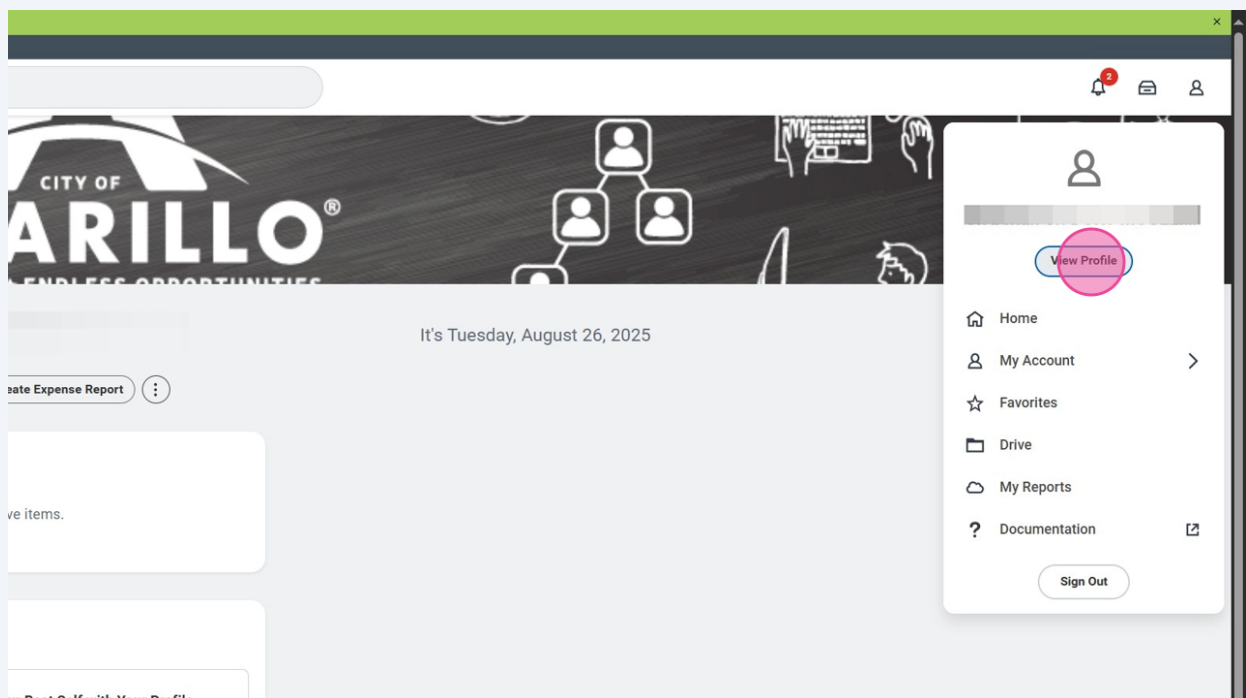
1 Navigate to your homepage in Workday.



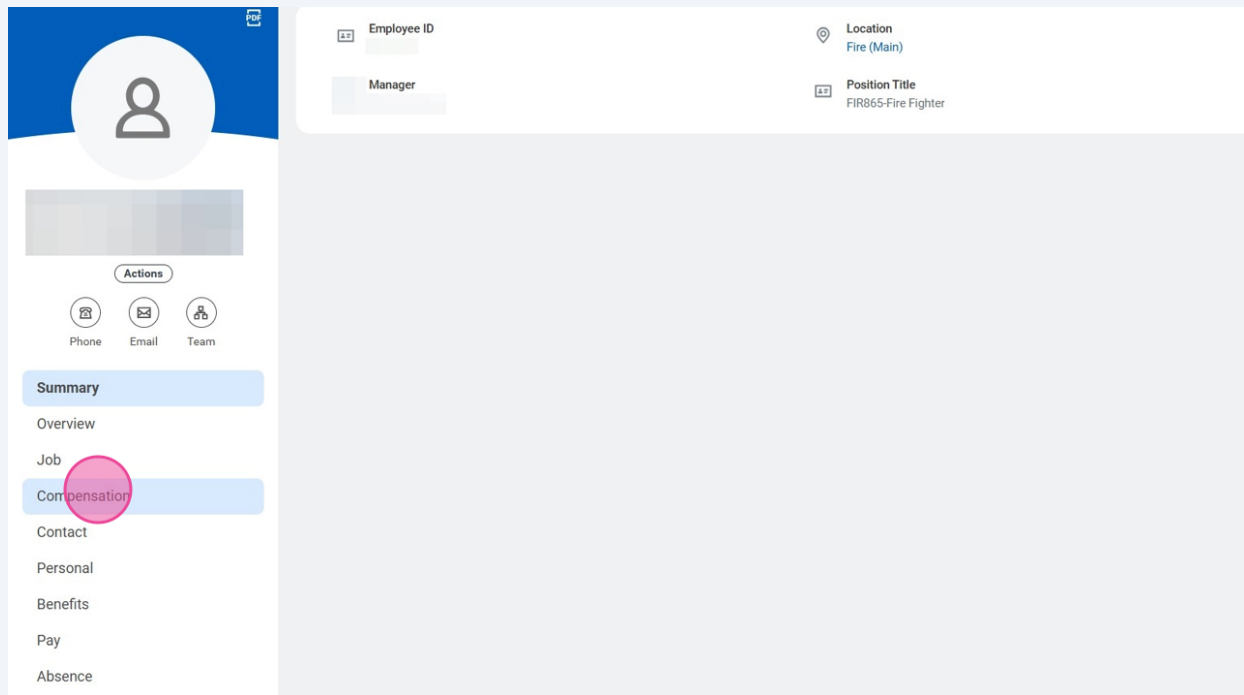
2 Click this icon in the top right-hand corner.



3 Click "View Profile"



4 Click "Compensation"



Employee ID

Manager

Location
Fire (Main)

Position Title
FIR865-Fire Fighter

Actions

Phone Email Team

Summary

Overview

Job

Compensation

Contact

Personal

Benefits

Pay

Absence

5 Listed under 'Plan Assignments' you can see your current allowance plans including Clothing and Longevity pay assignments. In this case, you can see that Lump Sum has been assigned for both allowance plans. For Biweekly assignments, the respective allowance plan will be labelled 'Biweekly'.

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency
		USD

Compensation

Compensation Package City of Amarillo Compensation Package

Compensation Grade

Compensation Grade Profile

Step

Company City of Amarillo

Plan Assignments 4 items

Effective Date	Plan Type	Compensation Plan
10/01/2024	Hourly	Hourly Plan
08/15/1996	Allowance	Advanced Certificate (1050/1000)
08/15/1996	Allowance	Clothing - Lump Sum
08/15/1996	Allowance	Longevity - Lump Sum

6 To view current Holiday elections, click "Overview"

The screenshot shows the Amarillo HR system interface. The left sidebar contains a menu with 'Overview' highlighted. The main content area displays the 'Compensation' section, which includes a table of compensation details and a list of plan assignments.

Compensation

Compensation Package: City of Amarillo Compensation Package

Compensation Grade: [Redacted]

Compensation Grade Profile: [Redacted]

Step: [Redacted]

Company: City of Amarillo

Plan Assignments: 4 Items

Effective Date	Plan Type	Compensation Plan
10/01/2024	Hourly	Hourly Plan
08/15/1996	Allowance	Advanced Certificate (1050/1000)
08/15/1996	Allowance	Clothing - Lump Sum

7 Listed beside 'Work Shift' you can see your current work shift and Holiday assignment. In this case, you can see that the employee has a Paid Holiday assignment, 'PdHol'. For Accrued Holiday, the respective work shift will be labelled 'AccHol'.

The screenshot shows the Amarillo HR system interface. The left sidebar contains a menu with 'Overview' highlighted. The main content area displays the 'Job Details' section, which includes a list of job details and a table of job details.

Job Details

Employee ID: [Redacted]

Supervisory Organization: [Redacted]

Position: FIR865-Fire Fighter

Business Title: FIR865-Fire Fighter

Job Profile: FIR865-Fire Fighter

Employee Type: Regular

Management Level: Individual Contributor

Time Type: Full time

FTE: 100.00%

Location: Fire (Main)

Work Shift: FIRE 12HR PFS PdHol (United States of America)

Hire Date: 08/15/1996

Original Hire Date: 08/15/1996

Continuous Service Date: 08/15/1996

Length of Service: [Redacted]