

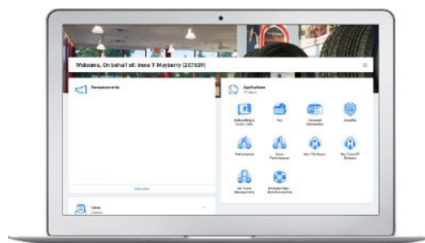
## Making Compensation Decisions

Ensuring **Competitive** and **Equitable** Pay for your Employees

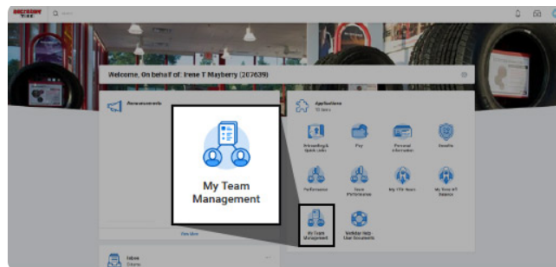
**Using What You Learn.** Once you complete the HR-Compensation Basics course, the next step will be to review your current employee salaries and compa-ratios. This guide will be used to help you in that process.

### □ Run Workday Reports | **Compa-Ratios** and **Salary Ranges** for Employees

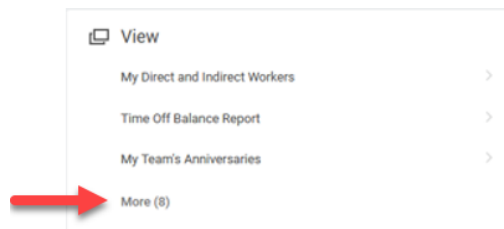
**Step 1:**  
**Log into Workday**



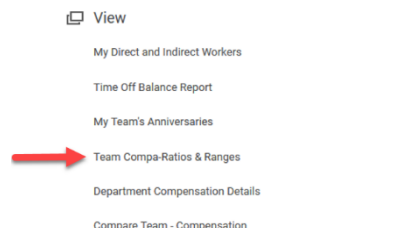
**Step 2:**  
**Click My Team Management**



**Step 3:**  
**Under "View," click More to view full list of reports**



**Step 4:**  
**Select Team Compa-Ratios & Ranges**



☐ **Review Employee Salaries** | *You have the **report**. It's time to **Use** it.*

The compa-ratios and salary ranges for your employees can be printed as a PDF and/or downloaded to Excel. Take the time to review your employee salaries and consider the following.

Consideration	Answer	Next Steps (annual review, contact HR-Compensation Team, update job descriptions, etc.)
Are the job descriptions for your employees up-to-date and accurate?		
How long as each employee been on the job?		
What is the annual salary of the employees who are in the same job?		
How is each employee's performance in their job?		
Are there upcoming annual salary increases that will push the employee to an appropriate location in the salary range based on their individual performance?		

☐ **Reach Out** | *The **HR-Compensation Team** is here for you.*

If, during your review, you find that any employee salary is not internally equitable or externally competitive, reach out to the HR-Compensation team for help at: [HR\\_Compensation@DiscountTire.com](mailto:HR_Compensation@DiscountTire.com).