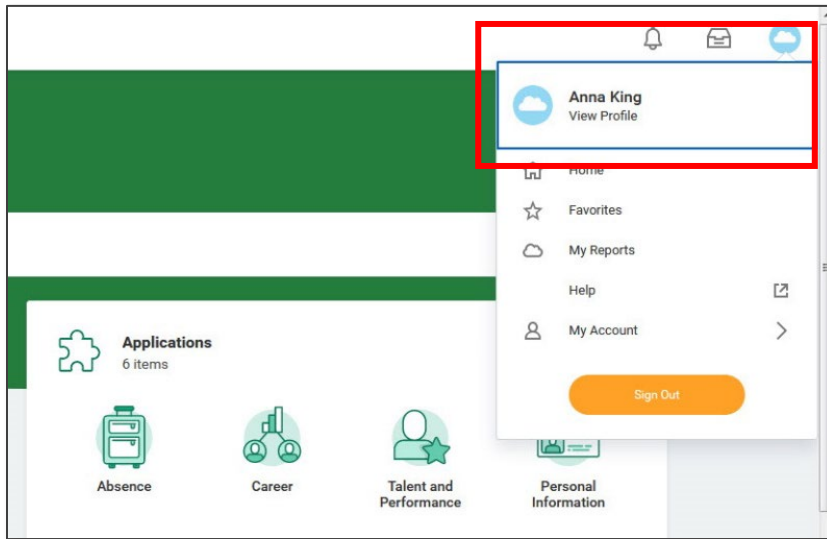


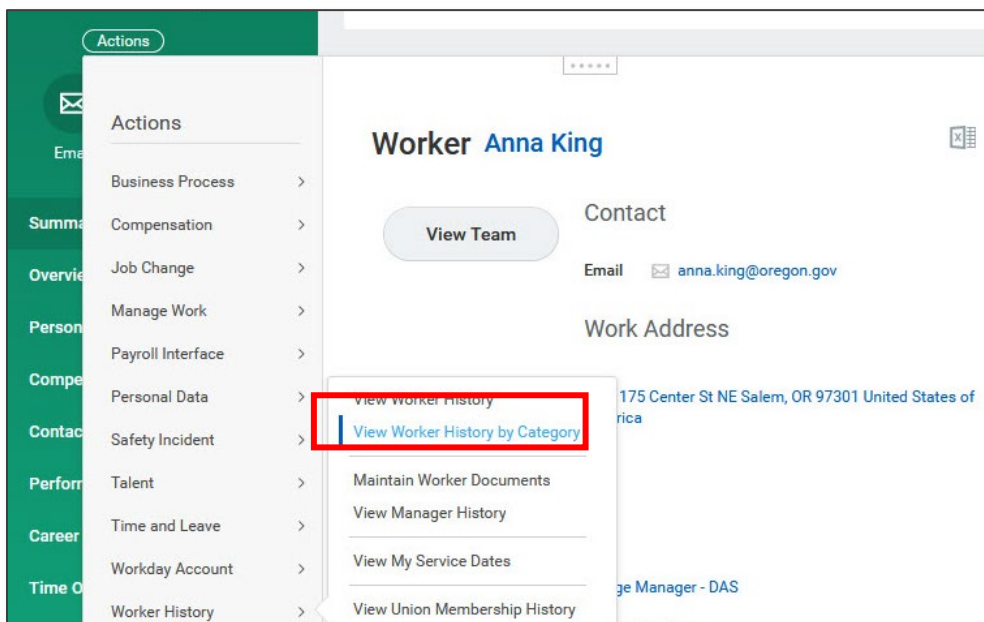
Review history from the previous HR system

This job aid will walk you through the steps to review data from the previous HR system (PPDB) in Workday.

Step 1: From the Home page, click on the cloud icon in the upper right-hand corner. Click “View Profile.”



Step 2: Click “Actions” under the profile owner’s name and title on the left-and side of the screen. Hover your cursor over “Worker History,” and click “View Worker History by Category.”



Step 3: Click the “Staffing & Compensation from Prior System.” Explore both “Job and Position History from Previous System” and “Compensation History from Previous System!”

View Worker History by Category
 Anna King Actions

View Worker History


Staffing Personal Data Career and Talent **Staffing & Compensation from Prior System**

Job and Position History from Previous System 3 items

Business Process	Worker History Name	Action Date	Reason	Description
Job History Entry: Anna King - King, Anna C on 04/09/2018	King, Anna C	04/09/2018	Other Job Changes	"10700","2017-08-08","L","001274580",4580.00,"CU","C0864",,"","A",E...more
Job History Entry: Anna King - King, Anna C on 08/08/2017	King, Anna C	08/08/2017	Other Job Changes	"10700","2017-08-08","D","L","001129860",4580.00,"CU","C0864",,"","A",E...more
Job History Entry: Anna King - King, Anna C on 08/08/2016	King, Anna C	08/08/2016	X Repr Appointment (Temporary)	"10700","2016-08-08","T","T","T01163571",4256.00,"XA","T0001",,"","N",Y...more

Compensation History from Previous System 5 items

Business Process	Worker History Name	Action Date	Reason	Amount	Currency	Frequency	Amount Change	Description
Compensation History Entry: Anna King - King, Anna C on 08/08/2018	King, Anna C	08/08/2018	Base Pay Change - Merit Increase Annual		USD	Monthly	0.00	"10700","2017-08-08","L","001274580",4851.00,"C...more
Compensation History Entry: Anna King - King, Anna C on 06/15/2018	King, Anna C	06/15/2018	Salary Adjustment - Bargained, Legis and/or Settlements		USD	Monthly	0.00	"10700","2017-08-08","L","001274580",4626.00,"C...more
Compensation History Entry: Anna King - King, Anna C on 08/08/2017	King, Anna C	08/08/2017	Other Compensation Changes		USD	Monthly	0.00	"10700","2017-08-08","D","L...more



Caution: If a retroactive action was keyed during the transaction from PPDB to Workday, see the 1/1/2019 record for the worker. See “[Retroactive changes](#)” QRG for more context and information.