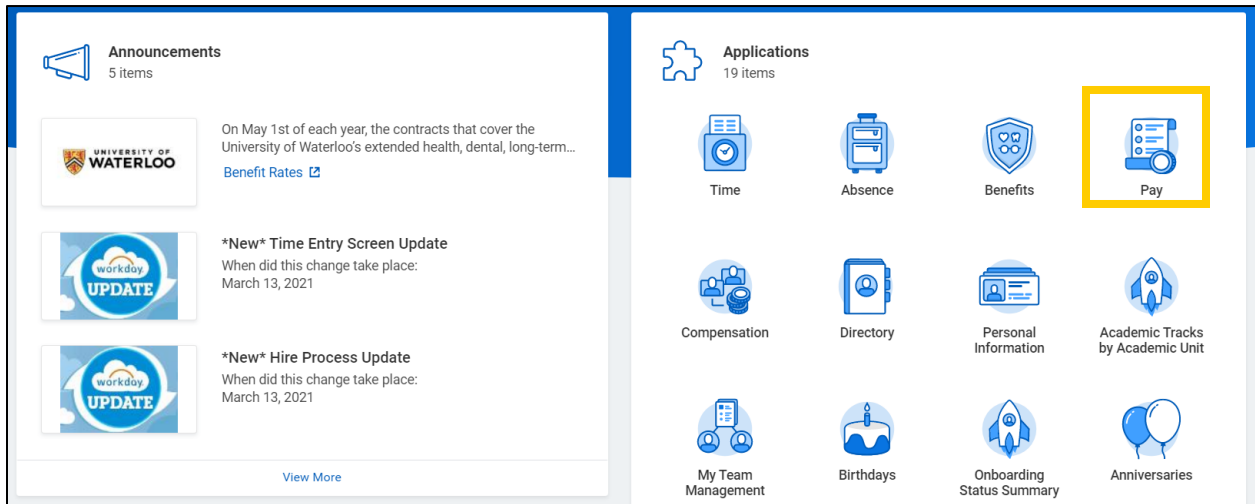


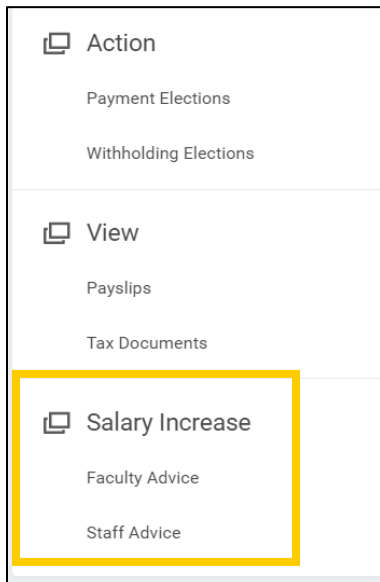
How to view salary advices in Workday:

Step 1: Login in to Workday: <https://wd3.myworkday.com/uwaterloo/d/home.html>

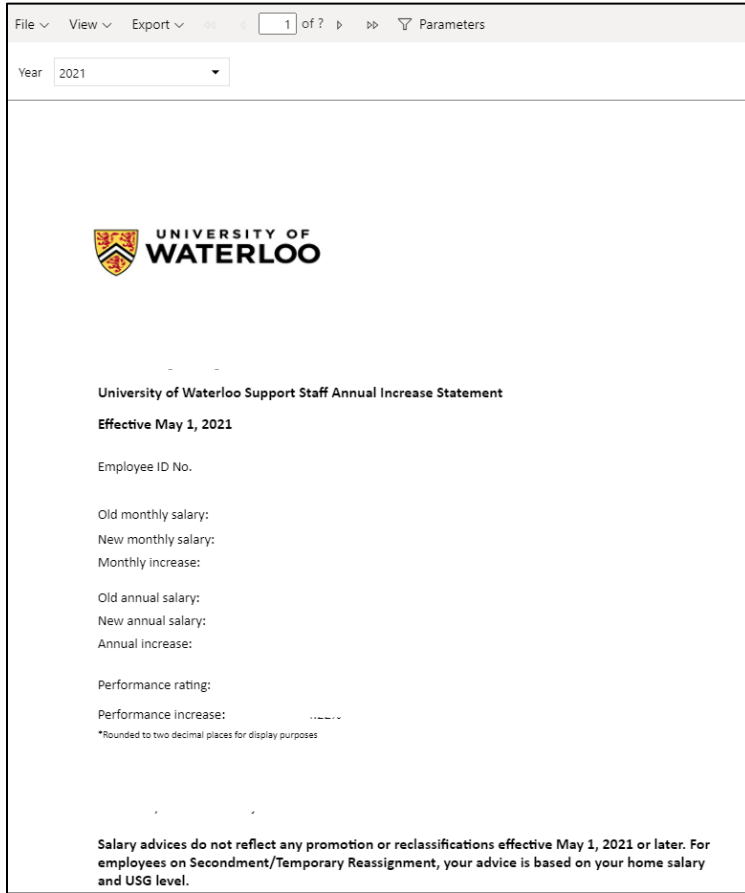
Step 2: From the home page select the “Pay” icon



Step 3: Select “Faculty Advice” or “Staff Advice” from the Salary Increase section-a new tab will open



Step 4: log in using WatIAM user ID and Password to the Power BI HR Data Workspace and your advice will be displayed:



Step 5: select "file" and then "print" to save a pdf copy of your advice:

