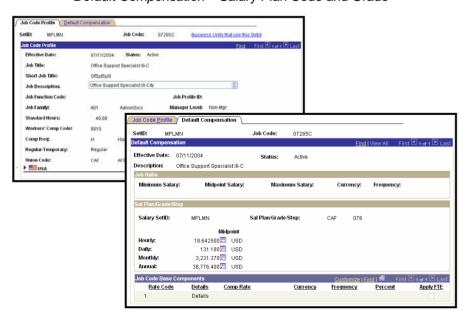# Salary Administration help document

Each Job Code is linked to a Salary Plan and a Salary Grade (or Range) which together define a set of Salary Steps. This structure allows multiple jobs to have the same salary plan, salary grade and steps if they are in the same Union Code and have the same step rates. This job aid provides instructions on how to look up job codes, salary plans, salary grades, steps and compensation.

Salary Plan & Grade

Follow the steps below to look up a Job Code in order to see the Salary Plan and Grade

1 Navigate to Setup **HRMS > Foundation Tables > Job Attributes > Job Code Table**

2 Enter the **Description** (Job Title)

3 Click **Search**

4 The tabs below contain the following valuable information:
  Job Code Profile – Union Code
  Evaluation Criteria - Classification Grade
  Default Compensation – Salary Plan Code and Grade

Steps & Compensation

After finding the Salary Plan and Grade, follow the steps below to find the Salary Steps and Compensation

1 Navigate to **Compensation > Maintain Plans > Define Salary Grades**

2 Enter the Salary Plan and Grade

3 Click **Search**

4 The tabs below contain the following valuable information:
  Salary Grade Table - Salary ranges
  Salary Step Components – Steps and Compensation