



ATLAS Employee Info/ Compensation Statement Quick Reference Guide

Overview

The **Employee Information** module allows you to view your Compensation Statement in ATLAS. Supervisors will have the ability to access their own statement *plus* their staff's (direct and indirect reports) compensation statements.

ATLAS Compensation Statement

From AGI, via the Tools & Resources menu, under Tools, click Abt Talent, Learning, and Support (ATLAS) to get to the ATLAS home page.



- 1 From the **Home** drop-down menu, select **Employee Info**.
- 2 *Supervisors Only:* Click on the drop down menu next to your name and select the employee under **Direct Reports**.
 - o Or type the employee's name in the search box and select their name.
- 3 From the **Public Profile** drop-down menu, select **Compensation Statement**.
- 4 Click on the **Compensation Statement link**. It will open in a new browser tab.