

LAP COMPENSATION INFORMATION

HOW TO ACCESS YOUR COMPENSATION INFORMATION

After logging into Wordbridge, you will see the screen below, then click on the “Accounting” tab.

The screenshot displays the Wordbridge user interface. At the top, a navigation bar contains the following items: **SCHEDULE**, **ACCOUNTING** (highlighted with a blue oval), **TOOLS AND SETTINGS**, a user profile icon, and **LOG OUT**. Below the navigation bar are four icons: **Today**, **Find assignment**, **Desktop view**, and **Mobile view**. Underneath these icons is the text "Scheduling tools".

The main content area features a calendar for September 2024. The date **24 SEP 2024** is highlighted in blue. To the right of the calendar, a red underline is positioned above the text **0 OPEN**. The calendar grid shows days 1 through 30, with the 24th being the current date.

Below the calendar, there are two summary boxes:

- Total assignments: 0**
- Total assignments: 0**

Below these boxes are two rows of data:

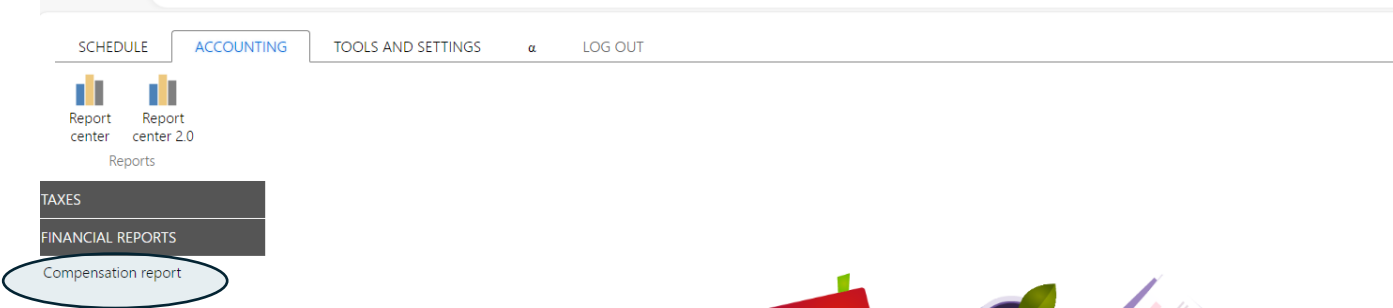
- Open: 0** (highlighted in red)
- Assigned: 0** (highlighted in blue)

At the bottom, there are controls for the calendar view:

- Month: **January** (dropdown menu)
- Year:
- SHOW CALENDAR** (button)

On the right side of the interface, there is a vertical timeline with time slots labeled from **12:00 am** to **4:00 am** in one-hour increments.

Under the Accounting tab, you will see the following screen. Under Financial Reports, click on “Compensation report”.



Accounting section is all about numbers. Use buttons on the top of the screen and menus on the left side to navigate financial and statistical features of ScheduleInterpreter®.

Under Compensation report, you will see the following screen. Here you can select the date range to look up compensation information. Project rolled out June 17th, 2024 so this date will be the oldest “start date” that you can use.

Once date range has been selected, click “show report” to see the report on screen or select “download report” to view a printable version.

The screenshot shows a web application interface with a top navigation bar containing 'SCHEDULE', 'ACCOUNTING', 'TOOLS AND SETTINGS', and 'LOG OUT'. Below this is a 'Reports' section with 'Report center' and 'Report center 2.0'. A sidebar on the left lists 'TAXES' and 'FINANCIAL REPORTS', with 'Compensation report' selected. The main content area is titled 'COMPENSATION REPORT' and has two tabs: 'REPORT' and 'MY SETTINGS'. The 'REPORT' tab contains a date selection form with 'START DATE' and 'END DATE' fields, each with dropdowns for month (Sep), day (24), and year (2024), and a calendar icon. Below the date fields is a radio button group for 'USE DATE RANGE FOR' with 'Assignments' and 'Payments' options. At the bottom are two buttons: 'SHOW REPORT' and 'DOWNLOAD REPORT'. Three light blue ovals highlight the date selection fields, the radio button group, and the action buttons.

You can customize the view of your report using “My settings”. The available fields are shown below and you can check or uncheck any fields that you want or don’t want to see.

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT

Report center Report center 2.0
Reports

TAXES
FINANCIAL REPORTS
Compensation report

COMPENSATION REPORT

REPORT **MY SETTINGS**

SHOW ASSIGNMENT ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHOW PAYMENT DATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHOW ASSIGNMENT DATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHOW UNITS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHOW VENDOR NAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHOW QUANTITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHOW SERVICE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHOW RATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHOW DESCRIPTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHOW TOTAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHOW PAYMENT ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHOW ADJUSTMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>