Viewing your Compensation

You are able to view detailed information regarding payments to you for your work as a student worker (teaching assistant, teaching fellow, research assistant, research associate, resident advisor, etc.) receiving a stipend payment via Activity Pay in MyDay. Additionally, if you have multiple jobs, you will be able to toggle between the positions and view compensation for your hourly, federal work-study, and stipend positions as well.

Viewing your Activity Pay:

1. Login to MyDay. MyDay is accessible from the apps locker in my.newschool.edu or can be accessed directly with the link myday.newschool.edu using your NetID and password credentials.

2. Click on your profile picture located in the upper right hand corner. A menu will display.

3. From the menu, select View Profile.

4. You will be taken to your Worker Profile Page.

Current Activity Pay:

From your worker profile page:

1. Navigate to the Compensation tab from the left-hand side menu.
2. From the Compensation tab, select the ‘Current Activity Pay’ sub-tab. A table that lists all of your current Period Activity Pay will display.

View with Payment Details:

1. Click the “View with Payment Details” button.

2. A table that displays all current period activity payment details including the scheduled amounts and payment dates listed by each activity.
From here, you will be able to view a breakdown by activity of each scheduled payment amount and scheduled payment date.

Please note, that the Scheduled Payment date displays the last day in each pay period rather than the actual pay date. Payments will be received according to The New School’s biweekly payroll calendar, which runs two weeks in arrears.

I.e. A Payment with a scheduled date of 9/18/2018 will be paid according to the TNS biweekly payroll calendar on 9/30/2018. The bi-weekly hourly payroll calendar can be found on this page.

Viewing Hourly Rates:

If you have multiple student worker positions, you will only be able to view compensation details related to the position you currently have selected on your worker profile.

To switch between positions:

1. Click on the multiple positions icon located underneath your name.

2. Click on the desired position from the drop down menu.

3. You will then be brought to the worker profile for the position you have chosen.
4. Navigate to the Compensation tab from the left-hand side menu.
5. From the Compensation tab, select the ‘Compensation’ sub-tab. A table that lists all of your current Hourly Rates for that position will display.

6. You can repeat these steps for any of the positions you currently work for.