

Total Compensation Statement

OPUS Screenshots Guide

My Personalized Total Compensation Statement
as of Aug 27, 2020

Prepared for: [Employee Name]

Annual Compensation: \$81,723.00

Total Benefits & Compensation

This Personalized Total Compensation Statement provides a comprehensive summary of the total value of your annual wages, health benefits, financial protection and retirement benefits.

Benefits Summary

Benefit Category	Annual Amount	Annual Compensation
Annual Salary	\$81,723.00	\$81,723.00
Health Benefits	\$1,875.00	\$1,875.00
Financial Protection	\$1,215.00	\$1,215.00
Retirement Benefits	\$1,500.00	\$1,500.00
Total Benefits	\$4,595.00	\$4,595.00
Total Compensation	\$86,318.00	\$86,318.00

Payroll Taxes

Payroll Tax Category	Annual Amount	Annual Compensation
Federal Income Tax	\$1,215.00	\$1,215.00
State Income Tax	\$1,215.00	\$1,215.00
Local Income Tax	\$1,215.00	\$1,215.00
FICA (Social Security)	\$1,215.00	\$1,215.00
FICA (Medicare)	\$1,215.00	\$1,215.00
Total Payroll Taxes	\$5,070.00	\$5,070.00
Net Compensation	\$81,248.00	\$81,248.00

Other Compensation

Other Compensation Category	Annual Amount	Annual Compensation
Performance Bonus	\$1,215.00	\$1,215.00
Spot Bonus	\$1,215.00	\$1,215.00
Other Compensation	\$1,215.00	\$1,215.00
Total Other Compensation	\$3,645.00	\$3,645.00
Total Compensation	\$84,893.00	\$84,893.00

Your Total Compensation

\$81,723.00

Follow these steps to view your personalized Total Compensation Statement in OPUS. The statement is a comprehensive summary of the total value of your annual wages, health benefits, financial protection and retirement benefits.

1 Log into OPUS (Internal Link)

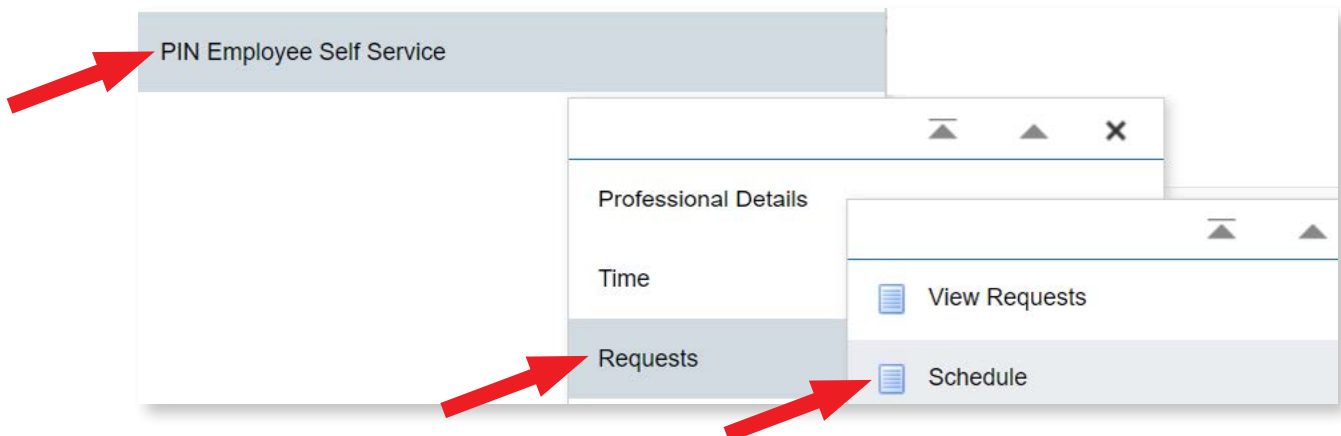
Use the internal OPUS link: <https://opusint.co.pinellas.fl.us>

Use Edge browser for best results.

You need to **use this link** and **not the external link** of <https://opus.pinellascounty.org>. Although it's called an *internal* link, you can use it to view your statement anywhere, including work, home with VPN connection, and on your smartphone or tablet.

2 Select Requests and Schedule

- Click the **Navigator icon** (3 lines) at top left.
- Click **PIN Employee Self Service**.
- Click **Requests**.
- Click **Schedule**.



3 Select Program Name Magnifying Glass

Click the **magnifying glass** located to the right of the **Program Name** field.

Schedule Request: Define Manage Schedule Cancel Continue

* Indicates required field

☒ New Request
☐ Copy Request

Program Name

Request Name

The name can later be used to search for this request

4 Select Go

Click the **Go** button to the right of the **Program Name** text field.

Search and Select: Program Name ×

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Program Name Go

Results

5 Select Total Compensation Statement

Click the Quick Select icon next to **PIN BEN Total Compensation Statement**.

Search and Select: Program Name ×

Search

To find your Item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Program Name Go

Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		PIN BEN Total Compensation Statement	Pinellas Custom
<input type="radio"/>		PIN BEN Request Responsibility Access	Pinellas Custom

Cancel Select

6 Select Continue

Click the **Continue** button at the top right.

Schedule Request: Define Manage Schedule Cancel Continue

* Indicates required field

☒ New Request
☐ Copy Request

Program Name

7

Select Submit

Click the **Submit** button.

Schedule Request: Review

Manage Schedule Cancel Back **Submit**

Name

Concurrent Program Name PIN BEN Total Compensation Statement

8

Select OK

Click the **OK** button.

Information

Your request for PIN BEN Total Compensation Statement has been scheduled. The Request ID is 13426215

OK

9

Select Output Icon

Click the arrow/papers icon below **Output** to view your statement. If the **Output** icon is not there, the report is not finished. Click **Refresh** until the **Output** icon appears.

Requests

Request Query Type All My Requests Go Advanced Search Submit Request

Requests Summary Table

Refresh | ...

Request ID	Name	Phase	Status	Scheduled to Run	Details	Output	publish
13433926	PIN BEN Total Compensation Statement	Completed	Normal	02-Mar-2023 16:16:28			

You will now view your personalized statement.

To print, use legal paper or select Fit for letter-size paper.
Use the back arrow on the tool bar to return to the report page,
and click Home to return to the main OPUS page.

Questions?

OPUS-related issues: Contact the BTS Operations Center at
btsoc@pinellas.gov or call (727) 453-4357.

Total Compensation Statement information: Contact Employee Benefits at
employee.benefits@pinellas.gov or call (727) 464-3367, option 1.