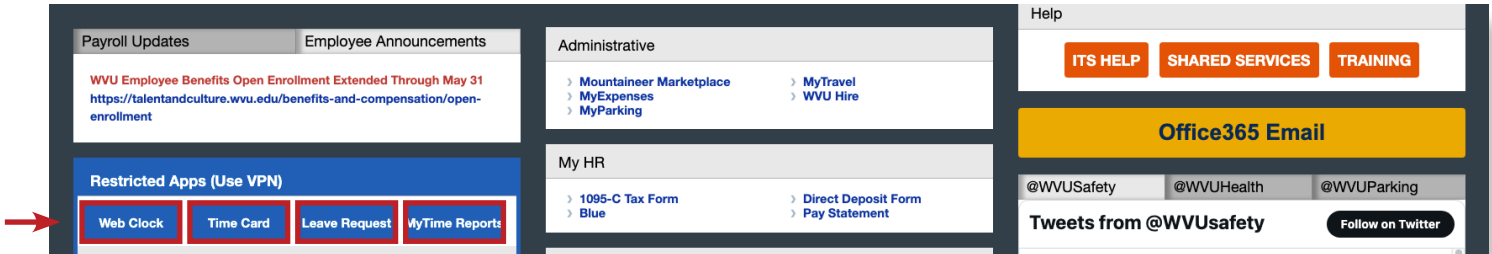
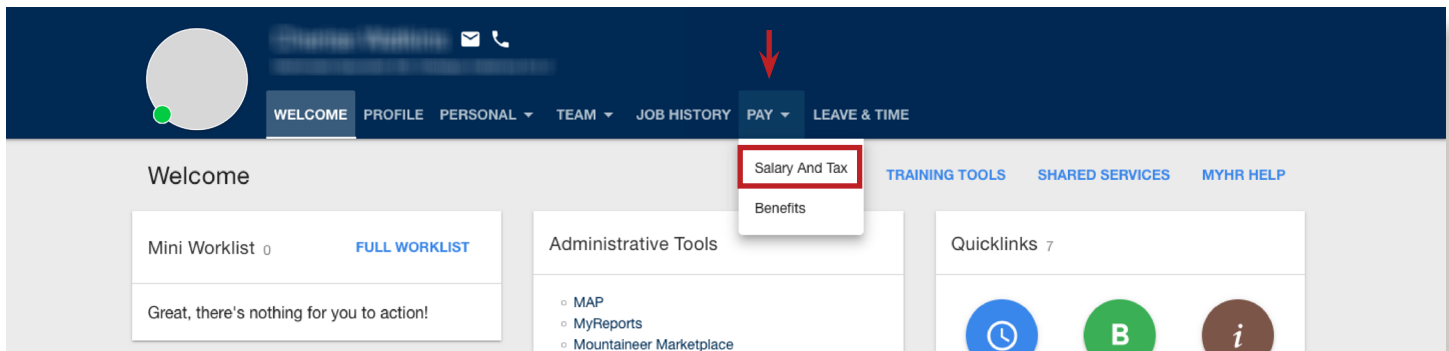


ACCESS YOUR BASE SALARY INFORMATION IN APPLAUD

1 After connecting to the VPN, navigate to the **WVU Portal** (portal.wvu.edu) and select any of the **Leave/Time** links to access **Applaud**.



2 Within **Applaud**, select the **PAY** drop-down menu from the top-level navigation. Then **Salary and Tax**.



3 Your base salary will display in the **Compensation** box within the **Salary and Tax** page.

