

LAP COMPENSATION REPORT

HOW TO ACCESS YOUR COMPENSATION INFORMATION

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

The screenshot displays the Wordbridge.io interface with the 'ACCOUNTING' tab selected and circled in blue. The navigation bar includes 'SCHEDULE', 'ACCOUNTING', 'TOOLS AND SETTINGS', and 'LOG OUT'. Below the navigation bar are icons for 'Today', 'Find assignment', 'Desktop view', and 'Mobile view'. The main content area is titled 'Scheduling tools' and features a calendar for September 2024 with the 24th highlighted. To the right of the calendar, it shows '0 OPEN' with a red underline. Below the calendar, there are two 'Total assignments: 0' bars. Further down, there are two bars for 'Open: 0' (red) and 'Assigned: 0' (blue). At the bottom, there are dropdown menus for 'Month' (set to January) and 'Year', and a 'SHOW CALENDAR' button. The right side of the interface shows a list of time slots from 12:00 am to 4:00 am, each with a corresponding empty row for scheduling.

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT

Today Find assignment Desktop view Mobile view

Scheduling tools

< September 2024 > 24 SEP 2024 0 OPEN

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30

Total assignments: 0

October 2024

Su Mo Tu We Th Fr Sa

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

Total assignments: 0

Open: 0

Assigned: 0

Month Year

January

SHOW CALENDAR

12:00 am

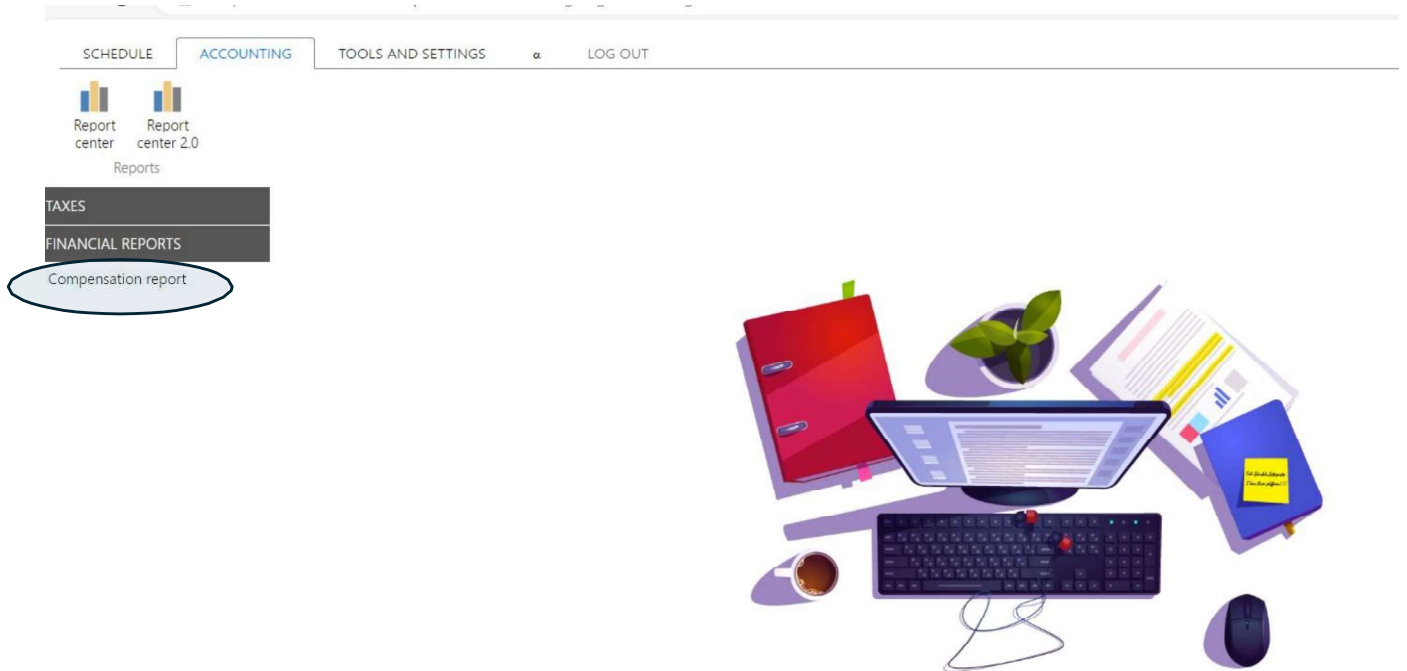
1:00 am

2:00 am

3:00 am

4:00 am

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 search via: “Assignment ID”, “Assignment Date”, “Payment Date“, or Check Date. We recommend “Assignment Date”.

The screenshot shows the 'FIND MY PAYMENT' search interface. At the top, there are navigation tabs: SCHEDULE, ACCOUNTING (selected), TOOLS AND SETTINGS, LOG OUT, and FLOW INTERFACE. Below these are icons for 'Report center' and 'Report center 2.0'. On the left sidebar, there are sections for TAXES, FINANCIAL REPORTS (with 'Compensation report' selected), and Reports. The main search area has tabs for ASSIGNMENT ID, PAYMENT ID, PAYMENT DATE, CHECK DATE, and ASSIGNMENT DATE (which is circled). Below the tabs, there is a red asterisk icon, a label 'ASSIGNMENT ID', an input field, and a blue 'Search' button.

Once clicking on ‘Assignment Date”, you will see the screen below.

Here you can select the date range to look up compensation information. This Contract 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 “Search” to see the report:

The screenshot shows the 'FIND MY PAYMENT' search interface with the 'ASSIGNMENT DATE' tab selected and circled. Below the tabs, there is a red asterisk icon. A box highlights the 'START DATE' field with the value 'June 17, 2024' and the 'END DATE' field with the value 'December 30, 2025'. To the right of these fields is a blue 'Search' button, which is also circled.

You can customize the view of your report using “My settings”.

Under “Tabs”, you can filter the different search options. You can select or deselect which columns appear.

The screenshot shows the 'FIND MY PAYMENT' settings page. At the top, there are tabs: ASSIGNMENT ID, PAYMENT ID, PAYMENT DATE, CHECK DATE, ASSIGNMENT DATE, TOOLS, and MY SETTINGS (which is active). Below the tabs, there are two sections: 'TABS' and 'COLUMNS'. The 'TABS' section has a dropdown menu that is open, showing a list of search options: Assignment date, Assignment ID, Check date, Payment date, and Payment ID. Each option has a checkmark next to it, indicating it is selected. The 'COLUMNS' section has a dropdown menu that is also open, showing a list of columns: Account name, Adjustment, Assignment date, Assignment ID, Cancelled billable, Customer invoice date, Customer payment post date, and Language. Each column has a checkmark next to it, indicating it is selected. There is a 'Save' button at the bottom of the settings page.

Under “Columns”, the available fields are shown below and you can check or uncheck any fields that you want or don’t want to see. There are 15 fields you can select or deselect.

The screenshot shows the 'FIND MY PAYMENT' settings page. At the top, there are tabs: ASSIGNMENT ID, PAYMENT ID, PAYMENT DATE, CHECK DATE, ASSIGNMENT DATE, TOOLS, and MY SETTINGS (which is active). Below the tabs, there are two sections: 'TABS' and 'COLUMNS'. The 'TABS' section has a dropdown menu that is open, showing a list of search options: Assignment date, Assignment ID, Check date, Payment date, and Payment ID. Each option has a checkmark next to it, indicating it is selected. The 'COLUMNS' section has a dropdown menu that is also open, showing a list of columns: Account name, Adjustment, Assignment date, Assignment ID, Cancelled billable, Customer invoice date, Customer payment post date, and Language. Each column has a checkmark next to it, indicating it is selected. There is a 'Save' button at the bottom of the settings page.

FIND MY PAYMENT

ASSIGNMENT ID

PAYMENT ID

PAYMENT DATE

CHECK DATE

ASSIGNMENT DATE

TOOLS

[MY SETTINGS](#)



TABS

1 selected

Assignment date



COLUMNS

15 selected

USE PAGINATION

SHOW PAYMENTS WITH 0 AMOUNT

| | |
|--------------|---|
| Language | ✓ |
| Payment date | ✓ |
| Payment ID | |
| Quantity | ✓ |
| Rate | ✓ |
| Select | ✓ |
| Total | ✓ |
| Units | ✓ |

FIND MY PAYMENT

ASSIGNMENT ID

PAYMENT ID

PAYMENT DATE

CHECK DATE

ASSIGNMENT DATE

TOOLS

[MY SETTINGS](#)



TABS

1 selected

Assignment date



COLUMNS

15 selected

USE PAGINATION

SHOW PAYMENTS WITH 0 AMOUNT

| | |
|--------------|---|
| Payment date | ✓ |
| Payment ID | |
| Quantity | ✓ |
| Rate | ✓ |
| Select | ✓ |
| Total | ✓ |
| Units | ✓ |
| Vendor | ✓ |