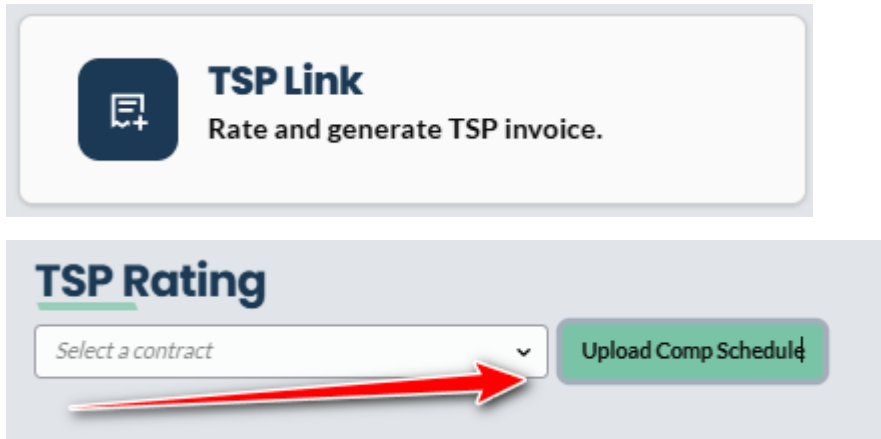


How do I add a compensation schedule?

Anita L - 2026-06-26 - [TSPLink](#)

When you access the MoversPay Premier tools upon logging in, you will click on the TSPLink tile. On the next page, you will click "Upload Comp Schedule".



After selecting 'Upload Comp Schedule', it will ask you to fill in a couple of data points, drag and drop or select the file for your compensation schedule, and hit "Submit for Upload"!

The image shows a form titled "Upload Your Compensation Schedule" with a close button (X) in the top right corner. The form contains the following fields and instructions:

- Upload one or more compensation schedule files and select the year each schedule applies to. Daycos will process your submission and notify you when it is ready to use on MoversPay.com.**
- Schedule Name:** A text input field with the instruction: "Use a unique name. Duplicate schedule names will be rejected."
- Attach Files:** A file selection area with a "Choose Files" button and the text "No file chosen". Below it, it says: "Attachments should include any relevant compensation schedule documents, such as Excel or PDF files."
- Tariff Year/Start Date:** A section with the instruction: "Leave blank for a start date of 05/15, otherwise enter requested start date as MM/DD." It includes four radio button options for the years 2024, 2025, 2026, and 2027, each followed by a date input field labeled "MM/DD".
- Additional Comments (Optional):** A large text area with the instruction: "Please add any additional comments pertaining to your contract build."
- Buttons:** "Cancel" and "Submit for Upload" buttons at the bottom right.

Once the compensation schedule is submitted we will get to work on building and programming it for your use! Our Support Specialist will notify you upon receipt as well as when the comp schedule is completed.

TSP Rating

Example Comp Schedule

Example Comp Schedule



Upload Comp Schedule

**Completed Comp Schedules
will show up here**

