ORACLE

Allocations and Changes

Workforce Compensation

Bonus and stock awards, salary, and job changes are just some of the items that can be entered manually in the Compensation worksheet, or by creating and applying an allocation model, or by uploading the allocations from an exported Excel spreadsheet.

(See the Create and Apply Models and Manage Allocations in Excel videos and guides for details.)

Manually Rank, Rate and Recommend Changes

- Access the Compensation worksheet for the appropriate plan by selecting the plan link from the ▮▮▮ pane or from the list of ▮▮▮▮▮▮
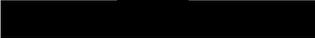
  - Here you can review the list of eligible workers.

  - If the organization is large, you may need to scroll to the bottom of the list in order to access the left-right scroll bar.

  - Click the ▮▮▮ icon in the toolbar to view the worksheet in detached or full screen mode. Click ▮▮▮ again to return to the normal worksheet view.

The columns that can be updated in the worksheet will appear as open fields. Some plans contain fields that auto-populate. For example, when *% Eligible Salary* is entered, the *Base Increase Amount* field auto-populates as a currency value.

If you choose to enter a Performance Rating for employees, use the drop down to select the appropriate rating. When the worksheet is saved, these ratings will carry over to future Compensation plans where they can again be amended.

NOTE: These ratings are optional, <u>do not</u> update other applications, and are included here to support the decision-making process for allocations.

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If it is helpful for you to rank employees, enter them in the ▮▮▮▮▮ column using whole numbers. Ranking is optional and there is no limit to the number entries.

Once you have completed all worksheet entries, click ▮▮▮▮▮

If your worksheet is completely ready to be submitted for approval, click ▮▮▮▮▮

IMPORTANT: DO NOT SUBMIT until ALL your subordinate managers have submitted their work to you. Your submittal REMOVES their Update access. And, once you click the Submit button, you will not be able to make further changes and will only be able to view the worksheet.