

Annual Equity Program and Workforce Compensation

Manager Training

Oracle Compensation



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Agenda

- 1 ➤ General Program Information
- 2 ➤ Workforce Compensation (WC)
 - Access to WC
 - Allocate, Model and Distribute Budget
 - Export to Excel
 - Rate Employees
 - Make, Review, Approve and Submit Recommendations
- 3 ➤ Tips and Resources

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Today we will be reviewing general program information and the functionality of Workforce Compensation that you may need as a manager, along with tips for working with Workforce Comp and tools and resources available to answer your questions during the compensation process.

Annual Equity Program

General Information

- Tools
 - All managers will use Workforce Compensation to enter recommendations
- Timelines
 - Each LOB may establish their own internal timeline for the process. Check with your manager on the specifics for your organization
- Budgets
 - Budgets are set at the top executive level for each organization. Each LOB head may determine the method of allocating budgets to their organization
 - WC Modeling feature is available to assist in pushing down budgets based on specific criteria

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Tools

Similar to last year, all managers will use Workforce Compensation to enter their recommendations.

Timelines

Your organization will have an internal timeline for the process to allow for review and approval before final submission. Please check with your manager on the specifics for your organization.

Budgets

Budgets are published to the top executive level of the organization and each LOB leader is then able to determine the method of cascading budgets in their organization.

Workforce Compensation has a modeling feature to assist managers in pushing down budgets, which we will review later in the presentation.

Annual Equity Program

General Information

- Eligibility
 - Review the eligibility document posted on the Workforce Compensation website
 - Be sure your employee population is reflected correctly on your WC worksheet
 - Not all employees are eligible for all of the corporate programs
- Communication
 - **Do not** communicate recommendations until you receive notification from Corporate Compensation that approval has been obtained
 - Always check WC **before** you communicate to ensure that the final recommendations have not changed

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Please review this year's process eligibility document, posted on the Workforce Compensation website. The url is included at the end of this presentation in the Tools and Resources section. Be sure your employee population is correctly reflected on your Workforce Comp worksheet. Remember that not all employees are eligible for all of the compensation programs, bonus, equity and salary review all have different eligibility criteria.

Recommendations should not be communicated until approval has been received. This notification will come from Corporate Compensation through your manager or HR manager. Also, adjustments can sometimes happen during the approval process, so always check in Workforce Comp before communicating a recommendation.

Annual Equity Program

RSU vs. Stock Option

Restricted Stock Unit (RSU)	Non-Qualified Stock Option
A company's promise to issue company stock	Provide the right (but not obligation) to purchase stock at a specific exercise price
Subject to a vesting schedule	Subject to a vesting schedule
Almost certainly have some value Outright grant of stock once vested	No guarantee of value Depends on where the stock price is in comparison to option's exercise price
Risk to capital moment you vest	Risk only when you exercise
Generally, taxed at vest ¹	Generally, taxed when exercised ¹

¹ Note: Tax treatment may differ depending on country-specific tax regulations or other circumstances

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As a refresher, this table shows a brief overview of the difference between Restricted Stock Units and Non-Qualified Stock Options.

RSUs are a company's promise to issue stock, while stock options are the right to purchase stock.

Both are subject to a vesting schedule.

At vest, there is almost certainly some value in the RSU, which is different than a stock option where you have to see an upside to the stock price compared to the strike price to have value.

On RSUs, there is risk to capital as soon as they vest, whereas with stock options, the risk happens when you decide to exercise.

Generally, with RSUs, taxes occur at vest, whereas with stock options, it's at exercise.

Tax treatment may differ depending on country-specific tax regulations and this by no means constitutes tax advice.

Workforce Compensation

Manager Planning



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This next section introduces you to Workforce Compensation and explains how to access and use the tool as a manager.

What is Workforce Compensation?

- Workforce Compensation (WC) is an Oracle Self Service Application for managing compensation processes, allowing you to:
 - Allocate, model and distribute budgets to subordinate managers
 - Rate employees (Compensation Rating only, not Talent Rating)
 - Make, Review and Submit Recommendations for employees
 - Review historical compensation information
 - View and download employee information for offline work or further analysis

Note: Firefox is the preferred browser for Workforce Compensation

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Workforce Compensation is an Oracle Self-Service Application for managing compensation processes. In the next several sections of our training, we will review the tasks that can be done in Workforce Comp.

First, we will start with your budget. The tool allows you to allocate, model, and distribute budgets to your organization. This will include determining if you will pass budget down to subordinate managers, reviewing how to build a budget model, applying a model, and publishing a budget.

After we explain how to work with your budget in Workforce Comp, we will give you instructions on how to download your worksheet to an Excel spreadsheet, in case you'd like to work offline.

Next, we will review how to Rate your employees. Please note that this is a Compensation rating only. It is not the official Talent Review rating.

Finally, we will show you how to make recommendations, review your subordinate managers' recommendations and, submit recommendations for your entire organization to your manager for approval.

You can also view historical compensation information and download employee information for further analysis.

- When working with Workforce Comp, remember that Firefox is the preferred browser.

How to Access Login

1. From [redacted] click [redacted]

2. Under [redacted], select [redacted]

3. Log on with your SSO credentials

4. Select [redacted] from the menu

NOTE: Your menu options may differ from what is shown here, depending on your Access level



The screenshot shows a 'Sign In' form with fields for 'Username' (with a placeholder 'first.last@oracle.com') and 'Password' (with a masked password '*****'). A red 'Sign In' button is at the bottom. A note below the button reads: 'Forgot password? Reset password via OIM or call the Oracle Helpdesk.' The entire page is framed by a grey border with the Oracle logo at the bottom left and copyright information at the bottom center.

To access Workforce Compensation from the my.oracle.com homepage, select the [redacted] link from the "[redacted]" menu.

On the next screen, under [redacted], click [redacted].

At the Sign In screen, enter your Single Sign-On credentials.

Once logged in, select the [redacted] from the menu.

Workforce Compensation

- [REDACTED] has sections for [REDACTED]
 - Below the headers are the [REDACTED] links which open their specific worksheets
- [REDACTED] is the default display from the [REDACTED]
 - Click the [REDACTED] to go to [REDACTED]
 - [REDACTED] lets you view your subordinate managers worksheets

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The [REDACTED] has 2 sections: [REDACTED]

Workforce Compensation

Budget Allocation



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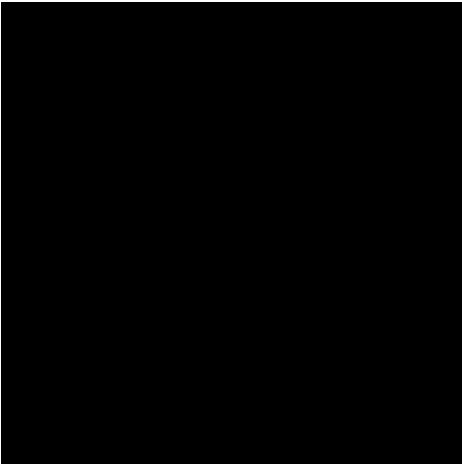
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Now let's begin with budget allocation.

Budget Allocation

- Go to [redacted] and click [redacted]
- The **initial** time the budget is selected, you must choose a [redacted]. Your selection will affect the [redacted] of [redacted]
- Selecting the [redacted] option allows you to adjust the [redacted] if desired



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To allocate a budget, click on the [redacted] header under [redacted]. Then click either the [redacted] under the [redacted] Header or under the [redacted] to take you to the [redacted] worksheet. These 2 options are indicated by the red arrows.

The first time you go in to the [redacted] section you will be asked to choose a [redacted]. This step is very important - it will determine the [redacted].

The [redacted] options are:

[redacted]

All your subordinate managers will be [redacted] for the budget worksheet. Choose this options if you will hold all the budget at your level.

[redacted] (this is the most frequently used option)

Select this option to pass down budgets to your direct report managers. Your direct report managers will have "[redacted]" access, and will be able to choose how to distribute their budget within their own organization. You can adjust the settings for specific direct report [redacted] within the budget worksheet.

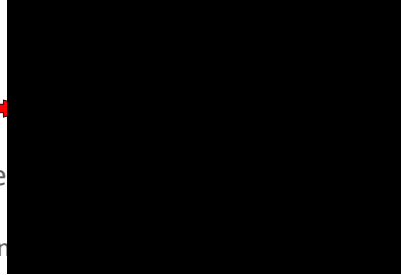
[redacted]

Select this option if you decide to pass down budgets to **all** subordinate managers. **All** subordinate managers will have [redacted] access, but only you will be able to change budget amounts. You can adjust the settings for specific subordinate managers within the budget worksheet.

Selecting the [redacted] option will allow you to [redacted] if needed.

Budget Allocation

- Enter budget amounts in the column [REDACTED]
 - The [REDACTED] row is the budget for recommendations to your [REDACTED]
- You must [REDACTED] the Budgets so subordinate managers can see their budgets
 - Click the [REDACTED] next to the [REDACTED] icon & select an [REDACTED]
 - If [REDACTED] budgets to only a few managers, highlight [REDACTED] and use [REDACTED]



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The budget can be distributed to subordinate managers manually [REDACTED] column as indicated by the red box.

The [REDACTED] row is the budget for you to give recommendations to your direct reports.

You must [REDACTED] budgets for subordinate managers to see a budget on their worksheet. To [REDACTED] your budget, click the drop-down arrow next to the [REDACTED] icon and select [REDACTED]. You can choose to [REDACTED]

Workforce Compensation

Budget Modeling



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In order to distribute your budget, you may need to do some modeling first.

Budget Modeling

- Models make it easy to see how different allocation methods and criteria affect your budget
- Who might create Models –
 - Managers who intend to pass down budgets to subordinate managers
 - Managers who intend to make the allocations themselves (hold the entire budget)
 - Different models can be created, previewed and applied **before** publishing the budget

NOTES:

- Applying a model will **overwrite** any previously entered recommendation amounts
- Models should **never** be applied **after the budget has been published**

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Models make it easy to see how different allocation methods and criteria affect your budget distribution.

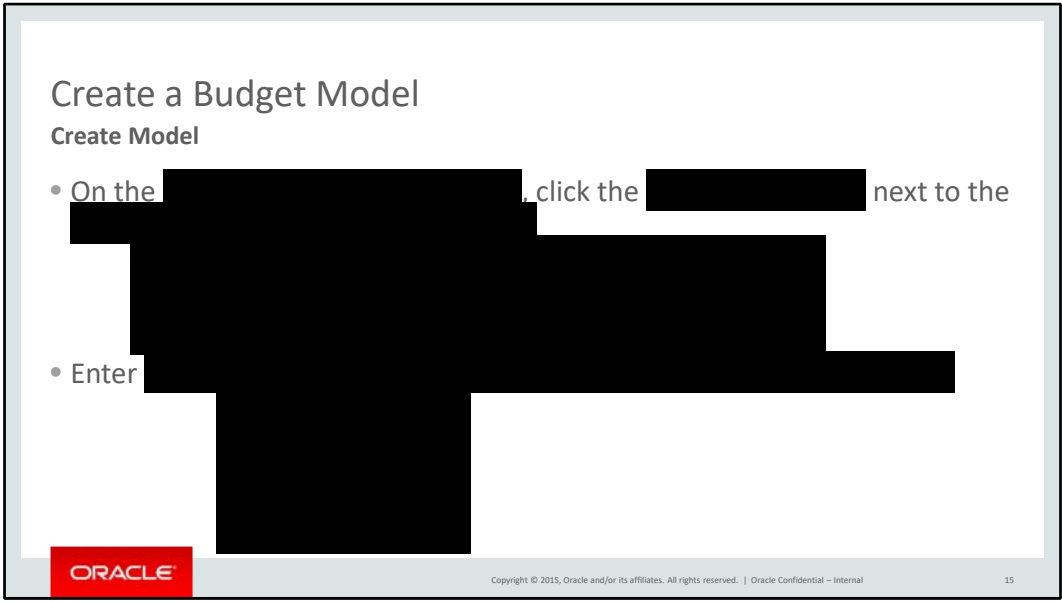
Different models can be created, previewed and applied. Your modeling should be completed before you publish a budget.

Remember, applying a model will overwrite any previously entered recommendation amounts. More importantly, models should never be applied after the budget has been published.

Create a Budget Model

Create Model

- On the [redacted], click the [redacted] next to the [redacted]
- Enter [redacted]



The screenshot shows a slide titled "Create a Budget Model" with a sub-heading "Create Model". It contains two bullet points. The first bullet point says "On the [redacted], click the [redacted] next to the [redacted]". The second bullet point says "Enter [redacted]". The redacted areas are black boxes covering the original content. At the bottom left is the Oracle logo, and at the bottom center is the text "Copyright © 2015, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal". At the bottom right is the number "15".

To create a budget model, click the [redacted] icon drop-down on the budget worksheet, select [redacted].

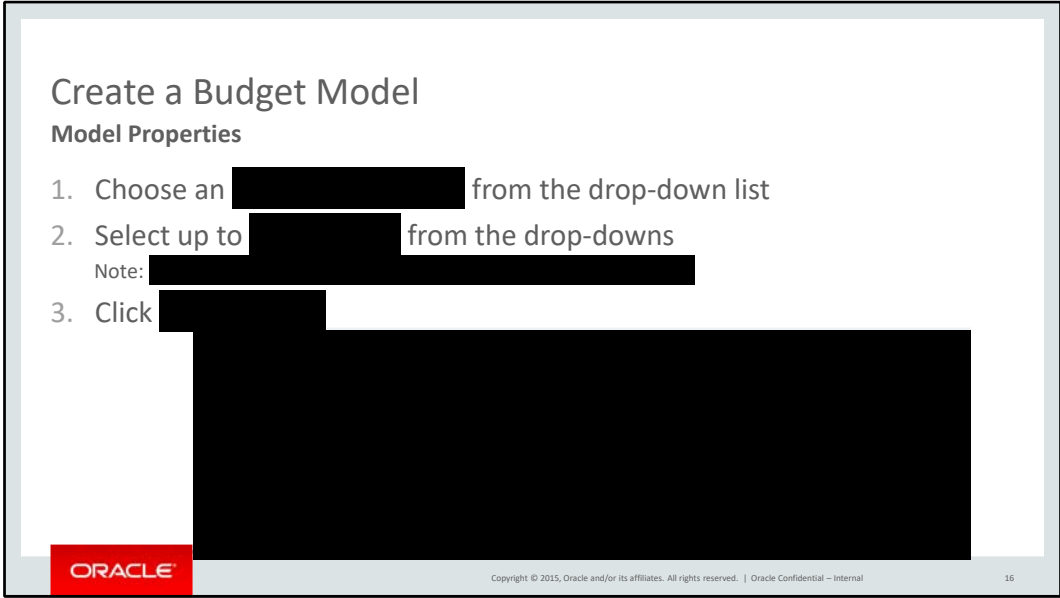
Enter a model name – choose one that is meaningful to you.

The [redacted] will default to values determined by the plan administrator. Click [redacted].

Create a Budget Model

Model Properties

1. Choose an [REDACTED] from the drop-down list
2. Select up to [REDACTED] from the drop-downs
Note: [REDACTED]
3. Click [REDACTED]



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Under the [REDACTED] section, choose an [REDACTED] indicated by (1).

Under the [REDACTED], enter up to [REDACTED] for the model. Use the [REDACTED] lists to made your choices. The [REDACTED]. The [REDACTED] will appear after a [REDACTED] is entered and the [REDACTED] field will appear after the [REDACTED] field is entered.

When finished, click [REDACTED]

Create a Budget Model

Model Details

- Enter amounts in the [REDACTED] section to calculate and build the budget accordingly
 - Click the [REDACTED]
 - Use the inner scroll bar to view the entire list

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Create a Budget Model

Preview Model Results

- The [REDACTED] displays the [REDACTED]
- Two other tabs:



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On the [REDACTED] screen:

The [REDACTED] is shown in the [REDACTED] section.

There are [REDACTED] on this screen – [REDACTED] which is the [REDACTED]
[REDACTED]

Create a Budget Model

- Click [redacted] to return to the [redacted]
 - [redacted]
 - If you have [redacted], you can [redacted]
- NOTE: Applying a Model will overwrite any previously entered awards**
- Click the [redacted] button
 - Choose [redacted] from the [redacted]
 - Go to the Budget worksheet and confirm the model amounts have been applied

Models should never be applied after the budget has been published

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Click "[redacted]" to return to the [redacted] landing page or [redacted] to go back to [redacted]

If you have not [redacted], you can [redacted]. Click the [redacted] button and choose [redacted] from the [redacted]

Go to the budget worksheet and confirm the model amounts have been applied.

Workforce Compensation

Excel Export



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Next, we will give you instructions on how to export your worksheet to Excel if you choose to work offline.

Excel Export

- [REDACTED] is a two-way process for [REDACTED], which requires:
 - Download and installation of [REDACTED]
 - Configuration of Excel
- For detailed instructions, please refer to the [REDACTED] posted on the [REDACTED]

NOTE: You must download and install the latest version of [REDACTED], which became available on [REDACTED]. Please uninstall any old versions and install the new version.

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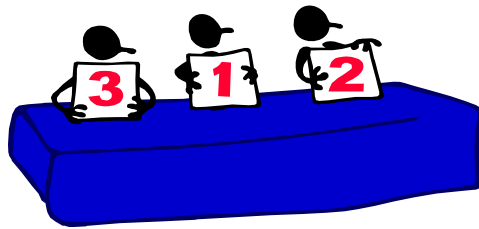
You may complete planning for your employees in the [REDACTED] or you can choose to [REDACTED]

The [REDACTED] is a two-way process that allows you to [REDACTED] make recommendations and [REDACTED], if you choose.

To use this feature, you must download and install the latest version of [REDACTED] and configure Excel. If you have a version prior to [REDACTED], you must uninstall the old version before installing the new version. For detailed instructions on how to download and install [REDACTED] please reference the Word file posted on the [REDACTED] website.

Workforce Compensation

Rate Employees



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The next section will show you how to enter ratings.

Rate Employees

- From the [REDACTED], click either link to open the worksheet for the [REDACTED]
- On the [REDACTED]
- Use the [REDACTED]



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To rate your employees, from the [REDACTED], click the [REDACTED] either under [REDACTED] or under [REDACTED].

On the [REDACTED]

Use the [REDACTED]

Always **Save** any entry you make.

The requirements for entering ratings is determined by Line of Business. Check with your manager if you are unsure of the process for your organization.

Workforce Compensation

Make Recommendations



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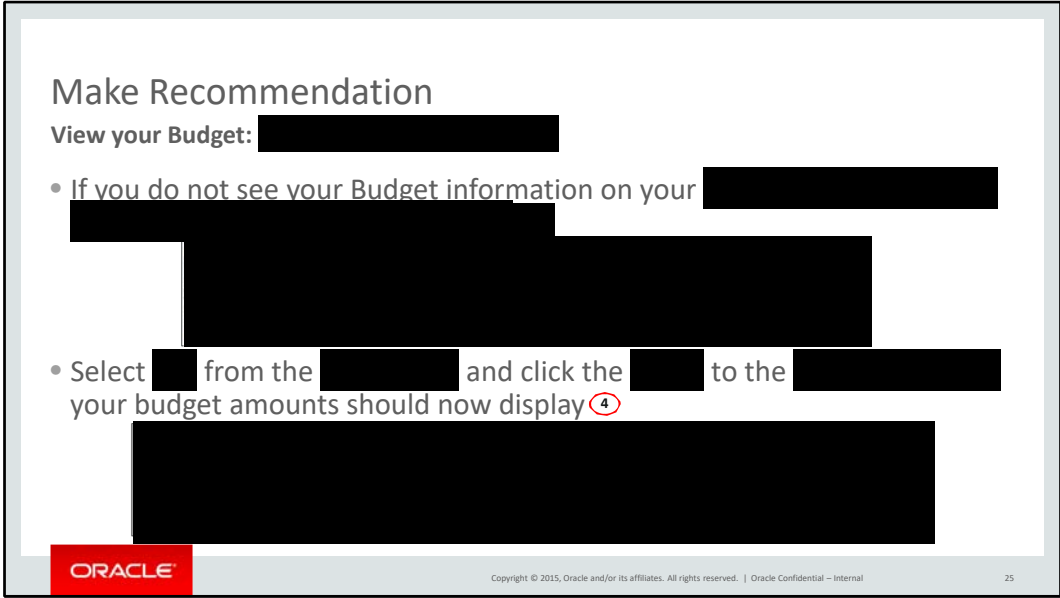
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This section shows you how to make recommendations for employees.

Make Recommendation

View your Budget: [REDACTED]

- If you do not see your Budget information on your [REDACTED]
[REDACTED]
- Select [REDACTED] from the [REDACTED] and click the [REDACTED] to the [REDACTED]
your budget amounts should now display 4



The screenshot shows a slide titled "Make Recommendation". It contains two bullet points. The first bullet point says "If you do not see your Budget information on your [REDACTED]" followed by a large black redaction box. The second bullet point says "Select [REDACTED] from the [REDACTED] and click the [REDACTED] to the [REDACTED] your budget amounts should now display" followed by a circled number "4" and another large black redaction box. At the bottom left is the Oracle logo, and at the bottom center is the text "Copyright © 2015, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal".

There are two ways to view your budget. The first option is in your [REDACTED].

If the [REDACTED] shows "[REDACTED]" as indicated by (2), you will not see your budget as indicated by the red box 1. Select [REDACTED] from the [REDACTED] and click the [REDACTED] as indicated by (3). After clicking the [REDACTED] your budget amounts should now display.

Make Recommendation

View your Budget: Option 2 – [REDACTED]

- Another way to view your budget is from the [REDACTED]. Click the [REDACTED] link to see the budget information.



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Another way to view your budget is from the [REDACTED]

Click the [REDACTED] tab to view your budget information on the right.

This is the recommended option.


Make Recommendation


Entering Recommendations: Option 1 - [REDACTED]

- Enter equity recommendations in the [REDACTED] column
- After making entries, save your work

[REDACTED]

WARNING!

 **DO NOT SUBMIT** until **ALL** your subordinate managers have submitted their work to you. Your submission **removes** their Update access.

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Please review the employees on your spreadsheet. If you are missing an employee, or if there is inaccurate information, please contact your HR Manager.

You also have two methods to enter recommendations for employees. The first option is to [REDACTED]

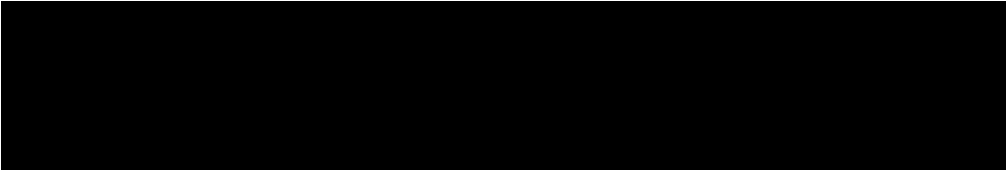
After making entries, please remember to save your work.

Please do **not** submit your recommendations until all your subordinate managers have completed their recommendations. Submitting will make it so all managers below you won't be able to make any changes to their recommendations.

Make Recommendation

Entering Recommendations: Option 2a –

- Click the [redacted] icon [redacted]
- Click [redacted] on the [redacted]. You will [redacted]
- If your [redacted]
- A **successfully downloaded file** will [redacted]
- Verify the [redacted] column has no background color and [redacted]



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The second option is to export to [redacted], [redacted] and [redacted]
[redacted]

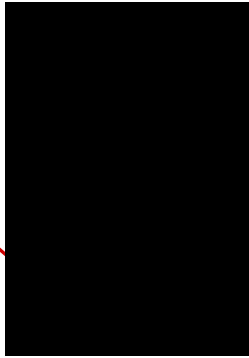
- To do this, click the [redacted] icon to start the [redacted] process.
[redacted] [redacted] Then log in using your [redacted].
- If your [redacted]
- A successful download will have [redacted] and active [redacted] and [redacted] buttons.
- Verify the [redacted] columns have no background color and [redacted]

Make Recommendation

Entering Recommendations: Option 2b – [REDACTED]

NOTE: If you are [REDACTED]

- In [REDACTED]
 - Click the [REDACTED] button and click [REDACTED] to select the default [REDACTED]
 - The [REDACTED] will process
 - [REDACTED] is complete when you see the [REDACTED] that says
 - Click [REDACTED] and [REDACTED] to column [REDACTED] to verify the rows updated successfully
- In WC:
 - Click the [REDACTED] link to refresh the [REDACTED] and verify your changes were [REDACTED]




Once manager recommendations are complete [REDACTED], you will need to [REDACTED].

In [REDACTED]

- Click the “[REDACTED]” button and click “[REDACTED]” for the default [REDACTED]
- The [REDACTED] will process and when it is finished you will see the [REDACTED] that says [REDACTED]
- Click “[REDACTED]” and [REDACTED] to column [REDACTED] in the spreadsheet to verify the [REDACTED] successfully.

In [REDACTED] click the [REDACTED] link to refresh the [REDACTED] and verify your changes were [REDACTED]

**Workforce
Compensation**
Review, Approve and Submit



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In this section, we will cover how to review, approve and submit your recommendations.

Review, Approve and Submit

Review: Return for Correction or Request Information

If subordinate managers need to make corrections or you need more information before approving, highlight the [REDACTED] and click [REDACTED] or [REDACTED] respectively



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If your subordinate managers need to make corrections after they submitted their recommendations or if you need more information before approving, you may make those requests within the tool.

Click either [REDACTED] or [REDACTED] and type in your comments in the pop-up box.

Review, Approve and Submit

Review: Worksheet Status

- On the [REDACTED] tab, you can see your Approval Status and the Status of your subordinate managers: [REDACTED]
- Click the [REDACTED] or [REDACTED] icons for more information [REDACTED]

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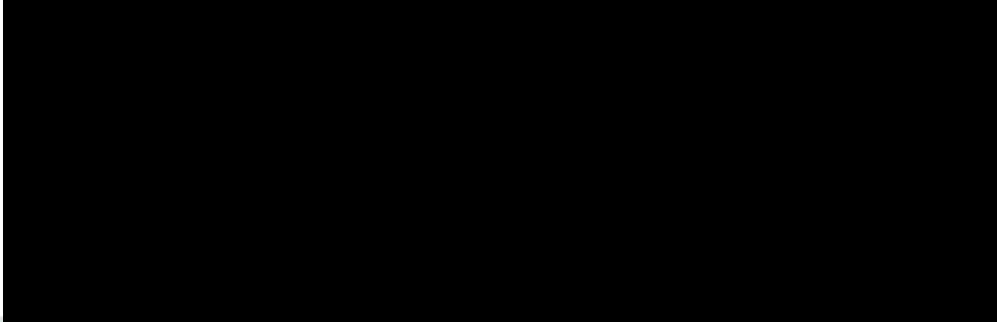
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You can review the status of your subordinate managers from the [REDACTED] tab.

Review, Approve and Submit

Approve

- Approve your subordinate managers' submissions via the [REDACTED] tab. Click the [REDACTED] to the [REDACTED] and make a selection:



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Use the [REDACTED] tab to approve your subordinate managers' submissions, either individually or all at once by clicking [REDACTED]

To approve selected managers, select a [REDACTED] or use the [REDACTED], then choose [REDACTED]

Choosing [REDACTED] will approve your entire hierarchy.

After approving, you can verify your approval in the [REDACTED] column.

Review, Approve and Submit

Submit: Warning



**DO NOT submit until your subordinate managers
have completed their submission to you**

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Submit only when your entire organization has completed their recommendations.

There is **no** way to do this automatically.

There is **no** way to do this

Review, Approve and Submit

Submit: Option 1 – [REDACTED]

- On the [REDACTED], click the [REDACTED] button in the [REDACTED]



NOTE: When you [REDACTED]

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There are two ways to submit your recommendations to your manager for approval:

The first option is on the [REDACTED], click the [REDACTED] button in the [REDACTED].

Review, Approve and Submit

Submit: [REDACTED]

- [REDACTED]

At this point you are finished with the process

Do not communicate recommendations until you receive notification from Corporate Compensation that approval has been obtained

Always **verify** in Workforce Compensation before you communicate to employees to ensure that the final recommendations have not changed

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The second way to submit for approval is on the [REDACTED]

You have now finished the recommendation process.

Please remember not to communicate any recommendations until you receive notification from Corporate Compensation through your manager or HR manager.

Also adjustments can sometimes happen during the approval process, so always check in Workforce Comp before communicating a recommendation.

Workforce Compensation

Tips and Resources



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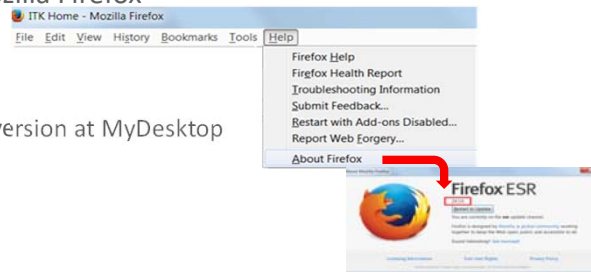
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In this last section, we will share some helpful tips when using the Workforce Compensation tool and resources to help answer your questions.

Workforce Comp Tips

Browsers

- Firefox is the preferred browser
- Use the latest version of Mozilla Firefox
 - Check your version:
From the Menu Bar,
select Help > About Firefox
 - Download the latest browser version at MyDesktop
- Other Browsers
 - Chrome
 - Internet Explorer



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As mentioned earlier, Firefox is the preferred browser. Be sure to use the latest version of Firefox, which can be determined by following the instructions on this slide. If needed, download the latest browser from “MyDesktop.”

You may also use Chrome or IE as well.

Workforce Comp Tips

Collapsible Panes and Expand Arrows

To see more fields without scrolling or if the Team filter is not visible:



1. To gain more work space, click on the left-pointing arrow to collapse the Tasks pane.
2. To show hidden filters, 



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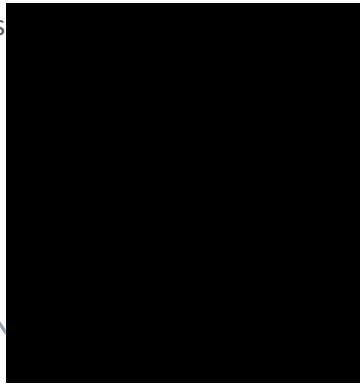
As you use the tool, you may find you need more space on your screen. You can achieve this by collapsing the “ pane by clicking the  – indicated by the red circle with the number 1 on this slide.

If your screen is small, you may also find that certain Worksheet filters are not visible, such as the “Team” filter. You can expand the hidden filters by clicking on the double right-pointing arrows – indicated by the red circle with the number 2 as shown here.

Workforce Comp Tips

Nested Scroll Bars

- Workforce Compensation has nested scroll bars (inner and outer)
 - You may need to use the vertical scroll bar to reveal the horizontal scroll bar at the bottom
 - Here, the horizontal scroll bar was out of sight
 - By using the vertical scroll bar, the horizontal scroll bar was revealed



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Workforce Compensation uses nested scroll bars. You may need to use the vertical scroll bar to reveal the horizontal scroll bar at the bottom of the page. The example on this slide shows that the horizontal scroll bar was out of sight and by using the vertical scroll bar, it was revealed.

Workforce Comp Resources

Contacts & Workforce Compensation Website

- Questions about:
 - **Timeline and Budget** for your organization: Contact your manager or HR Manager
 - **Eligibility**: Contact your HR Manager
 - **Workforce Compensation access and functionality**: Submit MyHelp ticket at:
[REDACTED]
- For more detailed information, please refer to the Workforce Compensation website:
[REDACTED]

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Questions about your organization timeline and budgets for this process should be directed to your manager and/or HR Manager.

Questions about eligibility, after you have reviewed the eligibility rules, can be directed to your HR Manager.

Submit questions on WC access and functionality to [REDACTED] at the url listed.

These training slides, along with a managers guide and eligibility document will be available on the Workforce Compensation website at the url shown on this slide.

Questions



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This concludes our training on how to use Workforce Compensation to make your compensation recommendations.

Your HR or compensation representative is now available to answer any questions.

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