Compensation Worksheet Overview

Workforce Compensation

The Compensate Workforce worksheet, or Comp worksheet, allows managers to compensate individual workers reporting up to them. The type of compensation allowed is dependent on the plan type. When passing down budgets to subordinate managers, go to the ███████████ section first.

Managers with subordinate managers and the appropriate access level use the Comp worksheet to approve their subordinate managers' worksheet submissions and to set their Comp worksheet access levels. The ███████████ access level is required to use the Comp worksheet.

Compensate Workforce

- Click the ███████████████████ in the ███████

  - The list of active "in-cycle" plans you have access to will appear in the ████████████████ and in the ████████
  - The columns in this view can be sorted by holding the cursor over the various header names and clicking on the appropriate sort arrows that appear.

- Hold the cursor over the plan name to display the ████████████████████ ██████████. The Last Available Day is the last day the plan will be viewable to managers. After this day, managers will no longer be able to view or download the details of the plan.

- Click the ████████████ to display a chart view.

  - Click the numbers in the ████████████ to see the list of individuals and other details for each.

  - Click the ████████████████ for this information in an expanded view and the ability to filter by ████████████████

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- Click the ███████████ to view previous actions taken and comments. Mouse over the ███████████ in this view to see notes related to each action.

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- The ███████████████ is dependent on the ██████████████████ you have been granted. It provides ██████████████████ to reports, budget, models, plus the ability to approve and withdraw worksheet submissions without having to navigate to the ████████████ of the Comp worksheet.

- To open the Comp worksheet, click either the ████ ██████ listed under the ███████████████ header in the ████████████ or under ████████ ████████████████████████

Comp Worksheet

The Comp worksheet is comprised of ████████.
- ███████████████ Managers input compensation decisions for workers and submit for approval on this tab. The tab name and the data that can be entered are dependent on the █████████████ plan type.
- ███████████████ Subordinate manager worksheet approvals are managed using this tab. The ███████████ will not display for managers who do not have subordinate managers with direct reports.

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The █████████ section shows the overall and available budget amounts. No ████████████████
██████████ amount will show if your manager has not published a budget for you. Note that the display
defaults to show the ██████████████████████ You can change the display setting in the ███████████
section.

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The ██████████ section displays the corresponding workers for the budget that has been published
(passed down) for you. The ████████████████ contains its own toolbar.

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Columns can be modified by selecting ████████████████ in the ██████████.

They can also be arranged by dragging and dropping the column headers.

The ████████████ in the worksheet ████████ affects the worksheet ████ as well as
the budgets that display in the ████████████ section. When changing the ████████████
selection, click the ████ to the right of the ████████████ menu to implement
the change.

NOTE: To display the ██████████████████ for your direct reports, the ████████
setting should be ████████████████.

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The system defaults to the ████████████████████████ which includes a detailed view of allocations made by subordinate managers. Click the ████████████████ to manage subordinate managers' access levels.

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

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An alternative view is available from the ████████████████████████ on the ██████████ for a detailed view of allocations made by subordinate managers.

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