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## HR Refresher

Compensation Processes/Compensation  
Workbench  
June 2013



## Agenda

- Compensation process timeline
- Budget
- Eligibility
- Accessing/Using CWB
- Q&A

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## Compensation Processes Timeline

CWB will open to HR on or around the below dates  
subject to budget approval.

- Annual Stock Grant – Open currently, closes on June 12 (Lead: Kate)
- Corporate Bonus – June 21 (Lead: Lisa)
- Non-Sales Salary Review – July 8 (Lead: Lisa)
- Sales Salary Review – July 8 (Lead: Tatyana)

For additional details please check the Wiki.

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The Global Compensation Group looks forward to working with you again this year. Please refer to the March 24<sup>th</sup> preliminary timeline from Kate Waggoner regarding each of the processes. As in the past we publish the corporate timeline to the Global HR organization. We expect you to work directly with your respective LOB heads to develop your own timelines to meet ours.

Preliminary download step is a critical step to ensure that issues are identified and handled prior to cutting of the final employee HRDB snapshot. The cleaner the data the smoother the process for all.

Not all employees are eligible for each process. If you have questions regarding the eligibility of employees, please check the eligibility guidelines which are posted on Compensation Workbench. We will walk through some of the important information regarding these processes in the upcoming slides.  
Stock: Budgets for the stock option process are small due to mandatory stock option expensing. Budgets are a fixed amount and do not vary if employees are added or deleted. Focus should be on top talent/key contributors.  
Eligibility may change due to country size or because of tax regulations. Countries with less than 100 employees are ineligible to participate. We encourage you to review the eligibility document at the beginning of every stock process. Refer to the compensation training modules for each region for details on stock eligibility. Keep in mind that \$250 worth of stock in one country may be a huge incentive, while in other countries the grant would barely register with the employee..

In most countries, the manager may communicate the approved grant to the employee upon receiving confirmation of the approval. However, there are some locations that require special written communication from stock services as the first notice to the employee regarding the grant. Please refer to the regional compensation training modules for details on how stock communication is to be handled in certain countries.

**BONUS:** The Global Performance Bonus Plan is an annual plan for the performance period of June 1 to May 31st. New hires must be on board as of April 1<sup>st</sup> to be eligible.

Pool is funded according to performance criteria determined by the Company. Individual bonus awards are at the discretion of management. Allocation of the bonus pool budget is at the discretion of upper management.

Budgets are generally approved and allocated after the June earnings announcement. Not all job codes or all countries are eligible for the Global Corporate Bonus Plan. Some employees are not eligible due to contractual agreements. Other employees may be not be fully eligible depending upon date of hire, being in an ineligible job code for part of the year, working in an ineligible country, etc.

Bonuses should not be communicated until LJE approval has been received.

M&A eligibility is dependent upon the agreement between the two companies. Refer to the eligibility guidelines posted in CWB for acquisitions.

## Managing Budgets & Process

- Budgets are set at the very top exec level & each LOB head has his/her own method of allocating.
- Each LOB will have its own timeline for each process.
- The Allocation Wizard is available to assist in pushing down budgets based on specific criteria.
- EMEA & LAD have some countries with mandatory increases.
- When budget is lean, extra care and attention must be given to awarding the top performers with low compa-ratios (FTE annual base salary/salary midpoint).

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As most of you are probably aware, an annual focal process is not a guarantee. Each year, the global compensation team conducts internal and external research to determine how much of a salary budget we need to remain competitive. While senior management takes our recommendations into consideration, the budget decisions and whether we have a salary process at all is based entirely on the business climate.

If we have a budget, it is determined by country and function, and allocated at the very top executive level. Each LOB head uses the budget in the way that he or she believes is appropriate for the LOB. The budgets are pushed from the top down, and some LOBs may stop at a specific level of management when allocating. For example, some organizations don't push the budgets any further than the M4 level. Even if a budget is not pushed all the way down to a mgr in CWB, managers may still allocate money to their employees. The budget summary shown in CWB will just be negative.

Salary budgets are typically set as a percentage of total eligible salaries, so the budget will change as employees are added and removed from a worksheet. Worksheet should be accurate before allocations, because any change to the population will throw off the numbers. If a manager identifies an employee that should not be on their worksheet we need to ensure that the employee is assigned to the correct manager.

The Allocation Wizard will help you to allocate based on specific criteria, such as career level, quartile, country, performance rating, etc. CWB allows you to model various scenarios and save each model so that you are able to compare how each distributes the budget. It is a wonderful tool when used correctly, and it is very useful, particularly for larger organizations.

There are some countries with mandatory increases that are processed outside of CWB. While these increases aren't technically part of the focal process, the money spent for these increases will be taken out of the overall budget for the appropriate LOB.

Out of cycle salary increases will be identified for Safra's review and may be taken into consideration during the setting of the budget.

Not all problems can be fully addressed with budgets. Stress the need to prioritize problem areas. Pay attention to top performers with low compa-ratios.

**DO NOT COMMUNICATE** anything regarding salary increases until we have final LJE approval. Be sure to communicate in local currency after double checking your worksheet to ensure that recommendations have not changed.

## All Processes – Important Facts to Remember

- Each LOB will have its own timeline for each process.
- Be sure to clean up your worksheet promptly!
- Do not communicate anything until final LJE approval is obtained.
- Always have management check CWB before they communicate to ensure that amounts have not changed.
- Always have management communicate in local currency.

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As in the past couple of years we publish the corporate timeline to the Global HR organization. We expect you to work directly with your respective LOB heads to develop your own timelines to meet ours. It is not unusual for increases to be effective and bonuses to hit pay checks on different dates across LOBs. The stock process is the only exception to this, as grant date is determined by country and all employees in the country will have the same grant date, regardless of LOB.

With each LOB on its own timeline, there is a limited window of time where we can make changes to employee manager assignments within the CWB modules. For example, If a manager is missing an employee 3 weeks into the process, but the employee is on the worksheet of a manager whose recommendations have already been approved, you have completely lost the opportunity to reward that employee. We cannot move employees once an LOB has submitted, so it is imperative that you catch these situations early in the process.

The recommendations entered into CWB may be changed at any time prior to LJE approval. We have had cases where an EVP has approved and submitted his entire org, but then something changes and Corp Comp is asked to change a recommendation. We can do this, as long as we haven't submitted for LJE approval.

Given that the time between a manager's recommendation and LJE approval could be many weeks, there is a lot of opportunity for the amounts to change. It is very important to stress to managers that they check CWB after final approval to ensure that none of the recommendations were changed.

## Managing the Salary Review Worksheet in CWB

- Managers are responsible for the accuracy of the information in their worksheet.
- Part-time employees will appear with the full-time equivalent base salary. Allocate the salary increase based on the FTE and the amount will be pro-rated at the time of processing.
- Eligibility guidelines & FAQs are posted in CWB.
- If an employee is missing, or if information is inaccurate, please check the eligibility document. If the person is eligible, contact Compensation.
- International transfers may appear as new hires.

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# Eligibility



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## Eligibility

- Review the eligibility document posted on the CWB homepage & Compensation Wiki.
  - Not all employees are eligible for all processes.
- Query the employee in the Employee Admin Window to view “ineligible reason”.
- Contact the local/regional contact if step 1 and 2 fails to provide an explanation.

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It is very rare that the script causes us to miss employees completely. They are usually ineligible for a valid reason.

## International Transfers

- Identify international transfers.
- Compensation runs a report to identify them but some can still slip by depending on timing.
- Check the former country to ensure eligibility before contacting Compensation.
- Provide the following information in an email to the Compensation Lead in the receiving country:
  - Former country code/employee id
  - Total number of eligible days (former and current)
  - Total eligible salary in local currency
  - A description of why the employee should be made eligible

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The system does not recognize that an employee is an international transfer and may treat the employee as a “new hire” for eligibility reasons.

International transfers move to the new country with a new hire date and employee number. We try to catch these and fix their eligibility, but we don’t always catch all of them. If you have an international transfer with incorrect eligibility, please contact the Regional Compensation contact for assistance.

## Tools & Resources

- Your manager
- Compensation Wiki (Eligibility documents and process updates)  
<http://myst.oraclecorp.com/hrwiki/index.php?n=GlobalComp.Policy>
- Compensation Contact
- IWB – displays salary information and history for all employees within your organization
- HR Global Website

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In a self service organization like Oracle, there are many resources available to educate managers on making compensation decisions.

Your manager should be your number 1 resource for compensation-related discussions. He or she can give you direction about compensation decisions made at the line-of-business level. For example, during the focal, bonus and stock processes, some LOBs may implement specific strategies on how they want to allocate their budget pools.

Another important resource for you is the local Compensation manager or HR manager for the country in which the employee works. He or she will be able to provide expertise on local practices, processes and requirements for that country. In addition to providing advice on day-to-day comp decisions, the compensation team and HR team can also provide advice for some of the more difficult compensation-related challenges that you may face. You can find your HR Contact and HR Manager by checking your ARIA page. The appropriate compensation contact can be found on the HR Global website.

In addition to personal resources, Oracle has plenty of online resources available. There is a wealth of information available through the global HR website and through HRMS applications like Manager Self Service (often referred to as MEE), Compensation Workbench -or CWB- and Information Workbench (often referred to as IWB).

On the HR Global Website you will find the country HR sites, global compensation information, employee handbooks and global policies such as code of ethics and Business Conduct.

Compensation Workbench is used for comp processes such as the Global Corporate Bonus and the Focal Review and on IWB you will find job and salary information and history for all employees within the hierarchy.

## Accessing/Using CWB



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## What is Compensation Workbench?

Compensation Workbench (CWB) is an Oracle Self Service Application that enables managers to manage the stock, corporate bonus and salary review processes.

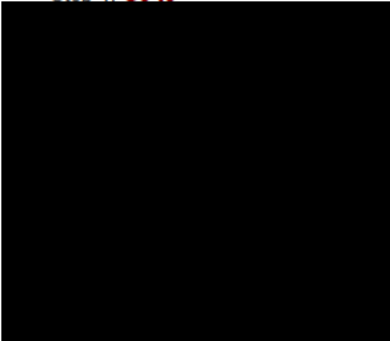
- Plan, model, and allocate budgets across multiple currencies
- Distribute budgets to managers
- Rate, Rank, and Award individual employees compensation
- Promote employees into new jobs
- Review historical compensation information
- Easily view and download employee information for off-line work or further analysis

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## How to Access CWB

Step 1: **Go to**



Step 2: **Log in** with your SSO



**Sign In**  
Enter your Single Sign-On user name and password.

Username

Password

[Lost your password?](#)

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To access CWB from the my.oracle.com homepage, select the “Self-Service Applications” link from the “Employee Tools” menu. When prompted, enter your Single Sign-On details.

## How to Access CWB (Cont.)

Once logged in:

#3 [REDACTED] [REDACTED] [REDACTED]	#4 Under CWB for HR Admin, [REDACTED] [REDACTED]
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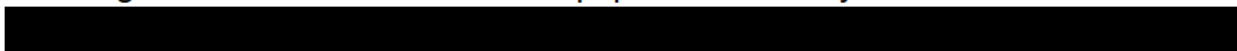
[REDACTED]

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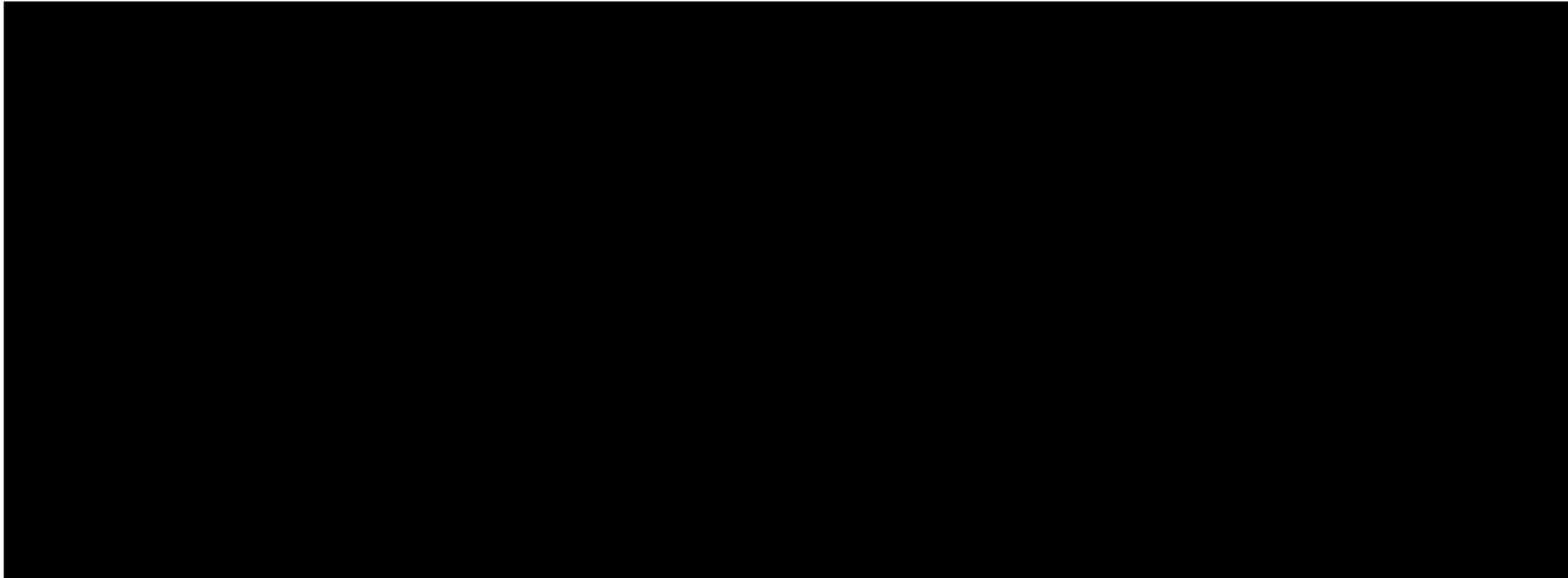
Once you are logged into SSA, you will select US Manager HR Self Service from your list of available responsibilities. Note that even though you are selecting a US responsibility, you will still be able to manage all your employees globally. The preceding country code defines the country that you reside in.

The right side of the screen will then populate to show your list of choices for that responsibility. From it, select



If a manager is missing the responsibility they need to log an SR to request it be added.





- This is the CWB home page. Let's briefly explore the different options available here and then we'll go into a bit more detail in the following slides.

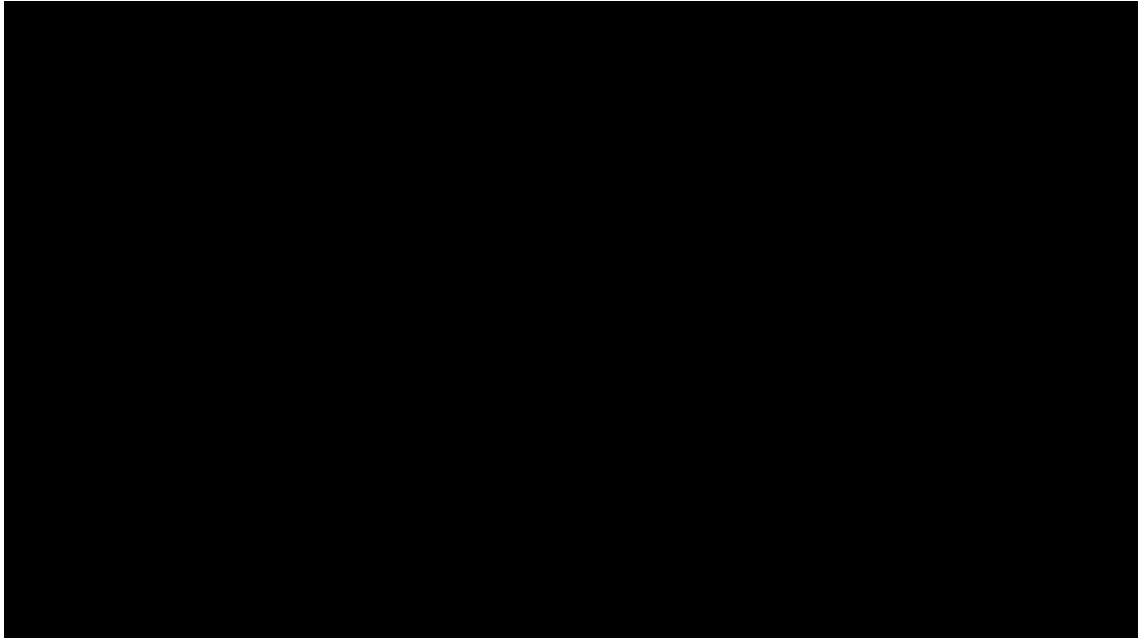
- This is your plan menu. Depending on the plans that are available to you, your menu may appear slightly different. This lists each of the available modules and shows the access to each of the various tasks. We will review the tasks in more detail in a few slides.

- The switch manager option allows you to change to another manager under you to review budgets and worksheets. When changing to another manager you are brought to their CWB menu and can assist with assigning plans or just to help streamline the view for one of your groups instead of looking at your organization as a whole.

- Here are some of the reporting options.

- The Information and Links section will take you to a number of additional resources to help you with

your CWB needs. Right now the links are broken but they will be fixed once the modules are open to managers.



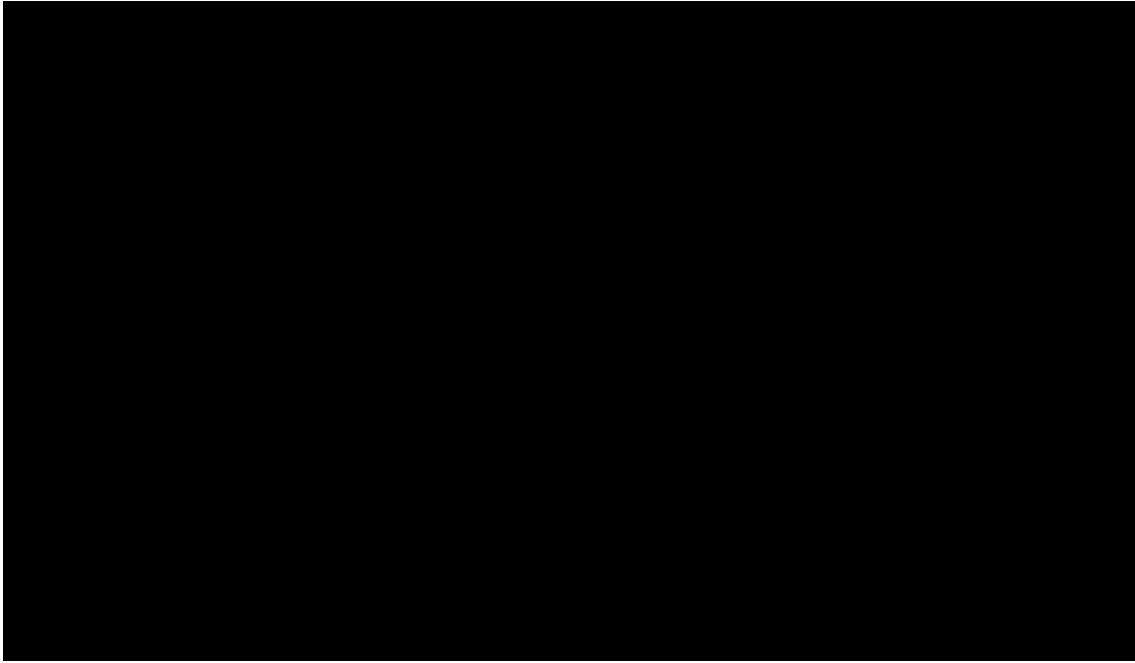
Search for the employee by either employee name, employee number or email address. I personally prefer to search by email address as email is a unique identifier.

Select [REDACTED] from the list of matches and Click [REDACTED]



Select the [REDACTED]; in this case the global corporate bonus and hit [REDACTED]

HINT: Click the [REDACTED] twice to sort by plan run date. This assists you in selecting the correct plan.



Scroll to the bottom of the page to

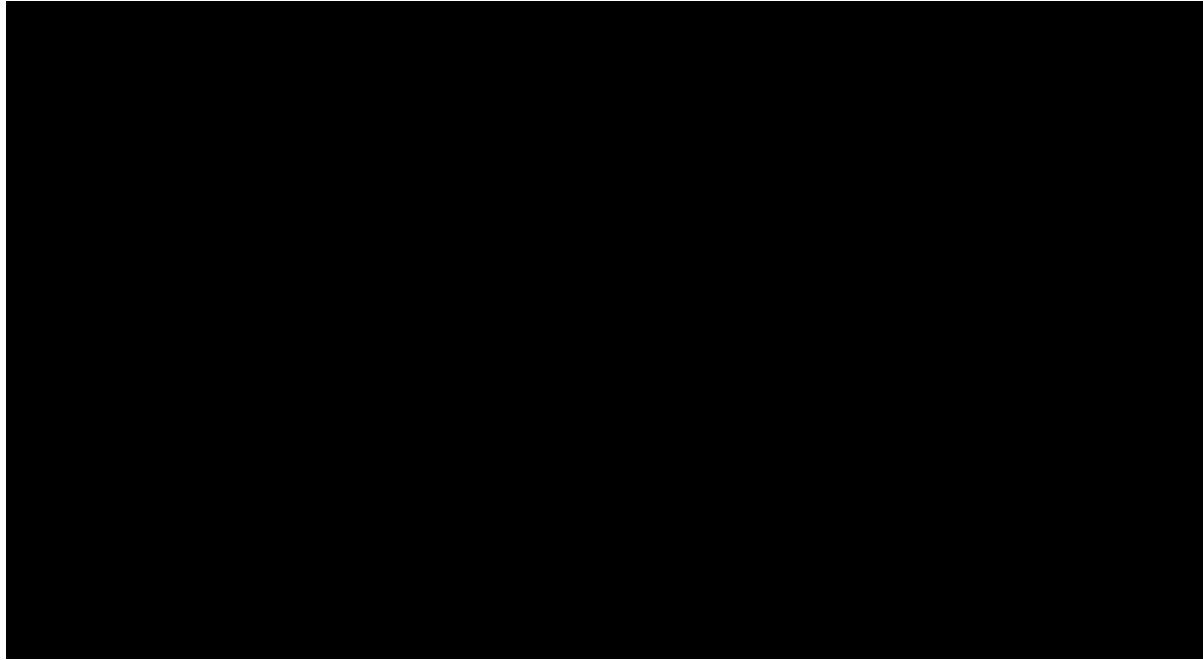


The current worksheet manager is



Click on the





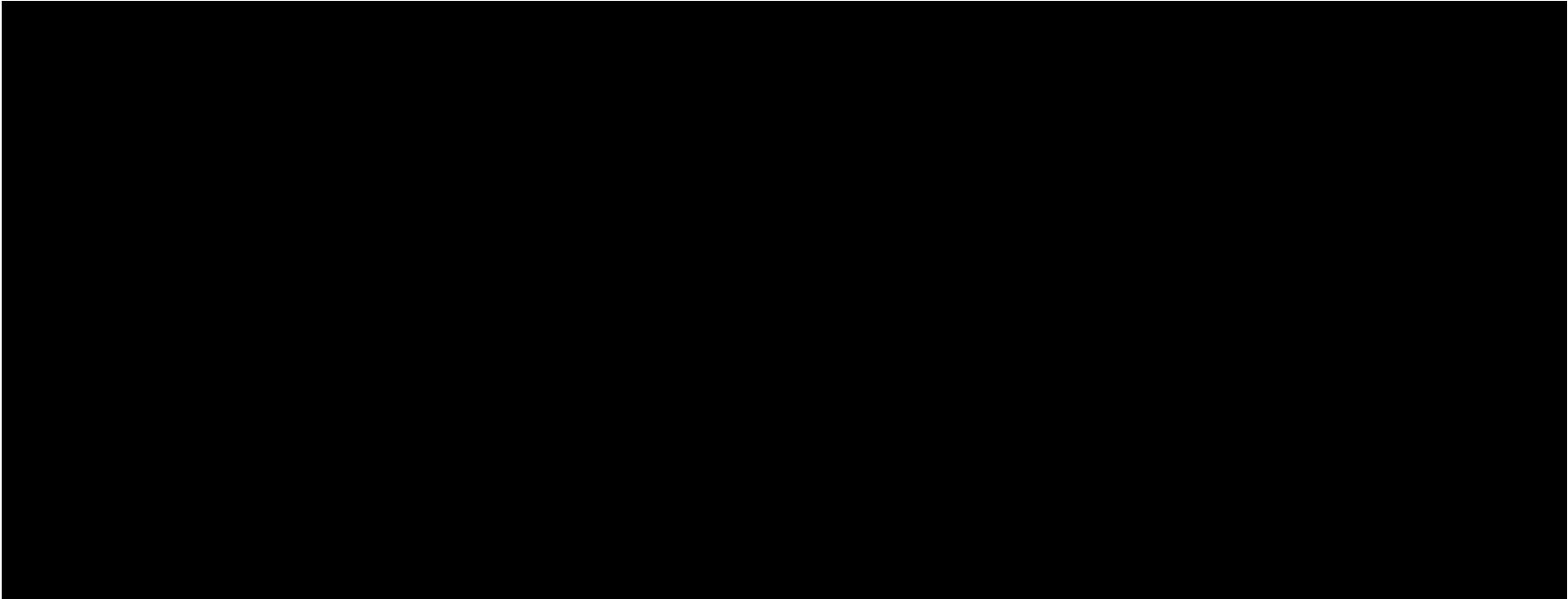
The new manager will now be populated as the current worksheet manager field.

Please add your comments. Your name, today's date, description of the change and who requested the change be made.



Every time you make a change in the Employee Admin Screen it is important to add your comments so that the next individual who reviews the record has an understanding of the change history. Remember making a change in the Admin Window does not change the HRDB.

To change eligibility or salary please email Corpcomp\_us or a member of the Global Comp team after you have made the change in the HRDB. Provide the employee country, employee email address or employee id. Provide details on the change and justification for the requested change. However, they will ask you to submit the change via manager self-service. Otherwise the data will be incorrect in the next process, as changes made within Compensation Workbench do not update the HR database.



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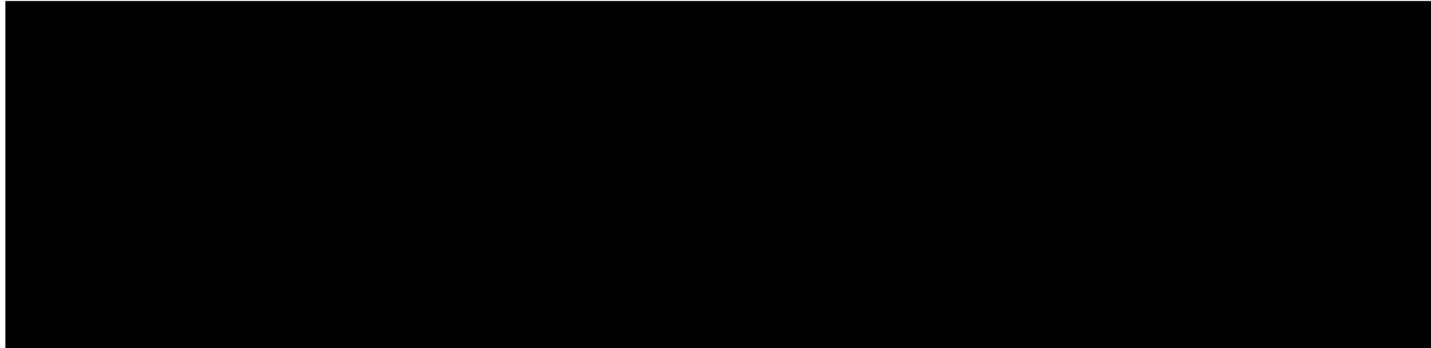
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- Here are some of the reporting options.

- The Information and Links section will take you to a number of additional resources to help you with your CWB needs. Right now the links are broken but they will be fixed once the modules are open to managers.

## **Plan Tasks – Overview**

Tasks in the Global Salary Increases/Adjustments Module



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In this example we'll look at the Global Salary Increases/Adjustments Module.

The action options are set up in the order we would expect them to be used, from top to bottom.

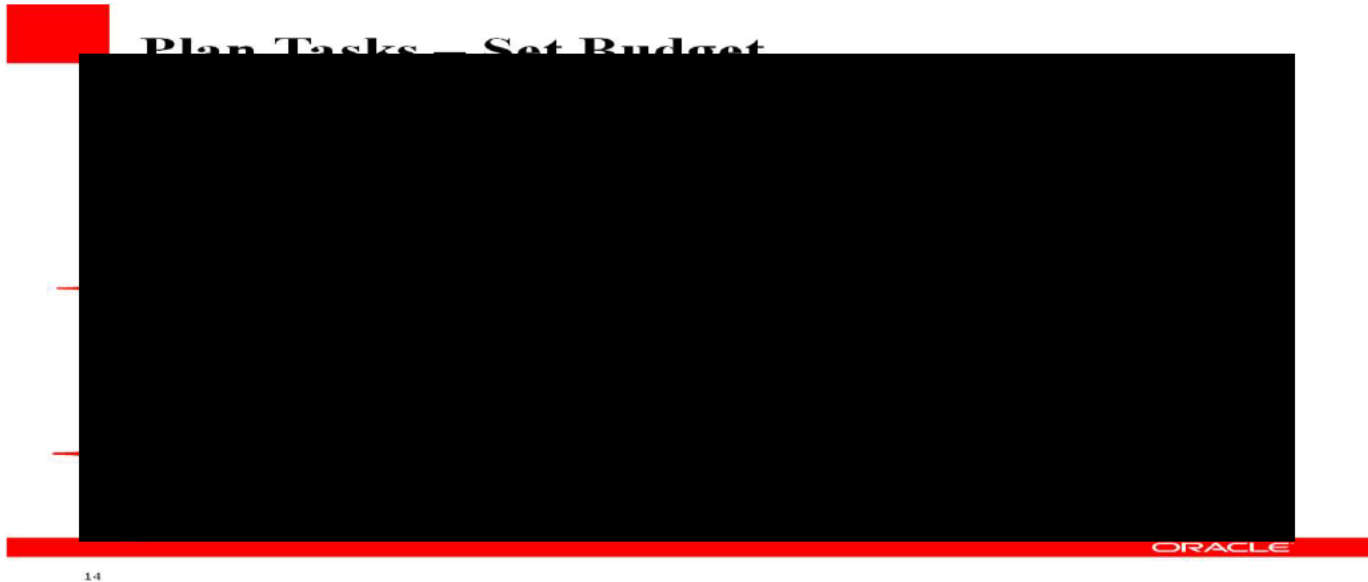
- Set Budget
- Rate/Rank Employees
- Make Job Changes/Promote Employees
- Award Salary Increases/Adjustments – Worksheets
- Review, Approve/Reject your Manager's Recommendations
- Submit to Next Level

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Let's get familiar with these options



## Plan Tasks - Set Budget



Here is the Set Budget screen. The Compensation group presents to Safra each year our competitive analysis to include voluntary attrition and CPI by Country and any other compelling comments. This information is then used to determine LOB Budgets.

The top left portion shows the summary for your entire organization including your available budget as both an amount and percentage, the eligible salary amount and number of eligible employees as well as the amount you have allocated to others within your organization. It is important to remember that not all of employees may be eligible for a process and so these figures will likely not reflect your total population.

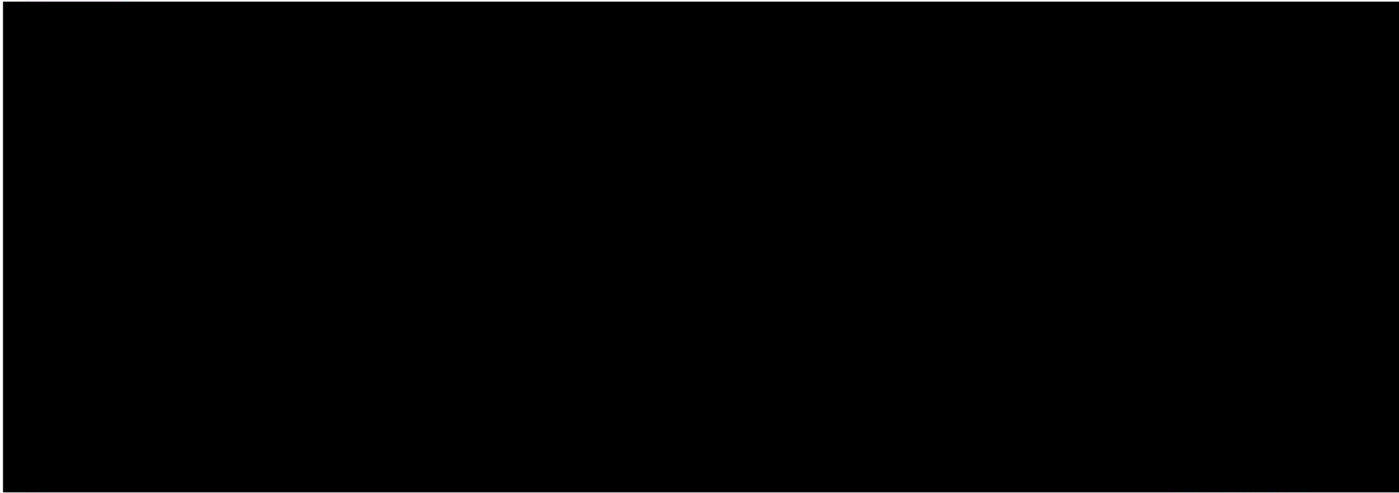
The Budget Details portion at the bottom breaks out eligibility by managers direct reports. Managers can then allocate a budget by entering either a percentage or amount in the white spaces provided. If a budget has already been set, the white areas will turn gray and there will be data in the published amount & date columns. Changes in this section will reflect instantly in the Budget Summary at top.

Additional Options are also available to assist you with allocating, shown here in the top right corner. The most commonly used is the "Use Allocation Wizard" option which can help you with strategically delivering a budget down to your direct reports.

Focal budgets are typically set as a percentage of total eligible salaries, so your budget will change as employees are added and removed from your worksheet.



## **Plan Tasks – Rate/Rank**



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The next task is Rate and rank.

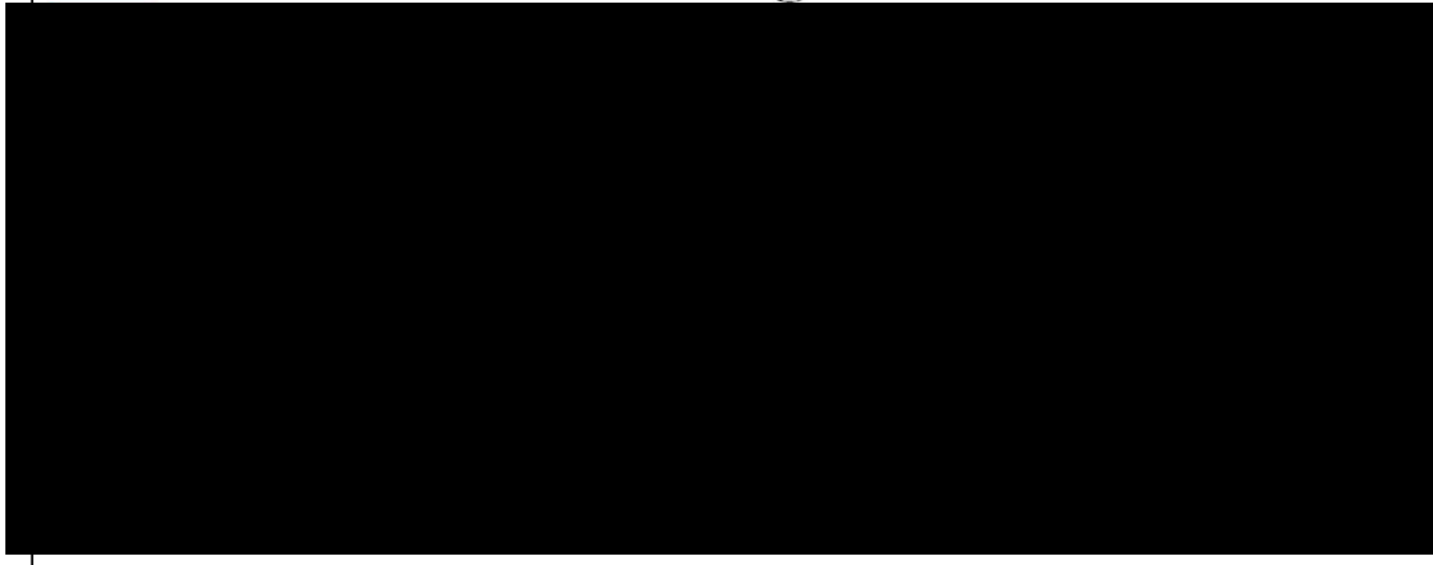
Here you will be able to rate employees on a scale of 1 to 5 with 5 being outstanding. The top summary portion shows a breakdown by each rating for those eligible. As in the set budget screen, this information will update as you make changes to the information below.

The Employee Performance section is where a manager enters the rating for each individual employee. Having this information is useful when trying to make allocations at the employee level so that a manager can easily identify top performers and those that need improvement and make budget changes accordingly.

The Rate and Rank feature is optional depending on the organization you are in.



## Plan Tasks – Job Changes



This is the Job Change menu. Here you can change an employees job code and discretionary title. These changes should be made prior to making individual salary changes so that the new salary data can be reflective of the proposed position.

In the US an additional requirement is the completion of the job classification form for any employee moving from “Salaried eligible for overtime” to “Salaried ineligible for overtime”. The form may be obtained by emailing corpcomp\_us or contacting your HR Business Partner.

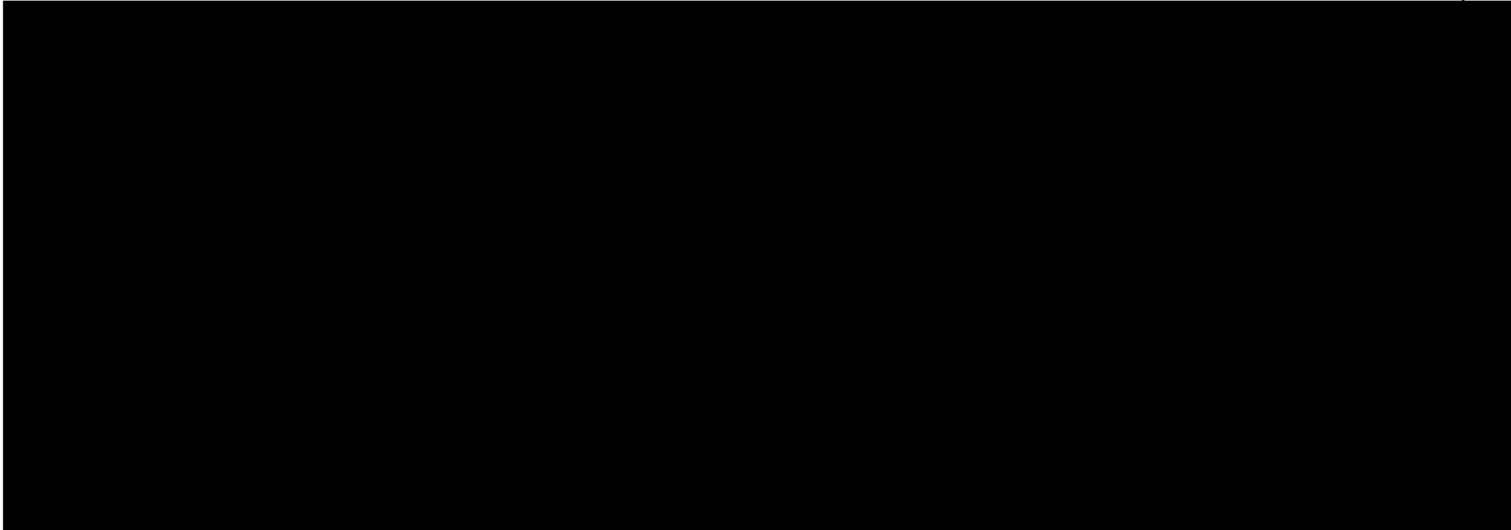
Again, the summary at the top, shows a breakdown for the number of changes made during this process, and the “Employee Promotions” section at the bottom is where you will make the adjustments.

An additional feature here is the filter menu. With this you can choose view only those reporting directly to the manager versus your entire organization, select only a specific country or do a search for a single employee.

The options in the top right can also assist you with making these changes.



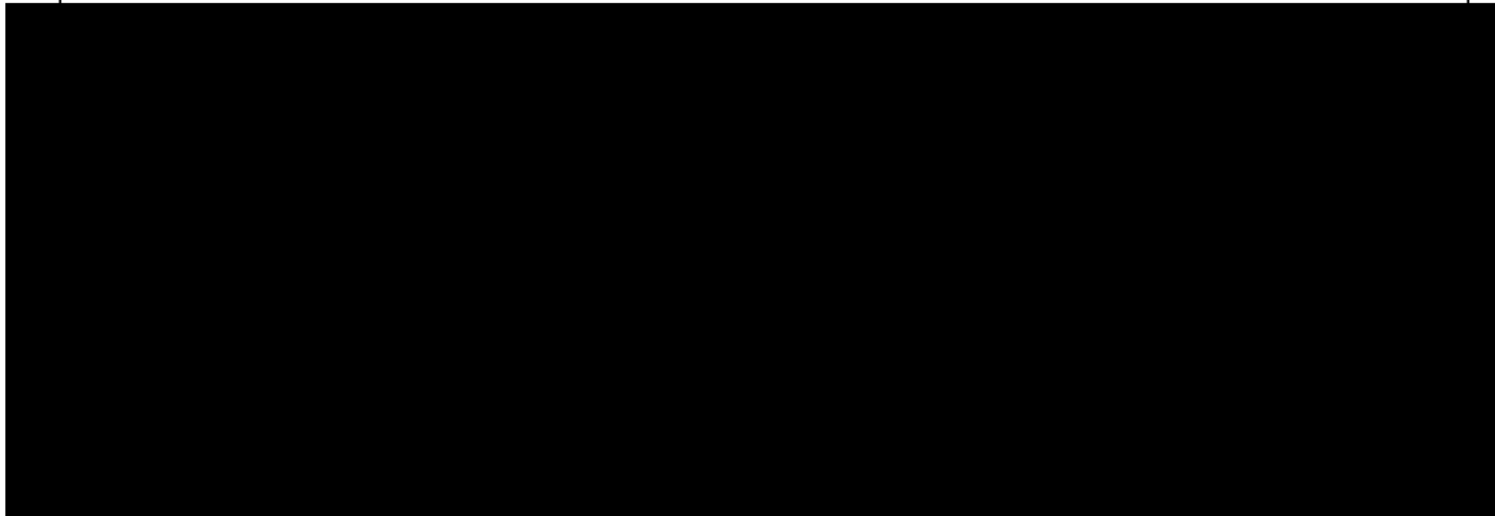
## **Plan Tasks – Award Salary Increases/Adjustments**



You can also see that there are two salary columns – one is for the Annual Base Salary (FTE) which shows the actual amount they get paid. The other salary column shows the amount eligible to receive an increase on. As you can see for the first employee, their Annual Base Salary is \$70 K but their Eligible is only \$40 K. This may be because they were hired mid way through the year, they changed jobs, etc. Remember that you should base the increase off of the ELIGIBLE salary. The salary range is also displayed.



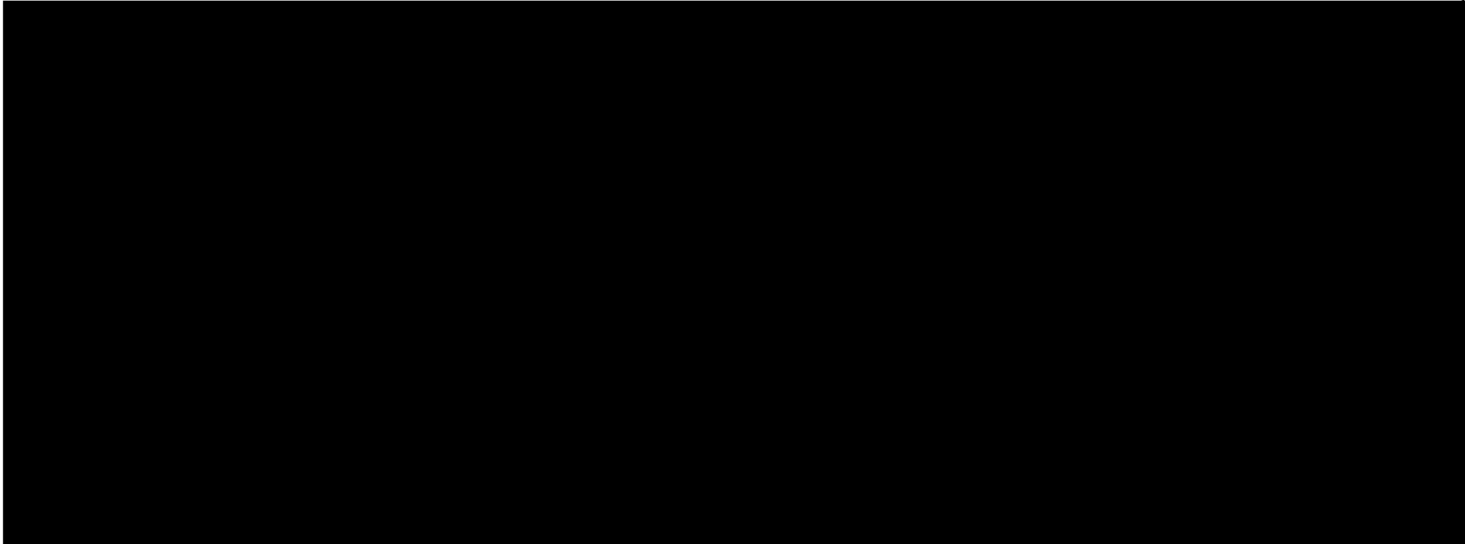
## **Plan Tasks – Review and Approve**



Once your managers have submitted their recommendations you will have the opportunity to review and approve. You can also use this screen to track which of your managers have submitted and which managers are still working on their recommendations.



## **Plan Tasks – Submit to Next Level**



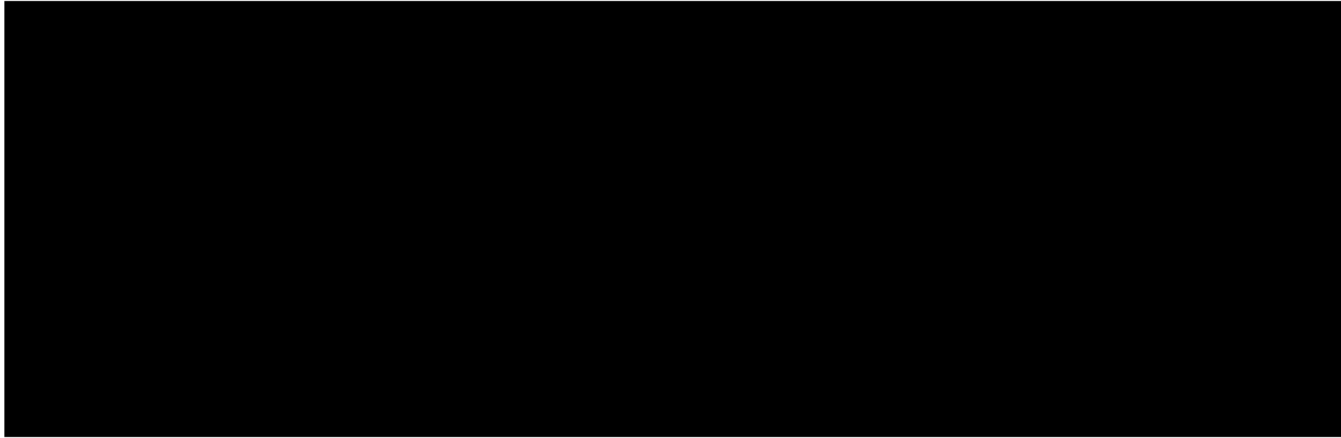
This is the last available task for all of the modules.

There are a number of summary tools available on the “Submit to Next Level” screen to assist in ensuring that your budget has been appropriately distributed. Please review country spend versus actual country budget to ensure that dollars have been distributed as Safra has intended.

Each submission will go to the SVP level and be reviewed by HR & Compensation prior to final approval.



## CWB – Information and Links



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Finally you will find in the “Information and Links” additional training modules for CWB and other Self Service Applications.





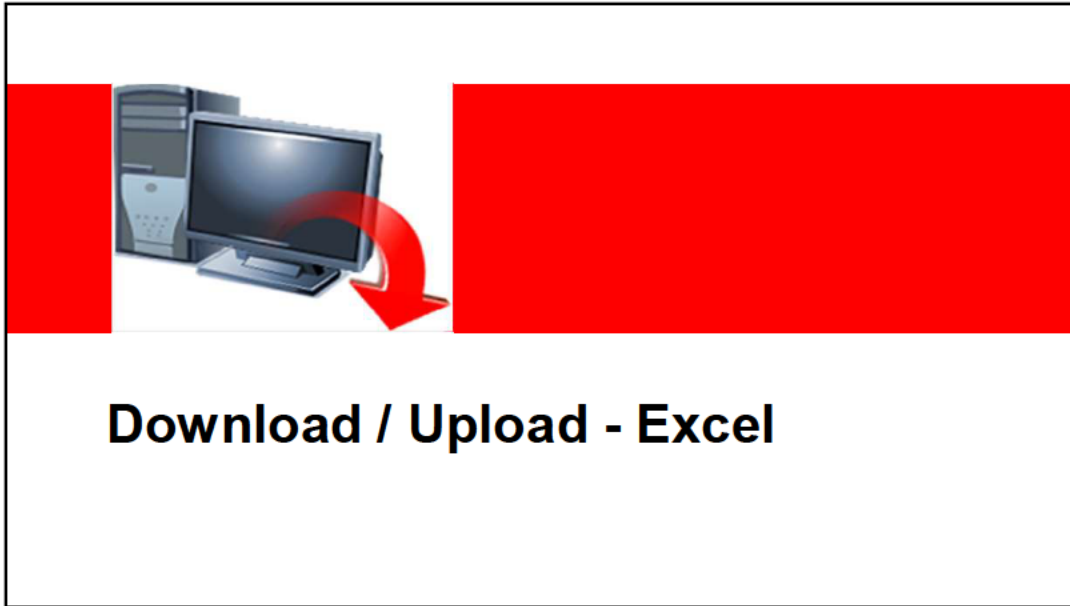
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# Appendix

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**Download / Upload - Excel**

# Have you configured your Excel?

Excel 2007 configuration settings - Please follow the below instructions:

1. Open Excel 2007
2. Click the Microsoft Office Button (the button is a circle with the red, blue, yellow, green squares in it)
3. Click on Excel options (Bottom of the window)
4. Click on Trust center -> Trust Center Settings
5. Click on Macro settings and under the developer Macro settings check the "Trust Access to the VBA project Object Model"
6. Optional step: Under Macro settings you can check "Enable All Macros" (but this can have security implications)
7. Save and close Excel window
8. Now try downloading the sheet. Office 2007 will block the macro but notify you. Click on the notification and enable the content. This will start the sheet download.

Note: you will now find the Oracle Menu to 'Upload' the worksheet under the 'Add Ins' tab.

Once the Excel spreadsheet settings are set up, please check Internet Browser Settings:

1. **Navigate to Tools => Internet Options and choose the Security tab.**
  - Select Local Intranet and choose the Custom Level button.
  - Set "File download" to "Enable".
2. **Navigate to Tools => Internet Options -> Security tab.**
  - Make sure the correct Web content zone is selected and press the Custom Level button. Set "Initialize and script ActiveX controls not marked as safe" to "Prompt". Press the Return button on this page to restart the document creation process. Select "Yes" when prompted to accept an ActiveX control to complete the process.

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## Have you configured your Excel?

If issues persist, see additional instructions:

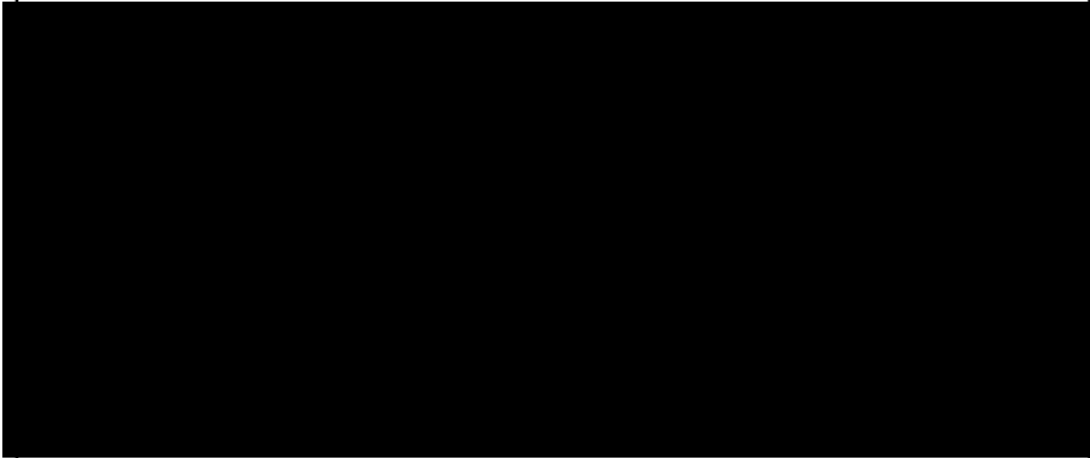
Set Internet Trusted Site options and check the Trusted Site settings.

1. Go to Internet Options > Security. Select 'Local Intranet' zone
2. Click on the 'Site's' button
3. You should have 'Automatically detect intranet network' check-marked.
  - A. Click on the 'Advanced' button
  - B. Add this URL to your list of trusted sites: [REDACTED] click 'Add' button
  - C. Insure the 'Require server verification (https) for all sites in this zone is Unchecked.
4. Go to Internet Options > Security. Select 'Trusted Sites' zone
5. Click on the 'Custom Level'.
6. Finally, click "OK" to close the Internet Options dialog box.
7. Close the browser window so that new settings can be used.
8. Then retry the download.

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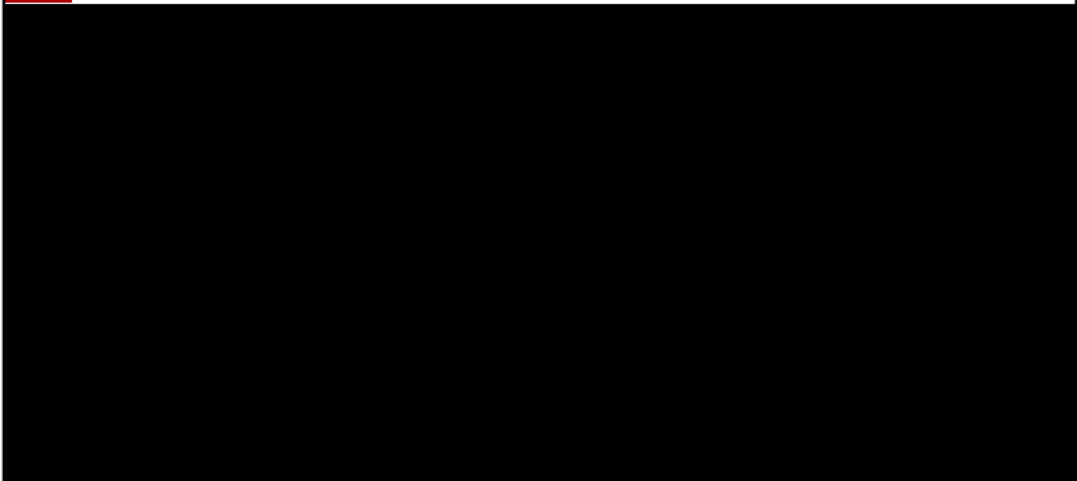


# Download to Spreadsheet



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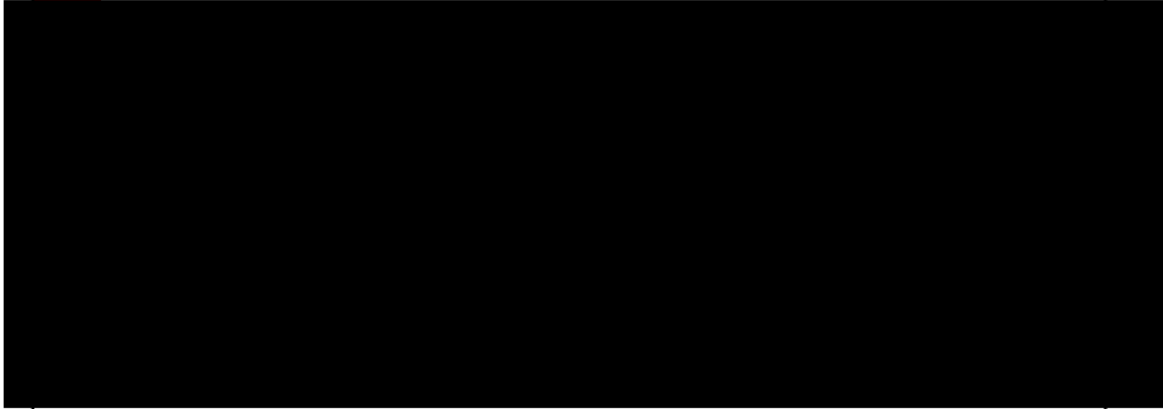
Download to Excel



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**Requesting CWB Responsibility**

## Requesting CWB Responsibility

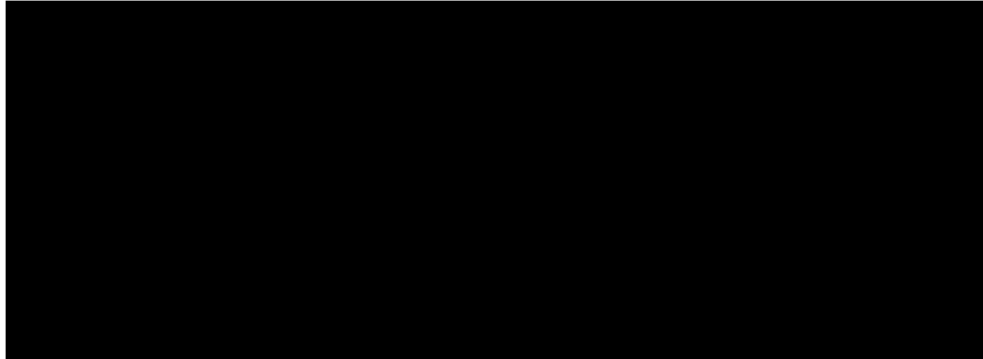
- Go to [REDACTED]
  - Select [REDACTED]
  - Select the tab [REDACTED]



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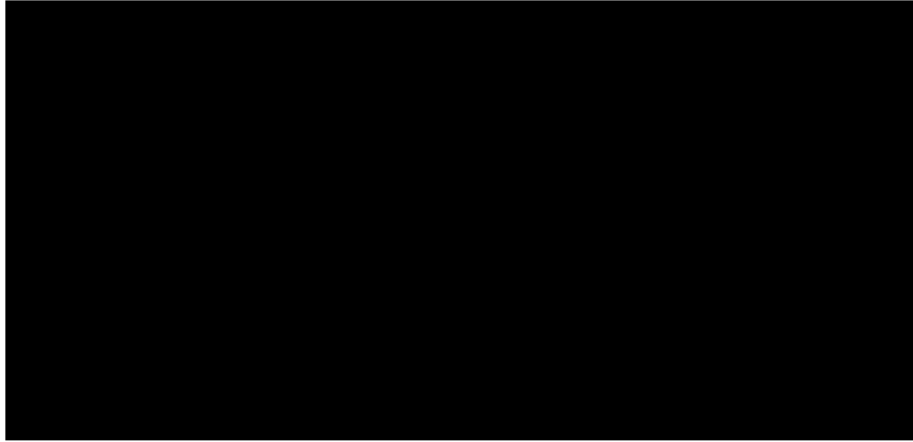
## Requesting CWB Responsibility

**Complete** the request form with the following information, then click "Next Step"



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## Requesting CWB Responsibility (Cont.)



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## Requesting CWB Responsibility (Cont.)

**Complete** the requested information with the following, then **click** "Next Step"



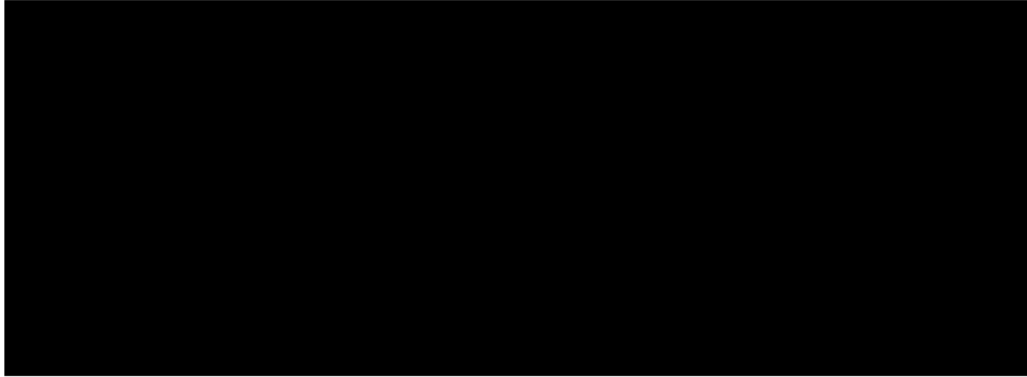
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## Requesting CWB Responsibility (Cont.)

Provide a justification & personal information, then [click](#) "Submit Request"



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