

Hints & Tips

Workforce Compensation

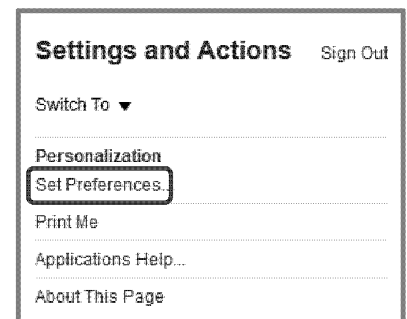
More worksheet toolbar options are defined in the reference guides aligned with the **Compensation Worksheet Overview** and **Distribute and Publish Budgets** modules.

Hints for Navigating Workforce Compensation

Set System Preferences

Before you begin to use Workforce Compensation, confirm your User Preferences for a more customized experience.

- Click on the dropdown next to your name and select **Set Preferences**. Then, under the *Regional* category you can select Territory, Date Format, Time Format, Number Format, Currency and Time Zone.



Use the Preferred Web Browser

The preferred browser to ensure best application functionality is a current version of **Mozilla Firefox**. If using other browsers such as Internet Explorer or Chrome, some functionality may be lost.

You may also experience performance issues if using earlier versions of Firefox.

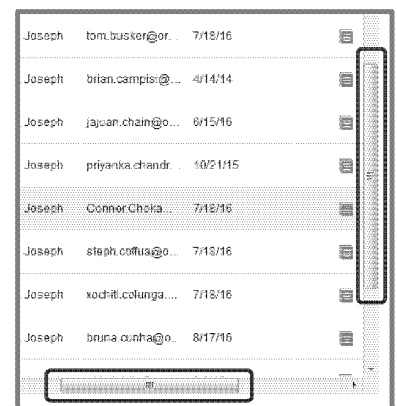
- To check your version, select **Help > About Firefox** from the menu bar. You can download the latest browser version from **MyDesktop**.



Nested Scroll Bars

Workforce Compensation has nested (inner and outer) scroll bars.

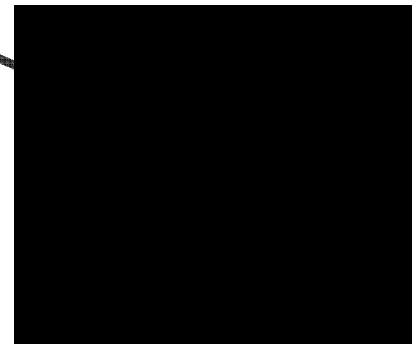
- You may need to use the vertical scroll bar to reveal the horizontal scroll bar at the bottom.



Access the [REDACTED]

The [REDACTED] allows you to access the various application menus. Depending on where you are in the application, the menu options may vary.

- Click the [REDACTED] to expand or collapse the pane.



Access System Help

Workforce Compensation includes Help tips that you can access while using the application.

- You will see orange question mark icons appear where applications help is available. Click the icons to open windows with help options.



Tips for Working in Workforce Compensation

Enter Performance Ratings

Decision-making for awarding compensation may require using tools to help determine appropriate allocations to recommend. The Comp worksheet includes columns for entering performance ratings as a tool to assist managers with this process. **NOTE:** This is not connected to any Talent or other HCM applications outside of Workforce Compensation.

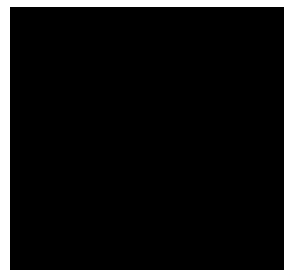
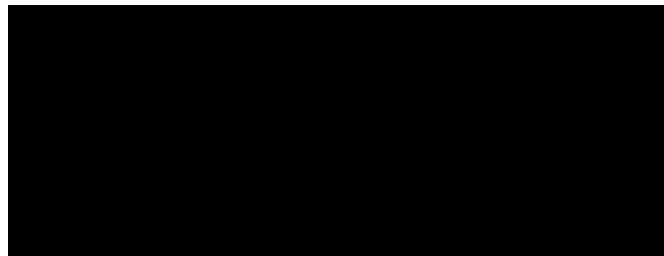
- Navigate to the [REDACTED] in the Comp worksheet and select the desired rating from the drop down menu.
NOTE: Any ratings already present have been carried over from a previous compensation plan cycle. When you change the drop down menu selection, the new rating is carried over to the next open plan.



View Currency Conversion Rates

In the Comp worksheet, you can view US Dollar conversion rates by country.

- Click [REDACTED] in the [REDACTED] of the Comp worksheet toolbar.



NOTE: The effective date for the conversion rates is displayed at the bottom left the currency list.

Utilize

Workforce Compensation includes two [REDACTED] for viewing and managing Comp worksheet data outside of the system.

[REDACTED]

This function [REDACTED] the current worksheet view to a [REDACTED]. It is a “snapshot in time” and is valuable for saving current status for future reference. Use the [REDACTED] in the worksheet toolbar to adjust what workers are included in the [REDACTED]. Note that if the Currency is set to [REDACTED] the export will show values in local currency. Whereas if this is changed to [REDACTED] the export will be in USD.

- Click the [REDACTED] in the left portion of the Comp worksheet toolbar. This function is also available from the [REDACTED] accessed from the budget worksheet.

[REDACTED]

This function [REDACTED] all workers regardless of the [REDACTED] and allows input of compensation award allocations and performance ratings (offline, if desired) and then you can upload the changes back to the worksheet (after login). Note that allocations made using this function are always in [REDACTED]. This function is not available if using the [REDACTED] web browser.

IMPORTANT: This function requires installation and configuration of the [REDACTED]. Installation instructions are available in the [REDACTED] reference guide.

- Click the [REDACTED] in the right hand portion of the Comp worksheet toolbar to access. (*Details for use available in the “Manage Allocations in Excel” module.*)

View

For each person listed on the Comp worksheet, a [REDACTED] is available including base rate, annualized salary and percentage change for the current and previous four years.

- Click on the [REDACTED] column icon for the employee history you wish to view.

View Employees by Team

In addition to viewing your own direct reports, you can view the teams of one or more managers in your organization.

- Using the [redacted] in the Comp worksheet toolbar, select the manager(s) whose team(s) you want to view. Click the [redacted]
- Or, select [redacted] to view your entire organization.

Refresh Worksheet Data

Changes made to your worksheet after applying a model or uploading an Excel spreadsheet may not appear until the worksheet is “refreshed”.

- You can refresh the worksheet by changing the view such as navigating away and back to the worksheet or by changing the [redacted] to a different setting.

View Audit Trail

You can view a summary of activity and track what changes have been made in the system and see when the changes were made and by whom.

- Select [redacted] from the [redacted] in either worksheet and then select whether you wish to view your own [redacted], your entire [redacted], or for an individual selected in the worksheet.