Global Corporate Bonus Process and Fusion Workforce Compensation

HR Training

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Today we will be reviewing what’s changing this year in the process, a timeline for the process, and general process info. We will also present the functionality of Fusion Workforce Compensation. The functionality portion will include the functionality you may need as a member of the HR team.
Global Corporate Bonus Process
Tentative Timeline
• Decision will not be made on bonus funding until after
  the FY14 earnings announcement during the 3rd week
  of June
  – We will prepare the module and be ready to start the
    process if funded
• Tentative calendar:

The Bonus process will be kicked off the 1st week of June in order to be prepared to open the module if
budget approved at the time of the fiscal year earnings announcement during the 3rd week of June.

The reason for starting the training process for HR before the earnings announcement is that the
eligibility validation in Fusion Workforce Compensation is different than the process for CWB.

The validation process as you can see is scheduled to start June 5.
Global Corporate Bonus Process
What’s New - CWB vs FW

• Using Compensation Workbench (CWB) and Fusion Workforce Compensation (FWC) for the Bonus process

• Several organizations will be part of a FWC pilot
  – Product Development – all employees under Thomas Kurian
  – Selected groups under Safra Catz:
    • Carol Kelly
    • Corey West
    • Eric Ball
    • Greg Hilbrich
    • Ivgen Guner
    • Loren Mahon
    • Scott Rae
  – HR for Finance may have LOBs in both CWB and FWC
  – OFSS employees in the pilot organizations will be included in FWC

• All other organizations will use CWB

For the Bonus cycle this year we will be doing a pilot in Fusion Workforce Compensation. Several organizations will be part of the pilot. Product Development (all employees under Thomas Kurian) and Finance organizations under Carol Kelly, Corey West, Ivgen Guner, Greg Hilbrich, Scott Rae, Loren Mahon, and Eric Ball will enter their bonus recommendations in FWC.

OFSS employees in the pilot organizations will be included in FWC. For Finance there are... For Product Development the OFSS employees have recently become Oracle employees and will pull in to FWC. We will double check these employees and may need to adjust their eligible salaries similar to an international transfer.

All other organizations will enter their bonus recommendations as usual in Compensation Workbench (CWB).

Depending on the organizations you support, you may be validating eligibility and assisting managers in both tools. Hopefully there will be minimal transfers between groups where one group is using CWB and the other is using FWC but any of these moves will need to be coordinated carefully.
Global Corporate Bonus Process

General Info

• Timelines
  – Each LOB may establish their own internal timeline for the process that ensures Executive review and approval before the Corporate submission date

• Budgets
  – Budgets are set at the top Executive level for each organization. In the past, each LOB head has been able to determine the method of allocating budgets to their organization
  – The FWC Modeling feature is available to assist in pushing down budgets based on specific criteria

On an earlier slide the corporate timeline was discussed. LOBs may establish their own timeline that allows for review and approval by the organization leaders before the final submission.

Budgets are published to the top executive level of the organization. In the past, each LOB leader has been able to determine the method of cascading budgets in their organization. We expect the process to be the same this year but will let you know if anything changes.

FWC does have a modeling feature similar to the budget wizard in CWB to assist managers in pushing down budgets which we will review later in the presentation.
Global Corporate Bonus Process

General Info

• Communication
  – **Do not** communicate a bonus amount until you receive notification from Corporate Compensation that final approval has been received
  – Always check FWC **before** communicating to ensure that the bonus amounts haven’t changed

• Eligibility
  – Review the eligibility document posted on the Fusion Workforce Compensation homepage (url) and Compensation Wiki
  – Be sure the employee population for your organizations are correctly reflected on the FWC worksheet
    • Not all employees are eligible for the Global Corporate Bonus

Remember that bonus amounts should not be communicated until final approval has been received. Also amounts can sometimes be adjusted **during the approval process** so always check in FWC (or CWB) before communicating a bonus.

Please review the eligibility document for the process this year. There are 2 keys changes to previous years’ eligibility:

**OT eligible employees in LAD** and **eligibility for FY14 M & A’s.**
HR Information: Working in FWC
FWC access is a **two part process**.

**First Part**— Submit your APS request for the [role] role. This role gives you the **ability** to access a manager’s hierarchy or a country but it does not provide the **actual access** to a hierarchy or country.

- **Do not** expect your access to be immediately processed! All APS requests must go to your manager for approval and then to the GPO (Global Process Owner) for approval. Be sure to allow sufficient time for the approval process; submit your APS request in advance of when you will need it.

As noted above, the APS role by itself is not very useful. You must also have access to either a manager’s hierarchy or a country.

**Second Part** — The **actual access** (to a manager’s hierarchy or a country) is granted through an Area of Responsibility (AoR) entry by the HRIS team.

- When you submit your initial APS request, in the Justification area you enter your reason for requesting the role and the **email address** for the manager whose hierarchy you support, or, if you support a geographical region, the name of the **country** (or countries) you support.

- This information is used by HRIS for the **Area of Responsibility (AoR)** entry which will grant your access to the hierarchy or country.

**Notes to Lisa:** Country information should only be submitted by HR users who support an entire country. AoR cannot restrict access using a combination of mgr and country, such as only Fisher’s employees in Ireland.

*Email address is to ensure we create access for the right mgr.*
To access FWC from the my.oracle.com homepage, select the

On the next screen, click the

At the Sign In screen, enter your Single Sign-On credentials.
How to Access FWC
How to Access FWC
Proxy Manager

1. Click the [link]

2. Your name will appear in the [field].
   Click the [ ] and click [ ].

3. Enter the [ ] and click [ ].

4. Click the [ ] in the [ ] and [ ].
How to Access FWC
Access Validation Worksheet /

5. Click the link for the [ ] to open the Worksheet

6. Click [ ] icon to [ ] and begin your validation

Important Note: Before you can use the [ ] feature, you must have the [ ] installed on your computer
How to Access FWC

Download and Install the... You must download and install the... This will ensure you have the latest version.

1. Go to... Click the link and download the .exe file to your desktop.

2. Double click the... file to install the...

3. Go to your computer’s Control Panel > Programs and Features page and verify the... has been installed.
Configure when using
After installing the verify the is active in
How to Access FWC
Access Validation Worksheet /

After [Blank]:

[Blank]
These are basic instructions to help you validate that the Bonus Module will load the correct employees and information. Please review these instructions carefully. Issues should be forwarded to Lisa Gordon by COB June 18.
FWC Data Validation

Data Review Instructions (cont’d)

- Review the eligibility rules for the Global Corporate Bonus program (cont.)

- Send your spreadsheet with any issues to Lisa Gordon by June 18
FWC Worksheet Manager

Change Worksheet Manager

Use _______ if an employee’s Manager in the Compensate Worker Worksheet is incorrect

• If you are on the _______ link
  click the _______ link

• If you are on the _______ link above Tasks and then click

Caution: Changing the manager will change the manager’s budget.
It could also change the LOB budget
4. Click the tab.
5. In the section, the current is displayed.
6. Click the manager to receive the worker.
7. Double click the manager to start the reassign process.

FWC Worksheet Manager

Change Worksheet Manager
FWC Worksheet Manager
Change Worksheet Manager

8. The default selection is: If the worker is also a manager, this option will reassign the worker but his subordinates will be assigned.
FWC Worksheet Manager
Change Worksheet Manager

9. If you are reassigning a worker who is also a manager and you want to __________ select ____________________________.
FWC Worksheet Manager
Change Worksheet Manager

10. The new Manager's name appears in the field.

10. Click the button to complete the.

12. Your name will appear in the field along with the date you entered the.

13. Check the managers worksheets and verify your change.
Fusion Tips
Which Browser to Use

• 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
Fusion Tips
Collapsible Panes

• Gain more working space by collapsing panes where possible
• Need more space to see your Worksheet? Click the left pointing arrowhead to collapse the pane
Fusion Tips
Nested Scroll Bars

Fusion 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
The first time the budget is selected you must choose a
Your selection will affect the
Selecting the [ ] allows you to if desired.
Fusion Tips
Access Level Guide

If a manager reports they “cannot see” something, you can use this chart to help identify what the manager’s access levels are set to.
Fusion Tips

How to Check and Add an: 

All managers of people must have the

If your manager is experiencing access issues, getting error messages when trying to perform manager actions, 

Check the manager's to ensure they have the 

Follow the instructions in the embedded


Fusion Tips
FWC Manager User Guide – Global Bonus Process

For more detailed information, please refer to the
Fusion Workforce Compensation
Manager User Guide
Global Bonus Process

posted to the
Fusion Workforce Compensation
web site at

(Site will be live June 6)
Questions on the HR Process