Annual Focal Program (Sales & Non-sales) and Workforce Compensation
HR Training

Oracle Compensation
Intro: Good morning everyone – thanks for joining me this morning. I have a lot of information to share with you today. Things are still evolving but I’ll share with you everything we know right now.

We know that the timeline is compressed and you have multiple priorities so I wanted to get this information to you sooner rather than later.

Today we will be reviewing key general process information, the functionality of Workforce Compensation that you will need as HR, the functionality you’ll need to help managers use to do their planning, along with tips for working with Workforce Comp and tools and resources available during the process.

My team is also putting together a FAQ document that we’ll post on the wiki. Amanda Crane will be managing the chat in today’s session. I’ll pause and take questions at the end of each section.

Let’s get started.
Here is the corporate timeline which can be found on the wiki. Each LOB may establish their own internal timeline for review and approval before the corporate deadline.

The plan is open to HR for validation. Several issues have been identified on eligible salaries and salary ranges. OAL has completed the fixes for most of the data issues. We are also still waiting on final budget approval. The budgets will be published and an update will be posted to the wiki as soon as we receive approval to move forward.

All recommendations should be submitted to LJE/Catz or Hurd by the end of the day Wednesday, October 19 for their review.

The plan closes at 5 pm pt on Friday, October 21. This deadline is due to the HCM Release 11 go-live.

Increases will be effective Thursday, December 1.

Any updates will be posted to the wiki.
As you saw on the previous slide there will be a couple of tool outages. These are the known down times for Workforce Compensation, where both HR and managers will not be able to access the tool. During these times there will be no access to the module – no viewing – no downloading, etc.
As you know, not all employees are eligible for all of the corporate programs. Please review the eligibility document for this year’s process and be sure your employee population is reflected correctly on your Workforce Comp worksheet. The eligibility document is located on both the compensation wiki and the Workforce Compensation homepage.

3 countries aren’t eligible for this program. Argentina, Brazil and Venezuela. Special focal programs are run for both Argentina and Venezuela because of their high inflation. Brazil employees receive a mandatory increase every year.

Employees hired after September 1 aren’t eligible for the program. Employees who were otherwise eligible for the program but termed after September 1 may show in the module.
All organizations, sales and non-sales, will use Workforce Compensation (WC) to enter their compensation recommendations in the same worksheet. Managers will enter base salary increases and ATV in different columns, depending on employee eligibility. Columns will be grayed out if an employee is ineligible for that particular component.

Data in the module is effective September 1 – changes after that date won’t be reflected in the module.

Budgets are published to the top executive level of the organization based on eligible salaries for eligible employees on September 1. Each LOB head may determine the method of allocating budgets to their organization. There will be separate budgets for non-sales base increases, sales base increases and sales ATV increases.

Workforce Compensation has a modeling feature to assist managers in pushing down budgets, which we will review later in the presentation.
Job changes from non-sales to sales/presales will not be allowed in this program. The ATV column will be grayed out for employees currently in non-sales positions.

Changes moving employees on to or off of a variable plan will not be managed through this program. This type of change will need to be done through a normal workflow transaction.

Any US job change from an overtime eligible position to a non-overtime eligible position requires a job classification form. These forms can be found on the wiki. Forward completed forms to corpcomp_us@oracle.com by COB October 14. We ask managers to review salaries for employees changing OT status and whenever possible the new salary should be at least the minimum of the new salary range.
Any promotion to M6 or above requires completion of the VP promo template. This form can be found on the comp wiki. Completed templates should be forwarded to corpcomp_us@oracle.com by COB October 14.

OD scheduled pay progressions scheduled for 12/1 shouldn’t be included in the focal module. Please monitor to be sure that these employees aren’t also receiving a focal increase – the system won’t allow for 2 increases on the same day.

Recommendations should not be communicated until approval has been received. This notification will come from Corporate Compensation. Also adjustments can sometimes happen during the approval process, so always check in Workforce Comp before communicating a recommendation.
The effective date of the approved increases in the focal module will be December 1. The increase will be on the US December 15th paycheck. Outside the US the increase will be on the next available pay check after December 1.

Be sure you have access to the compensation wiki and workforce compensation for the appropriate leader. Contact your compensation consultant if you don’t have access to the wiki. Follow the instructions on the wiki for access to workforce compensation.

There aren’t any H1B increases effective 12/1 which will make the process easier than in some years. Please be aware that any H1B increase effective after 9/1 or processed after 9/1 will not show in the module. If a H1B increase is effective in November and the employee is also receiving a focal increase – monitor that both increases are processed appropriately.
Manual adjustment will be needed for employees who weren’t in their new country when the module data was cut. Once the employee shows in the new country in HCM we can adjust the module. Please watch for these employees during your validation.

Effective immediately the CEO office will push back on all increases that aren’t dive & saves or legally required increases such as H1B increases.

There is an automatic ranking feature that is enabled in the module. Only limited organizations use this feature but it has been enabled.

OFSS employees are included in this program. They will have separate plans and budgets.

Delphi employees will not be included in the module as well. (Originally we expected these employees to be included in the module but there are system issues so these folks will be managed on spreadsheets.)
All employees are required to be assigned to a manager to show on a planning worksheet. Watch for this during your data validation.

Employees on a paid leave of absence are eligible for this program if all other eligibility criteria are met. Any approved salary increase will become effective upon the employee’s return from leave.

When you have questions during the program – please check the wiki for the latest information and if you still have a question, contact your US compensation consultant.
When making salary recommendations, a manager should compare an employee to other employees in the work group doing the same job with similar experience, skills and performance. A manager should be able to explain why employees are paid differently.

Giving the same amount/% of increase across the entire team should be avoided.

A typical promotion increase is usually % However, the base salary should be appropriately placed in the new salary range. If you're proposing an increase greater than % consider giving a portion of the increase now and a portion later based on the employee’s performance in the role.
As an HR manager, we recommend you review

Proposed increases for employees rated 1 or 2
Pay close attention to employees under minimum rated 3 or above.
Review employees rated 4 or 5 with no increase being proposed
Review increases that place the employee over the max of the range
Review all increases over x% (you can determine the threshold that makes sense for your organization).

Review job changes and promotions – are they appropriate – does the employee and scope of the job meet our leveling requirements. Have the required forms been completed.

Review salary increases less than [___] - salary increases should be meaningful.
The US Comp team will review

All job classification review forms for job changes from OT eligible to non-OT eligible
All proposed promotion to M6 and above

We’ll also review the module for general anomalies – large increases – below minimum employees as well as for job changes to job codes not used in the US – Executive Assistant and Implementation Consultant 4.
This section shows you how to access and use Workforce Compensation for HR.
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

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.
Now let’s begin with access to Workforce Compensation.
To access Workforce Compensation from the my.oracle.com homepage, select the "link from the "

On the next screen, under "click "

At the Sign In screen, enter your Single Sign-On credentials.
Once logged in, select the Compensation icon, which is the link that HR and Compensation will use. The icon is what will be used by line managers.

Please note that your menu options may differ from what is shown here, depending on your Access level.
How to Access

1. Click

2. Your name will appear in the Manager field.

3. Enter the and click

4. Click the in the

Once the , click on to search of, as shown in #1.

Your name . Click on the as shown in #2. The

In step 3, enter the .

Next, click
How to Access
Access Planning Worksheet

Click on either set of links to open the Planning Worksheet screen for the appropriate plan.

Once the links are clicked, the plans available to that manager will appear. Click on the...
How to Access

Select the desired Excel icon to begin your validation:

- The [option 1]...
- The [option 2]...

This option requires the download and installation of [package] and the [installation steps]. The installation could take a considerable amount of time. For instructions to [install], please see the [installation guide].

The [installation] is complete. We recommend using the [options] before downloading to Excel.
Next we will discuss the steps required during HR eligibility validation.
Eligibility Validation
Eligibility and Planning Worksheet

• Review the eligibility rules for the program.
  – Eligibility Criteria: Person Type, Country, Job, etc.
  – Eligibility Status: “Eligible” or “Ineligible”
    • If Ineligible, employee will NOT show on the Planning Worksheet
      – Exception: Ineligible Managers with Eligible Employees will show in the tool but cannot be planned

• Use the Export to Excel function to download a copy of the Manager Planning Worksheet

To begin your eligibility validation, start by reviewing the eligibility rules for the program, which can be found on the Workforce Compensation homepage and Compensation Wiki. The rules are different for Bonus, Equity and Focal programs.

For each program, there are specific criteria that must be met. For example:

• Person Type: Participants must be regular, Oracle employees. Contractors, students and temporary employees are typically not eligible.
• Country: Employees working in certain countries are not eligible.
• Job: Employees in certain Jobs and Career Levels are not eligible.

The Manager Plan will list only eligible employees. If an employee is ineligible, the employee will NOT be on the Planning Worksheet.

There is an exception: Ineligible Managers with Eligible Employees will show up in the tool but will be grayed out and cannot be planned.

To get all employees in your organization, you need to change the Team filter from Direct Reports to All and click the Go arrow.

Use the Export to Excel function to download a copy of the Manager Planning Worksheet to Excel.
Eligibility Validation

Eligibility Review Instructions

• Compare a Global Comp Detail Report to the WC Planning Worksheet, and note any employees that have eligibility issues
  – Be sure all eligible employees are listed
  – Identify email address for any missing employees who should be eligible
  – Note any employees who should be ineligible
  – Work with Regional Compensation to make manual eligibility changes

• Make sure all employees are assigned a manager
  – If not assigned to a valid manager, the employee will NOT show on the Manager Planning Worksheet

Compare a global comp detail report to the Planning Worksheet you get from Workforce Comp:
- Confirm that all eligible employees are listed
- Identify email address for any missing employees who should be eligible
- Note any employees on the Planning Worksheet who should be ineligible
- Work with Regional Compensation to make any manual eligibility changes by exception

Make sure all employees are assigned a manager. Otherwise, the employee will NOT show on the Manager Planning Worksheet.
This next section will show you how to change the Worksheet Manager for employees with missing or wrong managers.
Worksheet Manager Change

Administer Workers

• Use [this link] if an employee’s manager is [an employee].
  – If you are on the [employee] page, click [Administer Workers] and then [this link].
  – If you are on the [employee’s manager’s] page, click the [Administer Workers] link above and then [this link].

CAUTION: Changing the manager during the Bonus or Salary Review processes WILL change the manager/LOB budget. Budgets will NOT change for the Equity process.

If an employee’s Manager is [an employee], you can use the [Administer Workers] task to make the correction.

If you are on the [employee] page, simply click on the [Administer Workers] link. If you are on the [employee’s manager’s] page, click [Administer Workers] and then click on [Administer Workers].

A word of caution: For Bonus and Focal plans, changing the manager WILL change the manager, and perhaps, the LOB budget. Budgets will NOT change if the manager is changed for the Equity plan.
Worksheet Manager Change
Change Worksheet Manager

1. Enter the [ ] or [ ] and click the [ ] button.
2. In the [ ] click the [ ] to open the [ ] page.
3. In the [ ] section, find the appropriate [ ] link and click to open it.

Search for the [ ] Click on the [ ] in the [ ]. This opens a new [ ] section. Click on the appropriate plan link.
5. In the section, the is displayed.

6. Click the and for the to receive the.

7. Select the to start the process.

The task opens on the . Click on the tab to find the for section.

The is displayed. Use the . Select the to start the process.
If the employee is also a manager, a [manager]. Use this option to reassign the employee.
9. If you want to move the , select and enter as needed. If you want to move the , select and enter as needed. In this case, only the will be moved to the , and all under that will be assigned to the , effectively staying in the current organization.
Your **will** appear in the **field along with the **you entered the** **

11. The **appears in the **field **

12. Click the **button (upper right hand corner) to complete the **

13. Check the **to verify your change **

Your **will appear in the **field along with the **in which you entered the **

The **prevents the **from correctly adjusting as defined by the **Please make sure to **

To complete the **click either the **

Finally, check the **and **worksheets to verify your change.
This next section introduces you to Workforce Compensation and explains how to access and use the tool as a manager.
The Workforce Compensation landing page has 2 sections.
Now let’s begin with budget allocation.
Budget Allocation

• Go to ______ and click either link for the budget pool worksheet

• The initial time the budget is selected, you must choose a ______. Your selection will affect the ______ of ______.

• Selecting the ______ option allows you to adjust the ______ if desired

To allocate a budget, click on the “______” header under “______” section.

Then click either the ______ under the “______” Header or under the “______” to take you to the budget pool worksheet. These 2 options are indicated by the red arrows.

The first time you go in to the “______” section you will be asked to choose a ______.

This step is very important - it will determine the ______.

The ______ options are:

• ______

All your subordinate managers will be set to ______ for the budget worksheet. Choose this options if you will hold all the budget at your level.

• ______

Select this option to pass down budgets to your direct report managers. Your direct report managers will have ______ and will be able to choose how to distribute their budget within their own organization. You can ______ within the budget worksheet.

• ______

Select this option if you decide to pass down budgets to all subordinate managers. All subordinate managers will have ______ access, but ______ within the budget worksheet.

Selecting the ______ option will allow you to ______ of subordinate managers if needed.
Budget Allocation

- Enter budget amounts in the column.
  - The ______ row is the budget for recommendations to your direct reports.

- You must ______ the Budgets so subordinate managers can see their budgets.
  - Click the ______ arrow next to the ______ icon.
  - If ______ budgets to only a few managers, highlight ______ and use ______.

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

The ______ row is the budget for you to give recommendations to your direct reports.

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

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.
To create a budget model, click the **icon** drop-down on the budget worksheet, select "**".

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

The ** will default to values determined by the plan administrator. Click **.”
Create a Budget Model

Model Properties

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

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

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

When finished, click [ ].
Create a Budget Model

Model Details

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

Click 'Preview Model Results'
Create a Budget Model

Preview Model Results

• The displays the

• Two other tabs:

On the “” screen:

The is shown in the section.

There are on this screen – which is the.
Create a Budget Model

* Click "Return to Model" to return to the model to make changes.

* 
  – If you have not applied the budget, you can click the "button"
  – Choose from the models and confirm the.

Models should never be applied after the budget has been published

Click “...” to return to the landing page or “...” to go back to the landing page.

If you have not applied... you can... Click the “...” from...

Go to the budget worksheet and confirm the model amounts have been applied.
Next, we will give you instructions on how to export your worksheet to Excel if you choose to work offline.
Excel Export

* Excel Export is a two-way process for:
  – Download and installation of
  – Configuration of Excel
* For detailed instructions, please refer to the "posted on the

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

You may complete planning for your employees in the or you can choose to.

The Excel Export is a two-way process that allows you to, make recommendations and, if you choose.

To use this feature, you must download and install the latest version of Excel and configure Excel. If you have a version prior to, you must uninstall the old version before installing the new version. For detailed instructions on how to download and install please reference the Word file posted on the website.
The next section will show you how to enter ratings.
Rate Employees

• From the [FROM], click either link to open the worksheet for the [WORKSHEET].
• On the [RATING COLUMN], use the [RATING].
• Use the [RATING].

Always Save any entry you make.

To rate your employees, from the [FROM], click the [LINK] either under "[LINK]" or under "[LINK]."

On the [RATING COLUMN], use the [RATING].

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.
This section shows you how to make recommendations for employees.
There are two ways to view your budget:

If the shows "" as indicated by (2), you will not see your budget as indicated by the red box 1. Select "" from the and click the as indicated by (3). After clicking the your budget amounts should now display.
Another way to view your budget is from the Approvals tab. Click the link to see the budget information.

This is the recommended option.
#

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 enter recommendations. You will make salary recommendations as either an increase AMOUNT in local currency or a percentage of eligible salary. For sales employees, you also have the option to enter an ATV increase amount. Additionally, you could propose a job change and/or discretionary title change on this screen as well. Employees not eligible for a particular compensation component will have that column grayed out.

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 –

- Make a recommendation. You will
- Verify the recommendations can be entered.
- If your
- A successfully downloaded file will
- If your
- A successful download will have and active "" and buttons.
- Verify the columns have no background color and recommendations can be entered.

The second option is to export to and

- To do this, click the icon to start the process.
- Then log in using your
- If your
- A successful download will have and active "" and buttons.
- Verify the and recommendations can be entered.

Please note: In the tool, you can plan salary increases by amount or percentage, and employees are grayed out if they are ineligible for a compensation component. In this option, all fields are editable for all employees, but if the employee is ineligible for a particular compensation component, the amount entered will not upload into the tool.
Make Recommendation

Entering Recommendations: Option 2b –

NOTE: If you are

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

Once manager recommendations are complete, you will need to

In

* Click the button and click for the default .
* The will process and when it is finished you will see the that says .
* Click and scroll to column in the to verify the successfully.

In click the link to refresh the and verify your changes were
In this section, we will cover how to review, approve and submit your recommendations.
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 “_________________” or “_________________” and type in your comments in the pop-up box.
Review, Approve and Submit

Review: Worksheet Status

- On the tab, you can see your Approval Status and the Status of your subordinate managers:

- Click the or icons for more information

You can review the status of your subordinate managers from the tab.
Review, Approve and Submit

Approve

* Approve your subordinate managers’ submissions via the tab.

Click the to the and make a selection:

Use the tab to approve your subordinate managers’ submissions, either individually or all at once by clicking the.

To approve selected managers, select a or use the, then choose “”. Choosing “” will approve your entire hierarchy.

After approving, you can verify your approval in the column.
Submit only when your entire organization has completed their recommendations. There is no way to do this automatically.
Review, Approve and Submit

Submit: Option 1 –

• On the button in the upper right corner

NOTE: When you

There are two ways to submit your recommendations to your manager for approval:
The first option is on the , click the button in the.
Review, Approve and Submit

Submit:

- On the Compensation Workforce

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

The second way to submit for approval is on the

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.
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

As mentioned earlier, Firefox is the preferred browser. Be sure to use the latest version of Firefox, which can 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,

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

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
Check and Add APS Entitlement

All managers of people must have the
Oracle HCM Talent Line Manager
APS Privilege to use Workforce Compensation
This role is automatically assigned

If your manager is experiencing access issues or getting error messages when trying to perform manager actions, the auto-assign may have failed. Check the manager’s APS Entitlement to ensure they have the Oracle HCM Talent Line Manager role. Instructions can be found in the embedded document: “How to Check and Add OIM APS Entitlements.docx”

All people managers will be automatically assigned the Oracle HCM Talent Line Manager role to use Workforce Compensation. If a manager is experiencing access issues, please use the embedded instructions to check their OIM APS entitlement or download the Workforce Compensation access instructions from the wiki. If the Oracle HCM Talent Line Manager role is not listed, please add it.
As we discussed earlier, the corporate timeline is posted on the Compensation Wiki. Please address any questions related to LOB timelines.

The eligibility document is available on both the Comp Wiki and Workforce Comp website, please work with your managers to determine the reason an employee is ineligible.

Submit questions on WC access and functionality to MyHelp - Compensation at the url listed.
### Workforce Comp Resources

#### Useful Websites

**Compensation Wiki**: For the latest program news, HR Training Materials, Access Instructions and program Calendars and Information

**Workforce Compensation Website**: For the Manager Training Slides, Manager User Guide, OTube Videos, Quick Reference Guides and Helpful Hints, ADFdi Installation Instructions, Eligibility document and FAQs

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This training and any additional HR-specific information will be posted on the Compensation Wiki.

The manager training, user guide, link to OTube videos and quick reference guides, and eligibility document are all available on the Workforce Compensation website.
Let’s recap quickly the next steps for HR.
Next Steps

• Review Eligibility
  – Eligibility Exceptions: Work with Regional Compensation to update these employees manually in the Administer Workers task
  – Manager Changes: Use the Administer Workers task, Status and Hierarchy tab to make changes for missing and incorrect managers

• Review Workforce Compensation functionality
  – Review the training and resources available on the Workforce Compensation website, including OTube videos and reference guides

• Schedule manager training, if necessary

One of the most critical tasks for you in this process is the validation of eligibility:

- If there are eligibility exceptions, you will need to have Region Compensation update this manually in the Administer Workers task
- If manager changes are required, you as HR, will need to update this in the Administer Workers task, under the Status and Hierarchy tab

Also, please take the time to familiarize yourself with the functionality of Workforce Compensation and schedule manager trainings, as appropriate.
This concludes our training on how to use Workforce Compensation. Let’s go ahead and open it up for any questions.