Annual Equity Program and Workforce Compensation
Manager Training

Oracle Compensation
Today we will be reviewing general program information and the functionality of Workforce Compensation that you may need as a manager, along with tips for working with Workforce Comp and tools and resources available to answer your questions during the compensation process.
Similar to last year, all managers will use Workforce Compensation to enter their recommendations.

Your organization will have an internal timeline for the process to allow for review and approval before final submission. Please check with your manager on the specifics for your organization.

Budgets

Budgets are published to the top executive level of the organization and each LOB leader is then able to determine the method of cascading budgets in their organization.

Workforce Compensation has a modeling feature to assist managers in pushing down budgets, which we will review later in the presentation.
Please review this year’s process eligibility document, posted on the Workforce Compensation website. The url is included at the end of this presentation in the Tools and Resources section. Be sure your employee population is correctly reflected on your Workforce Comp worksheet. Remember that not all employees are eligible for all of the compensation programs, bonus, equity and salary review all have different eligibility criteria.

Recommendations should not be communicated until approval has been received. This notification will come 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.
As a refresher, this table shows a brief overview of the difference between Restricted Stock Units and Non-Qualified Stock Options.

**RSUs** are a company’s promise to issue stock, while stock options are the right to purchase stock. Both are subject to a vesting schedule.

At vest, there is almost certainly some value in the RSU, which is different than a stock option where you have to see an upside to the stock price compared to the strike price to have value.

On RSUs, there is risk to capital as soon as they vest, whereas with stock options, the risk happens when you decide to exercise.

Generally, with RSUs, taxes occur at vest, whereas with stock options, it’s at exercise.

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**Tax treatment** may differ depending on country-specific tax regulations and this by no means constitutes tax advice.

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### Annual Equity Program

#### RSU vs. Stock Option

<table>
<thead>
<tr>
<th>Restricted Stock Unit (RSU)</th>
<th>Non-Qualified Stock Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>A company’s promise to issue company stock</td>
<td>Provide the right (but not obligation) to purchase stock at a specific exercise price</td>
</tr>
<tr>
<td>Subject to a vesting schedule</td>
<td>Subject to a vesting schedule</td>
</tr>
<tr>
<td>Almost certainly have some value</td>
<td>No guarantee of value</td>
</tr>
<tr>
<td>Outright grant of stock once vested</td>
<td>Depends on where the stock price is in comparison to option’s exercise price</td>
</tr>
<tr>
<td>Risk to capital moment you vest</td>
<td>Risk only when you exercise</td>
</tr>
<tr>
<td>Generally, taxed at vest¹</td>
<td>Generally, taxed when exercised¹</td>
</tr>
</tbody>
</table>

¹ Note: Tax treatment may differ depending on country-specific tax regulations or other circumstances.
This next section introduces you to Workforce Compensation and explains how to access and use the tool as a manager.
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.
To access Workforce Compensation from the my.oracle.com homepage, select the [link] from the "[menu]" menu.

On the next screen, under [menu], click [link].

At the Sign In screen, enter your Single Sign-On credentials.

Once logged in, select the [link] from the menu.
Workforce Compensation

- has sections for:
  - Below the headers are the links which open their specific worksheets
  - is the default display from the
  - Click the to go to
  - lets you view your subordinate managers worksheets

The [ ] has 2 sections: [ ]
Now let’s begin with budget allocation.
Budget Allocation

• Go to _________ and click

• 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 ______.

Then click either the ______ under the ______ Header or under the ______ to take you to the ______ 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 ______ for the budget worksheet. Choose this options if you will hold all the budget at your level.

(_______ (this is the most frequently used option)

Select this option to pass down budgets to your direct report managers. Your direct report managers will have ______ access, and will be able to choose how to distribute their budget within their own organization. You can adjust the settings for specific direct report ______ 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 only you will be able to change budget amounts. You can adjust the settings for specific subordinate managers within the budget worksheet.

Selecting the ______ option will allow you to ______ if needed.
**Budget Allocation**

- Enter budget amounts in the column
  - The row is the budget for recommendations to your
  - You must the Budgets so subordinate managers can see their budgets
  - Click the next to the icon
  - If budgets to only a few managers, highlight and use

The budget can be distributed to subordinate managers manually 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.
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 [redacted] from the drop-down list
2. Select up to [redacted] from the drop-downs
   Note: [redacted]
3. Click [redacted]

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

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

When finished, click [redacted]
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
Create a Budget Model

Preview Model Results

• The [BLANK] displays the [BLANK]
• Two other tabs:

On the [BLANK] screen:
The [BLANK] is shown in the [BLANK] section.
There are [BLANK] on this screen – [BLANK] which is the [BLANK]
Create a Budget Model

- Click "..." to return to the landing page or ... to go back to...

- If you have ..., you can ...

**NOTE:** Applying a Model will overwrite any previously entered awards

  - Click the ... button
  - Choose ... from the ...
  - Go to the Budget worksheet and confirm the model amounts have been applied

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**Models should never be applied after the budget has been published**

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Click "..." to return to the landing page or ... to go back to...

If you have not ..., you can ...

Click the ... button and choose ... from the ...

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

On the [ ]

Use the [ ]

Always Save any entry you make.

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. The first option is in your [ ].

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 [ ] to the [ ] as indicated by (3). After clicking the [ ] your budget amounts should now display.
Another way to view your budget is from the [ ] tab. Click the [ ] tab to view your budget information on the right.

This is the recommended option.
Make Recommendation
Entering Recommendations: Option 1 -

• Enter equity recommendations in the __________ column
• After making entries, save your work

WARNING!
DO NOT SUBMIT until ALL your subordinate managers have submitted their work to you. Your submission removes their Update access.

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

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 –

- Click the [icon]
- Click [icon] on the [menu]. You will
- If your
- A successfully downloaded file will
- Verify the [column] has no background color and

#

The second option is to export to , , and 

- To do this, click the [icon] to start the process.
  - [icon] Then log in using your
- If your
- A successful download will have and active and buttons.
- Verify the [columns] have no background color and
Make Recommendation

Entering Recommendations: Option 2b –

NOTE: If you are • In WC
  – 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 to column in the spreadsheet 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.
Review, Approve and Submit

Review: Return for Correction or Request Information

If subordinate managers need to make corrections or you need more information before approving, highlight the [________] and click [________] or [________] respectively

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.
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 ____

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.
Review, Approve and Submit

Submit: Warning

DO NOT submit until your subordinate managers have completed their submission to you

Submit only when your entire organization has completed their recommendations.

There is no way to do this automatically.
There are two ways to submit your recommendations to your manager for approval:
The first option is on the (redacted), click the (redacted) button in the (redacted).
Review, Approve and Submit

Submit:

•

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

Submit:

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, click on the double right-pointing arrows – indicated by the red circle with the number 1 on this slide.

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.
Questions about your organization timeline and budgets for this process should be directed to your manager and/or HR Manager.

Questions about eligibility, after you have reviewed the eligibility rules, can be directed to your HR Manager.

Submit questions on WC access and functionality to [mailto:hrmanager@yourcompany.com hrmanager@yourcompany.com] at the url listed.

These training slides, along with a managers guide and eligibility document will be available on the Workforce Compensation website at the url shown on this slide.
This concludes our training on how to use Workforce Compensation to make your compensation recommendations.

Your HR or compensation representative is now available to answer any questions.