

## Create and Apply Models

### Workforce Compensation

Models make it easy to see how different allocation methods and criteria affect your budget, worker allocation, and target amounts. Many different models can be created, previewed and applied to either the budget or compensation worksheets. Models should never be applied to the [REDACTED] after budgets have been [REDACTED]. Doing so will overwrite any allocations and changes made by subordinate managers.

### Creating a Model

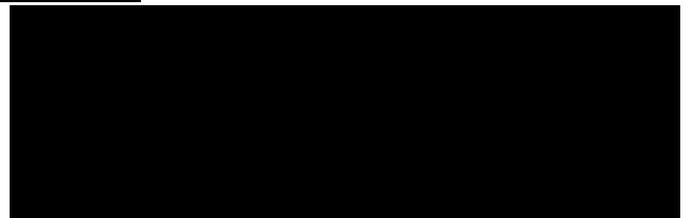
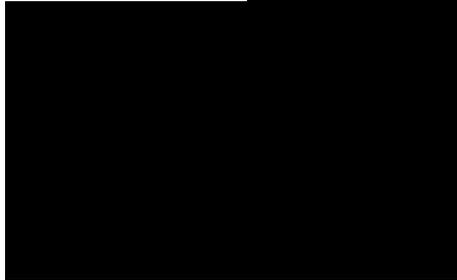
To create a budget or compensation model:

- Access the appropriate [REDACTED]
- Click the [REDACTED] located on the [REDACTED] and select [REDACTED]
- In the [REDACTED]
  - Enter a [REDACTED]  
NOTE: Since additional models can be created, it is recommended to use specific, descriptive [REDACTED]
  - The associated [REDACTED] will default according to the [REDACTED]
- Click [REDACTED]
- Under the [REDACTED], enter up to [REDACTED]
  - [REDACTED]
  - [REDACTED]
- Click [REDACTED]
- The [REDACTED] will appear below the [REDACTED]. Use the [REDACTED] next to each criteria item to [REDACTED]  
NOTE: The levels must be [REDACTED] to access the [REDACTED]
- Enter an amount in the available [REDACTED] column.

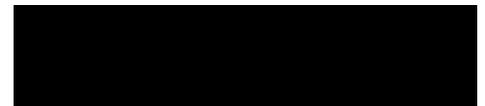
- Click [REDACTED] at the bottom left.



- The [REDACTED] contains a [REDACTED] tab. The [REDACTED] provide different views for the impact of your selections.
  - To change the views on either tab, click [REDACTED]
  - You can change the [REDACTED] to further customize the list of employees to either [REDACTED]
  - You can also use the [REDACTED] to view the data differently.



- You do not have to apply the model at this time. If ready to apply the model, skip to the *Applying a Model* section below.
- Click [REDACTED] to go back to the [REDACTED] view or click [REDACTED]. The model will be retained for further editing in the future or to apply to your worksheet when ready.

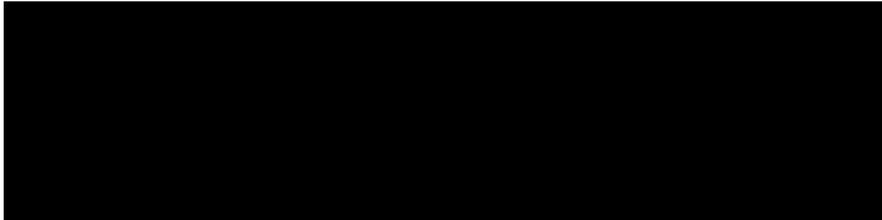
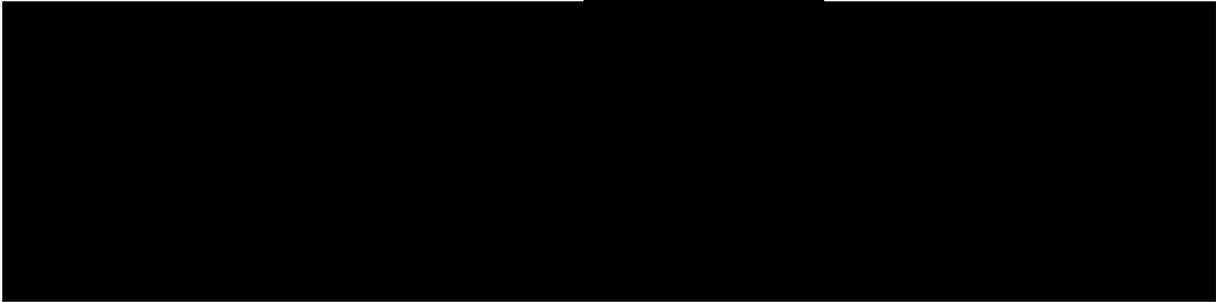


## Applying a Model

There are considerations to address before applying a model.

- For a [REDACTED], it is important to note that any allocations you make through a model will [REDACTED]
- For a [REDACTED] a model should not be applied if budgets have already been published since the amounts that were passed down will [REDACTED]

To apply a model:

- Access the prepared model from the [REDACTED] link in the [REDACTED]. On the [REDACTED] page, you can perform other tasks such as [REDACTED] 
- Click on the model you wish to apply 
- Under [REDACTED] you can change the criteria and [REDACTED] the model.
- Click [REDACTED] On the preview page, click the appropriate selection from the [REDACTED] 
- Following this process, open the appropriate worksheet to confirm the amounts have been applied from your model.