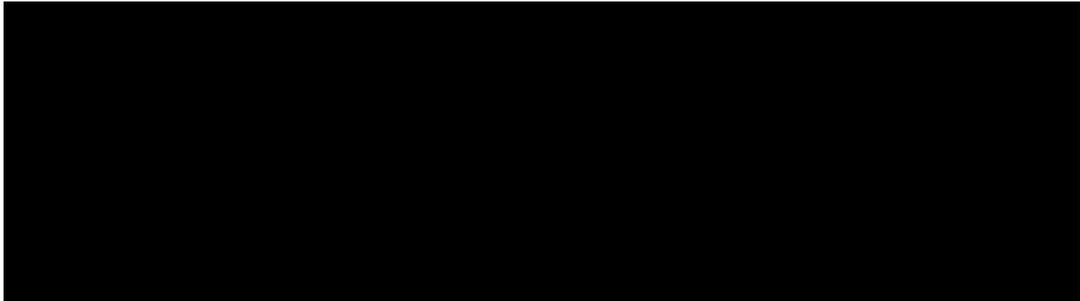


Helpful Hints to Making the Worksheet More Friendly

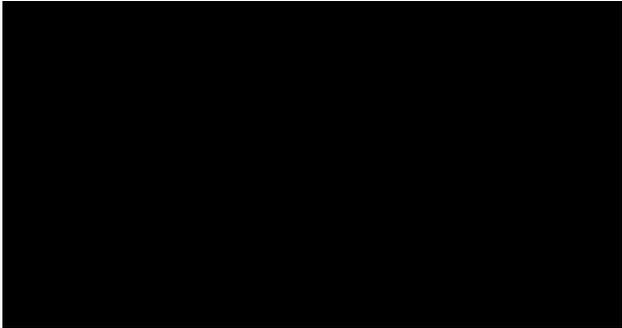
Set [REDACTED]

You can set and save your [REDACTED]. From the [REDACTED] menu, select [REDACTED].
[REDACTED] These settings persist across plans and sessions.



1. [REDACTED] determines the employees displayed in the worksheet upon entry to the page
 - [REDACTED] – Displays all [REDACTED] employees in your organization.
 - [REDACTED] Displays [REDACTED]
 - [REDACTED] – Displays [REDACTED] in your organization [REDACTED]
2. [REDACTED] determines how employees are displayed in the worksheet.
 - [REDACTED] Displays all employees in a flat table that provides no insight into the reporting structure.
 - [REDACTED] – Displays employees in a hierarchy that allows you to view the reporting structure.
3. [REDACTED] allows you to increase or reduce the number of rows to up to 20 displayed in the worksheet table before scrolling is invoked.
4. [REDACTED] allows you to always [REDACTED] up to the first 4 worksheet columns.

Alternatively, you can [REDACTED] more than the first 4 columns using the [REDACTED] in the toolbar. Click the heading of the column you want to [REDACTED] and then click the [REDACTED]. You will then see the number of columns [REDACTED] at the bottom of the worksheet. [REDACTED] using this method is effective for the current session only and must be repeated every time you log out and log back in.



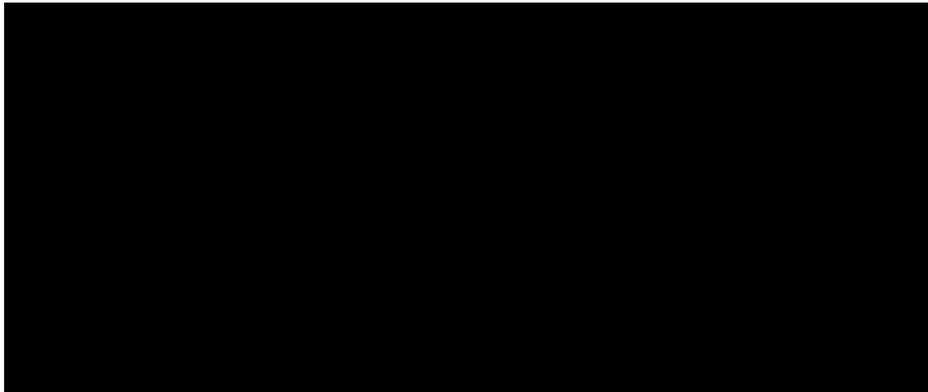
Helpful Hints to Making the Worksheet More Friendly

Tips to Reduce Scrolling

1. **Hide Columns or Change the Display Sequence** – Use the [redacted] and uncheck any columns you do not want to see. Hiding columns and changing the display sequence is effective for the current session only and must be repeated every time you log out and log back in.

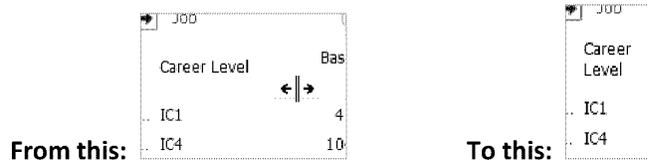


You can view all columns and choose which to display by clicking [redacted] in the list. Select the column you want to hide or make visible and use the left and right arrow buttons to move them. You can set the display sequence by selecting a column in the [redacted] side and then use the up and down arrows on the right side of the window to move the column into the position you want.



Alternatively, you can drag and drop columns into a different position within the worksheet by clicking the column header and dragging it to the new position.

2. **Resize Columns** – Hold your cursor between columns until the resize icon appears then click and drag the column divider to resize it (column header names will wrap).



Helpful Hints to Making the Worksheet More Friendly

3. **Collapse the [REDACTED]** – Click the arrow between the [REDACTED] and the worksheet to provide more horizontal viewing.



4. **Detach the detail table to maximize your view** – You can detach the worksheet table and maximize so it consumes the entire browser. You can view more employee rows and columns to reduce the amount of scrolling. This may be easier than working offline in a spreadsheet.



5. **Hide the Browser Toolbar** – Most browsers have the ability to hide or display the browser toolbar. Hiding the toolbar will provide more vertical space for viewing the worksheet. [REDACTED] uses the [REDACTED] to hide/display the browser toolbar.

6. **Drill down the hierarchy** – If your default worksheet display [REDACTED] option is not set to [REDACTED], you can still view employees in a tree or hierarchy by clicking the [REDACTED] button or using the [REDACTED] menu.

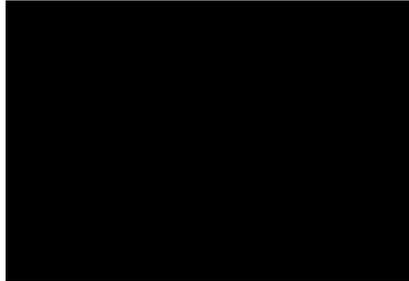


When you view the worksheet as a [REDACTED] you can see the organizational structure and see all the employees lower in the hierarchy.



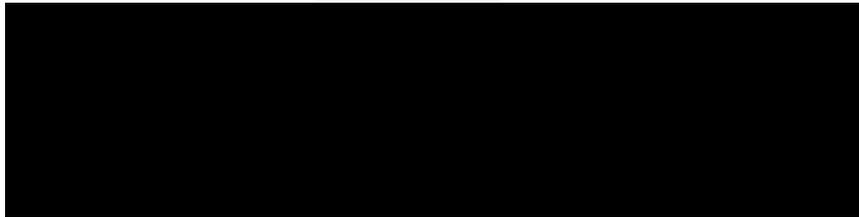
Helpful Hints to Making the Worksheet More Friendly

7. **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 toolbar, select managers whose teams you want to view. Or you can select ALL to view your entire organization.



Select a [REDACTED] based on how you want to manage budgets

The first time you access your budget, you see this window where you select your [REDACTED]. The [REDACTED] determines the managers you see on your budget page. This page is only intended to allocate and [REDACTED] budgets based on the [REDACTED] you choose.



If you choose method:

1. You will not see any managers. Go directly to your worksheet and begin allocating compensation to your entire organization.
2. You will see only the managers reporting directly you. Allocate and publish budgets to your direct managers. They can then allocate and publish budgets to their own managers.
3. You will see all direct and indirect reporting managers. Allocate and publish budgets to all managers in your organization. Managers can then begin allocating compensation to their teams within the budget you published to them.