

Key		
x	=	required approval level
o	=	in country/out of country rule applies
e	=	email or other non-automated approval system
-	=	no approval required for transaction
	=	red arrow in top right corner denotes footnote visible when cursor pointed in top corner of cell

Global Approval Matrix - Automated

Last updated June 1, 2015

Approval Order

M6	M7	M8	M9	M10
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Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
Hiring	1	Standard Hire	x						x - See Notes	x	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Hiring	2	Additional offer terms and conditions such as sign-on bonus, relocation or vacation increase	x						x - See Notes	x	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Hiring	3	If Rehire	x						x - See Notes	x	Rehire includes anyone that has left (even for 1 day) and rejoins. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Hiring	4	International Transfer							x - See Notes	x	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Hiring	5	If Visa Required	x						x - See Notes	x	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Hiring	6	Oracle Temp/Student/Intern (PAID)	x						x - See Notes	x	HR approval required for extensions (total placement cannot exceed 1 year). To convert a Temp/Student/Intern to a regular employee, standard new hire approvals are required. Please also see the Manager's Resource Guide for Temp tenure limits. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Hiring	7	Oracle Student/Intern (UNPAID Non-U.S.)	x							x	
Hiring	8	Oracle College Program (PAID)	x			x				x	All College Program hires are routed to the SVP for approval unless additional compensation is offered
Assignment	1	Cost Center Change		x							
Assignment	2	Discretionary Title Change		x							In some countries/regions HR approval may be required for discretionary title changes. See localization exceptions below.
Assignment	3	Work Schedule/Hours (FT/PT)	x	x							The affected employee's annual salary should be adjusted in accordance with the new working hours.
Assignment	4	Shift Change		x							
Assignment	5	Manager Change	x	x							
Assignment	6	Work Location Change	-	-	-	-	-	-	-	-	
Assignment	7	Job Change - demotion (decrease level)	x	x							
Assignment	8	Job Change (to position below M4)	x	x							
Assignment	9	Job Change (to M4 or M5)	x				x				
Assignment	10	Job Change (to M6 or above)	x						x - See Notes		For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Assignment	11	Function Presales changes to Sales							x - See Notes		For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Dollars	1	Base Salary Change - Decrease	x		o						
Dollars	2	Base Salary Change - Increase	x						x - See Notes		For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Dollars	3	Bonus (All Bonuses, Current & Termed EEs)	x						x - See Notes		For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Dollars	4	Car Allowance Change	x		o						Approved per policy. See Localization Exceptions below for the US and Canada
Dollars	5	Shift Premium Eligible		x							

Dollars	6	Addition of an Annual Target Variable for the first time								x - See Notes	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Dollars	7	Annual Target Variable Decrease		x							
Dollars	8	Annual Target Variable Increase is < 25%						x			
Dollars	9	Annual Target Variable Increase is >= 25%								x - See Notes	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Dollars	10	If Function=Sales and >= 20% increase in OTE (Base + ATV)								x - See Notes	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Dollars	11	Add Relocation	x							x - See Notes	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.

Equity	1	100,000 Share Equivalents or Less	x							x - See Notes	Where iRecruitment has not been implemented, approvals for new hire equity awards must be forwarded to stock_us@oracle.com by local HR for processing. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Equity	2	100,001 to 249,999 Share Equivalents	x							x - See Notes	Also requires Compensation Committee approval. Please contact corpcomp_us@oracle.com for more information. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval. HR should reference the Equity Recommendation Process tab.
Equity	3	250,000 to 499,999 Share Equivalents	x							x - See Notes	Also requires Compensation Committee approval before informing the employee or candidate of the equity award. Please contact corpcomp_us@oracle.com for more information. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval. HR should reference the Equity Recommendation Process tab.
Equity	4	500,000 and above Share Equivalents	x							x - See Notes	Also requires Compensation Committee approval before informing the employee or candidate of the equity award. Please contact corpcomp_us@oracle.com for more information. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval. HR should reference the Equity Recommendation Process tab.

Termination	1	Voluntary Termination - Regular or Temp EE	-	-	-	-	-	-	-	-	
Termination	2	Involuntary Termination - Regular or Temp EE	x								
Termination	3	Involuntary Termination of SVP and above	x							e - See Notes	For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
Termination	4	Rehire Flag = NO	x								
Termination	5	Severance < 250k	x								Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.
Termination	6	Severance >= 250k	x							e	Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.

Internal Transfers	1	Releasing employee from org (Kurian)						x			
Internal Transfers	2	Releasing employee from org (all other orgs)		x							
Internal Transfers	3	Receiving the employee into new org	x					x			
Internal Transfers	4	Receiving the employee into new org and add salary increase, stock, bonus, relo (ALL orgs)	x							x - See Notes	CEO(s) & Executive Chairman and CTO approval required if a salary increase, relocation, stock and/or bonus is included in the transfer. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.

Localization Exceptions

Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
LAD	1	Shift Change (LAD only)	x	x							
LAD	2	Discretionary Title changes	e								Contact HR before initiating a Discretionary Title Change.

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Global Approval Matrix - Automated																
Last updated June 1, 2016																
Approval Order																
<table border="1" style="margin: auto;"> <tr> <td style="background-color: yellow;">M6</td> <td style="background-color: yellow;">M7</td> <td style="background-color: yellow;">M8</td> <td style="background-color: yellow;">M9</td> <td style="background-color: yellow;">M10</td> </tr> </table>												M6	M7	M8	M9	M10
M6	M7	M8	M9	M10												
Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes					
Hiring	1	Standard Hire	x						x	x						
Hiring	2	Additional offer terms and conditions such as sign-on bonus, relocation or vacation increase	x						x	x						
Hiring	3	If Rehire	x						x	x	Rehire includes anyone that has left (even for 1 day) and rejoins.					
Hiring	4	International Transfer							x	x						
Hiring	5	If Visa Required	x						x	x						
Hiring	6	Oracle Temp/Student/Intern (PAID)	x						x	x	HR approval required for extensions (total placement cannot exceed 1 year). To convert a Temp/Student/Intern to a regular employee, standard new hire approvals are required. Please also see the Manager's Resource Guide for Temp tenure limits.					
Hiring	7	Oracle Student/Intern (UNPAID Non-U.S.)	x							x						
Hiring	8	Oracle College Program (PAID)	x			x				x	All College Program hires are routed to the SVP for approval unless additional compensation is offered					
Assignment	1	Cost Center Change	x	x												
Assignment	2	Discretionary Title Change	x	x						x						
Assignment	3	Work Schedule/Hours (FT/PT)	x	x						x	The affected employee's annual salary should be adjusted in accordance with the new working hours.					
Assignment	4	Shift Change	x	x						x						
Assignment	5	Manager Change	x	x							Manager Changes include dual approval from the employees current and new manager hierarchy. If the current and new manager's manager is the same, a single approval from that individual will satisfy the approval requirement.					
Assignment	6	Work Location Change	x	x	-	-	-	-	-	x						
Assignment	7	Job Change - demotion (decrease level)	x	x						x						
Assignment	8	Job Change (to position below M4)	x	x						x						
Assignment	9	Job Change (to M4 or M5)	x				x			x						
Assignment	10	Job Change (to M6 or above)	x						x	x						
Assignment	11	Function Presales changes to Sales							x	x						
Assignment	12	Work From Home Flag	x	x						x						
Dollars	1	Base Salary Change - Decrease	x		o					x						
Dollars	2	Base Salary Change - Increase	x						x	x						
Dollars	3	Bonus (All Bonuses, Current & Termed EEs)	x						x	x						
Dollars	4	Car Allowance Change	x		o					x	Approved per policy. See Localization Exceptions below for the US and Canada.					
Dollars	5	Shift Premium Eligible	x	x						x						
Dollars	6	Addition of an Annual Target Variable for the first time	x						x	x						
Dollars	7	Annual Target Variable Decrease	x	x						x						

Last updated June 1, 2016

Approval Order

M6 M7 M8 M9 M10

Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
Dollars	8	Annual Target Variable Increase is < 25%	x				x			x	
Dollars	9	Annual Target Variable Increase is >= 25%	x						x	x	
Dollars	10	If Function=Sales and >= 20% increase in OTE (Base + ATV)	x						x	x	
Dollars	11	Add Relocation	x						x	x	
Equity	1	25,000 RSUs or Less	x						x - See Notes		Requires approval by the appropriate Plan Committee member. Where iRecruitment has not been implemented, approvals for new hire equity awards must be forwarded to stock_us@oracle.com by local HR for processing.
Equity	2	25,001 to 62,499 RSUs	x						x - See Notes		Requires approval by the appropriate Plan Committee member and the Compensation Committee. Please contact corpcomp_us@oracle.com for more information. HR should reference the Equity Recommendation Process tab.
Equity	3	62,500 and above RSUs	x						x - See Notes		Requires approval by the appropriate Plan Committee member and the Compensation Committee before informing the employee or candidate of the equity award. Please contact corpcomp_us@oracle.com for more information. HR should reference the Equity Recommendation Process tab.
Termination	1	Voluntary Termination - Regular or Temp EE	x	-	-	-	-	-	-	x	
Termination	2	Involuntary Termination - Regular or Temp EE	x							x	
Termination	3	Involuntary Termination of SVP and above	x						e	x	
Termination	4	Severance < 250k	x								Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.
Termination	5	Severance >= 250k	x						e		Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.
Internal Transfers	1	Releasing employee from org (Kurian org)						x			
Internal Transfers	2	Releasing employee from org (all other orgs)		x							
Internal Transfers	3	Receiving the employee into new org (Kurian org)	x					x			
Internal Transfers	4	Receiving the employee into new org (all other orgs)	x				x				
Internal Transfers	5	Receiving the employee into new org and add salary increase, equity, bonus, relo (ALL orgs)	x						x - See Notes		CEO(s) & Executive Chairman and CTO approval required if a salary increase, relocation, equity, and/or bonus is included in the transfer.

Localization Exceptions

M6 M7 M8 M9 M10

Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
LAD	1	Shift Change (LAD only)	x	x							
U.S.	1	Corporate Compensation approves internal Non-Exempt to Exempt job changes	x								
U.S.	2	Corporate Compensation approves new hire offer requests with an exempt Jobcode and salary of 100k or less	x								
U.S.	3	Corporate Compensation approves all job changes to M4 or above	x								

Last updated June 1, 2016

Approval Order

M6 M7 M8 M9 M10

Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
U.S.	4	Corporate Compensation approves all international transfer offer requests into the US	x								
U.S.	5	Immigration: Manager is required to consult with immigration attorney PRIOR to submitting or permitting any of the following changes for an H-1 B worker: Work Schedule/Hours (FT/PT), Work Location, Job Change - demotion (decrease level), Base Salary Decrease, and if Cost Center change results in a Work Location change (H-1 B status is location specific).	e								This entry specifically relates to requirements for H-1 B workers. See additional approval levels required for individual transactions (i.e., Work Location change, Base Salary Decrease, etc.) in the matrix above. For questions, email INS_US@oracle.com
U.S.	6	Work Location Change	x	x	-	-	-	-	-		HR Post Approval not required in the US
U.S.	7	Work From Home Flag (Change from Oracle office location to 'Home')	x	x							HR Post Approval not required in the US
U.S and CA	8	No Car Allowances in the US and Canada, in accordance with Oracle Policy									
JP	1	RSUs					x				
CHINA	1	Cost Center Change	x								HR pre-approval is required.
APAC	1	Posting a vacancy			x						
INDIA	1	Temporary accommodation requests							x		
INDIA	2	Car Allowance Change	x		x						Approved per policy. HR Post Approval not required in India.
Rules											
		1. Employee's may not be rehired if they have resigned from the company 2 times. International Transfers are not included.									
		2. For 'Transfer/Internal Job Offer (within country)' the workflow has been enhanced to include both the releasing and the receiving organizations in the approval process. The transaction should be initiated by the receiving manager. The workflow will then obtain the approval of the releasing manager, the HR Rep associated with the new LOB (Cost Center), followed by management within the receiving organization.									
		3. Rehires within a 12 month period may not be hired back at a rate that is higher than their previous salary.									

Key		
x	=	required approval level
o	=	in country/out of country rule applies
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Global Approval Matrix - Automated

Last updated Nov. 1, 2014

Approval Order

Category	SEQ	Data Field Completed:	HR	1 Lvl	Approval Order				HR	Notes
					M6	M7	M8	M10		
Hiring	1	Standard Hire, In Budget	x					x	x	
Hiring	2	Standard Hire, Out of budget	x					x	x	
Hiring	3	Add Sign-On Bonus	x					x	x	
Hiring	4	Add Relocation	x					x	x	
Hiring	5	Add Vacation Increase	x					x	x	
Hiring	6	If Rehire	x					x	x	Rehire includes anyone that has left (even for 1 day) and rejoins
Hiring	7	If Visa Required (hire in budget)	x					x	x	
Hiring	8	If Visa Required (hire out of budget)	x					x	x	
Hiring	9	Oracle Temp/Student/Intern (PAID)	x					x	x	HR approval required for extensions (total placement cannot exceed 1 year). To convert a Temp/Student/Intern to a regular employee, standard new hire approvals are required. Please also see the Manager's Resource Guide for Temp tenure limits.
Hiring	10	Oracle Student/Intern (UNPAID Non-U.S.)	x						x	
Hiring	11	Oracle College Program (PAID)	x			x			x	
Assignment	1	Cost Center Change	-	x	-	-	-	-	-	
Assignment	2	Discretionary Title Change		x	-	-	-	-	-	In some countries/regions HR approval may be required for discretionary title changes. See localization exceptions below.
Assignment	3	Work Schedule/Hours (FT/PT)	x	x						
Assignment	4	Shift Change		x						
Assignment	5	Manager Change	x	x						
Assignment	6	Work Location Change	-	-	-	-	-	-	-	
Assignment	7	Job Change - demotion (decrease level)	x	x						
Assignment	8	Job Change (to position below M4)	x	x						
Assignment	9	Job Change (to M4 or above)	x				x	x		
Assignment	10	Job Change (to M6 or above)	x					x		
Assignment	11	Function Presales changes to Sales						x		
Dollars	1	Base Salary Change - Decrease	x		o					
Dollars	2	Base Salary Change - Increase	x					x		
Dollars	3	Bonus (All Bonuses, Current & Termed EEs)	x					x		
Dollars	4	Car Allowance Change	x		o					Approved per policy. See Localization Exceptions below for the US and Canada
Dollars	5	Shift Premium Eligible		x						
Dollars	6	Addition of an Annual Target Variable for the first time						x		

Dollars	7	Annual Target Variable Decrease		x						
Dollars	8	Annual Target Variable Increase is < 25%					x			
Dollars	9	Annual Target Variable Increase is >= 25%						x		
Dollars	10	If Function=Sales and >= 20% increase in OTE (Base + ATV)						x		
Dollars	11	Add Relocation	x						x	

Stock	1	Stock Options							x	Where iRecruitment has not been implemented, approvals for new hire stock option grants must be forwarded to stock_us@oracle.com by local HR for processing.
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Termination	1	Voluntary Termination - Regular or Temp EE	-	-	-	-	-	-	-	
Termination	2	Involuntary Termination - Regular or Temp EE	x							
Termination	3	Involuntary Termination of SVP and above	x					e		
Termination	4	Rehire Flag = NO	x							
Termination	5	Severance < 250k	x							Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.
Termination	6	Severance >= 250k	x					e		Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.

Internal Transfers	1	Releasing employee from org (Kurian)					x			
Internal Transfers	2	Releasing employee from org (all other orgs)		x						
Internal Transfers	3	Receiving the employee into new org	x				x	x		
Internal Transfers	4	Receiving the employee into new org and add salary increase, stock, bonus, relo (ALL orgs)	x						x	

Localization Exceptions

Category	SEQ	Data Field Completed:	HR	1 Lvl	M6	M7	M8	M10	HR	Notes
LAD	1	Shift Change (LAD only)	x	x						
LAD	2	Discretionary Title changes	e							Seek HR guidance

U.S.	1	Corporate Compensation approves internal Non-Exempt to Exempt job changes	x							
U.S.	2	Corporate Compensation approves new hire offer requests with an exempt Jobcode and salary of 100k or less	x							
U.S.	3	Corporate Compensation approves all job changes to M4 or above	x							
U.S.	4	Corporate Compensation approves all international transfer offer requests into the US	x							
U.S.	5	Immigration: Manager is required to consult with immigration attorney PRIOR to submitting or permitting any of the following changes for an H-1 B worker: Work Schedule/Hours (FT/PT), Work Location, Job Change - demotion (decrease level), Base Salary Decrease, and if Cost Center change results in a Work Location change (H-1 B status is location specific).	e							This entry specifically relates to requirements for H-1 B workers. See additional approval levels required for individual transactions (i.e., Work Location change, Base Salary Decrease, etc.) in the matrix above. For questions, email INS_US@oracle.com
U.S.	6	Discretionary Title Change	x							
U.S and CA	7	No Car Allowances in the US and Canada, in accordance with Oracle Policy								

JP	1	Stock Options					x	x		
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CHINA	1	Cost Center Change	x							HR pre-approval is required.
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CHINA	2	Work Location Change	x							HR pre-approval is required.
APAC	1	Discretionary Title changes	x							
APAC	2	Posting a vacancy			x					
INDIA	1	Temporary accommodation requests						x		
EMEA	1	Work Location Change to Home							x	Requires post approval from HR

Rules
1. Employee's may not be rehired if they have resigned from the company 2 times. International Transfers are not included.
2. For 'Transfer/Internal Job Offer (within country)' the workflow has been enhanced to include both the releasing and the receiving organizations in the approval process. The transaction should be initiated by the receiving manager. The workflow will then obtain the approval of the releasing manager, the HR Rep associated with the new LOB (Cost Center), followed by management within the receiving organization.
3. Rehires within a 12 month period may not be hired back at a rate that is higher than their previous salary.



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x	= required approval level
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Global Approval Matrix - Automated

Last updated March 30, 2017

Approval Order

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Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
Hiring	1	Standard Hire	x						x	x	
Hiring	2	Additional offer terms and conditions such as sign-on bonus, relocation or vacation increase	x						x	x	
Hiring	3	If Rehire	x						x	x	Rehire includes anyone that has left (even for 1 day) and rejoins.
Hiring	4	International Transfer							x	x	
Hiring	5	If Visa Required	x						x	x	
Hiring	6	Oracle Temp/Student/Intern (PAID)	x						x	x	HR approval required for extensions (total placement cannot exceed 1 year). To convert a Temp/Student/Intern to a regular employee, standard new hire approvals are required. Please also see the Manager's Resource Guide for Temp tenure limits.
Hiring	7	Oracle Student/Intern (UNPAID Non-U.S.)	x							x	
Hiring	8	Oracle College Program (PAID)	x			x				x	All College Program hires are routed to the SVP for approval unless additional compensation is offered
Assignment	1	Cost Center Change	x	x						x	
Assignment	2	Discretionary Title Change	x	x						x	
Assignment	3	Work Schedule/Hours (FT/PT)	x	x						x	The affected employee's annual salary should be adjusted in accordance with the new working hours.
Assignment	4	Manager Change	x	x						x	Manager Changes include dual approval from the employee's current and new manager hierarchy. If the current and new manager's manager is the same, a single approval from that individual will satisfy the approval requirement.
Assignment	5	Work Location Change	x	x						x	
Assignment	6	Job Change - demotion (decrease level)	x	x						x	
Assignment	7	Job Change (to position below M4)	x	x						x	
Assignment	8	Job Change (to M4 or M5)	x				x			x	
Assignment	9	Job Change (to M6 or above)	x						x	x	
Assignment	10	Function Presales changes to Sales							x	x	
Assignment	11	Work From Home Flag	x	x						x	
Dollars	1	Base Salary Change - Decrease	x		o					x	
Dollars	2	Base Salary Change - Increase	x						x	x	
Dollars	3	Bonus (All Bonuses, Current & Termed EEs)	x						x	x	
Dollars	4	Car Allowance Change	x		o					x	Approved per policy. See Localization Exceptions below for the US and Canada.
Dollars	5	Addition of Shift Eligibility or Shift Change	x	x						x	
Dollars	6	Addition of an Annual Target Variable for the first time	x						x	x	Pre-Approval Required by Global Incentive Compensation for Sales, PRESALES and Consulting employees
Dollars	7	Annual Target Variable Decrease	x	x						x	Pre-Approval Required by Global Incentive Compensation for Sales, PRESALES and Consulting employees
Dollars	8	Annual Target Variable Increase	x						x	x	Pre-Approval Required by Global Incentive Compensation for Sales, PRESALES and Consulting employees
Dollars	9	If Function=Sales and >= 20% increase in OTE (Base + ATV)	x						x	x	Pre-Approval Required by Global Incentive Compensation for Sales, PRESALES and Consulting employees
Dollars	10	Add Relocation	x						x	x	

		Last updated March 30, 2017		Approval Order										
				M6	M7	M8	M9	M10						
Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO		HR	Notes		
Equity	1	25,000 RSUs or Less	x								x - See Notes		Requires approval by the appropriate Plan Committee member. Where iRecruitment has not been implemented, approvals for new hire equity awards must be forwarded to stock_us@oracle.com by local HR for processing.	
Equity	2	25,001 to 62,499 RSUs	x								x - See Notes		Requires approval by the appropriate Plan Committee member and the Compensation Committee. Please contact corpcomp_us@oracle.com for more information. HR should reference the Equity Recommendation Process tab.	
Equity	3	62,500 and above RSUs	x								x - See Notes		Requires approval by the appropriate Plan Committee member and the Compensation Committee before informing the employee or candidate of the equity award. Please contact corpcomp_us@oracle.com for more information. HR should reference the Equity Recommendation Process tab.	
Termination	1	Voluntary Termination - Regular or Temp EE	x									x		
Termination	2	Involuntary Termination - Regular or Temp EE	x									x		
Termination	3	Involuntary Termination of SVP and above	x								e	x		
Termination	4	Severance < 250k	x									x	Approval based on Finance Spending Approval Limits Matrix. See Rules tab for process detail.	
Termination	5	Severance >= 250k	x								e	x	Approval based on Finance Spending Approval Limits Matrix. See Rules tab for process detail.	
Internal Transfers	1	Releasing employee from org (Kurian org)												
Internal Transfers	2	Releasing employee from org (all other orgs)		x										
Internal Transfers	3	Receiving the employee into new org (Kurian org)	x											
Internal Transfers	4	Receiving the employee into new org (all other orgs)	x					x						
Internal Transfers	5	Receiving the employee into new org and add salary increase, equity, bonus, relo (ALL orgs)	x								x - See Notes		CEO(s) & Executive Chairman and CTO approval required if a salary increase, relocation, equity, and/or bonus is included in the transfer.	
				M6	M7	M8	M9	M10						
APAC	1	Posting a vacancy		x										
EMEA	1	Posting a vacancy		x										
U.S.	1	US Compensation approves internal Non-Exempt to Exempt job changes	x											
U.S.	2	US Compensation approves new hire offer requests with an exempt Jobcode and salary of 100k or less	x											
U.S.	3	US Compensation approves all job changes to M4 or above	x											
U.S.	4	US Compensation approves all international transfer offer requests into the US	x											
U.S.	5	US Immigration: Manager is required to consult with Oracle US Immigration PRIOR to submitting or permitting any of the following changes for a foreign national employee on any type of US work visa: Work Schedule/Hours (FT/PT), Work Location, Job Change - demotion (decrease level), Base Salary Decrease, and if Cost Center change results in a Work Location change. Such changes can impact US work visa and greencard cases.	e										This entry specifically relates to requirements for a foreign national employee on any type of US work visa. See additional approval levels required for individual transactions (i.e., Work Location change, Base Salary Decrease, etc.) in the matrix above. For questions, email INS_US@oracle.com	
U.S.	6	Work Location Change	x	x									HR Post Approval not required in the US.	

		Last updated March 30, 2017		Approval Order								
				M6	M7	M8	M9	M10				
Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes	
U.S.	7	Work From Home Flag (Change from Oracle office location to 'Home')	x	x							HR Post Approval not required in the US.	
U.S and CA	8	No Car Allowances in the US and Canada, in accordance with Oracle Policy										
JP	1	RSUs					x					
INDIA	1	Temporary accommodation requests							x			
INDIA	2	Car Allowance Change	x		x						Approved per policy. HR Post Approval not required in India.	
		Rules										
		1. Employee's may not be rehired if they have resigned from the company 2 times. International Transfers are not included.										
		2. For 'Transfer/Internal Job Offer (within country)' the workflow has been enhanced to include both the releasing and the receiving organizations in the approval process. The transaction should be initiated by the receiving manager. The workflow will then obtain the approval of the releasing manager, the HR Rep associated with the new LOB (Cost Center), followed by management within the receiving organization.										
		3. Rehires within a 12 month period are typically hired back at the same rate if the job function is the same.										

Key											
x	=	required approval level									
o	=	in country/out of country rule applies									
e	=	email or other non-automated approval system									
-	=	no approval required for transaction									
	=	red arrow in top right corner denotes footnote visible when cursor pointed in top corner of cell									
Global Approval Matrix - Non-Automated											
Last updated March 30, 2017											
Approval Order											
M6 M7 M8 M9 M10											
Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
Hiring	1	If Recruiting agency fee			e				e		Recruiting VP and CEO(s) & Executive Chairman and CTO approval required.
Hiring	2	Non-Standard Referral Bonus								e	EVP approval for plan and Recruiting Ops manages the program, approvals, calculations and payments.
Hiring	3	Notice period statutory or < 1 month (EMEA specific)	e								Requires VP HR approval. Cap at 12 mos.
Hiring	4	Notice period >3 months (EMEA specific)	e								Requires EVP HR approval. Cap at 12 mos.
Hiring	5	Contractual severance payments of any kind (EMEA specific)	e								Requires VP HR approval
Hiring	6	Loans							e	e	This is not reflected on the Manager version of the approval matrix. Loans are on an exception only basis.
Assignment	1	Residence/domicile, employment contract or permanent work location in different countries (EMEA specific)				e					
Assignment	2	International Assignment Incremental Cost <= 250k					e				International Assignment approvals are based on the Finance Spending Approval Limits Matrix. Additionally approval is required from at least two levels of management (not including the proposer of the assignment) and HR Global Mobility. Please consult the Finance SAM to confirm the required approvals based on the projected cost of the assignment and management spending caps.
Assignment	3	International Assignment Incremental Cost > 250k and <= 500k							e - See Notes	e	International Assignment approvals are based on the Finance Spending Approval Limits Matrix. Additionally approval is required from at least two levels of management (not including the proposer of the assignment) and HR Global Mobility. Please consult the Finance SAM to confirm the required approvals based on the projected cost of the assignment and management spending caps.
Assignment	4	International Assignment Incremental Cost > 500k							e - See Notes	e	International Assignment approvals are based on the Finance Spending Approval Limits Matrix. Additionally approval is required from at least two levels of management (not including the proposer of the assignment) and HR Global Mobility. Please consult the Finance SAM to confirm the required approvals based on the projected cost of the assignment and management spending caps.
Dollars	1	Recruiting Bonuses								e	EVP approval for plan and HR EVP approval for actual payments.
Dollars	2	Commissions (Sales Comp Processing)									Finance approval required.
Dollars	3	Patent Bonus									Requires LEGAL approval
Dollars	4	Corporate Bonus - termed EE							e	e	Except where part of comp plan policy or legally mandated.
Dollars	5	Draws (Exception Only)									Draws handled on an exception only basis and are not processed through HR. The process is managed by GIC and GIC retains ALL approvals for audit purposes.
Dollars	6	International Transfer: Recoverable draw <= 100k	e								Requires approval from VP IHR, Elizabeth Snyder
Dollars	7	International Assignment: Payments (COLA etc)	e								Requires approval from HR Global Mobility Group.
Dollars	8	International Assignment: Hardship Allowances AND Hardship Country Assignment	e								To be approved on a case by case basis. VP IHR, Elizabeth Snyder, is final approver.
Dollars	9	International Assignment: Temporary salary increase due to international assignment/immigration purposes	e								Requires approval from VP IHR, Elizabeth Snyder
Dollars	10	International Assignment: OFSS host country assignment, hybrid model assignment	e								Requires approval from VP IHR, Elizabeth Snyder
Dollars	11	International Assignment: Local pay delivery for immigration purposes	e								Requires approval from VP IHR, Elizabeth Snyder

			Approval Order								
			Last updated March 30, 2017								
			M6	M7	M8	M9	M10				
Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
Dollars	12	International Assignment: Financial Assistance Program		e							Employees of Oracle India, Philippines and Latin America (where applicable) who will be working in another country for 2 weeks or more can receive the financial assistance payment. Approval must be obtained at least 2 management levels up (direct manager's manager). Upon approval, the employee will receive payment through monthly salary, the equivalent in local currency of constant-US\$ 50, for each 2 consecutive weeks outside the home country (MUST include weekend stay) the maximum assistance per month would be restricted to US\$100. If you have any question, please feel free to contact the Global Mobility Group.
Dollars	13	OFD Commissions									Anil Vora has final approval authority for OFD commissions.
Dollars	14	Legally Mandated Programs (new programs or changes to existing programs)								e	EVP HR has final approval authority for legally mandated programs
Dollars	15	Consulting Bonuses							e	e	Consulting bonuses within budget do not require Safra/LJE approval. If it is out of budget then Safra/LJE approval is required.
Dollars	16	Payment for On Call and OT for 'Field Support Specialists' and 'Technical Analyst-Support' in specific LAD countries. See notes. This is a temporary addition until timeclock systems are updated.	e			e					In Chile (OTL), Colombia and Venezuela we need to pay the element for On Call: ("M_A On Call"). In Brazil (OTL) and Argentina we need to pay on call and overtime: ("M_A Overtime" and "M_A On Call"). In Mexico we need to pay overtime: (M_A Overtime). Local HR is responsible to obtaining and retaining correct approvals. SVP of Customer Services in LAD in final approver.
Dollars	17	Legal Issues	e								Payments tied to legal issues should be submitted by HR and require Legal approval presented with the transaction.
Dollars	18	Mandatory Compensation Increases (i.e., bonus, salary changes, etc.), and Payouts for Previously Approved Plans	e								Any mandatory increases (salary, bonus, etc) and approved plans will go to the regional Comp Contact and then the VP Corporate Compensation for review and approval. International Assignment, or Immigration related payments are handled separately and referenced separately in the approval matrix. Commissions are also excluded from this rule and referenced separately in this matrix. If you have a question about who needs to approve a mandatory increase, please e-mail corpcomp_us@oracle.com.
Leaves	1	Medical/Family Leave	e								as per policy
Leaves	2	Medical & Maternity Leave	e								as per policy
Leaves	3	PLOA - Start/Change/END	e	e							One level of management approval required for start and/or change. One level of management approval or Line HR approval to end PLOA.
Leaves	4	PLOA < 2 weeks- Start/Change/END	-	-	-	-	-	-	-	-	
Leaves	5	PLOA > 2 weeks- Start/Change/END		e							e
Leaves	6	Unpaid/paid sabbaticals (EMEA specific)		e							e
Leaves	7	All other Leaves (Jury, Military) < 2 wks	-	-	-	-	-	-	-	-	-
Leaves	8	All other Leaves (Jury, Military) > 2 wks		e							e
Leaves	9	Annual leave (EMEA specific)		e							
Benefits	1	Benefits Policy Changes <\$100k (EMEA Specific)	e								Requires VP HR, VP/Cty MGR & Div C&B approval
Benefits	2	Benefits Policy Changes >\$100k (EMEA Specific)	e								Requires EVP HR, Division Head, & Div C&B approval
Benefits	3	Change of Benefits Provider (EMEA Specific)	e								Requires VP HR, VP/Cty MGR & Div C&B approval
Benefits	4	Social club, golf membership or other affiliation that includes an initiation or monthly fee							e		
Benefits	5	Adoption Benefit (US)	e								Benefits Group is final approver
Benefits	6	Education Reimbursement (US) > annual spending cap (\$5,250)					x				Please refer to the Employee Handbook for more detail on the Education Reimbursement Benefit, including the current, annual spending cap for the calendar year. Any additional education expenses incurred beyond this amount must be approved by your EVP.
			M6 M7 M8 M9 M10								
											Notes
LAD	1	PLOA < 2 weeks- Start/Change/END									e
CHINA	1	China Domestic Transfer (Tier 1 to Non-Tier cities) with Resettlement Bonus and/or COLA	e								Requires approval HR Global Mobility Group (GMG). GMG will retain approvals for audit purposes.

Key

x	=	required approval level
o	=	in country/out of country rule applies
-	=	no approval required for transaction
	=	red arrow in top right corner denotes footnote visible when cursor pointed in top corner of cell

Global Approval Matrix - Automated

Last updated June 11, 2012

Approval Order

Category	SEQ	Data Field Completed:	HR	1 Lvl ⁽¹⁾	Approval Order				Office of the CEO	HR	Notes
					M6	M7	M8	M10			
Hiring	1	Standard Hire, In Budget							x	x	
Hiring	2	Standard Hire, Out of budget							x	x	
Hiring	3	Add Sign-On Bonus							x	x	
Hiring	4	Add Relocation							x	x	
Hiring	5	Add Vacation Increase							x	x	
Hiring	6	If Rehire							x	x	Rehire includes anyone that has left (even for 1 day) and rejoins
Hiring	7	If Visa Required (hire in budget)							x	x	
Hiring	8	If Visa Required (hire out of budget)							x	x	
Hiring	9	Oracle Temp/Student/Intern (PAID)							x	x	
Hiring	10	Oracle Student/Intern (UNPAID Non-U.S.)								x	
Hiring	11	Oracle College Program (PAID) ^(c)	x				x				
Assignment	1	Cost Center Change	-	x	-	-	-	-	-	-	
Assignment	2	Discretionary Title Change		x	-	-	-	-	-	-	
Assignment	3	Work Schedule/Hours (FT/PT) ^(d)	x	x							
Assignment	4	Shift Change		x							
Assignment	5	Manager Change	x	x							
Assignment	6	Work Location Change	-	-	-	-	-	-	-	-	
Assignment	7	Job Change - demotion (decrease level)	x	x							
Assignment	8	Job Change (to position below M4)	x	x							
Assignment	9	Job Change (to M4 or above)	x				x	x ^(b)			
Assignment	10	Job Change (to M6 or above)	x					x			
Assignment	11	Function Presales changes to Sales						x			
Dollars	1	Base Salary Change - Decrease	x		o						
Dollars	2	Base Salary Change - Increase	x					x			
Dollars	3	Bonus (All Bonuses, Current & Termed EEs)	x					x			
Dollars	4	Car Allowance Change ^(e)	x		o						
Dollars	5	Shift Premium Eligible		x							
Dollars	6	Addition of an Annual Target Variable for the first time						x ^(f)			
Dollars	7	Annual Target Variable Increase is < 25%					x ^(f)				
Dollars	8	Annual Target Variable Increase is >= 25%						x ^(f)			
Dollars	9	If Function=Sales and >= 20% increase in OTE (Base + ATV)						x ^(f)			
Dollars	10	Add Relocation	x					x			

Stock	1	Stock Options								x	Where iRecruitment has not been implemented, approvals for new hire stock option grants must be forwarded to stock_us@oracle.com by local HR for processing.
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Termination	1	Voluntary Termination - Regular or Temp EE	-	-	-	-	-	-	-	-	
Termination	2	Involuntary Termination - Regular or Temp EE	x								
Termination	3	Involuntary Termination of SVP and above	x						e		
Termination	4	Rehire Flag = NO	x								
Termination	5	Severance < 250k	x								Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.
Termination	6	Severance >= 250k	x						e		Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.

Internal Transfers	1	Releasing employee from org (Kurian)						x			
Internal Transfers	2	Releasing employee from org (all other orgs)		x							
Internal Transfers	3	Receiving the employee into new org	x				x		x ⁽⁵⁾		
Internal Transfers	4	Receiving the employee into new org and add salary increase, stock, bonus, relo (ALL orgs)	x						x ⁽⁹⁾		

Localization Exceptions

Category	SEQ	Data Field Completed:	HR	1 Lvl ⁽¹⁾	M6	M7	M8	M10	HR	Notes
					VP	SVP	Div Head	Office of the CEO ⁽²⁾		
LAD	1	Shift Change (LAD only)	x	x						
LAD	2	Discretionary Title changes	e							Seek HR guidance

U.S.	1	Corporate Compensation approves internal Non-Exempt to Exempt job changes	x ⁽¹⁰⁾								
U.S.	2	Corporate Compensation approves new hire offer requests with an exempt Jobcode and salary of 100k or less	x ⁽¹⁰⁾								
U.S.	3	Corporate Compensation approves all job changes to M4 or above	x ⁽¹⁰⁾								
U.S.	4	Corporate Compensation approves all international transfer offer requests into the US	x ⁽¹¹⁾								
U.S.	5	Immigration: Manager is required to consult with immigration attorney PRIOR to submitting or permitting any of the following changes for an H-1 B worker: Work Schedule/Hours (FT/PT), Work Location, Job Change - demotion (decrease level), Base Salary Decrease, and if Cost Center change results in a Work Location change (H-1 B status is location specific).	e								This entry specifically relates to requirements for H-1 B workers. See additional approval levels required for individual transactions (i.e., Work Location change, Base Salary Decrease, etc.) in the matrix above. For questions, email INS_US@oracle.com

JP	1	Stock Options						x	x ⁽⁹⁾		
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APAC	1	Discretionary Title changes	x								
APAC	2	Posting a vacancy			x						

Rules
1. Employee's may not be rehired if they have resigned from the company 2 times. International Transfers are not included.

2. For 'Transfer/Internal Job Offer (within country)' the workflow has been enhanced to include both the releasing and the receiving organizations in the approval process. The transaction should be initiated by the receiving manager. The workflow will then obtain the approval of the releasing manager, the HR Rep associated with the new LOB (Cost Center), followed by management within the receiving organization.

3. Rehires within a 12 month period may not be hired back at a rate that is higher than their previous salary.

Key											
x	=	required approval level									
o	=	in country/out of country rule applies									
e	=	email or other non-automated approval system									
-	=	no approval required for transaction									
	=	red arrow in top right corner denotes footnote (visible when cursor is pointed in top right corner of a cell)									
Global Approval Matrix - Automated											
Last updated March 30, 2017											
Approval Order											
M6 M7 M8 M9 M10											
Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes
Hiring	1	Standard Hire	x						x	x	
Hiring	2	Additional offer terms and conditions such as sign-on bonus, relocation or vacation increase	x						x	x	
Hiring	3	If Rehire	x						x	x	Rehire includes anyone that has left (even for 1 day) and rejoins.
Hiring	4	International Transfer							x	x	
Hiring	5	If Visa Required	x						x	x	
Hiring	6	Oracle Temp/Student/Intern (PAID)	x						x	x	HR approval required for extensions (total placement cannot exceed 1 year). To convert a Temp/Student/Intern to a regular employee, standard new hire approvals are required. Please also see the Manager's Resource Guide for Temp tenure limits.
Hiring	7	Oracle Student/Intern (UNPAID Non-U.S.)	x							x	
Hiring	8	Oracle College Program (PAID)	x			x				x	All College Program hires are routed to the SVP for approval unless additional compensation is offered
Assignment	1	Cost Center Change	x	x						x	
Assignment	2	Discretionary Title Change	x	x						x	
Assignment	3	Work Schedule/Hours (FT/PT)	x	x						x	The affected employee's annual salary should be adjusted in accordance with the new working hours.
Assignment	4	Manager Change	x	x						x	Manager Changes include dual approval from the employee's current and new manager hierarchy. If the current and new manager's manager is the same, a single approval from that individual will satisfy the approval requirement.
Assignment	5	Work Location Change	x	x						x	
Assignment	6	Job Change - demotion (decrease level)	x	x						x	
Assignment	7	Job Change (to position below M4)	x	x						x	
Assignment	8	Job Change (to M4 or M5)	x				x			x	
Assignment	9	Job Change (to M6 or above)	x						x	x	
Assignment	10	Function Presales changes to Sales							x	x	
Assignment	11	Work From Home Flag	x	x						x	
Dollars	1	Base Salary Change - Decrease	x		o					x	
Dollars	2	Base Salary Change - Increase	x						x	x	
Dollars	3	Bonus (All Bonuses, Current & Termed EEs)	x						x	x	
Dollars	4	Car Allowance Change	x		o					x	Approved per policy. See Localization Exceptions below for the US and Canada.

Last updated March 30, 2017

Approval Order

						M6	M7	M8	M9	M10		
Category	SEQ	Transaction	HR	1 Lvl	VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR	Notes	
Dollars	5	Addition of Shift Eligibility or Shift Change	x	x							x	
Dollars	6	Addition of an Annual Target Variable for the first time	x						x		x	Pre-Approval Required by Global Incentive Compensation for Sales, PRESALES and Consulting employees
Dollars	7	Annual Target Variable Decrease	x	x							x	Pre-Approval Required by Global Incentive Compensation for Sales, PRESALES and Consulting employees
Dollars	8	Annual Target Variable Increase	x						x		x	Pre-Approval Required by Global Incentive Compensation for Sales, PRESALES and Consulting employees
Dollars	9	If Function=Sales and >= 20% increase in OTE (Base + ATV)	x						x		x	Pre-Approval Required by Global Incentive Compensation for Sales, PRESALES and Consulting employees
Dollars	10	Add Relocation	x						x		x	
Equity	1	25,000 RSUs or Less	x						x - See Notes			Requires approval by the appropriate Plan Committee member. Where Recruitment has not been implemented, approvals for new hire equity awards must be forwarded to stock_us@oracle.com by local HR for processing.
Equity	2	25,001 to 62,499 RSUs	x						x - See Notes			Requires approval by the appropriate Plan Committee member and the Compensation Committee. Please contact corpcomp_us@oracle.com for more information. HR should reference the Equity Recommendation Process tab.
Equity	3	62,500 and above RSUs	x						x - See Notes			Requires approval by the appropriate Plan Committee member and the Compensation Committee before informing the employee or candidate of the equity award. Please contact corpcomp_us@oracle.com for more information. HR should reference the Equity Recommendation Process tab.
Termination	1	Voluntary Termination - Regular or Temp EE	x								x	
Termination	2	Involuntary Termination - Regular or Temp EE	x								x	
Termination	3	Involuntary Termination of SVP and above	x						e		x	
Termination	4	Severance < 250k	x								x	Approval based on Finance Spending Approval Limits Matrix. See Rules tab for process detail.
Termination	5	Severance >= 250k	x						e		x	Approval based on Finance Spending Approval Limits Matrix. See Rules tab for process detail.
Internal Transfers	1	Releasing employee from org (Kurian org)						x				
Internal Transfers	2	Releasing employee from org (all other orgs)		x								
Internal Transfers	3	Receiving the employee into new org (Kurian org)	x					x				
Internal Transfers	4	Receiving the employee into new org (all other orgs)	x				x					
Internal Transfers	5	Receiving the employee into new org and add salary increase, equity, bonus, relo (ALL orgs)	x						x - See Notes			CEO(s) & Executive Chairman and CTO approval required if a salary increase, relocation, equity, and/or bonus is included in the transfer.

Last updated March 30, 2017

Approval Order

Category	SEQ	Transaction	HR	1 Lvl	Approval Order					HR	Notes
					M6	M7	M8	M9	M10		
					VP	SVP	Div Head	President	CEO(s) & Executive Chairman and CTO		
					M6	M7	M8	M9	M10		
APAC	1	Posting a vacancy			x						
EMEA	1	Posting a vacancy			x						
U.S.	1	US Compensation approves internal Non-Exempt to Exempt job changes	x								
U.S.	2	US Compensation approves new hire offer requests with an exempt Jobcode and salary of 100k or less	x								
U.S.	3	US Compensation approves all job changes to M4 or above	x								
U.S.	4	US Compensation approves all international transfer offer requests into the US	x								
U.S.	5	US Immigration: Manager is required to consult with Oracle US Immigration PRIOR to submitting or permitting any of the following changes for a foreign national employee on any type of US work visa: Work Schedule/Hours (FT/PT), Work Location, Job Change - demotion (decrease level), Base Salary Decrease, and if Cost Center change results in a Work Location change. Such changes can impact US work visa and greencard cases.	e								This entry specifically relates to requirements for a foreign national employee on any type of US work visa. See additional approval levels required for individual transactions (i.e., Work Location change, Base Salary Decrease, etc.) in the matrix above. For questions, email INS_US@oracle.com
U.S.	6	Work Location Change	x	x							HR Post Approval not required in the US.
U.S.	7	Work From Home Flag (Change from Oracle office location to 'Home')	x	x							HR Post Approval not required in the US.
U.S and CA	8	No Car Allowances in the US and Canada, in accordance with Oracle Policy									
JP	1	RSUs					x				
INDIA	1	Temporary accommodation requests							x		
INDIA	2	Car Allowance Change	x		x						Approved per policy. HR Post Approval not required in India.
Rules											
1. Employee's may not be rehired if they have resigned from the company 2 times. International Transfers are not included.											
2. For 'Transfer/Internal Job Offer (within country)' the workflow has been enhanced to include both the releasing and the receiving organizations in the approval process. The transaction should be initiated by the receiving manager. The workflow will then obtain the approval of the releasing manager, the HR Rep associated with the new LOB (Cost Center), followed by management within the receiving organization.											

Key		
x	=	required approval level
o	=	in country/out of country rule applies
-	=	no approval required for transaction
	=	red arrow in top right corner denotes footnote visible when cursor pointed in top corner of cell



Global Approval Matrix - Automated

Last updated February 1, 2013

Approval Order

Category	SEQ	Data Field Completed:	HR	1 Lvl ⁽¹⁾	Approval Order					HR	Notes
					M6	M7	M8	M10	Office of the CEO		
Hiring	1	Standard Hire, In Budget							x	x	
Hiring	2	Standard Hire, Out of budget							x	x	
Hiring	3	Add Sign-On Bonus							x	x	
Hiring	4	Add Relocation							x	x	
Hiring	5	Add Vacation Increase							x	x	
Hiring	6	If Rehire							x	x	Rehire includes anyone that has left (even for 1 day) and rejoins
Hiring	7	If Visa Required (hire in budget)							x	x	
Hiring	8	If Visa Required (hire out of budget)							x	x	
Hiring	9	Oracle Temp/Student/Intern (PAID)							x	x	
Hiring	10	Oracle Student/Intern (UNPAID Non-U.S.)							x	x	
Hiring	11	Oracle College Program (PAID) ¹³⁹	x				x				
Assignment	1	Cost Center Change	-	x	-	-	-	-	-	-	
Assignment	2	Discretionary Title Change		x	-	-	-	-	-	-	
Assignment	3	Work Schedule/Hours (FT/PT) ⁽⁴⁾	x	x							
Assignment	4	Shift Change		x							
Assignment	5	Manager Change	x	x							
Assignment	6	Work Location Change	-	-	-	-	-	-	-	-	
Assignment	7	Job Change - demotion (decrease level)	x	x							
Assignment	8	Job Change (to position below M4)	x	x							
Assignment	9	Job Change (to M4 or above)	x				x	x ⁽⁵⁾			
Assignment	10	Job Change (to M6 or above)	x					x			
Assignment	11	Function Presales changes to Sales						x			
Dollars	1	Base Salary Change - Decrease	x		o						
Dollars	2	Base Salary Change - Increase	x					x			
Dollars	3	Bonus (All Bonuses, Current & Termed EEs)	x					x			
Dollars	4	Car Allowance Change ⁽⁶⁾	x		o						
Dollars	5	Shift Premium Eligible		x							
Dollars	6	Addition of an Annual Target Variable for the first time						x ⁽⁷⁾			
Dollars	7	Annual Target Variable Increase is < 25%					x ⁽⁷⁾				
Dollars	8	Annual Target Variable Increase is >= 25%						x ⁽⁷⁾			
Dollars	9	If Function=Sales and >= 20% increase in OTE (Base + ATV)						x ⁽⁷⁾			
Dollars	10	Add Relocation	x					x			
Stock	1	Stock Options							x		where recruitment has not been implemented, approvals for new hire stock option grants must be forwarded to stock_us@oracle.com by local HR for processing.
Termination	1	Voluntary Termination - Regular or Temp EE	-	-	-	-	-	-	-	-	
Termination	2	Involuntary Termination - Regular or Temp EE	x								
Termination	3	Involuntary Termination of SVP and above	x					e			
Termination	4	Rehire Flag = NO	x								

Termination	5	Severance < 250k	x								Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.
Termination	6	Severance >= 250k	x						e		Approval based on Finance Spending Approval Matrix. See Rules tab for process detail.
Internal Transfers	1	Releasing employee from org (Kurian)						x			
Internal Transfers	2	Releasing employee from org (all other orgs)		x							
Internal Transfers	3	Receiving the employee into new org	x					x		x ⁽⁵⁾	
Internal Transfers	4	Receiving the employee into new org and add salary increase, stock, bonus, relo (ALL orgs)	x							x ⁽⁵⁾	

Localization Exceptions

Category	SEQ	Data Field Completed:	HR	1 Lvl ⁽¹⁾	M6	M7	M8	M10	HR	Notes	
					VP	SVP	Div Head	Office of the CEO ⁽²⁾			
LAD	1	Shift Change (LAD only)	x	x							
LAD	2	Discretionary Title changes	e							Seek HR guidance	
U.S.	1	Corporate Compensation approves internal Non-Exempt to Exempt job changes	x ⁽¹⁰⁾								
U.S.	2	Corporate Compensation approves new hire offer requests with an exempt Jobcode and salary of 100k or less	x ⁽¹⁰⁾								
U.S.	3	Corporate Compensation approves all job changes to M4 or above	x ⁽¹⁰⁾								
U.S.	4	Corporate Compensation approves all international transfer offer requests into the US	x ⁽¹¹⁾								
U.S.	5	immigration: Manager is required to consult with immigration attorney PRIOR to submitting or permitting any of the following changes for an H-1 B worker: Work Schedule/Hours (F/T/P/T), Work Location, Job Change - demotion (decrease level), Base Salary Decrease, and if Cost Center change results in a Work Location change (H-1 B status is location specific).	e							This entry specifically relates to requirements for H-1 B workers. See additional approval levels required for individual transactions (i.e., Work Location change, Base Salary Decrease, etc.) in the matrix above. For questions, email INS_US@oracle.com	
JP	1	Stock Options						x		x ⁽⁵⁾	
CHINA	1	Cost Center Change	x							HR pre-approval is required.	
CHINA	2	Work Location Change	x							HR pre-approval is required.	
APAC	1	Discretionary Title changes	x								
APAC	2	Posting a vacancy			x						
INDIA	1	Temporary accommodation requests								x	
EMEA	1	Work Location Change to Home								x	Requires post approval from HR

Rules
1. Employee's may not be rehired if they have resigned from the company 2 times. International Transfers are not included.
2. For Transfer/Internal Job Offer (within country) the workflow has been enhanced to include both the releasing and the receiving organizations in the approval process. The transaction should be initiated by the receiving manager. The workflow will then obtain the approval of the releasing manager, the HR Rep associated with the new LOB (Cost Center), followed by management within the receiving organization.
3. Rehires within a 12 month period may not be hired back at a rate that is higher than their previous salary.

Key		
x	=	required approval level
o	=	in country/out of country rule applies
-	=	no approval required for transaction
	=	red arrow in top right corner denotes footnote visible when cursor pointed in top corner of cell

Global Approval Matrix - Non-Automated

Last updated February 1, 2013

Category	SEQ	Data Field Completed:	Approval Order							Notes	
			HR	1 Lvl ⁽¹⁾	VP	SVP	Div Head	Office of the CEO	HR		
Hiring	1	If Recruiting agency fee			x				x		Recruiting VP and LJE approval required
Hiring	3	International Transfers (in budget)							e		
Hiring	4	International Transfers (out of budget)							e		
Hiring	5	Non-Standard Referral Bonus								e	
Hiring	6	Notice period statutory or < 1 month (EMEA specific)	e								EVP approval for plan and HR SVP approval for actual payments.
Hiring	7	Notice period >3 months (EMEA specific)	e								requires VP HR approval. Cap at 12 mos.
Hiring	8	Contractual severance payments of any kind (EMEA specific)	e								requires SVP HR approval. Cap at 12 mos.
Hiring	9	Loans							e	e	requires VP HR approval
Hiring	9	Loans							e	e	This is not reflected on the Manager version of the approval matrix. Loans are on an exception only basis.
Assignment	1	Residence/domicile, employment contract or permanent work location in different countries (EMEA specific)								e	
Assignment	2	International Assignment Incremental Cost <= 250k								e	International Assignment approvals are based on the Finance Spending Approval Matrix. Additionally approval is required from at least two levels of management (not including the proposer of the assignment) and HR Global Mobility. Please consult the Finance SAM to confirm the required approvals based on the projected cost of the assignment and management spending caps.
Assignment	3	International Assignment Incremental Cost > 250k and <= 500k							e	e	International Assignment approvals are based on the Finance Spending Approval Matrix. Additionally approval is required from at least two levels of management (not including the proposer of the assignment) and HR Global Mobility. Please consult the Finance SAM to confirm the required approvals based on the projected cost of the assignment and management spending caps.
Assignment	4	International Assignment Incremental Cost > 500k							e	e	International Assignment approvals are based on the Finance Spending Approval Matrix. Additionally approval is required from at least two levels of management (not including the proposer of the assignment) and HR Global Mobility. Please consult the Finance SAM to confirm the required approvals based on the projected cost of the assignment and management spending caps.
Dollars	1	Recruiting Bonuses								e	EVP approval for plan and HR SVP approval for actual payments.
Dollars	2	Commissions (Sales Comp Processing)									Finance approval required.
Dollars	3	Patent Bonus									requires LEGAL approval
Dollars	4	Corporate Bonus - termed EE							e	e	except where part of comp plan policy or legally mandated
Dollars	5	Draws (Exception Only)									Draws handled on an exception only basis and are not processed through HR. The process is managed by GIC and GIC retains ALL approvals for audit purposes.
Dollars	6	International Transfer: Recoverable draw <= 100k	e								requires approval from VP IHR, Elizabeth Snyder
Dollars	7	International Assignment: Payments (COLA etc)	e								requires approval from HR Global Mobility Group.
Dollars	8	International Assignment: Hardship Allowances AND Hardship Country Assignment	e								To be approved on a case by case basis. VP IHR, Elizabeth Snyder, is final approver.
Dollars	9	International Assignment: Temporary salary increase due to international assignment/immigration purposes	e								requires approval from VP IHR, Elizabeth Snyder
Dollars	10	International Assignment: OFSS host country assignment, hybrid model assignment	e								requires approval from VP IHR, Elizabeth Snyder

Dollars	11	International Assignment: Local pay delivery for immigration purposes	e									requires approval from VP IHR, Elizabeth Snyder
Dollars	12	International Assignment: Financial Assistance Program		e								Employees of Oracle India, Philippines and Latin America (where applicable) who will be working in another country for 2 weeks or more can receive the financial assistance payment. Approval must be obtained at least 2 management levels up (direct manager's manager). Upon approval, the employee will receive payment through monthly salary, the equivalent in local currency of constant-US\$ 50, for each 2 consecutive weeks outside the home country (MUST include weekend stay) the maximum assistance per month would be restricted to US\$100. If you have any question, please feel free to contact the Global Mobility Group.
Dollars	13	OFD Commissions										Anil Vora has final approval authority for OFD commissions.
Dollars	14	Legally Mandated Programs									e	SVP HR has final approval authority for legally mandated programs
Dollars	15	Consulting Bonuses							e		e	Consulting bonuses within budget do not require Safra/LJE approval and should be submitted to Corp Comp for review. If it is out of budget then Safra/LJE approval is required.
Dollars	16	Payment for On Call and OT for 'Field Support Specialists' and 'Technical Analyst-Support' in specific LAD countries. See notes. This is a temporary addition until timeclock systems are updated.	e							e		In Chile (OTL), Colombia and Venezuela we need to pay the element for On Call: ("M_A On Call"). In Brazil (OTL) and Argentina we need to pay on call and overtime: ("M_A Overtime" and "M_A On Call"). In Mexico we need to pay overtime: (M_A Overtime). Local HR is responsible to obtaining and retaining correct approvals. SVP of Customer Services in LAD in final approver.
Dollars	17	Legal Issues	e									Payments tied to legal issues should be submitted by HR and require Legal approval presented with the transaction.
Dollars	18	Mandatory compensation increases (i.e., bonus, salary changes, etc.), and approved plans	e									Any mandatory increases (salary, bonus, etc) and approved plans will go to the regional Comp Contact and then the VP Corporate Compensation for review and approval. International Assignment, or Immigration related payments are handled separately and referenced separately in the approval matrix. Commissions are also excluded from this rule and referenced separately in this matrix. If you have a question about who needs to approve a mandatory increase, please e-mail corpcomp_us@oracle.com.

Leaves	1	Medical/Family Leave	e									as per policy
Leaves	2	Medical & Maternity Leave	e									as per policy
Leaves	3	PLOA - Start/Change/END	e	e								One level of management approval required for start and/or change. One level of management approval or Line HR approval to end PLOA.
Leaves	4	PLOA < 2 weeks- Start/Change/END	-	-	-	-	-	-	-	-	-	
Leaves	5	PLOA > 2 weeks- Start/Change/END		e								e
Leaves	6	Unpaid/paid sabbaticals (EMEA specific)		e								e
Leaves	7	All other Leaves (Jury, Military) < 2 wks	-	-	-	-	-	-	-	-	-	-
Leaves	8	All other Leaves (Jury, Military) > 2 wks		e								e
Leaves	9	Annual leave (EMEA specific)		e								
Leaves	10	Leave without pay <= 5 working days (EMEA specific)					e					e
Leaves	11	Leave without pay > 5 working days (EMEA specific)						e				e

Benefits	1	Benefits Policy Changes <\$100k (EMEA Specific)	e									requires VP HR, VP/Cty MGR & Div C&B approval
Benefits	2	Benefits Policy Changes >\$100k (EMEA Specific)	e									requires SVP HR, Division Head, & Div C&B approval
Benefits	3	Change of Benefits Provider (EMEA Specific)	e									requires VP HR, VP/Cty MGR & Div C&B approval
Benefits	4	social club, golf membership or other affiliation that includes an initiation or monthly fee								e		
Benefits	5	Adoption Benefit (US)	e									Benefits Group is final approver

Benefits	6	Education Reimbursement (US) > annual spending cap (\$5,250)						x ⁽³⁾		Please refer to the Employee Handbook for more detail on the Education Reimbursement Benefit, including the current, annual spending cap for the calendar year. Any additional education expenses incurred beyond this amount must be approved by your EVP.
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Localization Exceptions

Category		Data Field Completed:	HR	1 Lvl ⁽¹⁾	M6	M7	M8	M10	HR	Notes
					VP	SVP	Div Head	Office of the CEO ⁽²⁾		
LAD	1	PLOA < 2 weeks- Start/Change/END	-	-	-	-	-	-	e	
CHINA	1	China Domestic Transfer (Tier 1 to Tier 2 City) with Resettlement Bonus and/or COLA	e							Requires approval HR Global Mobility Group (GMG). GMG will retain approvals for audit purposes.