

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 August 13, 2012

M6

Category	SEQ	Data Field Completed:	HR	1 Lvl ⁽¹⁾	VP
Hiring	1	If Recruiting agency fee			x
Hiring	3	International Transfers (in budget)			
Hiring	4	International Transfers (out of budget)			
Hiring	5	Non-Standard Referral Bonus			
Hiring	6	Notice period statutory or < 1 month (EMEA specific)	e		
Hiring	7	Notice period >3 months (EMEA specific)	e		
Hiring	8	Contractual severance payments of any kind (EMEA specific)	e		
Hiring	9	Loans			

Assignment	1	Residence/domicile, employment contract or permanent work location in different countries (EMEA specific)			
Assignment	2	International Assignment Incremental Cost <= 250k			
Assignment	3	International Assignment Incremental Cost > 250k and <= 500k			
Assignment	4	International Assignment Incremental Cost > 500k			

Dollars	1	Recruiting Bonuses			
Dollars	2	Commissions (Sales Comp Processing)			
Dollars	3	Patent Bonus			
Dollars	4	Corporate Bonus - termed EE			
Dollars	5	Draws (Exception Only)			
Dollars	6	International Transfer: Recoverable draw <= 100k	e		

Dollars	7	International Assignment: Payments (COLA etc)	e		
Dollars	8	International Assignment: Hardship Allowances AND Hardship Country Assignment	e		
Dollars	9	International Assignment: Temporary salary increase due to international assignment/immigration purposes	e		
Dollars	10	International Assignment: OFSS host country assignment, hybrid model assignment	e		
Dollars	11	International Assignment: Local pay delivery for immigration purposes	e		
Dollars	12	International Assignment: Financial Assistance Program		e	
Dollars	13	OFD Commissions			
Dollars	14	Legally Mandated Programs			
Dollars	15	Consulting Bonuses			
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		
Dollars	17	Legal Issues	e		
Dollars	18	Mandatory compensation increases (i.e., bonus, salary changes, etc.), including legally mandated increases/payments	e		

Leaves	1	Medical/Family Leave	e		
Leaves	2	Medical & Maternity Leave	e		
Leaves	3	PLOA - Start/Change/END	e	e	
Leaves	4	PLOA < 2 weeks- Start/Change/END	-	-	-
Leaves	5	PLOA > 2 weeks- Start/Change/END		e	
Leaves	6	Unpaid/paid sabbaticals (EMEA specific)		e	
Leaves	7	All other Leaves (Jury, Military) < 2 wks	-	-	-
Leaves	8	All other Leaves (Jury, Military) > 2 wks		e	
Leaves	9	Annual leave (EMEA specific)		e	
Leaves	10	Leave without pay <= 5 working days (EMEA specific)			e
Leaves	11	Leave without pay > 5 working days (EMEA specific)			

Benefits	1	Benefits Policy Changes <\$100k (EMEA Specific)	e		
Benefits	2	Benefits Policy Changes >\$100k (EMEA Specific)	e		

Benefits	3	Change of Benefits Provider (EMEA Specific)	e		
Benefits	4	social club, golf membership or other affiliation that includes an initiation or monthly fee			
Benefits	5	Adoption Benefit (US)	e		
Benefits	6	Education Reimbursement (US) > annual spending cap (\$5,250)			

Localization

					M6
Category		Data Field Completed:	HR	1 Lvl ⁽¹⁾	VP
LAD	1	PLOA < 2 weeks- Start/Change/END	-	-	-

Approval Order

M7	M8	M10		
SVP	Div Head	Office of the CEO	HR	Notes
		x		Recruiting VP and LJE approval required
		e	e	
		e	e	
			e	EVP approval for plan and HR SVP approval for actual payments.
				requires VP HR approval. Cap at 12 mos.
				requires SVP HR approval. Cap at 12 mos.
				requires VP HR approval
		e	e	This is not reflected on the Manager version of the approval matrix. Loans are on an exception only basis.

e			e	
	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.
		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.
		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.

			e	EVP approval for plan and HR SVP approval for actual payments.
				Finance approval required.
				requires LEGAL approval
		e	e	except where part of comp plan policy or legally mandated
				Draws handled on an exception only basis and are not processed through HR. They generally require approval from the Office of the CEO. The process is managed by GIC and GIC retains ALL approvals for audit purposes.
				requires approval from VP IHR, Elizabeth Snyder

				requires approval from HR Global Mobility Group.
				To be approved on a case by case basis. VP IHR, Elizabeth Snyder, is final approver.
				requires approval from VP IHR, Elizabeth Snyder
				requires approval from VP IHR, Elizabeth Snyder
				requires approval from VP IHR, Elizabeth Snyder
				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.
				Anil Vora has final approval authority for OFD commissions.
			e	SVP HR has final approval authority for legally mandated programs
		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.
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.
				Payments tied to legal issues should be submitted by HR and require Legal approval presented with the transaction.
				Any mandatory increases (salary, bonus, etc) in country 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.

				as per policy
				as per policy
				One level of management approval required for start and/or change. One level of management approval or Line HR approval to end PLOA.
-	-	-	-	
			e	
			e	
-	-	-	-	
			e	
			e	
e			e	

				requires VP HR, VP/Cty MGR & Div C&B approval
				requires SVP HR, Division Head, & Div C&B approval

				requires VP HR, VP/Cty MGR & Div C&B approval
		e		
				Benefits Group is final approver
	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.

Exceptions

M7	M8	M10		
SVP	Div Head	Office of the CEO ⁽²⁾	HR	Notes
-	-	-	e	

e	=	email or other non-automated approval system
o	=	In country/out of country rule applies
x	=	required approval level
-	=	no approval required for transaction

M&A APPROVAL MATRIX					M6	M7	M8
Category	SEQ	Data Field Completed:	HR	1 Lvl ⁽¹⁾	HR M&A VP	HR SVP	Div Head
Hiring	1	Executives/Key EEs/All other EEs - all regions -Standard offers				e	
Hiring	2	Executives/Key EEs/All other EEs - all regions -Exception offers					
		All Categories Below Apply to Offer Revisions					
Hiring	3	Job Code Change - No Level Change			e		
Hiring	4	Job Code Change - Demotion			e		
Hiring	5	Job Code Change - M6 and below					e
Hiring	6	Job Code Change - M7 and above				e	e
Hiring	7	Discretionary Title Change			e		
Hiring	8	Base pay reduction			e		
Hiring	9	Base pay Increase < 10 %				e	
Hiring	10	Base pay Increase > 10%					
hiring	11	OTE Change - Mix only				e	
Hiring	12	OTE Change < 10%				e	
hiring	13	OTE Change >10%					
hiring	14	CC.Org Change			e		
Hiring	15	Transition Date -Extended					e
Hiring	16	Transition Date Accelerated			e		
Hiring	17	Transitional Offer - Conversion to Regular offer				e	
hiring	18	Country/Work Location Change				e	
hiring	19	Stock					
hiring	20	Retention Bonus					
hiring	21	Sign On Bonus					
Hiring	22	Car Allowance Change				e	

M&A APPROVAL MATRIX					M6	M7	M8
Category	SEQ	Data Field Completed:	HR	1 Lvl ⁽¹⁾	HR VP	HR SVP	Div Head
terms	1	Statutory Severance/CIC plan Severance - All Amounts				e	
terms	2	Severance <250k				e	
terms	3	Severance >250K					
terms	4	Severance with Stock Acceleration					

M&A APPROVAL MATRIX

					M6	M7	M8
Category	SEQ	Data Field Completed:	HR	1 Lvl ⁽¹⁾	HR VP	HR SVP	Div Head
Dollars	1	Corporate Bonus Program Integration Plan				e	e
Dollars	2	Corporate Bonus Program Payout - Group/Individual					e

Business Operations Between CIC & LE Merge

Hiring	1	Requisition Approval - Non GBU					e
Hiring	2	Requisition Approval - GBU					e
Hiring	3	New Target Co Offers				e	

Dollars	1	Spot/Project Bonus/EE Referral/Ed Reimbursement, <1k			e		
Dollars	2	Spot/Project Bonus/EE Referral/Ed Reimbursement < 10k				e	
Dollars	3	Spot/Project Bonus/EE Referral/Ed Reimbursement >10k					

Assignment	1	CC Change			e		
Assignment	2	Discretionary Title Change			e		
Assignment	3	Work Schedule/hours PT/FT			e		
Assignment	4	Shift			e		
Assignment	5	Manager					e
Assignment	6	Work Location/Country			e		
Assignment	7	Job Change Demotion			e		
Assignment	8	Job Change To position up to M4			e		
Assignment	9	Job Change M4 or above					e
Assignment	10	Job Change M7 or above				e	e
Dollars	8	Base pay reduction			e		
Dollars	9	Base pay Increase < 10 %				e	
Dollars	10	Base pay Increase > 10%					
Dollars	11	OTE Change - Mix only				e	
Dollars	12	OTE Change < 10%				e	
Dollars	13	OTE Change >10%					

M10			
Office of the CEO	HR	Processing	Notes
			Offers with no Stock, retention, bonus, Pay Changes
e			Offers WITH Stock, Retention, bonus Pay Changes
e			
e			
			Must be approved by integration leads if Lob Change
			Exception offers (stock, retention, pay change must go to M10)
e			
e			
e			

M10			
Office of the CEO	HR	Processing	Notes
			Legal review required
			Legal review required
e			Legal review required
e			Legal review required

M10			
Office of the CEO	HR	Processing	Notes
e			
e			

e			

			All Changes in these categories require approval from integration lead or leads in the case of movement from one LOB to another
e			
e			

RULES

Transactions that contain more than one event go to the highest necessary approval. If HR is necessary in any transaction event, HR should be included in the approval process.

If M10 is required, Notifications and emails should be directed to <REQAPPS@US.ORACLE.COM> (Larry Ellison is REQAPPS)

If approver is M7 who reports to M9 or M10, then they are an M8.

If no M5 exists, continue to M6.

If no M6 exists, continue to M7.

If no M7 exists, continue to M8.

If no M8 exists, continue to M9.

If no M9 exists, M8 is final approver.

If there is no M8 or M9, M10 is final approver.

If initiator >= approval required, they are final approver

If HR or other person outside the manager hierarchy is the initiator, then start with approval from affected employee's direct supervisor.

If next approver =(Final + 0) then continue for next approval.

If next approver =(Final + 1) then current approver is the final approver. (highest necessary rule)

NOTES

1. Carolyn Balkenhol and Safra Catz have proxy approval authority for LJE.

2. In country/Out of country rule -- - indicated by "o" on the approval matrix where the In Country/Out of Country rule applies and the highest level manager in the country's approval chain is at least an M5, person will have final approval authority and that transaction WILL NOT have to go out of country for a higher level approval. If he/she is an M4 or below, the transaction MUST go to the final approver listed, even if that approver is out of country. If a transaction does not reference "o" for in country/out of country rule, then that transaction MUST go to the highest level approver listed--even if it has to go out of the country for that approval. If next approver = (Final +0) and is out of country, and the In Country/Out of Country rule has been applied to this transaction, then no more approvals are required. Example: M6 in HU reporting to M6 in Germany and the transaction requires M8 approval, the transaction will stop at the M6 in HU, IF the In Country/Out of Country rule applies to this transaction. IF the In Country/Out of Country rule is not applied, the change should continue all the way on to the M8 before final approval is obtained.

3. Localization Exception

Refers to a transaction that has a country specific approval requirement that is outside of the normal global approval requirement.

4. Approvals by level are defined by submitter + 'x' levels.

Must have approval of submitter and at least 'x' (one) additional level of management.

5. Jeff Henley's Exception

A. Candidate Offers - if Rehire, M7 approval - covered with GLB rule

B. Candidate Offers - International Transfer, M7 approval - ALL? Did out of budget go to Jeff?

C. Candidate Offers - If recruiting Agency fee >10K <100K, M7 approval - approval based on Purchasing approvals
LJE approval.

E. Base Salary Change Increase: Jeff's directs can be the final approver for those under 30% and within their organization. Jeff's directs cannot be the final approver for salary increases over 30% for their Direct reports -- these changes need to go to Jeff for approval. At least one level of approval is required for any transaction involving \$\$\$. That said, Jeff's directs cannot be both the initiator and final approver for any change involving \$\$\$. All increases over 30% go to Larry for approval.

F. Jeff has final approval authority for bonuses for his organization. It's important to note that at least one level of approval is required for any transaction involving \$\$\$. Jeff and his directs cannot be both the initiator and final approver for any change involving \$\$. All increases over 30% go to Larry for approval.

6. All transactions that include \$\$, require at least one level of approval.

7. ANY Transfer (in or out of budget) into Ron Wohl's org (from another Org) requires Ron Wohl's approval. Note: Transfers that occur within Ron Wohl's org will follow the standard Global Rule above (SSA Transaction). Transfers out of Ron Wohl's organization do not require his approval.

8. For Jeff Henley's Org (GLOBAL), if the replacement/promotion reason codes are used (on the pay rate form) in MEE and Transfer/Internal Job offer, the 30% rule does not apply. This means, if a manager uses this reason code and the pay rate change is greater than thirty percent, the change does not go to LJE for approval.

9. Employee's may not be rehired if they have resigned from the company 2 times. International Transfers are not included. The definition of a rehire includes anyone that has left (even for 1 day) and rejoins.

10. All termination packages which involve any form of non-standard stock option transaction (i.e. an acceleration of stock option vesting periods) must go through a Corporate Finance review and approval process to ensure that these transactions are appropriate and properly reflected in the financial statements. This review should be done by Jennifer Minton (or an appropriate delegate determined by Corporate Finance).

11. India Invol Term Exception - Severance guidelines are approved by HR. Payments are calculated by Finance based on the HR approved plans. Departing employees are not required to sign separation letters/agreements.

12. Termination Approvals (offline process details): Alison, Liz and Vance, US leads and Joyce approve with legal and the correct business side up to 250k offline. All others at 250k and above go from Joyce to Larry and Safra for additional approval. At 1 million they go to comp committee. Once all e-mail approvals have been obtained, the Invol Term form in SSA is submitted by HR.

13. Releasing approval request for transfer out of Rozwat's organization must be approved by Rozwat before transfer is effective. In country Transfer forms are the only forms affected.

14. If a transaction was entered in error OR there is a manual change required, an e-mail from the HR Manager is required before the transaction can be updated or removed from the HRDB. HR Managers should e-mail their approval to hrssc-hr-data_us@oracle.com. The changes will be committed to the system according to the approval date or a later date if requested.

15. Offer Approval exception for Juergen Rottler. Batch offers are approved by me or above. Business Ops tracks the number of hires and workflow is routed to Juergen only (he is the final approver for his organization). Effective 7/29/10 this rule is no longer in effect for Juergen Rottler. See rule # 29 below.

16. Approved Offer exception for McPartland/Block

17. For International Assignments, approvals are based on the Finance Spending Approval Matrix. Two levels of management and HR Global Mobility team approval required. If you have any additional questions, please contact the HR Global Mobility Team.

required.
final approver.

Where a single change/new policy has an immediate cost impact of greater than US\$250K, Safra's approval will be required.

20. Effective December 1, 2007 and per Safra Catz, all Internal Transfers must be routed to the office of the CEO for approval. The additional level of approval will be added to the receiving approvals. The Freeze and HR Versions of the matrix have been updated to reflect this change. The Master has only been updated with this note, with the purpose of retaining the original approvals levels so we can revert back to the standard process at a later date easily.

21. Effective December 26, 2007, the Transfer workflow has been changed back to the pre-Dec 1 process.

22. Updated Automated Tab with note about Car Allowance. Car allowance is approved per policy. Exceptions require LJE approval.

23. Transfer workflow updated for Charles Rozwat's organization. Workflow now routes all Transfers (where his org is either the releasing or receiving organization) to Charles for approval. Within country Transfer forms are the only forms affected. **Rules updated; Kurian replaces Rozwat. Kurian approves transfers out of his org and into his org.. If the transfer is entirely within his org, the releasing side will only obtain one level approval.**

24. Effective January 16, 2009, Charles Phillips will be the final approver for all offers in his organization with the exception of those submitted by Judy Sim and Claire Reid's organizations. Offers containing stock or bonuses will go to LJE for approval. **Rules updated: Effective September 7, 2010 Mark Hurd replaces Charles Phillips. Hurd will assume Phillips responsibilities.**

25. Effective January 16, 2009, self service applications transactions, including internal transfers, can be approved by Charles Phillips. Transactions containing stock, bonuses, or salary increases will go to LJE for approval.
26. Outside of the U.S., Annual Target Variable approvals will stop at M7 if the M7 reports to an M9. Otherwise M8 approval is required.
27. All College Program hires are routed to the SVP for approval unless additional compensation is offered
28. For Internal Transfers, the final approver must be an LJE direct w/exception of Larry Lynn and Edward Screven. If additional comp is included in the transaction, it will be routed to LJE for final approval. Please reference rule #24 for Internal Transfers from Judy Sim or Claire Reid's org.
- 29. Offer Approval exception for Charles Rozwat. Batch offers are approved by M9 or above. Business Ops tracks the number of hires and Workflow is routed to Rozwat only (he is the final approver for his organization).**
30. Enhanced Vacation requests for Executives may come from Joyce Westerdahl (SVP HR).
31. Stock option grants of 100k or more shares require CompCommittee approval.
- Effective 8/23/10 Internal transfers within Thomas Kurian's organization will require M6 approval. If an M6 is reporting to an M6 the offer will route to the highest M6 (both will approve).
- sales offers.
34. Effective January 21, 2011, the Office of the CEO replaces all M9 and M10 approvals.
35. Effective April 25th, 2011 workflow has been modified for all external offer and internal transfer requests for Keith Block's organization, in the US.

Offer Workflow:

Initiator > Pre-Approver (Corp Comp or OIC, as dictated by the terms of the offer) > HR Rep > M7 > M8 > M9/10 for final approval.

Internal Transfer Workflow:

Initiator > Releasing manager > Pre-Approvers (as dictated by the terms of the transaction) > HR Rep for receiving org > M7, M8 and then M9/10.

All other rules remain unchanged.

36. Oracle's College Recruiting Organization under Larry Lynn uses the Candidate Offers application to submit offer requests for approval. Oracle workflow is utilized to route the transactions to LJE for approval. The recruiting and offer process is owned and managed by the College Recruiting Organization in conjunction with AIT, who maintains the Candidate Offers application and workflow.
37. HR approves Discretionary Title Changes in APAC. See automated tab.
38. RIF approvals: Where Statutory Severance/CIC plan severance is involved, please see the M&A tab of the matrix. Where Statutory Severance/CIC plan severance is NOT involved, HR VP approval is required.
- 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.
- for processing.
41. In addition to the approvals required for severance noted on the Automated and Mergers tabs of this matrix, Severance of 1M and over should be sent to Joyce Westerdahl's office for recording.

Status

NOT AN ACTIVE EXCEPTION
NOT AN ACTIVE EXCEPTION
NOT AN ACTIVE EXCEPTION
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Pending - Not implemented yet