



**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 Nov. 1, 2014

**M6**

Category	SEQ	Data Field Completed:	HR	1 Lvl	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.), and approved plans.	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	VP
LAD	1	PLOA < 2 weeks- Start/Change/END	-	-	-

CHINA	1	China Domestic Transfer (Tier 1 to Non-Tier cities) with Resettlement Bonus and/or COLA	e		
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Approval Order

M7	M8	M10		
SVP	Div Head	Board of Directors	HR	Notes
		x		Recruiting VP and LJE approval required
		e	e	
		e	e	
			e	EVP approval for plan and Recruiting Ops manages the program, approvals, calculations and 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. 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) 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.

				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			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	Board of Directors	HR	Notes
-	-	-	e	

				Requires approval HR Global Mobility Group (GMG). GMG will retain approvals for audit purposes.
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e	=	email or other non-automated approval system
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-	=	no approval required for transaction

<b>M&amp;A APPROVAL MATRIX</b>				<b>M6</b>	<b>M7</b>	
<b>Category</b>	<b>SEQ</b>	<b>Data Field Completed:</b>	<b>HR</b>	<b>1 Lvl <sup>(1)</sup></b>	<b>HR M&amp;A VP</b>	<b>HR SVP</b>
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				
		<b>All Categories Below Apply to Offer Revisions</b>				
Hiring	3	Job Code Change - No Level Change			e	
Hiring	4	Job Code Change - Demotion			e	
Hiring	5	Job Code Change - M6 and below				
Hiring	6	Job Code Change - M7 and above				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				
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

<b>M&amp;A APPROVAL MATRIX</b>				<b>M6</b>	<b>M7</b>	
<b>Category</b>	<b>SEQ</b>	<b>Data Field Completed:</b>	<b>HR</b>	<b>1 Lvl <sup>(1)</sup></b>	<b>HR VP</b>	<b>HR SVP</b>
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**

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

**Business Operations Between CIC & LE Merge**

Hiring	1	Requisition Approval - Non GBU				
Hiring	2	Requisition Approval - GBU				
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				
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				
Assignment	10	Job Change M7 or above				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%				

<i>M8</i>	<i>M10</i>			
Div Head	Board of Directors	HR	Processing	Notes
				Offers with no Stock, retention, bonus, Pay Changes
	e			Offers WITH Stock, Retention, bonus Pay Changes
e				
e				
	e			
	e			
				Must be approved by integration leads if Lob Change
e				
				Exception offers (stock, retention, pay change must go to M10)
	e			
	e			
	e			
				Approved per policy. Localization Exception - No Car Allowances in the US and Canada

<i>M8</i>	<i>M10</i>			
Div Head	Board of Directors	HR	Processing	Notes
				Legal review required
				Legal review required
	e			Legal review required
	e			Legal review required

M8	M10			
Div Head	Board of Directors	HR	Processing	Notes
e	e			
e	e			

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				
e				
	e			
	e			

## RULES

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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, workflow notifications are automatically routed to <REQAPPS@US.ORACLE.COM> (Board of Directors is REQAPPS) and emails should be sent to the initiator. If the initiator 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 M6, then he/she 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. 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.

6. 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.

7. Involuntary Termination Approvals (offline process details): Regional LineHR heads (Alison, Carolina, Vance, and Vickie) approve with legal and the correct business side up to 250k offline. All others at 250k and above go to Joyce and then on 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.

8. 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 global-hr-services\_ww@oracle.com. The changes will be committed to the system according to the approval date or a later date if requested.

9. 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.

final approver.

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

11. Effective December 26, 2007, the Transfer workflow has been changed back to the pre-Dec 1 process.
12. Updated Automated Tab with note about Car Allowance. Car allowance is approved per policy. Exceptions require LJE approval.
13. Transfer workflow updated for Charles Kurian's organization. From now on, all transfers (where the 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. The receiving side must obtain the common manager's approval and that common manager must be at least an M6. If an M6 reports to another M6, the highest M6 approval is required. If there is additional compensation, then the transfer will be routed to the Board of**
14. All College Program hires are routed to the SVP for approval unless additional compensation is offered  
Directors for final approval. LJE for final approval.
16. Enhanced Vacation requests for Executives may come from Joyce Westerdahl (SVP HR).  
Committee approval will be required.
- Effective 8/23/10 Internal transfers within Thomas Kurian's organization will require M6 approval. If the common manager is M6 or above then the highest M6 is the final approver.
19. Effective January 21, 2011, the Board of Directors replaces all M9 and M10 approvals.  
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.
21. HR approves Discretionary Title Changes in APAC. See automated tab.
22. 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. Effective Jan 14th, 2013, iRecruitment is live in all regions. University Recruiting in the US still uses Candidate Offers. Any non-automated hiring approvals with Stock should be sent to Stock\_us@oracle.com.  
sent to Joyce Westerdahl's office for recording.
- This is a new policy and is ONLY APPLICABLE to China Domestic Transfer from Tier2 to Non-Tier cities. This is NOT applicable to the current standard domestic transfer. There are no changes to the policy or approval for the normal relocation which should still go to LJE office via MEE. It requires GMG approval and they will retain all approval and they will be filing the required approval and provide requested info to the auditor during audit (the same as the commission payment where GFIC file all approval for audit).
- Fixed Term Employment, on regular employee status with the same benefits for which they are currently entitled unless country legislation specified otherwise.
28. Discretionary Title Changes for M7's and above do not require one level of approval and may be managed by HR.  
exceed 1 year. For Germany, exceptions may be allowable under extenuating circumstances such as maternity leave. Local HR is advised to work with Employment Counsel. For APAC, total placement cannot exceed 48 months from the initial hire. Extension for temp employees can only be extended for 12 months at one time.
- delivery bonus program Ts&Cs have received executive approval, and the payments that have been submitted follow the plan and they have remained within the budget pool for these payments. This is a temporary exception to use the "Other Bonus" element until the Support Delivery element is created, and a summary note will be added to the load so this explanation can be tied to payments.
31. LJE approved 4000 shares and \$15,000 sign on for all future grad offers for Larry Lynn's org.
32. Only executive assistants that are supporting EVP (M8) or higher can have job code 45550: Executive Assistant to the Executive Office.

**Status**

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d be directed to [Exec.office\\_app@oracle.com](mailto:Exec.office_app@oracle.com).