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 June 1, 2015

					M6
Category	**SEQ**	**Transaction**	**HR**	**1 Lvl**	**VP**
Hiring	**1**	If Recruiting agency fee			x
Hiring	**2**	Non-Standard Referral Bonus			
Hiring	**3**	Notice period statutory or < 1 month (EMEA specific)	e		
Hiring	**4**	Notice period >3 months (EMEA specific)	e		
Hiring	**5**	Contractual severance payments of any kind (EMEA specific)	e		
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 Assignation	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)			

Localiz

M6

Category	**SEQ**	**Transaction**	**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		

Approval Order

M7	M8	M9	M10	
SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR
			x - See Notes	
				e

e				e
	e			e
			e - See Notes	e
			e - See Notes	e

				e
			e - See Notes	e

				e
			e - See Notes	e
e				

-	-	-	-	-
				e
				e
-	-	-	-	-
				e
				e
e				e

			e	
	x			

ation Exceptions

M7	M8	M9	M10	
SVP	Div Head	President	CEO(s) & Executive Chairman and CTO	HR
				e

Notes
Recruiting VP and CEO(s) & Executive Chairman and CTO approval required. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
EVP approval for plan and Recruiting Ops manages the program, approvals, calucaltions and payments.
Requires VP HR approval. Cap at 12 mos.
Requires SVP HR approval. Cap at 12 mos.
Requires VP HR approval

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.
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.
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.

EVP approval for plan and HR SVP approval for actual payments.
Finance approval required.
Requires LEGAL approval
Except where part of comp plan policy or legally mandated. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
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.
SVP HR has final approval authority for legally mandated programs
Consulting bonuses within budget do not require Safra/LJE approval. If it is out of budget then Safra/LJE approval is required. For Thomas Kurian's LOB, he has authority to approve this transaction and it does not require CEO(s) & Executive Chairman and CTO approval.
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 .

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
Benefits Group is final approver
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.

Notes

Requires approval HR Global Mobility Group (GMG). GMG will retain approvals for audit purposes.