

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, 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
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				e	
Assignment	2	International Assignment Incremental Cost <= 250k					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	3	International Assignment Incremental Cost > 250k and <= 500k							e - See Notes	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 - See Notes	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 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

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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	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									
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 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.	
Localization Exceptions													
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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.