





**ORACLE®**

# **Global Compensation Training**

Compensation Processes

# Compensation Training Overview

- The Oracle Compensation Training for managers includes the following modules:
  - Introduction
  - Job Classification and Global Job Table
  - Salary Ranges
  - Managing Pay
  - Compensation Processes
  - Region specific modules
    - Americas
    - Asia Pacific
    - Europe, Middle East and Africa
    - Latin America





# Compensation Workbench (CWB) Processes

- Salary Increase Process (Sales & Non-Sales)
- Global Corporate Bonus Process
- Stock Process

*\*This training is not intended to be a “how to” session on Compensation Workbench and using the system for our annual processes. For specific training on using CWB, please go to the ‘Information and Links’ section of your CWB home page and click on the ‘Training’ link.*



# Managing the Annual Salary Increase Process & Budget

- Budgets are set at the very top exec level & each LOB head has his/her own method of allocating.
- Each LOB will have its own timeline for the salary increase process.
- The Allocation Wizard is available to assist in pushing down budgets based on specific criteria.
- In EMEA & LAD there are some countries with mandatory increases.
- When budget is lean, extra care and attention must be given to awarding the top performers with low compa-ratios.



# Managing Your Salary Increase Worksheet in CWB

- You are responsible for the accuracy of the information in your worksheet.
- Part-time employees will appear with the full-time equivalent base salary. Allocate the salary increase based on the FTE and the amount will be pro-rated at the time of processing.
- Eligibility guidelines & FAQs are posted in CWB
- If you are missing an employee, or if there is inaccurate information, please contact your HR Rep.
- International transfers may appear as new hires.



# Managing the Global Corporate Bonus Process

- Budgets are generally approved and allocated after the June earnings announcement. Each LOB head has their own method/strategy for allocation.
- Managers should look for specific LOB communication, which will include timelines.
- Eligibility for recent Mergers & Acquisitions are evaluated on a case by case basis.



# Managing Your Bonus Worksheet in CWB

- CWB worksheet is populated with eligible employees and eligible salaries.
- Eligibility guidelines and FAQs posted in CWB.
- It is your responsibility to check the accuracy of the data.
- Closely review international transfers.
- Do not communicate bonus awards until final approval has been received.



# Managing Your Bonus Budget

- Allocation Wizard can assist you in distributing your budget - in USD or local currency.
- Focus on your key contributors; reward the completion of a critical project or initiative.
- When deciding on the bonus recommendation, review the employee's total cash compensation
- Employees should understand the link between the reward and the performance.



# Managing the Stock Option Process

- Once budget is approved by Comp Committee, email communication is sent to each LOB head and HR.
- Stock budgets are a fixed amount and will not vary if you add or delete employees from your stock worksheet.
- From year to year stock eligibility can change. Important for you to review stock guidelines posted within CWB.



# Managing the Stock Option Process (2)

- Review CWB stock history for key members of your organization.
- Consider stock options as part of the Total Compensation package.
- Align grant size with the local market practice.
- The number of shares recommended should be based on total pool available and individual performance.
- Focus on high performing employees who you most want to retain.



# Managing the Stock Options Process (3)

- Stock grants are approved by the Compensation Committee.
- Stock services is informed of the approval on the same day.
- Some employees must receive special written communication from Stock Services as their first communication per legal requirements.
- There may be country-specific differences – please refer to regional modules.
- Managers should review approved amounts in CWB prior to communicating to employees.



# Summary For All Processes

- Each LOB will have its own timeline for each process.
- Be sure to clean up your worksheet promptly!
- Do not communicate anything until final LJE approval is obtained.
- Always check CWB before you communicate to ensure that amounts haven't changed.



# Tools and Resources

- Your manager
- The local Compensation/HR department
  - the HR Global Website lists compensation contacts & you will find your HR Rep & Manager by checking your ARIA page
- Internal Websites
  - MEE
  - DBI
  - CWB – used for bonus, stock & salary increase processes
  - IWB – shows salary information and history for all employees within your organization
  - HR Global Website, global HR policies



# Information Workbench (IWB)

- Main View options:
  - Salary
  - Job Information
  - Sales Salary
  - Total Compensation (summarized - Rolling 12 months)
  - US hours worked - great tool to track overtime hours
- Filters:
  - All employees
  - Direct employees
  - By team
  - Per country
- There is also a training video available under: [Information and Links / Trainings](#).

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