

Matrix Type	Category	Seq Number
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Automated	Assignment	1
Automated	Assignment	2

Automated	Assignment	3
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Automated	Assignment	5
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Automated	Assignment	5.1
Automated	Assignment	6
Automated	Assignment	7
Automated	Assignment	8
Automated	Assignment	9

Automated	Assignment	10
Automated	Assignment	11

Automated	Assignment	12
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Non-Automated	Assignment	2
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Non-Automated	Assignment	5
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Localization Exception	Assignment	12
Non-Automated	Benefits	1
Non-Automated	Benefits	2
Non-Automated	Benefits	3

Non-Automated	Benefits	4
Non-Automated	Benefits	5

Non-Automated	Benefits	6
Automated	Dollars	1
Automated	Dollars	1.1
Automated	Dollars	3

Automated	Dollars	4
Automated	Dollars	5

Automated	Dollars	6
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Automated	Dollars	7
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Automated	Dollars	9
Automated	Dollars	9.5

Automated	Dollars	11
Non-Automated	Dollars	1
Non-Automated	Dollars	2
Non-Automated	Dollars	3
Non-Automated	Dollars	4

Non-Automated	Dollars	5
Non-Automated	Dollars	6
Non-Automated	Dollars	7
Non-Automated	Dollars	8
Non-Automated	Dollars	9
Non-Automated	Dollars	10
Non-Automated	Dollars	11

Non-Automated	Dollars	12
Non-Automated	Dollars	13
Non-Automated	Dollars	14
Non-Automated	Dollars	17

Non-Automated	Dollars	18
Non-Automated	Dollars	19
Localization Exception	Dollars	3
Automated	Equity	1
Automated	Equity	4
Automated	Hiring	1
Automated	Hiring	1.1
Automated	Hiring	1.4
Automated	Hiring	2.1
Automated	Hiring	2.2
Automated	Hiring	2.5
Automated	Hiring	4
Automated	Hiring	6

Automated Hiring 6.1

Automated Hiring 7

Automated Hiring 8

Automated Hiring 9

Non-Automated Hiring 1

Non-Automated Hiring 1.1

Non-Automated Hiring 1.2

Non-Automated Hiring 2

Non-Automated Hiring 3

Non-Automated Hiring 4

Non-Automated Hiring 5

Non-Automated Hiring 6

Non-Automated Leaves 1

Non-Automated Leaves 2

Non-Automated Leaves 3

Non-Automated Leaves 4

Non-Automated Leaves 5

Non-Automated Leaves 6

Non-Automated Leaves 7

Non-Automated Leaves 8

Non-Automated Leaves 9

Localization Exception Leaves 1

Localization Exception Leaves 2

Automated Termination 1

Automated Termination 3

Automated Termination 4

Automated Termination 5

Automated Termination 6

Transaction

Cost Center Change
Discretionary Title Change

Work Schedule/Hours (FT/PT)

Manager Change

Manage Direct Reports
Work Location Change
Job Change - Demotion (Decrease Level)
Job Change (To Position Below M4)
Job Change (to M4 or M5)

Job Change (to M6 or Above)
Function Presales Changes to Sales

Work From Home Flag

International Assignment Incremental Cost

International Work Request

US Immigration: Assignment Changes and/or Base Salary Decreases for a Foreign National Employee on any type of assignment
Benefits Policy Changes <\$100k (EMEA Specific)
Benefits Policy Changes >\$100k (EMEA Specific)
Change of Benefits Provider (EMEA Specific)

Social Club, Golf Membership or Other Affiliation that Includes an Initiation or Monthly Fee
Adoption Benefit (US)

Education Reimbursement (US) > Annual Spending Cap (\$5,250)

Base Salary Change - Increase

Base Salary Change - Decrease

Bonus (All Bonuses, Current & Terminated Employees)

Car Allowance Change

Addition of Shift Eligibility or Shift Change

Addition of an Annual Target Variable for the First Time

Annual Target Variable Decrease

Annual Target Variable Increase

Delivery Target Bonus

Add Relocation

Recruiting Bonuses

Commissions (Sales Comp Processing)

Patent Bonus

Corporate Bonus - Terminated Employee

Draws (Exception Only)

International Transfer: Recoverable Draw <= 100k

International Assignment: Payments (COLA etc.)

International Assignment: Hardship Allowances and Hardship Country Assignment

International Assignment: Temporary Salary Increase Due to International Assignment/Immigration Purposes

International Assignment: OFSS Host Country Assignment, Hybrid Model Assignment

International Assignment: Local Pay Delivery for Immigration Purposes

International Assignment: Financial Assistance Program

OFD Commissions

Legally Mandated Programs (New Programs Or Changes To Existing Programs)

Legal Issues

Mandatory Compensation Increases (i.e., bonus, salary changes, etc.), and Payouts for Previously Approved Plans

Executive Committee Member Bonus Payment or Base Salary Change
LAD - Shift Premium Eligible

62,499 RSUs or Less

62,500 RSUs and above

Posting a Vacancy

Standard Hire or Rehire

Standard Hire or Rehire - Larry Ellison Organization Only

Internal Transfer - Releasing Employee from Organization

Internal Transfer - Receiving Employee into New Organization

Internal Transfer - Receiving Employee into New Organization with Compensation Changes

International Transfer

Oracle Temp/Student/Intern Placement (Paid)

Oracle Temp/Student/Intern Placement (Paid) - Edward Screven Organization Only

Oracle Student/Intern Placement (Unpaid)

Oracle HR Campus Recruiting (Paid)
Apprentice Hire - India

Oracle Temp/Student/Intern Extension (Paid and Unpaid)

If Visa Required (Non-U.S.)
Recruiting Agency Fee

Non-Standard Referral Bonus
Notice Period Statutory or < 1 Month (EMEA Specific)
Notice Period >3 Months (EMEA Specific)
Contractual Severance Payments of Any Kind (EMEA Specific)
Loans
Medical/Family Leave
Medical & Maternity Leave

Personal Leave of Absence (PLOA) - Start/Change/End
Personal Leave of Absence (PLOA) < 2 Weeks - Start/Change/End
Personal Leave of Absence (PLOA) > 2 Weeks - Start/Change/End
Unpaid/Paid Sabbaticals (EMEA Specific)
All Other Leaves (Jury, Military, etc.) < 2 Weeks
All Other Leaves (Jury, Military, etc.) > 2 Weeks
Annual Leave (EMEA Specific)
LAD - Personal Leave of Absence (PLOA) < 2 Weeks - Start/Change/End
US - Personal Leave of Absence (PLOA): Start/Change/End

Voluntary Termination - Regular or Temporary Employee
Involuntary Termination - Regular or Temporary Employee
Involuntary Termination of SVP and above
Severance < 250k
Severance >= 250k

HR Pre-Approval	1 Level	VP (M6)	SVP (M7)	Division Head (M8)	President (M9)	CEO(s) or Executive Chairman and CTO (M10)
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HR Post-Approval

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Notes

HR Post-Approval excludes India and the United States. Note to HR: For offline and mass changes, please consult the Rules Tab for more information regarding required approval levels.

HR Post-Approval excludes India and the United States.

HR Post-Approval excludes India and the United States. The affected employee's annual salary should be adjusted in accordance with the new working hours. Once approved by HR the transaction is routed to the GHRS to process the changes and update the employee's compensation according to the new working hours.

HR Post-Approval excludes EMEA, India and the United States. Manager Changes include dual approval from the employee's current and new manager's hierarchy. Once approved by HR, the transaction is routed to one level above the initiator of the transaction for approval, followed by the Receiving Manager and then one level above the Receiving Manager. If the current and new manager's manager is the same, a single approval from that individual will satisfy the approval requirement. Note to HR: For offline and mass changes, please consult the Rules Tab for more information regarding required approval levels.

Approval workflow follows the hierarchy for the Manager who is initiating the transaction. HR Post-Approval excludes EMEA, India and the United States.

HR Post-Approval excludes India and the United States. A job change to an M8 or higher requires approval by the Compensation Committee.

HR Post-Approval excludes India and the United States.

HR Post-Approval excludes the United States.

Work location change from Oracle office to 'Home' location.

HR approval is the HR Global Mobility team. The process is managed by the HR Global Mobility Team and requires two levels of management approval. Please contact HR Global Mobility for any inquiries about international assignments. Please see the Dollars category for other potential costs related to International Requires support from the direct Manager and approval from the HR Global Mobility Team before obtaining approval up through the SVP (M7).

Employee's direct Manager sends the completed and supported International Work Request form to the HR Global Mobility Team for processing.

Manager is required to consult with Oracle US Immigration PRIOR to submitting or permitting any of the following changes for a foreign national employee on any type of US work visa: Work Schedule/Hours (FT/PT), Work Location Change, Job Code Change - Moving job level up or down, in the same job family, or moving into an entirely new/different job family, Base Salary Decrease, and if Cost Center change results in a Work Location change. Such changes can impact US work visa and green card cases. NOTE: Job level promotions in the focal context are handled separately and differently; each focal-driven change being proposed is not required to be assessed prior to implementing. This entry specifically relates to requirements for a foreign national employee on any type of US work visa. See additional approval levels required for individual transactions (i.e., Work Location change, Base Salary Decrease, etc.) in this matrix. For questions, email INS_US@oracle.com.

Requires VP HR, VP/Country Manager & Division Compensation and Benefits approval.

Requires EVP HR, Division Head, & Division Compensation and Benefits approval.

Requires VP HR, VP/Country Manager & Division Compensation and Benefits approval.

US Benefits Group is the final approver.

Please refer to the US 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.

HR Post-Approval excludes India and the United States.

In country/out of country rule applies. HR Post-Approval excludes India and the United States.

HR Post-Approval excludes India and the United States.

No Car Allowances in the US and Canada, in accordance with Oracle Policy. In country/out of country rule applies. HR Post-Approval excludes India.

HR Post-Approval excludes India and the United States.

After HR Pre-Approval, Global Incentive Compensation will review and approve before the transaction is routed for management approval. HR Post-Approval excludes India and the United States.

After HR Pre-Approval, Global Incentive Compensation will review and approve before the transaction is routed for management approval. HR Post-Approval excludes India and the United States.

After HR Pre-Approval, Global Incentive Compensation will review and approve before the transaction is routed for management approval. HR Post-Approval excludes India and the United States.

HR Post-Approval excludes India and the United States

Relocation is approved by the CEO office as part of an employment offer (via iRecruitment or offline) or with a Compensation-Other-Relocation transaction in HCM. After CEO office approval, a PO for the relocation budget is generated based on the Finance Spending Approval Limits Matrix

(<https://ptp.oraclecorp.com/pls/apex/f?p=151:1:13254896172313:::DP,DL,DV,DJ,DT,DI,DN,DC,DG,DO:4,0,0,0,0,13652,0,0,0,0#spendingApprovalLimitsMatrix>) as a separate transaction. See the Global Relocation website (https://my.oracle.com/site/hr/working_worldwide/global_relocation/index.html) or contact HR Global Requires CEO approval for the plan and plan changes and HR EVP approval for the payments.

Finance approval required.

Requires Legal approval

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 Global Incentive Compensation (GIC) and GIC retains all approvals for audit purposes.

Requires approval from HR VP, International.

Requires approval from the HR Global Mobility Group.

To be approved on a case by case basis. Requires approval from the HR Global Mobility Team.

Requires approval from the HR Global Mobility Team.

Requires approval from the HR Global Mobility Team.

Requires approval from HR VP, International.

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 questions, please contact the Global Mobility Group.

Requires CEO approval for the plan and plan changes and SVP Oracle Financing Division approval for the HR EVP has final approval authority for legally mandated programs.

Payments tied to legal issues should be submitted by HR and require Legal approval presented with the

Any mandatory increases (salary, bonus, etc.) and approved plans will go to the regional Compensation Contact and then the VP 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.

Executive Compensation should be contacted prior to any compensation change for an Executive Committee Member (all employees with a career level of M8 or above and M7s who report directly to either a CEO or the CTO). Requires approval by Oracle's Compensation Committee prior to processing.

Requires approval by the appropriate Plan Committee member. Where iRecruitment has not been implemented, approvals for new hire equity awards must be forwarded to stock_us@oracle.com by local HR for processing. Requires approval by the appropriate Plan Committee member and the Compensation Committee before informing the employee or candidate of the equity award. Please contact corpcomp_us@oracle.com for more information. HR should reference the Equity Recommendation Process tab.

The Recruiter approves for HR.

One level is defined as the direct supervisor of the hiring manager on the requisition.

HR Rep post-approval only required in the following countries: Germany, France, Italy and Netherlands.

For countries in the LAD region only, post-approval by the background check team is required.

Includes additional offer terms and conditions such as equity, sign-on bonus and relocation.

Rehire includes anyone that has left (even for 1 day) and rejoins.

HR Rep post-approval only required in the following countries: Germany, France, Italy and Netherlands. For countries in the LAD region only, post-approval by the background check team is required. Includes additional offer terms and conditions such as equity, sign-on bonus and relocation. Rehire includes anyone that has left (even for 1 day) and rejoins.

Internal Transfers are within a country/business group and includes transfers between business groups in India. For International Transfers, reference the International Transfer transaction.

Internal Transfers are within a country/business group and includes transfers between business groups in India. For International Transfers, reference the hiring section of the matrix. For transfers into Larry Ellison's organization, the approval workflow is the same as the "Standard Hire or Rehire" Larry Ellison Organization Only transaction except CEO(s) or Executive Chairman and CTO (M10) approval is not required. HR Rep post-approval only required in the following countries: Germany, France, Italy and Netherlands.

Internal Transfers are within a country/business group and includes transfers between business groups in India. For International Transfers, reference the hiring section of the matrix. For transfers into Larry Ellison's organization, the approval workflow is the same as the "Standard Hire or Rehire" Larry Ellison Organization Only transaction. HR Rep post-approval only required in the following countries: Germany, France, Italy and Netherlands. For transfers into Larry Ellison's organization, the approval workflow is the same as the "Standard Hire or Rehire" Larry Ellison Organization Only transaction.

HR Rep post-approval required in the following countries: Germany, France, Italy and Netherlands. For countries in the LAD region only, post-approval by the background check team is required. For information on extensions, refer to the Oracle Temp/Student/Intern Extension transaction. To convert a Temp/Student/Intern to a regular employee, standard new hire approvals are required.

HR Rep post-approval required in the following countries: Germany, France, Italy and Netherlands. For countries in the LAD region only, post-approval by the background check team is required. For information on extensions, refer to the Oracle Temp/Student/Intern Extension transaction. To convert a Temp/Student/Intern to a regular employee, standard new hire approvals are required.

Unpaid student/intern placements are not allowed in all locations. Please consult with local HR for guidance. When hiring an unpaid Student/Intern through iRecruitment, the workflow will follow the same approval path as for the Oracle Temp/Student/Intern Placement (Paid) transaction. For information on extensions, refer to the Oracle Temp/Student/Intern Extension transaction. To convert a Temp/Student/Intern to a regular employee, standard new hire approvals are required.

All Campus Recruiting hires are routed to the SVP for approval unless additional compensation is offered. For countries in the LAD region only, post-approval by the background check team is required.

Only applicable in India.

Total placement for Temp/Student/Intern cannot exceed one year. Local Employment Legal must be consulted regarding possible exceptions to the temp tenure limits before an extension is approved.

Unpaid student/intern placements are not allowed in all locations. Please consult with local HR for guidance.

HR, please consult the Rules section for regional guidance on temp/student/intern extensions.

If work authorization is required please initiate an immigration case prior to hiring:

<https://globalimmigrationsystem.oraclecorp.com>. If hiring in a country where immigration quotas exist, please contact the Global Immigration team: globalimmig_us@oracle.com.

HR approval is the Recruiting VP.

LOB EVP and HR/Recruiting EVP approval for plan and Recruiting Ops manages the program, approvals, calculations and payments.

Requires VP HR approval.

Requires EVP HR approval. Not to exceed 12 months.

Requires VP HR approval

Loans are not permitted.

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. See localization exception for the U.S.

If the terminating employee is on an Oracle sponsored work authorization please ensure the employee initiates the cancellation/de-registration of Oracle sponsored work authorization at <https://globalimmigrationsystem.oraclecorp.com> prior to the termination date.

Approval may be obtained offline via email.

Approval based on Finance Spending Approval Limits Matrix.

Approval based on Finance Spending Approval Limits Matrix.

Matrix Type	Category	Seq Number
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Automated	Assignment	4
Localization Exception	Assignment	1
Localization Exception	Assignment	2
Localization Exception	Assignment	3
Localization Exception	Assignment	4
Localization Exception	Assignment	5
Localization Exception	Assignment	5.1
Localization Exception	Assignment	6
Localization Exception	Assignment	6

Localization Exception	Assignment	7
Localization Exception	Assignment	7.1
Localization Exception	Assignment	7.2

Localization Exception	Assignment	8
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Localization Exception	Assignment	10
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Non-Automated	Assignment	1
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Non-Automated	Assignment	3
Non-Automated	Assignment	4

Automated	Dollars	8
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Automated	Dollars	9
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Automated	Dollars	10
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Localization Exception	Dollars	2
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Localization Exception	Dollars	3
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Non-Automated	Dollars	15
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Non-Automated	Dollars	16
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Automated	Equity	2
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Automated	Equity	3
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Localization Exception	Equity	1
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Automated	Hiring	1.2
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Automated	Hiring	1.3
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Automated	Hiring	2
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Automated	Hiring	2.3
Automated	Hiring	2.4
Automated	Hiring	3
Localization Exception	Hiring	1
Localization Exception	Hiring	1
Localization Exception	Hiring	11
Non-Automated	Leaves	10
Non-Automated	Leaves	11
Automated	Termination	2
Localization Exception	Termination	1

Transaction	HR Pre Approval
Shift Change	Y
APAC - Discretionary Title Change	Y
China - Cost Center Change	Y
China - Work Location Change	Y
EMEA - Work Location Change to Home	-
India - Temporary Accommodation Request	-
India - Work Location Change	Y
Work Location Change - US	Y
LAD - Shift Change	Y
LAD - Discretionary Title Change	Y
US - Discretionary Title Change	Y
Work From Home Flag	Y
US - US Compensation Approves Internal Non-Exempt to Exempt Job Changes	Y
US - US Compensation Approves all Job Changes to M4 or Above Residence/domicile, employment contract or permanent work location in different countries (EMEA specific)	Y
International Assignment Incremental Cost > 250k and <= 500k	-
International Assignment Incremental Cost > 500k	Y
Annual Target Variable Increase is < 25%	Y
Annual Target Variable Increase is >= 25%	-
If Function = Sales and >= 20% Increase in OTE (Base + ATV)	Y
China - China Domestic Transfer (Tier 1 to Non-Tier Cities) with Resettlement Bonus and/or COLA	Y
Car Allowance Change - India	Y

Consulting Bonuses -

Payment for On Call and OT for 'Field Support Specialists' and 'Technical Analyst-Support' in Specific LAD Countries. Y

100,001 to 249,999 Share Equivalents -

250,000 and Above Share Equivalents Y
Japan - Equity -

Standard Hire or Rehire - Thomas Kurian Organization Only Y

Standard Hire or Rehire - Edward Screven Organization Only Y
Additional offer terms and conditions such as sign-on bonus, relocation or vacation increase Y

Internal Transfer - Releasing Employee from Organization (Kurian Org Only)	-
Internal Transfer - Receiving Employee into New Organization (Kurian Org Only)	Y
If Rehire	Y
US - US Compensation Approves internal transfer Offer Requests with an Exempt Job Code and Salary of 100k or Less.	Y
APAC - Posting a Vacancy	-
US - US Compensation Approves all International Transfer Offer Requests into the US.	Y
Leave Without Pay <= 5 Working Days (EMEA Specific)	-
Leave Without Pay > 5 Working Days (EMEA Specific)	-
Voluntary Termination - Rehire Flag = No	-
EMEA - Voluntary Termination - Regular or Temporary Employee	-

1 Level

VP (M6) SVP (M7)

Div Head (M8)

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Y - 1 Level is defined as the direct supervisor of the hiring manager on the offer.

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Note: Requires approval from either the direct report of Thomas Kurian or two levels below Thomas Kurian in the manager hierarchy. All transactions that include equity will be routed to the direct report of Thomas Kurian for approval.

Y - 1 Level is defined as the direct supervisor of the hiring manager on the offer.

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Note: Requires approval from the direct report of Edward Screven.

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President (M9)	CEO(s) or Executive Chairman and CTO (M10)	HR Post Approval
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Notes	Status
HR Post-Approval excludes India and the United States.	Inactive
-	Inactive
HR post approval not required in the US	Inactive
-	Inactive
Contact HR before initiating a Discretionary Title Change.	Inactive
-	Inactive
HR post-approval not required in the United States.	Inactive
US Compensation will approve after the HR Rep. This is not applicable to internal transfers.	Inactive
US Compensation will approve after the HR Rep. This is not applicable to internal transfers.	Inactive
-	Inactive
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.	Inactive
Requires HR - Global Mobility team approval.	Inactive
Pre-Approval Required by Global Incentive Compensation.	
HR Post-Approval excludes India and the United States.	Inactive
Pre-Approval Required by Global Incentive Compensation. After HR Pre-Approval, Global Incentive Compensation will review and approve before the transaction is routed for management approval. Excludes US and India for HR Post Approver	Inactive
Requires approval from the HR Global Mobility Team who will retain approvals for audit purposes.	Inactive
Approved per policy. HR post-approval not required.	Inactive

Consulting bonuses within budget do not require Safra/LJE approval. If it is out of budget then Safra/LJE approval is required. Inactive

This is a temporary addition until timeclock systems are updated. 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. Inactive

Requires approval by the appropriate Plan Committee member and the Compensation Committee. Please contact corpcomp_us@oracle.com for more information. Inactive
Requires approval by the appropriate Plan Committee member and the Compensation Committee before informing the employee or candidate of the equity award. Please contact corpcomp_us@oracle.com for more information. Inactive
- Inactive

HR Rep post-approval only required in the following countries: Germany, France, Italy and Netherlands.

For countries in the LAD region only, post-approval by the background check team is required.

Includes additional offer terms and conditions such as equity, sign-on bonus and relocation.

Rehire includes anyone that has left (even for 1 day) and rejoins. Inactive

HR Rep post-approval only required in the following countries: Germany, France, Italy and Netherlands. For countries in the LAD region only, post-approval by the background check team is required. Includes additional offer terms and conditions such as equity, sign-on bonus and relocation. Rehire includes anyone that has left (even for 1 day) and rejoins. Inactive

- Inactive

Thomas Kurian's organization only. Internal Transfers are within a country/business group. For International Transfers, reference the hiring section of the matrix. Inactive

Thomas Kurian's organization only. Internal Transfers are within a country/business group. For International Transfers, reference the hiring section of the matrix. Inactive
Rehire includes anyone that has left (even for 1 day) and rejoins. Inactive

US Compensation will approve after the HR Rep. Inactive
This is applicable to the APAC region only. Inactive

US Compensation will approve after the HR Rep. Inactive
- Inactive
- Inactive
- Inactive
Internal note: functionality not currently available. Inactive

Type	Seq Number
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Assignment	6
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Assignment	10
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Assignment	90
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Assignment	100
Assignment	210

Assignment	270
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Assignment	280
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Assignment	320
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Dollars	110
Dollars	120

Dollars	230
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Dollars	300
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Dollars	310
Equity	10
Equity	170
General Rule	1
General Rule	5
General Rule	5
General Rule	6
General Rule	7
General Rule	7
General Rule	10
General Rule	11
General Rule	12
General Rule	12.1
General Rule	12.2
General Rule	13

General Rule 20

General Rule 30

General Rule 34

General Rule 80

General Rule 85

General Rule 110

General Rule 189

General Rule 190

Hiring 1

Hiring 2

Hiring 10

Hiring 10.1

Hiring 10.5

Hiring 11

Hiring 21

Hiring 30

Hiring 31

Hiring 50

Hiring 51

Hiring 130

Hiring 140

Hiring 150

Hiring 180

Hiring 200

Hiring 201

Hiring 240

Hiring 260

Hiring 290

Hiring 291

Hiring 310

Hiring 340

Routing Rule 10

Routing Rule	20
Routing Rule	30
Routing Rule	40
Routing Rule	50
Routing Rule	60
Routing Rule	70
Routing Rule	80
Routing Rule	90
Routing Rule	100
Routing Rule	110
Routing Rule	120
Routing Rule	130
Termination	60
Termination	70
Termination	71
Termination	220
Termination	250

Rule Content

The approvals for offline individual and mass "manager change" and "cost center change" transactions must follow the process defined in the matrix. However, if the common manager is a VP (M6) or above, no higher level of business approval is required. This does not include transactions with compensation or job level changes.

For mass location changes (e.g. whole office moves or large group moves to new locations), HR will collaborate with Oracle Facilities and once the move details are finalized, HR will submit the required changes to GHRS for mass upload. For these types of bulk location changes, HR approval will suffice.

For International Assignments, approvals are based on the Finance Spending Approval Limits 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.

International assignment allowances and payments: For amendments to existing policy and introduction of new policy, Joyce Westerdahl will be the final approver.

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

HR approves Discretionary Title Changes in APAC. See automated tab.

For JAPAC employees who are reaching retirement age and are continuing their employment with Oracle, JAPAC has approval to convert retirees to Fixed Term Employment, on regular employee status with the same benefits for which they are currently entitled unless country legislation specified otherwise.

Discretionary Title Changes for M7's and above do not require one level of approval and may be managed by HR. Only executive assistants that are supporting EVP (M8) or higher can have job code 45550: Executive Assistant to the Executive Office.

An H1-B salary adjustment for both current and former employees follows the approval process for a base salary change transaction.

Car allowance is approved per policy. Exceptions require Board of Directors approval.

Any mandatory increases (salary, bonus, etc) in country will go to the regional Comp Contact and then the VP of 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.

Per Corporate Compensation, "Other Bonus" will be used for ACS delivery bonuses until the new element of "Support Delivery" is created. The ACS 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.

â€˜Statutory Bonusâ€™™ is a legally required bonus for employees of Oracle India with basic salary of INR 21,000/- per month or less and who have worked at Oracle for no less than 30 days in the accounting year. Currently, we do not have a â€˜Statutory Bonusâ€™™ element set up in the system so the â€˜Other Bonusâ€™™ element will be used until a 'Statutory Bonus' element is created. In accordance with the approvals required for Mandatory Compensation Increases and Payouts, Local HR sought approval from the Regional Compensation contact and the VP of Compensation who has noted local HR may manage the process (including the monthly distributions). To this end, Local HR will send a completed file to GHRS to load into the HRDB on a monthly basis. See the Equity Recommendation Process page under the Processes and Rules section for more information about the equity recommendation approval process.

100,000 shares and under LJE will approve. Over 100,000 shares the process is handled offline by Joyce Westerdahl's office and legal. Comp Committee approval will be required.

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

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

For offline transactions that do not include compensation or job level changes, and the requester is an M7 (SVP) or higher, the SVP (or higher) can be the final approver.

For offline transactions that do not include compensation or job level changes, and the requester is an M7 (SVP) or higher, the SVP (or higher) can be the final approver. In general, these types of offline transactions are submitted to GHRS by HR.

For offline organization (cost center) and/or manager changes that are entirely within an organization and that do not include compensation or job level changes, the senior common manager can be the final approver as long as the senior common manager is at least an M6.

For offline transactions where verbal approval is received from an Executive (SVP or higher) and the change is communicated to GHRS by an HR Business Partner, GHRS may proceed with the transaction and in parallel they will follow-up with an e-mail to the HR Business Partner to document the approvals received.

For offline transactions where verbal approval is received from an Executive (SVP or higher) and the change is communicated to GHRS by an HR Business Partner, GHRS may proceed with the transaction and in parallel they will follow-up with an e-mail to the HR Business Partner to document the approvals received.

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

Ann Miranda has proxy approval authority for Charles Rozwat.

Jennifer Olson has proxy approval authority for Bob Weiler.

Cheryl McDowell has proxy approval authority for Luiz Meisler.

Paula Voicu has proxy approval authority for Loic Le Guisquet.

Alexis Langagne, Kris Vietmeyer, Beth Osowiecki and Susan Johnson can approve mass changes on behalf of Rich Geraffo. In general, the mass change approvals will be managed via the nas-apprvls_us@oracle.com email account.

In country/Out of country rule - 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, 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.

A Localization Exception refers to a transaction that has a country specific approval requirement that is outside of the normal global approval requirement.

New Rule with HCM Implementation: For some transactions the Change Job Action may not be able to detect an amount or percentage increase or decrease to derive the approval stated in the matrix. In such cases, HR has been inserted as pre-approver and the workflow will route the transaction to the highest level (M10/BOD) to ensure appropriate level of oversight/approvals are obtained.

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 hr_services@oracle.com. The changes will be committed to the system according to the approval date or a later date if requested.

Global Human Resources Services (GHRS) will ensure that appropriate approvals have been obtained for all manual uploads in accordance with the GAM prior to processing. For payments received from Global Incentive Compensation (Commissions, Recruiting and Consulting Bonuses) and Recruiting Operations (Referral Bonuses), these organizations will obtain and retain the final approvals in accordance with their process.

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

Effective January 21, 2011, the Office of the CEO replaces all M9 and M10 approvals.

Effective October 10, 2014 Board of Directors replaces Office of the CEO and handles M10 level approvals.

Offer approvals can be obtained offline via email in circumstances where there are system issues. LOB HR approval is required, in addition to the standard approvals required for the transaction. Once all email approvals have been submitted to GHRS, they will retain the approvals and manually create and extend the offer.

In accordance with Oracle Policy and where allowed, HR approval is required for placement of Unpaid Students/Interns. These transactions may be initiated via e-mail or through Oracle iRecruitment. Effective June 24th 2017, any Unpaid Student/Intern placement initiated through iRecruitment will follow the Standard Hire or Rehire transaction approval workflow.

Employees may not be rehired if they have resigned from the company 2 times. International Transfers are not included.

For internal transfers the workflow includes both the releasing and the receiving organizations in the approval process. The transaction should be initiated by the receiving manager. The workflow will then obtain the approval of the releasing manager, the HR Rep associated with the new LOB (Cost Center), followed by management within the receiving organization.

In Thomas Kurian's organization, offers for new hires, rehires, internal and international transfers require approval from either the direct report of Thomas Kurian or two levels below Thomas Kurian in the manager hierarchy. The following organizations require approval two levels down before the transaction is routed to Thomas Kurian for approval: Steven Miranda, Reggie Bradford and Vikram Kumar. However, if equity is included in the transaction for any of these organizations, it will also be routed to the direct report of Thomas Kurian before going to Thomas for approval.

For all hire types, offer transactions are routed to an approval email account for Loic Le Guisquet (LOICLEGUISQUET-HR-APPR_WW@ORACLE.COM) prior to being routed to Loic Le Guisquet for approval. For US H1-B new hire and US H-1B rehire candidates, HR is required to consult with Oracle immigration (rich.nagase@oracle.com; denise.rahmani@oracle.com) on wage prior to approving an offer. When entering an offer Managers are instructed to consult with their HR Rep regarding base salary when hiring an H-1B or F-1 worker in the US.

Rehires within a 12 month period are typically hired back at the same rate if the job function is the same. Please refer to the Global Rehire Guidelines (<https://my.oracle.com/content/web/cnt2794284>) when rehiring a former Oracle employee.

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

Enhanced Vacation requests for Executives may come from Joyce Westerdahl (EVP HR).

Exception for Thomas Kurian's organization. Kurian approves transfers into and out of his organization. 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 Directors, like all other orgs.

All College Program hires are routed to the SVP for approval unless additional compensation is offered. For Internal Transfers, the final approver must be an M8 or above. If additional compensation is included in the transaction, it will be routed to the Board of Directors for final approval.

Effective 06/28/10 to 08/22/10 the common manager on either the receiving or releasing side of the organization would be the final approver. 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.

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.

The new hire approval process for the Oracle College Recruiting program is owned and maintained by the College Recruiting Organization and includes both offline and online approvals. First, the College Recruiter will initiate an e-mail request to obtain approval for the offer terms and conditions which is routed to the hiring manager and then up the management chain to the SVP for that Line of Business.

Once these offline approvals have been obtained, another offer approval request is submitted in Oracle iRecruitment by the College Recruiter. The transaction is routed to the College Recruiting Director, then Larry Ellison's direct report, the Executive Chairman and CTO and to the College Recruiter. For student/intern (temp) college hires, the approval process is managed via e-mail and the approval request is routed to the College Recruiting Director, Larry Ellison's direct report, the Executive Chairman and CTO and the College Recruiter. Where iRecruitment has not been implemented, approvals for new hire stock option grants must be forwarded to stock_us@oracle.com by local HR for processing. Effective Jan 14th, 2013, iRecruitment is live in all regions with the exception of a few countries. Any non-automated hiring approvals with Stock should be sent to Stock_us@oracle.com.

China Domestic Transfer (Tier 1 to Non-Tier cities) with Resettlement Bonus and/or COLA requires approval from HR Global Mobility Group (GMG). 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). For students and temps, managers can initiate extensions, in up to 6 month increments, and HR and one level management approval are required. Total placement cannot exceed 1 year. Please consult with regional Employment Counsel prior to approving extensions beyond 12 months.

 For Germany, exceptions may be allowable under extenuating circumstances such as maternity leave. Local HR is advised to work with Employment Counsel. </BR>
 In LAD, length of stay is subject to local regulations and should not exceed 12 months even if allowed by local law. Please consult with Regional Employment Counsel prior to approving any extension beyond 12 months. </BR>
 For APAC, total placement cannot exceed 48 months from the initial start date. Any requests to exceed the 48 month guideline must be reviewed and approved by Regional Employment Counsel. Extensions for temporary employees can only be extended for up to 12 months at one time. </BR>

Beginning in November 2017, the Oracle Education Foundation will manage an internship program for high school seniors in connection with Design Tech High School. These are short-term internships, the students will be unpaid and will receive class credit. The program was approved by Safra Catz and Juana Schurman, and will be managed by the Oracle Education Foundation in connection with Design Tech High School. LJE approved 4000 shares and \$15,000 sign on for all future grad offers for Larry Lynn's org.

The new hire approval process for the Oracle College Recruiting program is owned and maintained by the College Recruiting Organization and includes both offline and online approvals. First, the College Recruiter will initiate an e-mail request to obtain approval for the offer terms and conditions which is routed to the hiring manager and then up the management chain to the SVP for that Line of Business. Once these offline approvals have been obtained, another offer approval request is submitted in Oracle iRecruitment by the College Recruiter. The transaction is routed to the College Recruiting Director, then Larry Ellison's direct report, the Executive Chairman and CTO and to the College Recruiter. 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 (Office of the CEO and then Board of Directors has replaced REQAPPS) and emails should be directed to Exec.office_appr@oracle.com.

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 \geq 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)

India Involuntary Termination 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.

Involuntary Termination Approvals (offline process details): See the Involuntary Termination Process under the Processes and Rules section for more information. Please also note that Severance of 1M and over should be sent to Joyce Westerdahl's office for recording. Joyce Westerdahl can be final approver for statutory severance regardless of amount.

Involuntary Termination Approvals (offline process details): Regional Line HR heads (Alison, Carolina, Vance, and Vickie or Anje) 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 and over they go to the Comp Committee and should be sent to Joyce Westerdahl's office for recording. Once all e-mail approvals have been obtained, the Invol Term form in SSA is submitted by HR. Joyce Westerdahl can be final approver for statutory severance regardless of amount.

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. Joyce Westerdahl can be final approver for statutory severance regardless of amount.

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.

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Seq Number

Condition

10 Plan Committee Definition

11 Compensation Committee of the Board of Directors Definition

50 62,499 RSUs or Less Recommendation

70 62,500+ RSUs Recommendation

20 100,000 Share Equivalents or Less Recommendation

30 100,001 to 249,999 Share Equivalents Recommendation

40 250,000+ Share Equivalents Recommendation

60 25,001 to 62,499 RSUs Recommendation

Process**Status**

Consists of Larry Ellison, Safra Catz and Mark Hurd. Each member can only approve for employees who would/are reporting up to them.

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A committee which is appointed by Oracle's Board of Directors. The committee is comprised of three or more directors as determined by the Board, each of whom shall be an independent director.

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Final Approver is appropriate Plan Committee member.

-

Final Approver is Compensation Committee.

Following the appropriate Plan Committee member approval, Corporate Compensation will work with the Manager's HR Business Partner to prepare materials so the manager can attend the next Compensation Committee meeting to provide background and rationale for the size of the equity recommendation.

The employee/candidate cannot be informed of the equity recommendation until the Compensation Committee has reviewed the background and rationale for the size of the request.

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Final Approver is appropriate Plan Committee member.

Inactive

Final Approver is Compensation Committee.

Following the appropriate Plan Committee member approval, Corporate Compensation will work with the Manager's HR Business Partner to prepare materials so the manager can attend the next Compensation Committee meeting to provide background and rationale for the size of the equity recommendation.

The employee/candidate can be informed of equity recommendation after appropriate Plan Committee member has approved. Manager must inform the employee that this is still a recommendation and that it still requires approval of Oracle's Compensation Committee of the Board of Directors. After this approval has been obtained, the employee/candidate will be notified of his/her equity award.

Inactive

Final Approver is Compensation Committee.

Following the appropriate Plan Committee member approval, Corporate Compensation will work with the Manager's HR Business Partner to prepare materials so the manager can attend the next Compensation Committee meeting to provide background and rationale for the size of the equity recommendation.

The employee/candidate cannot be informed of the equity recommendation until the Compensation Committee has reviewed the background and rationale for the size of the request.

Inactive

Final Approver is Compensation Committee.

Following the appropriate Plan Committee member approval, Corporate Compensation will work with the Manager's HR Business Partner to prepare materials so the manager can attend the next Compensation Committee meeting to provide background and rationale for the size of the equity recommendation.

The employee/candidate can be informed of equity recommendation after appropriate Plan Committee member has approved. Manager must inform the employee that this is still a "recommendation" and that it still requires approval of Oracle's Compensation Committee of the Board of Directors. After this approval has been obtained, the employee/candidate will be notified of his/her equity award.

Inactive