Global Compensation Training
Job Classification and Global Job Table Module
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
Topics

• Introduction
• Job Classification
• Global Job Table
• Impact on HR processes
• Impact on non-HR processes
• Further information sources
Introduction

• Job Classification is a consistent global framework for job related information that supports a number of key HR and non-HR processes as well as management reporting

• The Global Job Table is a key component of the Job Classification system, but other data also forms part of the overall system

• Managers are responsible for ensuring that employees on their teams are in the right job in HRMS

• Attaching employee records to the incorrect job in HRMS will result in multiple problems related to HR and other processes
Global Job Table

- To facilitate the global job classification process, Oracle uses a Global Job Table in which each job is assigned a unique combination of globally defined attributes.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job code</td>
<td>Unique identifier/reference number</td>
</tr>
<tr>
<td>Job Title</td>
<td>Commonly known as the “system job title”</td>
</tr>
<tr>
<td>Function</td>
<td>Describes the type of work the person performs. It is not specific to the employee’s LOB</td>
</tr>
<tr>
<td>Specialty</td>
<td>The specialist work within the Function</td>
</tr>
<tr>
<td>Career Level</td>
<td>Broad hierarchical category related to the level at which a job is performed</td>
</tr>
</tbody>
</table>
Job Code

- Every employee with the same Job Code will have the same Job Title, Function, Specialty Area and Global Career Level
- Example:

  Job 20410 appears as follows in HR Self Service:

  20410/Senior Consultant/CONS/IMPDEL/IC2
Function

• Function describes the type of work the employee performs
• It is not necessarily specific to the employee’s LOB.
• The following are the Functions recognized by Oracle

- Administration
- Consulting
- Facilities
- Human Resources
- Legal
- Marketing
- Sales (all LOB’s)
- Training

Business Practices
- Development
- Finance
- IT
- Manufacturing & Distribution
- Pre Sales
- Support
Specialty Area

• Specialty describes the work performed within the Function
• Each Function has typically 4 – 8 Specialty Areas
• If an employee’s role covers more than one specialist area, then chose the job whose speciality is most representative

Example:

Function: Finance

Speciality Areas
Accounting
Audit
Budget, Planning & Analysis
Credit & Collections
Contracts Management
Financing
Licence Compliance (LMS)
Payroll/Commissions
Purchasing
Revenue Integrity
Tax
Treasury
Global Career Level

- Global career levels are a set of broad, hierarchical categories related to the level at which a job is performed
- Responsibilities, individual contributions and job complexity increase from one job level to the next job level in the hierarchy
- The global career level structure has two paths: Management (M1 – M10) and Individual Contributor (IC0 – IC6). There is no correlation between M and IC level
- An employee is considered to be a manager if his/her primary responsibility is management (with hire/fire authority) of two or more regular full time equivalent Oracle employees. All other employees should be considered individual contributors, including team leaders
# Management Career Levels

<table>
<thead>
<tr>
<th>Manager Career Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M10</strong> CEO</td>
</tr>
<tr>
<td><strong>M9</strong> President</td>
</tr>
<tr>
<td><strong>M8</strong> EVP</td>
</tr>
<tr>
<td><strong>M7</strong> SVP</td>
</tr>
<tr>
<td><strong>M6</strong> VP</td>
</tr>
<tr>
<td><strong>M5</strong> Senior Director</td>
</tr>
<tr>
<td><strong>M4</strong> Director</td>
</tr>
<tr>
<td><strong>M3</strong> Senior Manager</td>
</tr>
<tr>
<td><strong>M2</strong> Manager</td>
</tr>
<tr>
<td><strong>M1</strong> Supervisor</td>
</tr>
</tbody>
</table>
## Individual Contributor Career Levels

<table>
<thead>
<tr>
<th>IC Career Levels</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC6</td>
<td>Architect</td>
</tr>
<tr>
<td>IC5</td>
<td>Guru</td>
</tr>
<tr>
<td>IC4</td>
<td>Senior Professional</td>
</tr>
<tr>
<td>IC3</td>
<td>Staff Professional</td>
</tr>
<tr>
<td>IC2</td>
<td>Professional</td>
</tr>
<tr>
<td>IC1</td>
<td>Entry Level Professional</td>
</tr>
<tr>
<td>IC0</td>
<td>Trainee, Intern, Clerical</td>
</tr>
</tbody>
</table>
Additional Job Table Information (1)

The following additional information is also held against individual jobs:

**Compensation Type**

- Broad categories of commission/bonus plans as follows
  - Consulting Bonus Plan
  - Sales/Pre-Sales Commission Plan with Annual Target Variable
  - Education Bonus for Trainers
  - Recruiters’ Bonus
  - Global Bonus

- Employees with the same job code are eligible to participate in the same variable/bonus plan type (for exceptions see the Regional Compensation Training Modules)
Additional Job Table Information (2)

• Salary Grades
  – These link to base salary ranges that assist managers to make decisions about salaries during the salary increase review, promotion or recruitment processes

• Consulting Target Bonus
  – This may differ from country to country

• Consulting Job Level

• Billable Flag
  – Relevant Consulting jobs only
Impact on HR Processes

- The classification of a job has direct impact on:
  - Compensation
    - Salary range
    - Compensation type
  - iRecruit/Offer Letter
  - Employment terms for acquired employees
  - Benefits (eligibility/level of benefits coverage)
  - Appraisal (individual profile/job competencies)

- Eligibility for Compensation Workbench Processes
  - Sales Increase/Salary Review
  - Non-Sales Increase/Salary Review
  - Global Bonus
  - Consulting Bonus (managed outside CWB outside US)
  - Approval authority levels for HR processes
Impact on non-HR Processes

• Compensation plan issuance
  • The type of sales compensation plan is linked to the employee's job
  • Employees with jobs with Function of Sales or Pre-Sales must have an Annual Target Variable

• General Ledger
  • The employee's job is one of the parameters that generates the Headcount Account for Headcount Reporting by Finance

• Projects
  • Billing rates - linked to Consulting Job Level
  • Only employees with a job with Function of Consulting and Billable Flag set to Y can be charged out with the standard cost rate for the job

• Sales Applications
  • Basic details of Sales applications, such as CRM, are synchronized with employee details of the HR database. Yet, this is true only for employees having a Job Function of Sales or Pre-Sales as access to these applications is restricted to these functions
Further Information Sources

• Detailed definitions of the Function, Specialty Area, Global Career Levels can be found on the Managers’ Resource Guide (MRG) accessed via manager HR Self Service

• The MRG also contains detailed information on:
  – Where to find information on jobs
  – How to change the job of your employees
  – How to change the product association and Industry code for your employees
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.