EXHIBIT
Waggoner 11
5-1-19 SB
PENGAD 800-631-6989

Annual Bonus Program and Workforce Compensation

Manager Training

Oracle Compensation

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Summary of Changes from Last Compensation Program

- **Budget Model**: The model feature has been updated to a more streamlined approach that no longer requires nested scroll bars. See the Budget Model section for step-by-step instructions and screenshots.

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1

Submit Warning

Do NOT submit until your subordinate managers have completed their submission to you

[redacted]

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Summary of Comments on Annual Equity Process and Workforce Compensation

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An important reminder to all: Submit only when your entire organization has completed their recommendations, because when you submit, you are submitting for your entire organization.

If you submit before everyone has completed their work, you must manually change the access level for every affected manager. There is no way to do this automatically.

1

Agenda

1. General Program Information
2. Workforce Compensation (WC)
   - Access to WC
   - Allocate, Model and Distribute Budget
   - Export to Excel
   - Rate Employees
   - Make, Review, Approve and Submit Recommendations
3. Tips and Resources

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Today we will be reviewing general program information and the functionality of Workforce Compensation that you may need as a manager, along with tips for working with Workforce Comp and tools and resources available to answer your questions during the compensation process.

1

What is Workforce Compensation?

- Workforce Compensation (WC) is an Oracle Self Service Application for managing compensation processes, allowing you to:
  - Model and distribute budgets to subordinate managers
  - Make, Review and Submit Recommendations for employees
  - Download to an Excel spreadsheet to work offline
  - Rate employees (Compensation Rating only, not Talent Performance Rating)
  - View historical compensation information

Note: **Firefox** is the preferred browser for Workforce Compensation

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Workforce Compensation is an Oracle Self-Service Application for managing compensation processes.
The tool allows you to determine how to pass down budgets to your subordinates and includes features to model, distribute and publish budgets to your organization.
Using Workforce Compensation, you will make recommendations, review your subordinate managers' recommendations, and submit recommendations for your entire organization to your manager for approval.
The tool also gives you the capability to download your worksheet to an Excel spreadsheet, in case you'd like to work offline.

You can use the tool to Rate your employees. However, please note that this is a Compensation rating only for this program. It is NOT the official Talent Performance Review Rating.
Finally, you can also view historical compensation information for individual employees in the tool.

When working with Workforce Comp, remember that Firefox is the preferred browser.

1

Annual Bonus Program

General Information

- Timelines
  - Each LOB may establish their own internal timeline for the process. Check with your manager on the specifics for your organization.
- Budgets
  - Budgets are set at the top executive level for each organization. Each LOB head may determine the method of allocating budgets within their organization.
  - Modeling is a feature is available to assist in pushing down budgets based on specific criteria.

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Timelines
Your organization will have an internal timeline for the process to allow for review and approval before final submission. Please check with your manager on the specifics for your organization.

Budgets
Budgets are published to the top executive level of the organization and each LOB leader is then able to determine the method of cascading budgets in their organization.
Workforce Compensation has a modeling feature to assist managers in pushing down budgets, which we will review later in the presentation.

1

Annual Bonus Program

General Information

- Eligibility
  - Review the eligibility document posted on the Workforce Compensation website
  - Be sure the employee population for your organization is correctly reflected on your Workforce Compensation Worksheet
    - Not all employees are eligible for all of the corporate programs
- Communication
  - **Do not** communicate recommendations until you receive notification from Corporate Compensation that final approval has been obtained
  - Always check Workforce Compensation **before** you communicate to ensure that the final recommendations have not changed

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Please review this year's process eligibility document, posted on the Workforce Compensation website. The link is included at the end of this presentation in the Tools and Resources section. Be sure your eligible employee population is correctly reflected on your Workforce Comp Worksheet. Remember that not all employees are eligible for all of the compensation programs - bonus, equity and focal all have different eligibility criteria.

Recommendations should not be communicated until final approval has been received. This notification will come from Corporate Compensation through your manager or HR manager. Also, adjustments can sometimes happen during the approval process, so always check Workforce Comp before communicating a recommendation.

1

Workforce Compensation

Manager Planning

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This section introduces you to Workforce Compensation and explains how to access and use the tool as a manager.

1

How to Access

Login

1. From MyOracle Employee Portal, click [redacted]

2. Select [redacted]

3. Select [redacted] from the under the [redacted] icon.

NOTE: Your menu options may differ from what is shown here, depending on your Access level

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To access Workforce Compensation from the MyOracle Employee Portal, select the [redacted] link from the [redacted] menu.
On the next screen, click [redacted]
Once logged in, select the [redacted] link under the [redacted] icon.

1

Workforce Compensation

Landing Page – [redacted]

1. [redacted]
   - [redacted]
2. [redacted] Switch to other managers in your hierarchy
3. [redacted] Return to the [redacted] screen
4. [redacted] Submit [redacted] for the entire organization, not just this manager

[redacted]

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The [redacted] landing page defaults to the first plan available to you, the [redacted] can be accessed for each plan via the icons and links on this screen.

1. [redacted] in the middle: Use these links to open the [redacted] and [redacted] Worksheets, to see [redacted] and [redacted] or to access [redacted]
2. [redacted] at the top: Use this to switch to managers in your hierarchy. This allows you to view and [redacted] on behalf of any subordinate manager in your organization.
3. [redacted] also at the top: Click this to return to the [redacted] screen.
4. [redacted] to the right: Available on this screen only, it will [redacted] not just your own worksheet.

1

Workforce Compensation

Landing Page – [redacted]

Click on the [redacted] to view and switch to other available plans:

[redacted]

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Click the [redacted] Link to open the [redacted] screen, where you can select from a list of available plans.
Click [redacted] to close the screen without switching plans.

1

Workforce Compensation

Budget Allocation

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Now let's begin with budget allocation.

1

Budget Allocation

- On the plan landing page, select [redacted]
- Next, select the [redacted] to update.
- The **first** time the budget is selected, you must choose a [redacted] Your selection will affect the [redacted]
  1. All subordinate managers will be set to [redacted]
  2. Direct report managers will have [redacted] and will be able to choose how to [redacted] within their own organization. This is the most frequently used option.
  3. All subordinate managers will be set to [redacted] and **only you** will be able to change [redacted]
  - Selecting [redacted] allows you to adjust [redacted]

[redacted]

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To distribute your budget, on the [redacted] page, select [redacted] from the [redacted] section. Next, select the [redacted].

The first time you select a [redacted] you will be asked to choose a [redacted] This step is very important - it will determine the [redacted] of your subordinate managers.

The [redacted] options are:

[redacted]

All your subordinate managers will be set to [redacted] but they will still be able to make recommendations on their Compensation Worksheet.

[redacted] (this is the most frequently used option)

Select this option to pass down budgets to your direct report managers. They will have [redacted] access and will be able to choose how to distribute budgets within their own organization. You can adjust the settings for specific direct report managers within the Budget Worksheet.

[redacted]

Use this option if you will be passing down budgets to all subordinate managers yourself. All subordinate managers will have [redacted] Allowed access and only you will be able to change budget amounts. You can adjust the settings for specific subordinate managers within the Budget Worksheet.

1

Budget Allocation

- Enter budgets in the [redacted] column
  - The [redacted] row is **your budget,** for recommendations to your direct reports
- You must [redacted] budgets in order for your subordinate managers to see them
  - Click the [redacted] arrow next to the [redacted] icon and select an option
  - If [redacted] budgets to only a few managers, highlight [redacted] and use [redacted]

[redacted]

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The budget can be distributed to subordinate managers by [redacted] column, as indicated by the red box. The [redacted] row is the budget you are keeping for yourself, to give recommendations to your direct reports.

You must [redacted] budgets in order for subordinate managers to see them on their worksheet, and to further distribute to their own organizations. To [redacted] your budget, click the [redacted] next to [redacted] and select [redacted] as indicated by the green box. You can choose to [redacted] by using the [redacted] and [redacted] keys to select multiple managers before [redacted]

1

Workforce Compensation

Budget Models

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In order to distribute your budget, you may need to do some modeling first.

1

Budget Models

- Models make it easy to see how different allocation methods and criteria affect your budget
- Different models can be created, previewed and applied **before** publishing the budget
- Who might create Models –
  - Managers who intend to pass down budgets to subordinate managers
  - Managers who intend to make the allocations themselves, but hold the entire budget

CAUTION:
- Models should **never** be applied **after** the budget has been published
- Applying a model will **overwrite** any previously entered recommendation amounts

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Models make it easy to see how different allocation methods and criteria affect your budget distribution.

Different models can be created, previewed and applied. Your modeling should be completed before you publish a budget.

Remember, models should never be applied after the budget has been published; more importantly, applying a model will overwrite any previously entered recommendation amounts.

1

Create a Budget Model

Create Model

- On the [redacted] click the [redacted] drop-down and select [redacted]
- Enter a [redacted] and click [redacted]

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To create a budget model, click the [redacted] icon drop-down on the [redacted] select [redacted]

Enter a model name – choose one that is meaningful to you. The Plan, Associated Budget, Total Workers and Mode will default to values determined by the plan administrator. Click Continue.

1

Create a Budget Model

Define Model

1. Choose an [redacted]
2. Select up to four [redacted]

   Note: [redacted]
3. Click [redacted]

[redacted]

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Under the [redacted] section, choose an [redacted] indicated by #1.

Enter up to [redacted] for the model. Use the [redacted] to made your choices. The [redacted] but [redacted] will not appear until after the [redacted] are entered.

When finished, click [redacted]

1

Create a Budget Model

Select Workers

- Use the [redacted] drop-down to Include or Exclude employees from the model. If all employees should be included, simply click the [redacted] button.

[redacted]

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Use the [redacted] down-down to include or exclude employees from the model. Click [redacted] to continue.
If all employees should be included, simply click [redacted]

1

Create a Budget Model

Enter Values

- Enter amounts in the [redacted] column to calculate amounts for the model. Click [redacted] when done.

[redacted]

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The model details will then appear and you can now enter amounts in the Percentage of Eligible Salary column. Once your model is done, click the Next button.

1

Create a Budget Model

Select Purpose

- Select [redacted] and click [redacted]
  - Default: [redacted] is the most common

[redacted]

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Select [redacted] The default to [redacted] is the most common.

1

Create a Budget Model

Review Results

- Use the [redacted] drop-down to view results by [redacted] or [redacted]

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Use the [redacted] drop-down to review the results of your model. Click [redacted] to change model properties or [redacted] to continue. [redacted] shows the [redacted], whereas [redacted] shows the [redacted]

1

Create a Budget Model

Apply

- Select [redacted] or [redacted]. Click [redacted] and follow the prompts to [redacted] to your budget worksheet.
  - Additional adjustments can be made on the budget worksheet after you [redacted] but don't forget, the final step is to [redacted] budgets to your subordinate managers.
- Click [redacted] to save the model without applying it to the budget.

[redacted]

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Select [redacted] [redacted] or [redacted]. Click [redacted] and [redacted] and follow the prompts.

You can make additional adjustments on the budget worksheet, but don't forget, the final step is to [redacted] budgets to your subordinate managers.

Click [redacted] to save your model without [redacted]

1

Workforce Compensation

Excel Export

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Now, we will give you instructions on how to export your worksheet to Excel if you choose to work offline.

1

Excel Export

[redacted]

- [redacted] is a two-way process for [redacted] Recommendations must be in **local currency**.

  This function requires:
  - Download and installation of [redacted]
  - Configuration of Excel
  - For detailed instructions, please refer to the [redacted] file posted on the [redacted]

NOTE: You must download and install the latest version of [redacted] Integration to use this functionality. If you are using Firefox, it will prompt you to update to the new version, if there is one.

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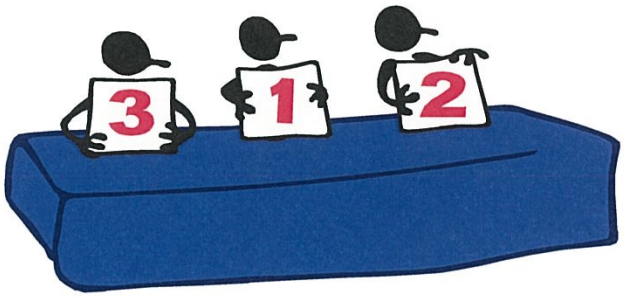
You may complete planning for your employees in [redacted] or you can choose to [redacted]
The [redacted] is a two-way process that allows you to [redacted] make recommendations, and [redacted] All recommendations using this functionality is in local currency.

To use this feature, you must download and install the latest version of [redacted] and configure Excel. If you are using Firefox and have an old version, it will prompt you to update to the new version. For detailed instructions on how to download and install [redacted] please refer to the file posted on the [redacted] website.

1

Workforce Compensation

Compensation Rating



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The next section will show you how to enter compensation ratings.

1

Compensation Rating

The Compensation Rating is used for the current Compensation plan only. It is not linked or tied, and will not feed back, to the official Talent Performance Rating.

- On the [redacted] scroll until you see the [redacted] column
- Use the [redacted]

[redacted]

[redacted]

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To rate your employees, open the [redacted] from the [redacted]
Please note that this is a Compensation rating only, it is NOT the official Talent Performance Review Rating.

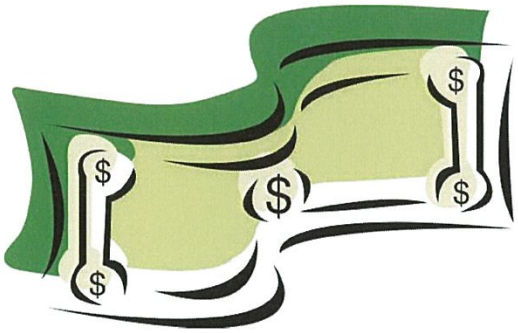
Find the [redacted] column.
Use the [redacted]
Always Save any entry you make.

The requirements for entering compensation ratings is determined by Line of Business. Check with your manager if you are unsure of the process for your organization.

1

Workforce Compensation

Make Recommendations



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This section shows you how to make recommendations for employees.

1

Make Recommendations

View your Budget: [redacted]

On the [redacted], click [redacted]

- [redacted] is for your entire organization, and stays the same regardless of the [redacted]
- [redacted] – Filtered by [redacted] changes with the value of the [redacted] selected

[redacted]

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There are two places to view your budget. The first option is on your [redacted]

The [redacted] shown in green, is for your entire organization, and it stays the same regardless of the [redacted] filter, highlighted in red; whereas, the [redacted] – Filtered by [redacted] shown in blue, changes with the value of the [redacted] selected.

1

Make Recommendations

View your Budget: [redacted]

The more accurate and **recommended** way to view your budget versus spend is on the [redacted]

- From the [redacted], select [redacted]
- The screen should default to the [redacted] tab

[redacted]

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The other, more accurate, way to view your budget is on the [redacted] tab - this is the recommended option.
From the [redacted] select [redacted] will show your budget versus spend information.

1

Make Recommendations

Entering Recommendations: Option 1 - [redacted]

- Enter Bonus recommendations in [redacted] the other column will auto-calculate.

[redacted]

WARNING!

DO NOT SUBMIT until **ALL** of your subordinate managers have submitted their work to you. Your submission [redacted]

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You also have two methods to enter recommendations for employees. The first option is to enter recommendations directly into the [redacted] tool.

You can make bonus recommendations as either an AMOUNT or a PERCENTAGE of eligible salary.

After making entries, please remember to save your work.

Please do not submit your recommendations until all of your subordinate managers have completed their recommendations. Submit will remove their access, and all managers below you won't be able to make any changes to their recommendations.

If you are missing an employee, or if there is inaccurate information, please contact your HR Manager.

1

Make Recommendations

Entering Recommendations: [redacted]

- Click the [redacted] icon [redacted]
- On the [redacted] click [redacted]
- Click [redacted] on the [redacted], and log in with your [redacted]
- If the [redacted]
- A **successfully downloaded file** will contain [redacted]
- Verify the [redacted] column has no background color and recommendations can be entered.
  All offline amounts entered in the spreadsheet are in local currency

[redacted]

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The second option is to export to an [redacted] and [redacted]

To do this, click the [redacted] in [redacted] icon to start the [redacted] process.
In the [redacted] click [redacted]
Click [redacted] on the [redacted] and log in using your [redacted]
[redacted]
A successful download will contain [redacted]
Verify the [redacted] column has no background color and changes can be entered. Please note, all offline amounts entered in the spreadsheet are in local currency, other options are not available.

1

Make Recommendations

Entering Recommendations: [redacted]

NOTE: [redacted]

- In [redacted]
  - Click the [redacted] button in the [redacted] tab of the toolbar
  - On the [redacted], click [redacted] for the default
  - The [redacted] will start to process
  - [redacted] is complete when you see the [redacted] that indicates [redacted]
  - Click [redacted] and [redacted] to [redacted] to verify the rows [redacted] successfully
- In Workforce Compensation:
  - Close and re-open the [redacted] or change a [redacted] to refresh the [redacted] and verify your changes were [redacted]

[redacted]

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Once manager recommendations are complete [redacted] you will need to [redacted]

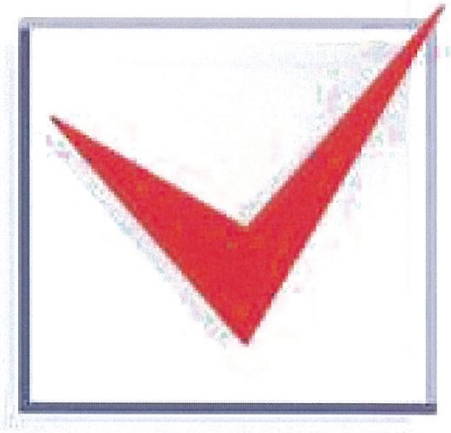
In [redacted]
Click the [redacted] button and click [redacted] for the default [redacted]
[redacted] will process and when it is finished you will see the [redacted] that says [redacted]
Click [redacted] and [redacted] to [redacted] in the spreadsheet to verify the [redacted] successfully.

In [redacted] close and re-open the [redacted] or change a [redacted] to refresh the worksheet and verify your changes were [redacted].

1

Workforce Compensation

Review, Approve and Submit



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In this section, we will cover how to review, approve and submit your recommendations.

1

Review, Approve and Submit

Review: Return for Correction or Request Information

If subordinate managers need to make corrections or you need more information before approving, you can do this on the [redacted] tab under the [redacted] task. [redacted] and click [redacted] or [redacted], respectively.

[redacted]

[redacted]

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If your subordinate managers need to make corrections after they submitted their recommendations or if you need more information before approving, you may make those requests within the tool.
On the [redacted] select [redacted] switch to the [redacted] tab and select either [redacted] or [redacted] and type in your comments in the pop-up box.

1

Review, Approve and Submit

Review: Worksheet Status

On the [redacted] tab, you can see your organization's [redacted] The [redacted] or [redacted] icons show more information. In order, the Statuses are:

[redacted]

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You can review the status of your subordinate managers from the [redacted] tab.
Shown here are the seven possible statuses. Recommendations should only be communicated to employees when the status is [redacted]

1

Review, Approve and Submit

Approve

- Approve your subordinate managers' submissions via the [redacted] tab. Click the [redacted] and make a selection:
  - [redacted]
  - [redacted]
- [redacted]

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Use the [redacted] tab to approve your subordinate managers' submissions, either individually or all at once by clicking the [redacted] and selecting an option.

To approve individual managers, select a [redacted] or use the [redacted], then choose [redacted]
Choosing All Managers will approve your entire hierarchy.

After approving, you can verify your approval in the Approval Status column – it should list your name.

1

Review, Approve and Submit

Submit: Warning

Do NOT submit until your subordinate managers have completed their submission to you

[redacted]

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Submit only when your entire organization has completed their recommendations. [redacted] There is no way to do this automatically.

1

Review, Approve and Submit

Submit

[redacted]

When you [redacted] you are [redacted]

Do not communicate recommendations until you receive notification that [redacted] has obtained final approval [redacted]

Always **verify** in [redacted] before you communicate to employees to ensure that the final recommendations have not changed

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The [redacted] button can be found in the [redacted]
When you [redacted] Once you have completed this step, you are done with the recommendation process.
Please remember: do not communicate any recommendations until you receive notification from [redacted] through your manager or HR manager.
Once final approval has been obtained, the [redacted]
Adjustments can sometimes happen during the approval process, so always check [redacted] before communicating recommendations to your employees.

1

Workforce Compensation

Tips and Resources

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In this last section, we will share some helpful tips when using the Workforce Compensation tool and resources to help answer your questions.

1

Workforce Comp Tips

Browsers

- Firefox is the preferred browser
  - Download the latest browser version from MyDesktop
- Other browsers can be used, but there are known issues
  - Chrome
  - Internet Explorer

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As mentioned earlier, Firefox is the preferred browser. Be sure to use the latest version of Firefox, which can be downloaded from MyDesktop.

If Firefox is not available, other browsers such as Chrome and IE can be used, but there are known issues, such as using Chrome on top of Windows 10.

1

Workforce Comp Tips

Personalize Layout

[redacted]

- **Personalize Layout**
  - Make changes to your default layout, in terms of the Team filter, Frozen columns, Open/Close sections, etc.
  - Click [redacted] to keep this layout for the next time you access your Worksheet.
  - Use the [redacted] button to default to the original Administrator layout.

[redacted]

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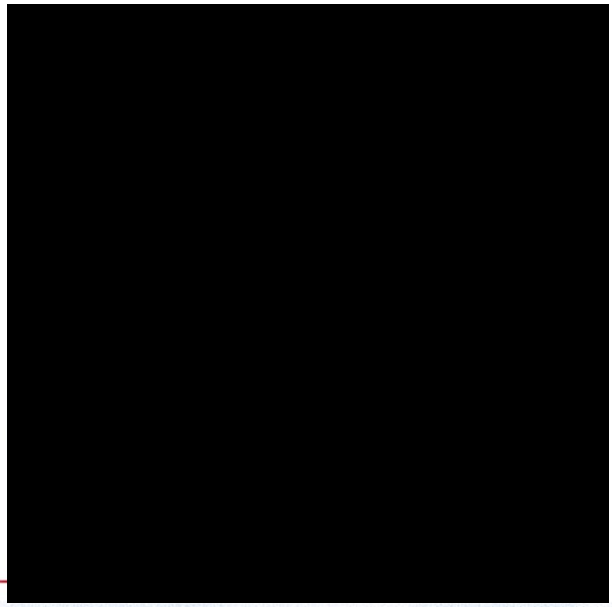
Managers can now personalize their layout of the Compensation Worksheet.
You can save this layout for the next time you access your Worksheet or you can Restore the default layout on this screen.

1

Workforce Comp Tips

Save Icon

- **Save Icon**
  - Move fields around on the Worksheet
    - Highlight and drag-and-drop individual columns, or
    - Click **View > Columns > Manage Columns** to hide, unhide and re-arrange all columns
  - Click the **Save** icon, to keep this view for the next time you access your Worksheet.



You may have to use the scroll arrow to see the Manage Columns option

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Managers can also add, remove and move fields around on the Worksheet and save your view for the next time you access your Worksheet.
Either drag-and-drop columns or use the Manage Columns menu to add, remove and re-arrange the order of columns.
Once done, click the Save icon, highlighted in yellow, to save your Worksheet view.

1

Workforce Comp Tips

Expand Arrows

- If the Team filter is not visible, click on the double right-pointing arrows to expand the Worksheet options

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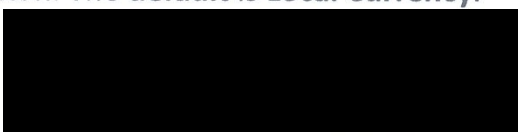
If your screen is small, you may find that certain Worksheet filters are not visible, such as the Team filter. You can expand the hidden filters by clicking on the double right-pointing arrows, highlighted in yellow to expand your options.

1

Workforce Comp Tips

Currency Switcher

- Budgets: Always in USD
- Planning: Local Currency vs. USD
  - Manually in the tool: Recommendations can be made in local currency or USD, depending on the Currency switcher, located in the upper right hand corner next to the Save and Close button. The **default** is **Local Currency**.



  - **Manage in Spreadsheet** download and upload: Recommendations are **always** in **local currency**.

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In Workforce Compensation, budgets are always shown in USD.

However, recommendations for employees can be made in local currency or USD, depending on the selection of the Currency Switcher, located in the upper right hand corner next to the Save button. The default is local currency. If a manager does not change this before entering recommendations, the amounts entered are in local currency.

If the Manage in Spreadsheet function is used to download and upload, recommendations are always in local currency.

1

Workforce Comp Resources

OIM Entitlement

All managers of people must have the OIM Entitlement to use Workforce Compensation

This role is automatically assigned

If any manager is experiencing access issues or getting error messages when trying to perform manager actions, **the auto-assign may have failed**.

Please have them log a **MyHelp - Compensation** ticket:

[redacted]

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All people managers will be automatically assigned the OIM entitlement to use Workforce Compensation.
If a manager is experiencing access issues, please have them log a MyHelp - Compensation ticket.

1

Workforce Comp Resources

Contacts & Workforce Compensation Website

- Questions about:
  - **Timeline and Budget** for your organization: Contact your manager or HR Manager
  - **Eligibility**: Contact your HR Manager
  - **Workforce Compensation access and functionality**: Submit MyHelp ticket at: [redacted]
- For more detailed information, please refer to the Workforce Compensation website: [redacted]

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Questions about your organization's timeline and budgets for this process should be directed to your manager and/or HR Manager.

Questions about eligibility, after you have reviewed the eligibility rules, can be directed to your HR Manager.

Submit questions on Workforce Compensation access and functionality to MyHelp - Compensation at the link listed.

These training slides, along with the OTube videos and eligibility document will be available on the Workforce Compensation website.

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Questions

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This concludes our training on Workforce Compensation.
Let's go ahead and open it up for any questions.

1

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Thank you for your time and participation in Oracle's global compensation programs.