

## Workforce Compensation Frequently Asked Questions

**1. How do I access Workforce Compensation?**

Follow these instructions:



**2. What if my employee's information or eligibility is incorrect?**

Please contact your HR Manager or MyHelp at:



**3. What if an employee is missing from my Workforce Compensation worksheet?**

Ineligible employees will not appear in your worksheet. Please review the process document to verify whether your employee meets the eligibility criteria. If your employee should be eligible per the requirements, please contact your HR Manager or MyHelp at:



**4. When I scroll to the right on the Compensate Workforce worksheet, I can no longer see the Employee Name column. What can I do so I always see this column?**



Updated: April 2017

Deposition Exhibit 58

Deponent: K. Waggoner

Date: July 27, 2018

Reporter: Jane Grossman, CSR No. 5225

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Exhibit P-155

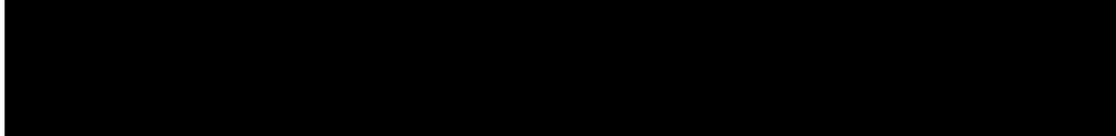
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**5. How can I see more worksheet rows or columns displayed on the screen?**

To see more columns, you can customize your view by re-sizing, hiding and moving columns. If your screen is small and the Team filter is not visible, expand the hidden filters by clicking on the double right-pointing arrows, highlighted in yellow below:



To see more rows, click the Detach icon in the Worksheet toolbar. Click the Detach icon again to return to the Worksheet:



Refer to the [Helpful Hints to Make Worksheet More Friendly](#) for additional tips and instructions.

An alternative is to use the [redacted] icon to download the worksheet, plan in Excel and upload your work later.

**6. What is the difference between the 'Export to Excel' and 'Manage in Spreadsheet' features?**

**Export to Excel** - A one-way process to quickly get a copy of the current view of the worksheet when you do not need to upload any changes. Any filters and column changes applied in the tool will be reflected on the Export. If the currency switcher is set to local currency (default when opening the tool), the Export will be in local currency; whereas, if it is changed to USD in the tool, the Export will be in USD, unless otherwise indicated in the column headers.

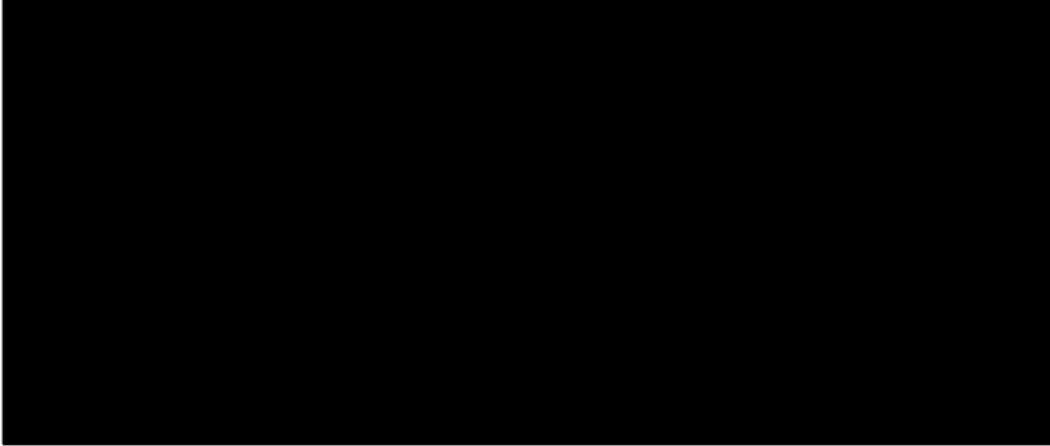
**Manage in Spreadsheet** - A two-way process to [redacted] for the entire organization. It will contain all columns and will always be in local currency. It requires installation of the [redacted] and configuration of Excel.

**7. Why does the 'Manage in Spreadsheet' feature not work?**

Refer to the [Installation Instructions](#) on how to install the [redacted] and configure Excel.

Updated: April 2017

**8. How do I prevent my subordinate managers from viewing the Compensate Workforce worksheet?**



**9. Is Compensation History available for my employees?**

Yes. There is a [redacted] in the Workforce Compensation worksheet. Click on the icon to view history for any processes completed in Workforce Compensation for the selected employee. For additional compensation history, go to [redacted]

**10. Is there any linkage between the Performance Ratings in Workforce Compensation and those in the Talent Appraisal system?**

No. The option to enter a performance rating in Workforce Compensation is provided for consideration of awarding compensation only. Any performance ratings visible in Workforce Compensation are from entries made during previous compensation processes. There is no integration between the two systems.

**11. When can I inform my employees of their recommendations?**

Recommendations should not be communicated until final approval has been received - Approval Status in the tool will be changed to 'Fully Approved'. 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 Compensation before communicating a recommendation.

**12. What browsers can I use with Workforce Compensation?**

For optimal performance, use the latest supported version of: Firefox ESR, Google Chrome or Internet Explorer.

Updated: April 2017