



# Workforce Compensation Admin Guide



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Guide Usage and Disclosures	3
Guide Information	3
How To Use This Guide	3
Overall Process Flow	4
Glossary of Terms	5
Workforce Preplanning	12
Configure Plan Details	12
Configure Plan Eligibility	14
Configure Plan Cycles	17
Configure Plan Hierarchies	22
Configure Plan Access	25
Configure Feedback Survey	28
Configure Budget Overview	31
Configure Plan Components	36
Configure Performance Ratings	41
Configure Worksheet Approvals	45
Configure Alerts In Worksheets	48
Add A New Field To A Compensation Worksheet	52
Configure Individual Worker Display	57
Overview Of Modeling	62
Reports And Report Dimensions In The Compensation Plan	67
Configure Filters	72
Configure Landing Page Analytics	75
Configure Compensation Statements	79
Manage Compensation Statement Groups	82
Workforce Go Live	89
Start Workforce Compensation Cycle	89
Notify Managers Plan Cycle Is Opened Or Closed	
Notify Managers Of Approaching Due Dates	
Workforce Additional Processes	107
Process Workforce Compensation Change Statements	107
Purge Workforce Compensation Plan Data	

Refresh Workforce Compensation Plan Data	
Transfer Compensation Data To HR	
Backout Workforce Compensation Plan Data From HR	
During Go Live: Update Worker Details	
Administer Worker	
Update Worker Information	
View Budget Information	
Update Worker Compensation	
Update Compensation Manager	
Update Plan Eligibility	
View Alerts For An Employee	
View Compensation Statements	

## Guide Usage and Disclosures

#### **Guide Information**

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training team at <a href="mailto:learn@camptratech.com">learn@camptratech.com</a>.

#### How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

- Any fields with an asterisk are required fields.
- Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
- You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

## **Overall Process Flow**

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the Workforce Compensation module.



## **Glossary of Terms**

Here we've included common terms associated to the Workforce Compensation module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

#### **Active Plan Status**

The plan is available for use, and we can start a plan cycle. Line managers can access the plan from the workforce compensation work area at any time during the period that worksheet is available to managers. Compensation managers can access the plan from the administration work area to view plan data even after the data is transferred to HR.

#### Alerts

We can setup alerts to alert managers of conditions on the worksheet, such as allocations that exceed target amounts, or worksheet data that is not in sync with HR data. We can also create custom alerts based on conditions we define using worksheet columns.

#### **All Assignments**

The start compensation cycle process includes and evaluates eligibility for all assignments. If a worker has multiple assignments, the worker may appear on one manager's worksheet more than once. Or, if the manager on each assignment is different, the worker may appear on multiple managers' worksheets.

#### **Allocate Workforce Compensation**

The action for a Workforce Compensation Plan

#### **Action and Action Reasons**

Action reasons further help to explain the reason for the action. For Allocate Workforce Compensation is: Anniversary, Career Progression, Cost of Living Adjustment, Market Adjustment, Mass Adjustment, Merit, Outstanding Performance, Performance, Periodic Review, and Promotion. We can extend this list to add additional actions and reasons.

#### Approval Mode

Approval mode identifies when managers can approve their lower managers' worksheets. The first option, Approve anytime, allows managers to approve their lower managers' worksheets at any time during the period the worksheet is

available to them. The second option, Manager must first submit, means that lower level managers must submit their worksheets upward for approval before a higher level manager can approve them. This ensures that higher managers do not approve worksheets before lower managers have had time to complete them.

#### **Approvals Management Structure**

A set of approval relationships and rules used by the Approvals Management Structure determines the hierarchy.

#### Budgeting

With Budgeting, we can have separate budgets for each component or link multiple components to a single budget. We can also link budgets to off-cycle compensation plans. For example, we can give a manager a single annual budget amount and draw both focal and off-cycle awards from the same budget pool. Once we enable budgeting, we can configure how data displays on the budget page, such as data display order, available menu actions, and text instructions to the managers. Also, we can copy a budget page layout from another plan.

#### **Compensation Actions & Reasons**

- When you set up a workforce compensation plan, we must select an action and optional action reason that are associated with all salary and assignment records when we transfer data to HR after the cycle is complete. Managers can also select action reasons for individual workers when they allocate compensation or promote.
- For example, you might have a plan where managers allocate merit increases only. The action for the plan could be Allocate Workforce Compensation. The action reason could be Merit. When the batch process updates salary records after the compensation cycle is over, the Allocate Workforce Compensation action and Merit action reason appears in the worker's compensation history for that salary record.

#### **Compensation Objects**

Any of an organization's workforce compensation plans and components or individual compensation plans and options for allocating salary, bonus, stock options, etc.

#### **Compensation Change Statements**

We can create templates that managers use to generate compensation change statements for workers. We specify when statements can be generated and in what file format. We can enable statement groups to make different sets of

statements available for different plans or plan periods. For example, we might create three templates containing the same message but in three different languages. We can also create a template group, add the three templates, and add the statement group to a plan.

#### **Compensation Hierarchy**

The Compensation Hierarchy Determination is a formula that determines the hierarchy for an associated workforce compensation plan.

#### Components

Plans must have at least one component, but we can configure up to 5 components to represent the different types of compensation we wish to award within a plan. For example, salary components, merit, bonus, stock, cost of living, etc. We can determine how each component is processed when configuring the column properties for the compensation amount columns. Workforce compensation components that capture salary adjustments are posted as salary. We can associate each workforce compensation component with specific salary components if more than one will post as salary.

#### **Custom Column Lookups**

By configuring custom lookup types, we can create custom columns that allow managers to select from a list of values. For example, we might create a custom column called "Promotion" and allow managers to select Yes or No by adding those values to one of the custom lookup types and this will be displayed on the planning worksheets

#### **Eligibility Profiles**

When we add eligibility criterion to a profile, we can define how to use it to determine eligibility. For example, when we add an assignment status as a criterion, we must specify the assignment status and whether to include or exclude persons who match that value.

#### **Eligibility Criteria**

We can add different types of eligibility criteria to an eligibility profile. For many common criteria, such as assignment status or employment status, we can select from a list of predefined criteria values. However, we must create user-defined criteria and derived factors before we can add them to an eligibility profile.

#### **Employment Records**

The type of employment records selected for a plan determines the employment records evaluated by the start compensation cycle process and which records are used during the compensation cycle. We can determine the record to use by selecting one of the four criteria options: Primary Assignments, All Assignments, Employment Terms, Any Assignment or Employment Term with a salary

#### **Employment Terms**

The start compensation process includes and evaluates eligibility for employment terms of legal employers that use the three-tier employment model. If the plan uses a manager hierarchy, workers appear on the worksheet of the manager of the primary assignment. Workers whose legal employer uses a two-tier employment model are not evaluated.

#### Formula

We can use a fast formula to create a custom hierarchy to determine the hierarchy.

#### **Hierarchy Types**

The hierarchy determines how approvals are routed to the highest-level approver. The same hierarchy also determines how budgets are filtered through the organization when using manager level budgeting, or how budgets filtered up through the organization when using worker level budgeting. It also determines the workers that appear on each manager's worksheet. The hierarchy options we can use is: Approvals Management Structure, Manager Hierarchy, and Formula

#### **Inactive Plan Status**

The plan is no longer available for use and is not available to view or update. Compensation administrators can change the status back to Active from the Configure Plan Details page. Use this status to create and test plans, or for obsolete plans. Only plans with this status can be purged from the system.

#### Manager Hierarchy

The supervisor associated with the worker's employment record determines the hierarchy

#### Models

Modeling enables managers to automatically allocate compensation to workers who meet certain criteria. We can enable modeling for managers and administrators, restrict modeling only to administrators, or disable it altogether. If modeling is enabled for managers, we can decide if they can create their own

models or use only those created by compensation professionals. We decide how to apply the model results to the worksheet. We can decide how to apply model results. The model can be applied as budget amounts, as target amounts or ranges, or as compensation amounts.

#### Nonmonetary Unit Of Measure Lookups

Any of an organization's workforce compensation plans and components will contain nonmonetary units of measure, such as days, hours, items, shares, or units

#### **Performance Ratings**

If we use performance ratings to allocate compensation, we can display the latest ratings to the managers during the cycle. We can also allow managers to enter these ratings during the compensation cycle. We can also make performance ratings and documents completed in Oracle Performance Management available to managers in the worksheet. We can display performance ratings, rate workers within compensation, or use both performance management ratings and compensation ratings.

#### **Plan Foundation**

Includes plan currency, Workforce Compensation support multiple currencies.
 Plan access, and Feedback Survey.

#### **Plan Status**

Plan status identifies the state of the plan and any plan cycles already started or completed. The two plan statuses are: Active and Inactive

#### **Primary Assignments**

The start compensation cycle process includes and evaluates eligibility for primary assignments only. Even if a worker has multiple assignments, the worker only appears on the worksheet of the manager for the primary assignment. This is true if the plan uses a manager hierarchy.

#### **Reason Lookups**

Adjustments and changes occur in the audit history. We can create reason lookups that will represent the change or adjustment reasons

#### Reports

We can enable a set of analytics for managers to use when allocating compensation. Reports are not configurable.

#### **Report Dimensions**

Reports use dimensions to group data. Models use dimensions as the criteria to build a model. If we enable reports or modeling, we can select the dimensions and range increments to use. We can create custom dimensions by configuring the custom columns available to models and reports.

#### **Salary Components**

The salary basis attached to a worker's employment record determines if the worker's salary uses salary components. Salary components enable managers to itemize salary adjustments made into different reasons. For example, a manager might determine a worker's salary adjustment in this way.

#### Submit Mode

Submit mode identifies when managers can submit their worksheets. The first option, Submit anytime, allows managers to submit their worksheets at any time during the period the worksheet is available to them. The second option, All managers must be approved, means that all lower level managers' worksheets must be approved before a higher level manager can submit his own worksheet for approval. This ensures that higher managers review and approve allocations of lower managers before submitting allocations for their entire organization for approval.

#### Workforce Compensation

Create compensation plans and cycles used for compensating groups of workers on a focal or anniversary basis. Configure the type of compensation allocated, the information displayed to managers, whether budgeting is used, eligibility criteria for the plan or component, and the approval hierarchy. Additionally, we can manage payroll elements, formulas, derived eligibility factors, and HR actions used in plan setup and administration.

#### Workforce Compensation Setup Components

Plan foundation, Budgeting, Worksheet, Models and Reports

#### Worksheet

 Worksheet configuration options are: Components, Performance Ratings, Compensation Change Statements, Alerts, and Worksheet Display

#### Worksheet Display

We can determine the number and types of tabs to display in the worksheet, columns displayed on each tab, the order in which they display, available menu actions, and we can add text instructions to the managers. We can import the entire worksheet configuration from another plan and then modify it for use in a new plan.

## Workforce Preplanning

#### **Configure Plan Details**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Plan Details>Enter or Update Information>Save and Close

#### From the home screen, click My Client Groups

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Under **Workforce Compensation**, click **Workforce Compensation Plans**. We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

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Plan Eligibility	Track ineligible workers: No Hide ineligible workers: Yes Eligibility Profiles Configured. 1	
Plan Cycles	Last Cycle Name Submitted: 2021 Plan Access End Date: 12/31/22 Worksheet Update Period End Date: 12/31/22	
Hierarchies	Primary Hierarchy Source: Primary manager hierarchy Secondary Hierarchy Source: Not configured Reviewers Source: Not configured	
Plan Currency	Corporate Currency: US Dollar Enable Currency Switching: No	
Plan Access	Restricted Workforce compensation work area. Compensation work area	
Feedback Survey	Enable Feedback Survey Yes	
Plan Information	Enable Plan Information Task: No	
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#### Configure Plan Eligibility

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Plan Currency	Corporate Currency: US Dollar Enable Currency Switching: No
Plan Access	Restricted Workforce compensation work area
Feedback Survey	Enable Feedback Survey: Yes
Plan Information	Enable Plan Information Task: No
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#### Configure Plan Cycles

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From the home screen, click My Client Groups

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### Click Plan Cycles

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Plan Currency	ate Currency. US Dollar Enable Currency Switching: No
Plan Access	Restricted: Workforce compensation work area.
Feedback Survey	Enable Feedback Survey Yes
Plan Information	Enable Plan Information Task No
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To update a **Plan Cycle**, click the **Plan Cycle** we wish to update

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#### To add a new **Plan Cycle**, click **Create**

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Enter the Create Plan Cycle Information and click OK

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2017	2017	* Plan Access Start Date	1/1/22	Currency Conversion Date	1/31/23	i o	1/1/16	12/31/16
		* Plan Access End Date	1/31/23	Performance Rating Date	midiyy	<b>6</b> 0		
		Worksheet Update Period Start Date	1/1/22	Default Promotion Effective Date	midilyy	ũ.		
		Worksheet Update Period End Date	1/31/23	Default Due Date	m/d/yy	5 F		
				Market Composites Effective Date	midity	<b>G</b>		
				Click	ок	Cancel		

#### Click Save and Close

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	Configure Plan Cycles 🖬 🕐 Plan EWT Annul Mert Plan		Ext Plan Back Next   Save S	ave and Close Cancel
	Name	Short Name	Evaluation Period Sear Date	Evaluation Period End
ı.	2021	2021	1/1/20	12/31/20
ı.	2020	2020	1/1/19	12/31/19
	2019	2019	1/1/18	12/31/18
	2018	2018	1/1/17	12/31/17
ı.	2017	2017	1/1/16	12/31/16

#### **Configure Plan Hierarchies**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Hierarchies> Enter or Update Information>Save and Close

From the home screen, click My Client Groups

≡	Q Search						
	Good afternoon, Patrio	ck Jone	s!				
	Me My Team My Client Groups	Benefits Adm	inistration Payro	I Workspace	Knowledge	Help Desk Tools 🔉	
	QUICK ACTIONS APPS	Click My C	lient Groups				
	HCM Experience Design Studio	സ്പ	201	a ∰	F03	星	
	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
	පි <sup>#</sup> Add a Contingent Worker						
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000	Add a Norworker     Add a Norworker	Payroll	Data Exchange				
0	Show More						
	Things to Finish						

#### Next, click **Compensation**

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	Add a Fending Worker		众		Click	Compensation	
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0 0 0	Show More						
	Things to Finish						

Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

< Compensation		
	Review Proposed Salary Changes and Rate Values	
	Workforce Compensation	
	By Act as Proxy Manager	
	Administer Workers	
	Global Models	
	View Administration Reports	
	Workforce Compensation Plans	
	Active Plans     Click Workforce Compensation Plans	
	Run Batch Processes	
	Configure Global Settings	

#### Select the Plan

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✓ Workforce Compensation Plans <sup>®</sup>		
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Pian Status		
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Plan	▲♥ Status	Last Update Date
DO NOT USE EWT Annual Merth Plan	Inactive	10/13/18
EVT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

#### Click Hierarchies

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Plan EWT Annual Merit Plan	ensation © Dow
Task List	
Task	Details
<ul> <li>Configure Foundation</li> </ul>	
Plan Details	Frequency: Annually Plan Annualization Factor. 1 Employment Records to Use: All assignments
Plan Eligibility	Track ineligible workers: No Hide ineligible workers: Yes Eligibility Profiles Configured 1
Plan Cycles	Last Cycle Name Submitted: 2021 Plan Access End Date: 12/31/22 Worksheet Update Period End Date: 12/31/22
Hierarchies	Primary Hierarchy Source: Primary manager hierarchy: Secondary Hierarchy Source: Not configured Reviewers Source: Not configured
Plan Currency	orate Currency: US Dollar Enable Currency Switching. No
Plan Access	icted: Workforce compensation work area, Compensation work area
Feedback Survey	Enable Feedback Survey. Yes
Plan Information	Enable Plan Information Task: No
4 🔮 Budget Pools	
Annual Bonus Budget	Worker-level budgeting
Lumpsum Bonus Budget	Manager-level budgeting
Merit Budget	Worker-level budgeling
🔺 🔮 Budget Display	
Annual Bonus Budget	

Next, update the **Primary Hierarchy, Secondary Hierarchy**, and **Reviewers**. Click **Save and Close** 

≡ Updat	alla belowinformation	с	
Configure Hierarchi		Exit Plan Back Next	Save Save and Close
Plan EWT Ann	val Met Pan	Click Save and Close	
Primary Hierarchy			
* Source	Primary manager hierarchy \vee		
Missing Manager Handling	v		
	Record missing relationships in batch log files		
Default Access Level	Updates Allowed V		
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	Refresh default access level when you run the refresh data process		
Secondary Hierarchy	у		
Source	v		
Missing Manager Handling	v		
	Record missing relationships in batch log files		
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	Refresh delaut access level when you run the refresh data process		
Reviewers			
Source	v		
Missing Manager Handling	v		
	Record missing relationships in batch log files		

#### **Configure Plan Access**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Plan Access> Enter or Update Information>Save and Close

From the home screen, click My Client Groups

≡	Q Search						
	Good afternoon, Patrio	ck Jone	s!				
	Me My Team My Client Groups	Benefits Adm	inistration Payro	I Workspace	Knowledge	Help Desk Tools 🔉	
	QUICK ACTIONS APPS	Click My C	lient Groups				
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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
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	Things to Finish						

#### Next, click **Compensation**

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	암 Hire an Employee	Hiring	Person Management	-o Time Management	Compensation	Workforce Structures	900000000
	Add a Fending Worker		众		Click	Compensation	
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0 0 0	Show More						
	Things to Finish						

Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Compensation		
	n an	
	Review Proposed Salary Changes and Rate Values	
	Workforce Compensation	
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	Act as Proxy Manager	
	Administer Workers	
	Cab Global Models	
	-	
	Second View Administration Reports	
	Workforce Compensation Plans	
	A Hornore compensation rate	
	Click Workforce Compensation Plans	
	Active Plans	
	15	
	Run Batch Processes	
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	202 Contigure Global Settings	
	Configure Global Settings	

#### Select the Plan

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✓ Workforce Compensation Plans <sup>®</sup>		
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Plan 4	⊾⊽ Status	Last Update Date
DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EVT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

#### Click Plan Access

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Define Workforce Comp	Define Workforce Compensation ©						
Plan EWT Annual Merit Plan							
Task List							
Task	Details						
<ul> <li>Configure Foundation</li> </ul>							
Plan Details	Frequency: Annually, Plan Annualization Factor. 1 Employment Records to Use: All assignments						
Plan Eligibility	Track ineligible workers: No Hide ineligible workers: Yes Eligibility Profiles Configured: 1						
Plan Cycles	Last Cycle Name Submitted: 2021 Plan Access End Date: 12/31/22 Worksheet Update Period End Date: 12/31/22						
Hierarchies	Primary Hierarchy Source: Primary manager hierarchy. Secondary Hierarchy Source: Not configured Reviewers Source: Not configured						
Plan Currency	Corporate Currency: US Dollar Enable Currency Switching: No						
Plan Access	Restricted: Workforce compensation work area, Compensation work area						
Feedback Survey	Pack Survey. Yes						
Plan Information	an Access normation Task No						
<ul> <li>Configure Budgets</li> </ul>							
4 🔮 Budget Pools							
Annual Bonus Budget	Worker-level budgeting						
Lumpsum Bonus Budget	Manager-level budgeting						
Merit Budget	Worker-level budgeting						
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Annual Bonus Budget							

Here we can update the Plan Access and the Roles. Click Save and Close

=	
Plan Access     ©       Plan Access     Enter or update the below information       Plan Access     Vies	East Flam Black Word   Spre Jore and Choo Cancel
Roles with Plan Access from the Compensation Work Area	
* Role	* Access Level
EWT Compensation Manager - View All	Updates allowed V
EVIT Compensation Administrator - Vew AI	Updates alrowed
Roles with Plan Access from the Workforce Compensation Work Area	
* Role	* Access Level
EVIT Line Manager V2	Updates allowed V
Roles with Plan Setup Access People who have the privilege to enable the definition of all workforce compensation plans always have update access to all plans in the setup area. Roles and access levels you configure here don't Ver * + *	apply to them.
No data to display.	

#### Configure Feedback Survey

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Feedback Survey> Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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	Good afternoon, Patrio	ck Jone	s!				
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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
	පි <sup>#</sup> Add a Contingent Worker						
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000	Add a Norworker     Add a Norworker	Payroll	Data Exchange				
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	Things to Finish						

#### Next, click **Compensation**

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	Hire an Employee	Hiring	Person Management	Time Management	Compensation	Workforce Structures	
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0 <u>0</u>	Show More						
	Things to Finish						
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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Compensation		
	n an	
	Review Proposed Salary Changes and Rate Values	
	Workforce Compensation	
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	Act as Proxy Manager	
	Administer Workers	
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	Second View Administration Reports	
	Workforce Compensation Plans	
	A Hornore compensation rate	
	Click Workforce Compensation Plans	
	Active Plans	
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	Run Batch Processes	
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	Configure Global Settings	

#### Select the Plan

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K Workforce Compensation Plans ∅		
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Actors + View + 🕂 Create 📋 Duplicate 💥 Delete 🚔 Export XML 👌 Import XML 🏥 Print Selected Plan 🔹		
Plan	▲♥ Status	Last Update Date
DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EWT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

#### Click Feedback Survey

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Define Workforce Comp	Define Workforce Compensation ©					
Plan EWT Annual Merit Plan						
Task List						
Task	Details					
<ul> <li>Configure Foundation</li> </ul>						
Plan Details	Frequency: Annuality Plan Annualitzation Factor: 1 Employment Records to Use All assignments					
Plan Eligibility	Track ineligible workers No Hide ineligible workers Yes Eligibility Profiles Configured: 1					
Plan Cycles	Last Cycle Name Submitted: 2021 Plan Access End Date: 12/31/22 Worksheet Update Period End Date: 12/31/22					
Hierarchies	Primary Hierarchy Source: Primary manager hierarchy Secondary Hierarchy Source: Not configured Reviewers Source: Not configured					
Plan Currency	Corporate Currency: US Dollar: Enable Currency Switching: No					
Plan Access	Restricted: Workforce compensation work area					
Feedback Survey	Enable Feedback Survey, Yes					
Plan Information	Enable Plan Information Task. No					
Configure Budgets     Click Fee	dback Survey					
4 🥑 Budget Pools						
Annual Bonus Budget	Worker-level budgeting					
Lumpsum Bonus Budget	Manager-level budgeting					
Merit Budget	Worker-level budgeling					
🔺 🔮 Budget Display						
Annual Bonus Budget						

Here we can enter or update the Manager Feedback, Rating Details, and Survey Questions. Click Save and Close

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Configure F	Configure Feedback Survey 🗖 🕐 Esti Pan Back Nort   Swey Serve and Cone Cancel					
P	Plan EWT Annual N	Mer Pen Enter/or/update/the/below/information	Click Save and Close			
Manager Fee	dback					
Enable Feedback	k Survey Yes	v				
Enable	Ratings Yes	v				
Rating Details						
Special Ri Instructions cy	late your overall exp ycle.	perience using this tool to manage the current compensation				
E	Enable Rating	Display Name				
	<b>v</b> 0	Not applicable				
	✓ 1	Poor				
Overall Rating	✓ 2	Far				
	✓ 3	Good				
	✓ 4	Very pood				
	✓ 5	Ecolent				
Survey Question	ions					
Question 1 Do	Question 1 Do you feel this tool was effective in managing compensation allocations for your team?					
Question 2 Wha	at features or function	onality dd you trud diffout to use?				

#### Configure Budget Overview

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Budget Pools>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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	Good afternoon, Patrio	ck Jone	s!				
	Me My Team My Client Groups	Benefits Adm	inistration Payro	I Workspace	Knowledge	Help Desk Tools 🔉	
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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
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	Things to Finish						

#### Next, click **Compensation**

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	전 Add a Contingent Worker		ţ		Click	Compensation	
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0 <u>0</u>	Show More						
	Things to Finish						
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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Compensation		
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	Review Proposed Salary Changes and Rate Values	
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	Run Batch Processes	
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#### Select the Plan

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Plan 4	⊾⊽ Status	Last Update Date
DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EVT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

## Click Budget Pools

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Define Workforce Comp	ensation Ø
Plan EWT Annual Merit Plan	
Task List	
Task	Details
Configure Foundation	
Plan Details	Frequency: Annualy: Plan Annualization Factor: 1 Employment Records to Use: All assignments
Plan Eligibility	Track ineligible workers: No Hide ineligible workers Yes Eligibility Profiles Configured: 1
Plan Cycles	Last Cycle Name Submitted: 2021 Plan Access End Date: 1201/22 Worksheet Update Period End Date: 1201/22
Hierarchies	Primary Hierarchy Source. Primary manager hierarchy. Secondary Hierarchy Source. Not configured Reviewers Source. Not configured
Plan Currency	Corporate Currency: US Dollar Enable Currency Switching: No
Plan Access	Restricted Workforce compensation work area, Compensation work area
Feedback Survey	Enable Feedback Survey Yes
Plan Information	Exable Revisionmation Task No
Configure Budgets     Click	Budget Pools
A 🕑 Budget Pools	
Annual Bonus Budget	Worker-level budgeting
Lumpsum Bonus Budget	Manager-level budgeting
Merit Budget	Worker-level budgeting
🔺 🔮 Budget Display	
Annual Bonus Budget	

We can **Enable Budgeting** from the dropdown. Click **Save and Close** 

Configure Budget Pools I Plan EVT Annual Mer Budgeting Exable Budgeting Urst Pools View + Format + X	Run Select Value	Q 습 ☆ 무 유 원 Ext Pan Back Wert   See Meter   See and Coop Click Save and Close
Pool Name	Display Order Budgeting Method	Hide From Managers
Merit Budget	1 Worker-level budgeting	
Annual Bonus Budget	2 Worker-level budgeting	
Lumpsum Bonus Budget	3 Manager-level budgeting	

We can also manage the various **Budget Pools** such as **Merit Budget**, **Annual Bonus Budget**, and **Lumpsum Bonus Budget**. To update, click the applicable **Pool Name** 

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Configure Budget Pools 🖬 🛞 🗈 👔 🕲 👔 🐨			
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Pool Name	Display Order Budgeting Method	Hide From Managers	
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Lumpsum Bonus Budget	3 Manager-level budgeting		
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Next, make the applicable updates and click Save and Close

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Edit Budget Pool Eur Pin Fun Fun Fun Fun Fun Fun Fun Fun Fun Fu			
You cart update the budget pool configuration because there are 1 or more open compensation cycles.			
General	Validations When Budgeting		
Pool Name Merit Budget	<ul> <li>Allow over budget when budgeting</li> </ul>		
Display Order 1			
Budgeting Method Worker-level budgeting	Validations When Allocating Componention		
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To add a **Budget Pool**, click **Create**
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Plan EWT Annual Merit Pla	an		
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Enable Budgeting Yes Budget Pools	×		
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Merit Budget	1 Worker-level budgeling		
Annual Bonus Budget	2 Worker-level budgeting		
Lumpsum Bonus Budget	3 Manager-level budgeting		

Enter the applicable information and click Save and Close

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с	onfigure Budget Pools	s 🔹 🕐	Exit Plan   Back   Next   Save and Close   Cancel
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# **Configure Plan Components**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Compensation Components>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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	ලි <sup>¥</sup> Add a Pending Worker		<u>1</u> 2	+			
	ලී <sup>*</sup> Add a Nonworker	Payroll	Data Exchange				
0	Show More						
	Things to Finish						

#### Next, click **Compensation**

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	QUICK ACTIONS	APPS					0,00,00
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	암 Hire an Employee	Hiring	Person Management	-o Time Management	Compensation	Workforce Structures	900000000
	Add a Fending Worker		众		Click	Compensation	
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0 0 0	Show More						
	Things to Finish						

Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Compensation		
	n an	
	Review Proposed Salary Changes and Rate Values	
	Workforce Compensation	
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	Act as Proxy Manager	
	Administer Workers	
	Cab Global Models	
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	Second View Administration Reports	
	Workforce Compensation Plans	
	A Hornore compensation rate	
	Click Workforce Compensation Plans	
	Active Plans	
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	Run Batch Processes	
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	Configure Global Settings	

# Select the Plan

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Korkforce Compensation Plans <sup>®</sup>		
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Search Results		
Actions 🔻 View 🔹 🕂 Greate 📲 Duplicate 💥 Delete 🚔 Export XML 📩 Import XML 🏨 Print Selected Plan 💌		
Plan	▲♥ Status	Last Update Date
DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EWT Annual Metit Pan	Active	12/4/22
Test WFC plan	Active	9/22/22
<u> </u>		

# Click Compensation Components

Define Workforce Compe	nsation O Dowe
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Lumpsum Bonus Budget	Manager-level budgeting
Merit Budget	Worker-level budgeting
🔺 😒 Budget Display	
Annual Bonus Budget	
Lumpsum Bonus Budget	
Merit Budget	Click Compensation Components
Configure Worksheets	
Compensation Components	
Performance Ratings	Enable Performance Ratings: Yes Performance Ratings to Use: Use compensation performance ratings
Approvals and Notifications	Approval Mode: Approve anytime Submit Mode: Submit anytime Alternate Approver: Disabled
Compensation Change Statements	Enable Worker Statement Yes Statement Group EWT Compensation Statement Group Statement Delivery: Not configured
🔺 🥑 Worksheet Display	
Salary - Merit	Compensation
Annual Bonus	Compensation
Letters	Communications
Approvals	Approvals
Lumpsum Bonus	Compensation
Promotions	Promotions
Stock Options	Compensation
Ø Default Worksheet Display	Team Filter: Not configured Worksheet Summary: Not configured Table Filters: Not configured
Alerts	Predefined Alerts Enabled 1 User-defined Alerts 4 User-defined Alerts Enabled 2

We can **Enable Components** from the dropdown and click **Save and Close** 

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Configure Compensation Components 🖬 🛞	Exit Plan Back Nex Click Save and Close	Save <u>S</u> ave at	nd Close Cancel
Components Exable Components Via Define Compensation Components ③ Select Value			
Name	Component Number Pool Name	Primary Component	Component for Assignment Segments
Salary - Merit	1 Merit Budget	~	-
Annual Bonus	2 Annual Bonus Budget	×.	-
Lumpsum	3 Lumpsum Bonus Budget	×	-
Stacks	4	_	-

Next, we can edit an existing **Compensation Component.** Click the applicable **Compensation Component** 

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Enable Components Yes v		
Ver + + X   Test Eligibility Profiles		
Name	Component Number Pool Name	Primary component Segments
Annual Bonus	2 Annual Bonus Budget	<ul> <li>–</li> </ul>
Lumpsum Click Compensation Component	3 Lumpsum Bonus Budget	× –
Satary - Merit	1 Merit Budget	<ul> <li>–</li> </ul>
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Update the applicable information and click Save and Close

dit Component EntPan See Seve and Close Car
Plan EVIT Annual Mater Plan Click Save and Close
Composent Number 2
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Display Other 2
O hou can't update the local currency determination value as it's included in one or more open compensation cycles.
Local Currency Determination Corporate currency v
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C Primary component for budgeting
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Component for Assignments
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Next, we can create a new Compensation Component. Click Create

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Enter the information and click Save and Close

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Greater than 3 years of service	•			

# **Configure Performance Ratings**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Performance Ratings>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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	Show More						
	Things to Finish						

#### Next, click **Compensation**

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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

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	Workforce Compensation Plans	
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	Run Batch Processes	
	Configure Global Settings	

# Select the Plan

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DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EVT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22
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Expand Configure Worksheets and click Performance Ratings

Define Workforce Compe	nsation O Derre
merarchies	Primary Metalony Source Primary Indiagen Indiatony Source Including Reviewers Source Including of
Plan Currency	Corporate Currency: US Dollar Enable Currency Switching: No
Plan Access	Restricted: Workforce compensation work area, Compensation work area
Feedback Survey	Enable Feedback Survey: Yes
Plan Information	Enable Plan Information Task. No
4 🔮 Budget Pools	
Annual Bonus Budget	Worker-level budgeting
Lumpsum Bonus Budget	Manager-level budgeting
Merit Budget	Worker-level budgeting
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Performance Ratings	Enable Performance Ratings Yes Performance Ratings to Use: Use compensation performance ratings
Approvals and Notifications	Approval Mode Approve anytime Submit Mode: Submit anytime Alternate Approver: Disabled
Compensation Change Statements	Enable Worker Statement Yes Statement Group: EWT Compensation Statement Group Statement Delivery. Not configured
4 🔮 Worksheet Display	
Salary - Merit	Compensation

We can **Enable Performance Ratings** from the dropdown and click **Save and Close** 

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Rating Model Performance Rating Models

Next, we can update the **Compensation Performance Rating Properties** by selecting the **Rating Model**. Select the **Rating Model** and click **Save and Close** 

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Configure Performance Ratings 🖬 🖉	Save and Close Cancel
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# **Configure Worksheet Approvals**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Approvals and Notifications>Enter or Update Information>Save and Close

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From the home screen, click My Client Groups

Next, click **Compensation** 

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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Review Proposed Salary Changes and Rate Values	
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Global Models	
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Active Plans Click Workforce Compensation Plans	
Run Batch Processes	
Configure Global Settings	

Select the Plan

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Plan	▲♥ Status	Last Update Date
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EWT Annual Metit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

Expand Configure Worksheets and click Approvals and Notifications

Define Workforce Compe	ensation ©
Lumpsum Bonus Budget	Manager-level budgeting
Merit Budget	Worker-level budgeting
🔺 🥥 Budget Display	
Annual Bonus Budget	
Lumpsum Bonus Budget	
Merit Budget	
A Configure Worksheets	
Compensation Components	ek Approvals and Notifications
Performance Ratings	Enable Performance Ratings: Yes Performance Ratings to Use: Use compensation performance ratings
Approvals and Notifications	Approval Mode: Approve anytime Submit Mode: Submit anytime Alternate Approver: Disabled
Compensation Change Statements	Enable Worker Statement Yes Statement Group: EVIT Compensation Statement Group Statement Delivery: Not configured
4 🔮 Worksheet Display	
Salary - Merit	Compensation
Annual Bonus	Compensation
Letters	Communications
Approvals	Approvals
Lumpsum Bonus	Compensation
Promotions	Promotions
Stock Options	Compensation
Ø Default Worksheet Display	Team Filter: Not configured Worksheet Summary: Not configured Table Filters: Not configured
Alerts	Predefined Alerts Enabled: 1 User-defined Alerts: 4 User-defined Alerts Enabled: 2

We can update the **Approvals** and **Notifications**. Once we've made the updates, click **Save and Close** 

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Configure Approvals and Notif	ications 🖬 ⊘				Exit Plan Back Next   Same Save and Close Can
Plan EWT Annual Merit Plan					Click Save and Close
Approvals Update t	ne below inform	nation			
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Submit Mode Sub	mit anytime v				
Withdraw Mode With	ıdraw anytime 🗸 🗸				
Notifications Notifications you select here override the same not	tifications you select in the global or	onfiguration settings. The global configuration settings are t	e default notifications if you don't select	any notifications here.	
Budget Published	· · · ·	Budget Withdrawn	· · ·		
Worksheet Submitted	~	Due Date Changed	~		
Worksheet Returned for Correction	×	Worksheet Overridden by Another Manager Eligibility Changes	~		
Final Approval Obtained	v	Worker Reassignments	~		
Plan Access Changed	×	Delegate Worker	~		
Worksheet Withdrawn	v	Remove Worker Delegation	~		

# **Configure Alerts In Worksheets**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Alerts>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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Next, click **Compensation** 

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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Review Proposed Salary Changes and Rate Values	
Workforce Componenties	
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act as Proxy Manager	
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Global Models	
View Administration Reports	
Workforce Compensation Plans	
Active Plans Click Workforce Compensation Plans	
Run Batch Processes	
Configure Global Settings	

Select the Plan

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Plan	▲♥ Status	Last Update Date
DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EVIT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

Expand Configure Worksheets and click Alerts

Define Workforce Compe	nsation $\circ$ [	Done
Annual Bonus Budget		
Lumpsum Bonus Budget		
Merit Budget		
<ul> <li>Configure Worksheets</li> </ul>		
Compensation Components		
Performance Ratings	Enable Performance Ratings: Yes Performance Ratings to Use: Use compensation performance ratings	
Approvals and Notifications	Approval Mode: Approve anytime Submit Mode: Submit anytime Alternate Approver: Disabled	
Compensation Change Statements	Enable Worker Statement Yes Statement Group: EWT Compensation Statement Group Statement Delivery: Not configured	
🔺 😒 Worksheet Display		
Salary - Merit	Compensation	
Annual Bonus	Compensation	
Letters	Communications	
Approvals	Approvals	
Lumpsum Bonus	Compensation	
Promotions	Promotions	
Stock Options	Compensation	
Default Worksheet Display	Team Filter: Not configured Worksheet Summary: Not configured Table Filters: Not configured	
Alerts	Predefined Alerts Enabled: 1 User-defined Alerts: 4 User-defined Alerts Enabled: 2	
Individual Worker Click Alerts	nable Individual Worker Page: Yes Page Style: Single vertical page	
Assignment Segments	Enable Assignment Segments: No	

We can enable a **Predefined Alert** or create a custom **Alert**. To enable a **Predefined Alert**, select the **Check box** 

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Alerts Predefine	ed Alerts					
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	Grade changed in HR					
	New salary outside salary range				×	
	Salary changed in HR					
	Worker was terminated				×	
	Worksheet manager does not match	primary line manager			~	
	Outside Defined Limits				Error preventing save $$	8
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	Salary outside grade range	Warning	New Salary is above the worker's valid salary range max. Please contact Brenda White.	[Base Salary - New] >= [N	xt Year Salary - Max]	172

#### To create a custom Alert, click Add Row

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	Increase % outside limit2	Error preventing save	- <mark>8</mark>	'he increase % cannot be greater or less than 5% if the recommended percent	/	([Recommended Increase %] - [Increase %] > 12.5) OR( [Recommended Increase %] - [Increase %] < -12.5)	0	
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Next, enter the **Name**, **Type**, **Description**, and **Criteria**. The **Enable** check box will automatically populate. To enter the **Criteria**, click the **Pencil** to build the condition. Lastly, we can also select the **Triggering Events** 

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	Salary outside grade range	Warning	~ 🔺	New Salary is above the worker's valid salary range max. Please contact Brenda White.	[Base Salary - New] >= [Next Yes	ir Salary - Max]	
	Increase % outside limit2	Error preventing save	~ 8	The increase % cannot be greater or less than 5% of the recommended percent	([Recommended Increase %] - [I [Recommended Increase %] - [In	ncrease %] > 12.5) OR( crease %]< -12.5)	
~	Lumpsum Greater Than 10K	Error preventing save	~ 8	A Lumpsum Bonus greater than \$10,000 USD is not allowed, Please contact Brenda White in	[Lump Sum Bonus] >10000		

#### Once the information is added, click Save and Close

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	Salary outside grade range	Warning v	New Salary is above the worker's valid salary range max. Please contact Brenda White.	/	[Base Salary - New] >= [Next Year Salary - Ma	ax]	102			2
	Increase % outside limit2	Error preventing save V	The increase % cannot be greater or less than 5% of the recommended percent	/	([Recommended Increase %] - [Increase %] > [Recommended Increase %] - [Increase %] < -1	= 12.5) OR( 12.5)				

#### Add A New Field To A Compensation Worksheet

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Worksheet Display>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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	Things to Finish						

#### Next, click **Compensation**

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	Things to Finish					

Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

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	Workforce Compensation	
	By Act as Proxy Manager	
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	Global Models	
	View Administration Reports	
	Workforce Compensation Plans	
	Click Workforce Compensation Plans	
	Run Batch Processes	
	Configure Global Settings	

# Select the Plan

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Plan	▲♥ Status	Last Update Date
DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EWT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

Expand Configure Worksheets and click Worksheet Display

Define Workforce Compe	isation ©	
Lumpsum Bonus Budget	Manager-level budgeting	
Merit Budget	Worker-level budgeting	
🔺 🔮 Budget Display		
Annual Bonus Budget		
Lumpsum Bonus Budget		
Merit Budget		
4 Configure Worksheets		
Compensation Components		
Performance Ratings	Enable Performance Ratings: Yes Performance Ratings to Use. Use compensation performance ratings	
Approvals and Notifications	Approval Mode: Approve anytime Submit Mode: Submit anytime Alternate Approver: Disabled	
Compensation Change Statements	Enable Worker Statement Yes Statement Group: EWT Compensation Statement Group Statement Delivery: Not configured	
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Individual Worker Display	Enable Individual Worker Page. Yes Page Style. Single vertical page	2
Assignment Segments	Enable Assignment Segments: No	J

Enter the Task Display Name and click Enable. Next, enter the Display Order

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Configure V	Vorksheet Display 🗖 🕐	Exit Plan	Back Next Save	Save and Close
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Next, select the Task Type from the dropdown

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# Next, click Configure Task Layout

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Here we can **Configure Worksheet Page Layout.** Once complete, click **Save and Close** 

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Performance		Performance	ota d
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#### Configure Individual Worker Display

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Individual Worker Display>Enter or Update Information>Save and Close

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From the home screen, click My Client Groups

Next, click **Compensation** 

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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Review Proposed Salary Changes and Rate Values	
Workforce Componenties	
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act as Proxy Manager	
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View Administration Reports	
Workforce Compensation Plans	
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Run Batch Processes	
Configure Global Settings	

Select the Plan

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Workforce Compensation Plans <sup>®</sup>		
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Plan	▲♥ Status	Last Update Date
DO NOT USE EVIT Annual Merit Plan	Inactive	e 10/13/18
EVT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

Expand Configure Worksheets and click Individual Worker Display

Define Workforce Compe	nsation © [	Done
Stocks	Corporate currency	
Performance Ratings	Enable Performance Ratings: Yes Performance Ratings to Use: Use compensation performance ratings	
Approvals and Notifications	Approval Mode: Approve anytime Submit Mode. Submit anytime Alternate Approver. Disabled	
Compensation Change Statements	Enable Worker Statement Yes Statement Group: EWT Compensation Statement Group Statement Delivery. Not configured	
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Alerts	Prodefined Alerts Enabled: 1 User-defined Alerts: 4 User-defined Alerts Enabled: 2	floud
Individual Worker Display	Enable Individual Worker Page: Yes Page Style: Single vertical page	ptra 0
<ul> <li>Assignment Segments</li> </ul>		Cam
<ul> <li>Configure Models and Reports</li> </ul>	Click Individual Worker Display	ŵ
Modeling	Enable Modeling, Yes	
Reports	Manager Reports Enabled: 14 Administrator Reports Enabled: 27	
Report Dimensions and Modeling Criteria	Dimensions Enabled: 12	
Filters	Filters Enabled: 2	2
Landing Page Analytics	Collapse analytics region: No Hide approval chain: No Analytics Enabled: 3	

We can Enable Individual Worker Page from the dropdown

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Next, we can select the **Page Style** and **Configure Content**. Click **Go to Task** under **Configure Content** 

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Click Go to	Task	
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In this screen, we can add the **Page Content**. Click **Add Section** to add a **new section** 

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Click Add to add Predefined Content

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Enter the information and click **Save and Close** 

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# **Overview Of Modeling**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Modeling>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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#### Next, click **Compensation**

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	전 Add a Contingent Worker		ţ		Click	Compensation	
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0 <u>0</u>	Show More						
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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Compensation		
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	Review Proposed Salary Changes and Rate Values	
	Workforce Compensation	
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	View Administration Reports	
	Workforce Compensation Plans	
	Click Workforce Compensation Plans	
	Run Batch Processes	
	Configure Global Settings	

# Select the Plan

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K Workforce Compensation Plans ∅		
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Actions 🔻 View 🔹 🕂 Create 📲 Duplicate 💥 Delete 🚔 Export XML 📩 Import XML 🌐 Print Selected Plan 🔹		
Plan	▲♥ Status	Last Update Date
DO NOT USE EVIT Annual Merit Plan	Inactive	10/13/18
EWT Annual Metit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

Expand Configure Models and Reports and click Modeling

Define Workforce Compe	ensation © Dome
- Paromitikosteruide	STORE EXECUTIONS HERE IN PROVINCE TAILOR TO BE TO AND ADDRESS AND ADDRESS ADDRE
Approvals and Notifications	Approval Mode: Approve anvitime Submit Mode: Submit anvitime Atternate Approver: Disabled
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Annual Bonus	Compensation
Letters	Communications
Sample	Approvals
Approvals	Approvals
Lumpsum Bonus	Compensation
Promotions	Promotions
Stock Options	Compensation
Default Worksheet Display	Team Filter: Not configured Worksheet Summary. Not configured Table Filters: Not configured
Alerts	Predefined Alerts Enabled: 1 User-defined Alerts: 4 User-defined Alerts Enabled: 2
Individual Worker Display	Enable Individual Worker Page: Yes: Page Style: Single vertical page
<ul> <li>Assignment Segments</li> </ul>	Enable Assignment Segments. No
<ul> <li>Configure Models and Reports</li> </ul>	
Modeling	Enable Modeling: Yes
Reports	r Reports Enabled: 14 Administrator Reports Enabled: 27
Report Dimensions and Click Mod	ions Enabled: 12
Filters	Filters Enabled: 2
Landing Page Analytics	Collapse analytics region: No Hide approval chain: No Analytics Enabled: 3
<ul> <li>Validation and Processing</li> </ul>	
Validate Plan and Start Compensation Cy	yde

First, we can **Enable Modeling** and the below information from the drop downs

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Enable Modeling Yes		
Roles with Model Access No	Select Value	
Managers Can Create Their Own Models		
Enable Manage Model in Workbook for Managers Yes	v	
Configure Apply Model Batch Limit		
Model Sharing for Managers		
Enable Sharing Restrictions		
Limit model access to model creator		
Share the model with all managers		
Share the model with creator's direct reports		2
Model Usage		cloud v
Enable	Managers Administrators	aptra
Apply as actual compensation amounts in the worksheet		5 À
Apply as budget amounts		Ě
Apply as target amounts		
Allocation Methods		<b>~</b> 2
Display Order Allocation Methods Dis	iplay Name	Enable Enable Salary Merit Annual Bonus Lumpsum Stocks

We can also update **Model Sharing for Managers** by enabling or disabling the check boxes

Configure Mod	deling 🗖 🗇	#7077518007AU		100 - 10 - 10 - 10	×6.6703	7-7-7-7 No	Exit Plan	Back Next	Save Save and	l Close
inable Manage Model	in Workbook for Managers Yes	~								
Configure A	pply Model Batch Limit									
odel Sharing for	Managers									
Enable S	haring Restrictions									
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odel Usage										
inable		Managers	Administrators							
Apply as actual compe	nsation amounts in the worksheet									
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Display Order	Allocation Methods	Display Name					Salary - Merit	Annual Bonus	Lumpsum	s
1	Allocate n percent of eligible salary	Allocate n percent	t of eligible salary				<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A start of the start of</li></ul>	Image: A state of the state	
2	Allocate n amount per person	Allocate n amount	t per person				<b>v</b>	~		
3	Allocate n percent of target amount	Allocate o nercent	of target amount							
		resource in percent	e e larger e livelit							- (
4	Bring to n percentile in target range	Bring to n percent	tle in target range							

# Next, we can update the **Model Usage** for **Managers** and **Administrators**

Configure Modeling 🗖 💿		Exit Plan	Back Next	Save <u>S</u> ave and	Close <u>C</u> ancel
Model Usage					
Enable	Managers Administrators				
Apply as actual compensation amounts in the worksheet					
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Apply as target amounts					
Allocation Methods					
Display Order Allocation Methods	Display Name		Ena	ble	
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1 Allocate n percent of eligible salary	Allocate n percent of eligible safary		<ul> <li>Image: A start of the start of</li></ul>		<ul> <li>Image: A start of the start of</li></ul>
2 Allocate n amount per person	Allocate n amount per person	<b>~</b>			
3 Allocate n percent of target amount	Allocate n percent of target amount				
4 Bring to n percentile in target range	Bring to n percentile in target range				
5 Supply a target range percentage	Supply a target range percentage				
6 Supply a target range amount	Supply a target range amount				
7 Increase n percent of eligible salary	Increase n percent of eligible salary				
8 Increase n amount per person	Increase n amount per person				I
9 Increase amount by n percent	Increase amount by n percent				<ul> <li>Image: A start of the start of</li></ul>
10 Bring up to compa-ratio n	Bring up to compa-ratio n				(a)
11 Increase n percentage points in compa-ratio	Increase n percentage points in compa-ratio	<b>~</b>	<ul> <li>Image: A set of the set of the</li></ul>		

Next, we can update the **Allocation Methods** information

llocation Met	hods	Update the below information		Fna	hle	
)isplay Order	Allocation Methods	Display Name	Salary - Merit	Annual Bonus	Lumpsum	Stocks
1	Allocate n percent of eligible salary	Allocate n percent of eligible salary				
2	Allocate n amount per person	Allocate n amount per person				<b>~</b>
3	Allocate n percent of target amount	Allocate n percent of target amount				
4	Bring to n percentile in target range	Bring to n percentile in target range				
5	Supply a target range percentage	Supply a target range percentage				
6	Supply a target range amount	Supply a target range amount				
7	Increase n percent of eligible salary	Increase n percent of eligible salary				<b>v</b>
8	Increase n amount per person	Increase n amount per person	✓			<b>v</b>
9	Increase amount by n percent	Increase amount by n percent				<b>v</b>
10	Bring up to compa-ratio n	Bring up to compa-ratio n	✓			<b>~</b>
11	Increase n percentage points in compa-ratio	Increase n percentage points in compa-ratio				<b>v</b>
12	Bring up to n percentage of salary range	Bring up to n percentage of salary range				
13	Increase n percentage points in salary range	Increase n percentage points in salary range				
14	Bring up to quartile n	Bring up to quartie n				
15	Increase n quartiles	Increase n quartiles				

#### Once complete, click Save and Close

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iy as in yet allow				Click Save and Cl	ose	6 6 6	
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isplay Order)	Allocation Methods	Display Name		Salary - Merit	Annual Bonus	Lumpsum	Stocks
1	Allocate n percent of eligible salary	Allocate n percent of eligible salary			<ul> <li>Image: A start of the start of</li></ul>	✓	<ul><li>✓</li></ul>
2	Allocate n amount per person	Allocate n amount per person		<b>v</b>	~		~
3	Allocate n percent of target amount	Allocate n percent of target amount	]				
4	Bring to n percentile in target range	Bring to n percentile in target range	]				
5	Supply a target range percentage	Supply a target range percentage					
6	Supply a target range amount	Supply a target range amount					
7	Increase n percent of eligible salary	Increase n percent of eligible salary		<b>V</b>	<ul> <li>Image: A start of the start of</li></ul>		<b>V</b>
8	Increase n amount per person	Increase n amount per person		<b>V</b>	<ul> <li>Image: A start of the start of</li></ul>		
9	Increase amount by n percent	Increase amount by n percent		<b>V</b>	<ul> <li>Image: A start of the start of</li></ul>		
10	Bring up to compa-ratio n	Bring up to compa-ratio n		<b>V</b>	<ul> <li>Image: A start of the start of</li></ul>		
11	Increase n percentage points in compa-ratio	Increase n percentage points in compa-ratio		<b>v</b>			<b>V</b>
12	Bring up to n percentage of salary range	Bring up to n percentage of salary range					
13	Increase n percentage points in salary range	Increase n percentage points in salary range					
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# Reports And Report Dimensions In The Compensation Plan

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Reports>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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	Good afternoon, Patric	ek Jones	s!				
	Me My Team My Client Groups	Help Desk Tools					
	QUICK ACTIONS APPS	Click My C	ient Groups				
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	안 <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	Warkforce Structures	
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	Add a Norworker	Payroll	Data Exchange				
	Show More						
	Things to Finish						

#### Next, click **Compensation**

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	QUICK ACTIONS	QUICLACTIONS APPS						
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	암 <sup>#</sup> Hire an Employee	Hiring	Person Management	ър Time Management	Compensation Workforce Structures			
	Add a Contingent Worker		Ŕ		Click Compensation			
	හි <sup>#</sup> Add a Norworker	Payroll	Data Exchange	+				
U U 0	Show More					C and		
	Things to Finish							

Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Compensation		
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# Select the Plan

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DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EWT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22

Expand Configure Models and Reports and click Reports

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Alerts	Predefined Alerts Enabled: 1 User-defined Alerts: 4 User-defined Alerts Enabled: 2	¥
Individual Worker Display	Enable Individual Worker Page: Yes Page Style: Single vertical page	A pno
Assignment Segments	Enable Assignment Segments No	t a
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Validate Plan and Start Compensation Cy	rcle	-

In this screen, we can enable and disable **Manager Reports** and **Administration Reports.** To manage the **Manager Reports**, we can **Enable** or **Disable** the reports. Select the **Manager Reports** Tab and enable the reports that are needed for Managers. We can also expand the sections to Enable or Disable additional reports

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Report Name	Enable	Display Order	Display Name
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Workers Compensated		20	
Worker Count by Allocation		30	
Promotion Overview		40	
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To manage the **Administration Reports**, we can **Enable** or **Disable** the reports. Select the **Administration Reports** Tab and enable the reports that are needed for the Administration Team. We can also expand the sections to Enable or Disable additional reports

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Discrimination Detection		4 D	scrimination Detection	Potential pay discrimination for protected classes (
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Promotions and Performance				
Status and Monitoring				
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Allocations Compared to Target Ranges		3 Allo	cations Compared to Target Ranges	Displays amount and percentage of eligible salary
Discrimination Detection	<b>V</b>	4 Dis	rimination Detection	Potential pay discrimination for protected classes c
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Promotions and Performance				
Status and Monitoring				
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Exports				
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# **Configure Filters**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Filter>Enter or Update Information>Save and Close

Cool Cool afternoon, Patrick Jones!

From the home screen, click My Client Groups

Next, click **Compensation** 

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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Review Proposed Salary Changes and Rate Values	
Workforce Componenties	
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Administer Workers	
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View Administration Reports	
Workforce Compensation Plans	
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Configure Global Settings	

Select the Plan

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DO NOT USE EWT Annual Merit Plan	Inactive	e 10/13/18
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Expand Configure Models and Reports and click Filters

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In this screen, we can Enable or Disable **Filters** by checking the checkbox under **Enable**, we can **Enable** a **Filter** 

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Once the Filters are Enabled, click Save and Close

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# Configure Landing Page Analytics

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Landing Page Analytics>Enter or Update Information>Save and Close

From the home screen, click **My Client Groups** 

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#### Next, click **Compensation**

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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

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	Workforce Compensation Plans	
	Click Workforce Compensation Plans	
	Run Batch Processes	
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# Select the Plan

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Expand Configure Models and Reports and click Landing Page Analytics

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Salary - Merit	Compensation
Annual Bonus	Compensation
Letters	Communications
Sample	Approvals
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Lumpsum Bonus	Compensation
Promotions	Promotions
Stock Options	Compensation
Default Worksheet Display	Team Filter: Not configured Worksheet Summary: Not configured Table Filters: Not configured
Alerts	Predelined Alerts Enabled: 1 User-defined Alerts: 4 User-defined Alerts Enabled: 2
Individual Worker Display	Enable Individual Worker Page Yes Page Style: Single vertical page
Assignment Segments	Enable Assignment Segments No g
<ul> <li>Configure Models and Reports</li> </ul>	
Modeling	Enable Modeling: Yes
Reports	Manager Reports Enabled: 14 Administrator Reports Enabled: 26
Report Dimensions and Modeling Criteria	Dimensions Enabled 12
Filters	Filters Enabled: 2
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In this screen, we can Enable or Disable **Analytics** by checking the checkbox under **Enable**, we can **Enable** the **Analytic** 

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Once the Analytics are Enabled, click Save and Close

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### **Configure Compensation Statements**

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Compensation Change Statements>Enter or Update Information>Save and Close

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From the home screen, click My Client Groups

Next, click **Compensation** 

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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Review Proposed Salary Changes and Rate Values	
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Run Batch Processes	
Configure Global Settings	

Select the Plan

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Plan	▲♥ Status	Last Update Date
DO NOT USE EWIT Annual Merit Plan	Inactive	10/13/18
EWT Annual Merit Plan	Active	12/4/22
Text WFC plan Select Plan	Active	9/22/22

Expand Configure Worksheets and click Compensation Change Statements

Define Workforce Comp	pensation ©	Done
▲ Configure Budgets		
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Annual Bonus Budget	Worker-level budgeting	
Lumpsum Bonus Budget	Manager-level budgeting	
Merit Budget	Worker-level budgeting	
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Annual Bonus Budget		
Lumpsum Bonus Budget		
Merit Budget		
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Here we can manage the **Compensation Change Statement** by updating the information

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* Statement Group EV/T Compensation Statement Groups	
* Statement Generation Timing Any worker in any status 👒	
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Once the information is entered, click **Save and Close** 

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# Manage Compensation Statement Groups

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Compensation Change Statements>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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#### Next, click **Compensation**

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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Compensation		
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	Workforce Compensation	
	By Act as Proxy Manager	
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	Global Models	
	View Administration Reports	
	Workforce Compensation Plans	
	Click Workforce Compensation Plans	
	Run Batch Processes	
	Configure Global Settings	

# Select the Plan

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Plan	▲♥ Status	Last Update Date
DO NOT USE EWT Annual Merit Plan	Inactive	10/13/18
EWT Annual Merit Plan	Active	12/4/22
Test WFC plan Select Plan	Active	9/22/22
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Expand Configure Worksheets and click Compensation Change Statements

Define Mershfores Com	
Define Workforce Com	
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Annual Bonus Budget	Worker-level budgeting
Lumpsum Bonus Budget	Manager-level budgeting
Merit Budget	Worker-level budgeting
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Lumpsum Bonus Budget	
Merit Budget	
4 Configure Worksheets	
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Annual Bonus	Corporate currency
Lumpsum	Corporate currency
Salary - Merit	Corporate currency
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### Click Manage Statement Groups

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Global Statement Name	This statement name appears to managers and workers in the self-service area. Use this when you need to have the same statement name across multiple statements within the plan.	
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Here we can manage the **Statement Groups** and manage the **Compensation Statement Group Templates.** First, we can enter **Statement Groups.** Click **Add Row** 

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Next, under **Test Compensation Statement Group : Templates,** enter the information

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# Click Save and Close

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To add a new template to the **Statement Group**, click **Manage Templates** 

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In this screen, we can manage the existing templates or **Upload** a new template. Click **Upload** to upload a new template

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We can also Preview the templates by clicking  $\ensuremath{\text{Preview}}$ 

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Once we have completed the management of the templates, click Save and Close

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Pan EVT Amail Met Pan Click Save and Close	6.6.7.0.20	
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To improve performance for the line managers in the worksheet, detekt winused templates; or those that you no tonger require. Bost practice is to periodically clean up your templates;         Ar or determiner, before you upload; you need to check that the template's size deterministic advent exceed the sample template's size.         Year • X : Upload		
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# Workforce Go Live

# Start Workforce Compensation Cycle

Navigation: Home>My Client Groups>Compensation>Workforce Compensation Plans>Select Plan>Validate Plan and Start Compensation Cycle>Enter or Update Information>Save and Close

From the home screen, click My Client Groups

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	QUICK ACTIONS APPS	Click My C	lient Groups				
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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
	පි <sup>#</sup> Add a Contingent Worker						
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#### Next, click **Compensation**

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0 <u>0</u>	Show More						
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Under **Workforce Compensation**, click **Workforce Compensation Plans.** We can also search for **Workforce Compensation Plans** using the search bar on the top left of the page

Compensation		
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	Review Proposed Salary Changes and Rate Values	
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	Global Models	
	View Administration Reports	
	Workforce Compensation Plans	
	Click Workforce Compensation Plans	
	Run Batch Processes	
	Configure Global Settings	

# Select the Plan

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K Workforce Compensation Plans ∅		
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Plan Status		
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Plan	▲♥ Status	Last Update Date
DO NOT USE EWT Annual Ment Plan	Inactive	10/13/18
EWT Annual Merit Plan	Active	12/4/22
Test W/C plan Select Plan	Active	9/22/22

Expand Validation and Processing and click Validate Plan and Start Compensation Cycle

Define Workforce Comper	isation ©
Performance Ratings	Endole Performance Kaungs 1 es Performance Raungs to Use Use competeston performance raungs
Approvals and Notifications	Approval Mode: Approve anytime Submit Mode: Submit anytime Alternate Approver: Disabled
Compensation Change Statements	Enable Worker Statement Yes Statement Group: EWT Compensation Statement Group Statement Delivery: Not configured
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Salary - Merit	Compensation
Annual Bonus	Compensation
Letters	Communications
Sample	Approvals
Approvals	Approvals
Lumpsum Bonus	Compensation
Promotions	Promotions
Stock Options	Compensation
Default Worksheet Display	Team Filter. Not configured Worksheet Summary. Not configured Table Filters: Not configured
Alerts	Predefined Alerts Enabled: 1 User-defined Alerts 4 User-defined Alerts Enabled: 2
Individual Worker Display	Enable Individual Worker Page Yes Page Style: Single vertical page
Assignment Segments	Enable Assignment Segments: No
<ul> <li>Configure Models and Reports</li> </ul>	
Modeling	Enable Modeling Yes
Reports	Manager Reports Enabled: 14 Administrator Reports Enabled: 26
Report Dimensions and Modeling Criteria	Dimensions Enabled: 12
Filters	Filters Enabled :2
Landing Page Analytics	Collegee an Click Validate Plan and Start Compensation Cycle
<ul> <li>Validation and Processing</li> </ul>	
Validate Plan and Start Compensation Cycle	

First, we need to Validate the Plan Setup. Click Validate

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Plan EVIT Annual Meet Plan	
Validate Plan Setup Click Validate	
Fix any entry in the validation of the validation doesn't include the formulas, payroll elements, eligibility profiles, and other objects initials to the plan.	
Start Compensation Cycle @	
Start Composition Cycle	
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In this screen, we can review the **Validation Results**. We can view **Messages**, **Details**, and the **Type** of **Alerts** 

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Validation Results		Exit Plan Done
Plan EWT Annual Merit Plan	We can review the below information to Validate the Plan	
Validation Results		
Message	Details	Туре
Verify that all dynamic calculations and alerts are enabled only if necessary	The number of conditions defined with the stard process traggering event enabled. 19. The number of conditions defined with the refresh process traggering event enabled. 19. The number of conditions with the worksheet change traggering event enabled for the dynamic calculation or alert must be evaluated when managers change worksheet data. An excessive number of triggering events may negatively impact worksheet and back process performance.	0
Budget pool Lumpsum Bonus Budget is a monetary pool that's being stored as amounts	Published budget amounts won't automatically readjust when workers are reassigned between worksheets or the eligible population of workers changes. Store budgets as percentages if you want published budgets to readjust automatically.	۵
More than 1 task using the approval page type is enabled	The worksheet will display duplicate approval tasks which display the same content. Do you want to continue?	Δ.
The compensation amount column for the component Stocks is enabled but no elements are mapped to it or it isn't selected to be posted as salary	Unless the component represents equity, map an element to the component Stocks or designate the column to be posted as salary, or the component won't be processed.	<b>A</b>
You need to provide a value for at least 1 of the default value fields for each column because you enabled default value subject to refresh	These are the affected columns: (Manapement Leve).	۸
You configured 4 columns using fast formulas to set the default values.	4	0
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# Next, click **Done**

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Validation Results		
Message	Details	Туре
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Budget pool Lumpsum Bonus Budget is a monetary pool that's being stored as amounts	Published budget amounts won't automatically readjust when workers are reassigned between worksheets or the eligible population of workers changes. Store budgets as percentages if you want published budgets to readjust automatically.	<b>A</b>
More than 1 task using the approval page type is enabled	The worksheet will display duplicate approval tasks which display the same content. Do you want to continue?	<b>A</b>
The compensation amount column for the component Stocks is enabled but no elements are mapped to it or it isn't selected to be posted as salary	Unless the component represents equily, map an element to the component Stocks or designate the column to be posted as salary, or the component won't be processed.	۵
You need to provide a value for at least 1 of the default value fields for each column because you enabled default value subject to refresh	These are the affected columns: (Management Level).	A
You configured 4 columns using fast formulas to set the default values.	4	0
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# Next, we can Start Compensation Cycle. Click Start Compensation Cycle

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Validate Plan Setup 🕥 Fix any errors in the validation results and validate the plan again until you don't est any errors. Validation doern't include the formulas, payrole élements, eligibility profiles, and other objects initiad to the plan.	
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Click Start Compensation Cycle	
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Enter the **Basic Options** information

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This process will be queued up for submission at position 1		
		Process Options Advanced Submit Cancel
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Description Builds manager worksheets with eligible workers	Notify me when this process ends	
Schedule As soon as possible	Submission Notes	
Basic Options Enter the below information		
Plan EWT Annual Merit Plan	n	
*Cycle 2021 V Includ	e trace statements in log file	
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Enterprise ERPWebTutor Enterprise		
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Next, we can enter the **Process Options**. Click **Process Options** 

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	Process Options Advanced Submit Cancel
Name Start Workforce Compensation Cycle	Click Process Options
Description Builds manager worksheets with eligible workers	Notify me when this process
Schedule As soon as possible	Submission Notes
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Plan EWT Annual Merit Plan	Trial run
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# Enter the **Process Options** and click **OK**

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Next, we can set Advanced Options. Click Advanced

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In the screen we can enter the Advanced **Parameters**, **Schedule** or **Notification**. Click **Schedule** 

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Include recently terminated workers		

We have two options here. We can **Run As soon as possible** or **Using a schedule**. Click **Using a schedule** 

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# Enter the Schedule information

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# Next, click Notification

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To create a Notification, click Create

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Verx Construct Recipient Construct No northications defined Click Create			
l			

Enter the Create Notification information and click OK

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Advanced Options Parameters Schedule Notification View  Enterplefow/information Register Create Notification	
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# Once complete, click **Submit**

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Lastly, we can monitor the process. Click Monitor Process

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Perform Object Sharing Rule Assignment Processing	1773443	Wait	2/16/23 4:38 PM E	2/16/23 3:39 PM E
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Here we can monitor the **Start Compensation Cycle Process.** We can click **Refresh** to refresh the process

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Monitor Processes			Back
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Perform Object Sharing Rule Assignment Processing	1773443	Wait	2/16/23 4:38 PM E 2/16/23 3:39 PM E
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#### Notify Managers Plan Cycle Is Opened Or Closed

Navigation: Home>My Client Groups>Compensation>Run Batch Processes>Run Across From Notify Managers That Cycle Is Open>Enter Information>Submit

From the home screen, click My Client Groups

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	Good afternoon, Patrick Jones!						
	Me My Team My Client Groups	Benefits Admi		I Workspace	Knowledge	Help Desk Tools	
	QUICK ACTIONS APPS	Click My C	ient Groups				
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	안 <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	Warkforce Structures	
	Add a Contingent Worker						
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	Show More						
	Things to Finish						

#### Next, click **Compensation**

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	Things to Finish						

Under Workforce Compensation, click Run Batch Processes. We can also search for Run Batch Processes using the search bar on the top left of the page

< Compensation		
	Review Proposed Salary Changes and Rate Values	
	Workforce Compensation	
	🛞 Act as Proxy Manager	
	Administer Workers	
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### Across from Notify Managers That Cycle Is Open, click Run

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< Run Batch Pro	cesses o	Monitor Processes
Process Name	Description	Run
Start Workforce Compensation Cycle	Build manager worksheets with eligible workers for a new plan and initiate the compensation cycle.	٥
Refresh Workforce Compensation Data	Synchronize workforce compensation data with HR data, update plan design and currency conversion rates, and recalculate summary data.	٥
Transfer Workforce Compensation D	Post base pay adjustments to salary records, job, grade, and position changes to human resources, and element entries to payroll.	٥
Back Out Workforce Compensation	Reverse a completed Start Workforce Compensation Cycle process or remove salary, payroll and HR changes posted.	٥
Purge Workforce Compensation Data	Remove unneeded transaction data from prior plan cycles.	٥
Notify Managers of Approaching Du	Send notifications to worksheet managers to notify them that worksheet due dates are approaching.	٥
Notify Managers That Cycle Is Open	Send notifications to worksheet managers to notify them that a plan cycle is now open or closed.	2
Process Workforce Compensation Ch	Centrally manage the worker compensation change statements	Click Run
Synchronize Hierarchy	Synchronize hierarchy to Oracle Transactional Business Intelligence	Ð
		Campte Conduct

Enter the **Basic Options** information and if needed, we can click **Advanced** to enter Advanced criteria

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Cycle Announcement	
This process will be queued up for submission at position 1	Process Option Advanced Submit Cancel
Name Notify Managers That Cycle Is Open or Closed	Click Advanced
Description Send notifications to managers to notify them t	Notify me when this process ends
*Plan EWT Annual Merit Plan 🗸	
"Cycle 2021 ~	
*Announcement Cycle is open ~	
Communicate Results to Workers by Date m/d/yy	
Population Filters	2
Enterprise ERPWebTutor Enterprise	
Country	a Ct
Legal Employer V	ampt
Business Unit	*
Department	
Individual Manager	
Manager Hierarchy	

Once the information is entered, click **Submit** 

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Cycle Announcement	Back Monitor Processes
This process will be queued up for submission at position 1	
	Process Options Advanced Submit Cancel
Name Notify Managers That Cycle Is Open or Closed	Click Submit
Description Send notifications to managers to notify them t	Notify me when this process ends
schedule As soon as possible	Submission kotes
Basic Options Parameters	
*Plan EWT Annual Merit Plan 🗸	
*Cycle 2021 ~	
*Announcement Cycle is open ~	
Communicate Results to Workers by Date m/d/yy	_
Population Filters	2
Enterprise ERPWebTutor Enterprise	
Country	
Legal Employer V	
Business Unit	5
Department	\$
Individual Manager	
Manager Hierarchy V	

Click Monitor Processes to check the status of the process

Cycle Announcement  Cycle Announcement  The process will be queued up for submission at position 1  The process Options  Advanced  Subgit  Cick Monitor Processe  Process Options  Advanced  Subgit  Cick Monitor Processe  Cick Monitor Processe  Cick Monitor Processe  Process Options  Advanced  Subgit  Cick Monitor Processe  Subgit  Cick Monitor Processe  Cick Monitor Processe Cick Monitor Processe  Cick Monitor Processe  Cick Monitor Processe Cick Monitor Processe  Cick Monitor Processe Cick Monitor Processe Cick Monitor Pr	≡ .	の ひ み 日 も
Communicate Results to Workers by Data myddyr	Cycle Announcement	Back Monitor Processes
Name Notify Managers That Cycle is Open or Closed     In Offly me when this process ends       Description Send notifications to managers to notify them L.     In Offly me when this process ends       Schedule As soon as possible     Submission Notes       Basic Options     Parameters       * Pain     EVT Annual Merit Plan       * Cycle     2021       * Announcement     Cycle is open       Communicate Results to Workers by Date     m/d/by	This process will be queued up for submission at position 1	Click Monitor Processes Process Options Advanced Subgit, Cancel
Description Send notifications to manages to notify them L.        \notify me when this process ends        Schedule As soon as possible        Submission Notes        Basic Options       Paranetes         Paranetes        * Plan	Name Notify Managers That Cycle Is Open or Closed	
Schndurk As soon as possible     Submission Notes       Basic Options Parameters     *Para       * Para     EVT Annual Merit Plan       * Cycle     2021       * Announcement     Cycle is spen       Communicate Remits to Workers by Data     m/dygy	Description Send notifications to managers to notify them t	Notify me when this process ends
Basic Options Perametes Pe	Schedule As soon as possible	Submission Notes
*Plan [EVT Annual Merit Plan v *Cycle *Announcement Cycle is open v Communicate Remits to Workers by Data m/4/5yr	Basic Options Parameters	
*Amouncement Cycle is open  Communicate Results to Workers by Data  M//yy	*Plan EWT Annual Merit P	
Communicate Results to Workers by Date m/d/yy	*Announcement Cycle is open	
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Legal Employer 🗸 🗸	Legal Employer 🗸 🗸	
Business Unit	Business Unit	
Department v	Department	
Individual Manager	Individual Manager V	
Manager Hierarchy 🗸	Manager Hierarchy V	-

### Notify Managers Of Approaching Due Dates

Navigation: Home>My Client Groups>Compensation>Run Batch Processes>Run Across From Notify Managers Of Approaching Due Dates>Enter Information>Submit

Cool Cool afternoon, Patrick Jones!

From the home screen, click My Client Groups

Next, click **Compensation** 

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Under Workforce Compensation, click Run Batch Processes. We can also search for Run Batch Processes using the search bar on the top left of the page

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Across from Notify Managers Of Approaching Due Dates, click Run

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< Run Batch Pro	cesses @	Monitor Processes
Process Name	Description	Run
Start Workforce Compensation Cycle	Build manager worksheets with eligible workers for a new plan and initiate the compensation cycle.	0
Refresh Workforce Compensation Data	Synchronize workforce compensation data with HR data, update plan design and currency conversion rates, and recalculate summary data.	0
Transfer Workforce Compensation D	Post base pay adjustments to salary records, job, grade, and position changes to human resources, and element entries to payroll.	٥
Back Out Workforce Compensation ···	Reverse a completed Start Workforce Compensation Cycle process or remove salary, payroll and HR changes posted.	٥
Purge Workforce Compensation Data	Remove unneeded transaction data from prior plan cycles.	O
Notify Managers of Approaching Du	Send notifications to worksheet managers to notify them that worksheet due dates are approaching.	0
Notify Managers That Cycle Is Open …	Send notifications to worksheet managers to notify them that a plan cycle is now open or closed.	O
Process Workforce Compensation Ch	Centrally manage the worker compensation change statements	0
Synchronize Hierarchy	Synchronize hierarchy to Oracle Transactional Business Intelligence	٥
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Enter the **Basic Options** information and if needed, we can click **Advanced** to enter Advanced criteria



Once the information is entered, click Submit

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Notify Managers of Worksheet Due Dates		Back Monitor Processes
This process will be queued up for submission at position 1		
	Proces	s Options Advanced Submit Cancel
Name Notify Managers of Approaching Due Date	Click Su	bmit
Description Send notifications to primary worksheet manager Schedule As sonn as possible	Notify me when this process ends	
Basic Options		
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Click Monitor Processes to check the status of the process

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Notify Managers of Worksheet Due Dates	Back Monitor Processes
This process will be queued up for submission at position 1	Click Monitor Processes Process Options Advanced Subgit Cancel
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Description Send notifications to primary worksheet manager	Notify me when this process ends
Schedule As scon as possible Submission Note Basic Options Faramétes	s
*Pian EVIT Annual Merit Pian  → *Cycle	A canyors Cled MM1
	(B)

# Workforce Additional Processes

#### Process Workforce Compensation Change Statements

Navigation: Home>My Client Groups>Compensation>Run Batch Processes>Run Across From Process Workforce Compensation Change Statements>Enter Information>Submit

From the home screen, click My Client Groups
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	Good afternoon, Patrio	ck Jone	s!				
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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
	පි <sup>#</sup> Add a Contingent Worker						
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### Next, click **Compensation**

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0000	Add a Pending Worker		ÛÛ	+	Click	Compensation	
0 <sup>000</sup> 000	ဗိုိ Add a Norworker	Payroll	Data Exchange				000
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Under Workforce Compensation, click Run Batch Processes. We can also search for Run Batch Processes using the search bar on the top left of the page

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Across from Process Workforce Compensation Change Statements, click Run

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Kun Batch Processes	30	Monitor Processes
Process Name	Description	Run
Start Workforce Compensation Cycle	Build manager worksheets with eligible workers for a new plan and initiate the compensation cycle.	٥
Refresh Workforce Compensation Data	Synchronize workforce compensation data with HR data, update plan design and currency conversion rates, and recalculate summary data.	٥
Transfer Workforce Compensation Data to HR	Post base pay adjustments to salary records, job, grade, and position changes to human resources, and element entries to payroll.	0
Back Out Workforce Compensation Data	Reverse a completed Start Workforce Compensation Cycle process or remove salary, payroll and HR changes posted.	0
Purge Workforce Compensation Data	Remove unneeded transaction data from prior plan cycles.	0
Notify Managers of Approaching Due Date	Send notifications to worksheet managers to notify them that worksheet due dates are approaching.	٥
Notify Managers That Cycle Is Open Or Closed	Send notifications to worksheet managers to notify them that a plan cycle is now open or closed.	0
Process Workforce Compensation Change Statem	Centrally manage the worker compensation change statements	2
Synchronize Hierarchy	Synchronize Nerarchy to Oracle Transactional Business Intelligence	ck Run
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Enter the **Basic Options** information and if needed, we can click **Advanced** to enter Advanced criteria

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Process Workforce Compensation Change Statements		Back Monitor Processes
This process will be queued up for submission at position 1		Process Option Advanced Submit Cancel
Name Process Workforce Compensation Change Statements Description Centrally manage workforce compensation change Schedule As soon as possible Basic Options Enter-the.below.information	Notify me when this process ends     Click Advance     Submission Notes	d
*Pan     Notify Workers       *Cycle     Trial run       *Mode     Include trace statements in log file       Statement Group		
Template  Expiration m/d/yy  % Allow staggered relase of statements		ptra Cloud Wiki
Statement Generation Timing Output Format		5 8
Population Filters Enterprise ERPWebTutor Enterprise		
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Once the information is entered, click **Submit** 

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Process Workforce Compensation Change Statements		Back Monitor Processes
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Name Process Workforce Compensation Change Statements Description (centrally manage workforce compensation change Schedule A scone as possible	Notify me when this process ends  Submission Notes	
Basic Options Farameters		
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Allow staggered release of statements Statement Generation Timing Output Format Population Filters		emp Second
Enterprise ERPWebTutor Enterprise Country Legal Employer Business Unit		

Click Monitor Processes to check the status of the process

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Process Workforce Compensation Change Statements		Back Monitor Processes
This process will be queued up for submission at position 1		k Monitor Processes Process Options Advanced Submit Cancel
Name Process Workforce Compensation Change Statements Description Centrally manage workforce compensation change Schedule As soon as possible Basic Options	Notify me when this process ends  Submission Notes	
*Pan V Notify Workers  *Cycle V Taial run 'Mode V Indude trace statements in log file Statement Group		
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Population Filters		
Country V Legal Employer C Business Unit V		

# Purge Workforce Compensation Plan Data

Navigation: Home>My Client Groups>Compensation>Run Batch Processes>Run Across From Purge Workforce Compensation Data >Enter Information>Submit

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From the home screen, click My Client Groups

Next, click **Compensation** 

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	ල් <sup>*</sup> Hire an Employee		Person Management	Time Management	Compensation	Workforce Structures	
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	Add a Norworker	Payroll	Data Exchange				
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Under Workforce Compensation, click Run Batch Processes. We can also search for Run Batch Processes using the search bar on the top left of the page

< Compensation	
Review Proposed Salary Changes and Rate Values	
Workforce Compensation	
Act as Proxy Manager	
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Across from Purge Workforce Compensation Data, click Run

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< Run Batch Processes	:0	Monitor Processes
Process Name	Description	Run
Start Workforce Compensation Cycle	Build manager worksheets with eligible workers for a new plan and initiate the compensation cycle.	٥
Refresh Workforce Compensation Data	Synchronize workforce compensation data with HR data, update plan design and currency conversion rates, and recalculate summary data.	٥
Transfer Workforce Compensation Data to HR	Post base pay adjustments to salary records, job, grade, and position changes to human resources, and element entries to payroll.	٥
Back Out Workforce Compensation Data	Reverse a completed Start Workforce Compensation Cycle process or remove salary, payroll and HR changes posted.	٥
Purge Workforce Compensation Data	Remove unneeded transaction data from prior plan cycles.	0
Notify Managers of Approaching Due Date	Send notifications to worksheet managers to notify them that worksheet due dates are approaching.	k Run O
Notify Managers That Cycle Is Open Or Closed	Send notifications to worksheet managers to notify them that a plan cycle is now open or closed.	0
Process Workforce Compensation Change Stateme-	· Centrally manage the worker compensation change statements	٥
Synchronize Hierarchy	Synchronize hierarchy to Oracle Transactional Business Intelligence	٥

Enter the **Cycles to Purge**, **Plan**, and **Cycle** and if needed, we can click **Advanced** to enter Advanced criteria

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Purge Data	Back Monitor Processes
This process will be queued up for submission at position 1	
	Process Options Advanced Submit Cancel
Name Purge Workforce Compensation Data	Click Advanced
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*Cycles to Purge Specific cycle *Plan EVT Annual Merit Plan *Cycle Triat run	
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Once the information is entered, click **Submit** 

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Purge Data	Back Monitor Processes
This process will be queued up for submission at position 1	Process Options Advanced Subgit Cancel
Name Purge Worldorce Compensation Data Description Removes unneeded transaction data from prior pl	Notify me when this process ends     Click Submit
Schedule As soon as possible Basic Options Parameters	Submission Notes
*Cycles to Purge Specific cycle   *Plan EV/T Annual Merit Plan   Cycle   'Gycle   'I'ali run	
☐ Include trace statements in log file	🛃 《/ Campero Cloud Wiki

Click Monitor Processes to check the status of the process

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	a vita ca		Click Monitor Processes	1.00150		77
Inis process will be queded up for submission at position 1			Process Options	Advanced	Submit Cancel	
Name Purge Workforce Compensation Data						
Description Removes unneeded transaction data from prior pl		Notify me when this process ends				
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# Refresh Workforce Compensation Plan Data

Navigation: Home>My Client Groups>Compensation>Run Batch Processes>Run Across From Refresh Workforce Compensation Plan Data>Enter Information>Submit

From the home screen, click My Client Groups

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	Things to Finish						

### Next, click **Compensation**

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Under Workforce Compensation, click Run Batch Processes. We can also search for Run Batch Processes using the search bar on the top left of the page

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Across from Refresh Workforce Compensation Data, click Run

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< Run Batch Pro	cesses Ø	Monitor Processes
	anana ka	
Process Name	Description	Run
Start Workforce Compensation Cycle	Build manager worksheets with eligible workers for a new plan and initiate the compensation cycle.	0
Refresh Workforce Compensation Data	Synchronize workforce compensation data with HR data, update plan design and currency conversion rates, and recalculate summary data.	0
Transfer Workforce Compensation D…	Post base pay adjustments to salary records, job, grade, and position changes to human resources, and element entries to payroll.	Click Pup
Back Out Workforce Compensation	Reverse a completed Start Workforce Compensation Cycle process or remove salary, payroll and HR changes posted.	
Purge Workforce Compensation Data	Remove unneeded transaction data from prior plan cycles.	٥
Notify Managers of Approaching Du	Send notifications to worksheet managers to notify them that worksheet due dates are approaching.	٥
Notify Managers That Cycle Is Open	Send notifications to worksheet managers to notify them that a plan cycle is now open or closed.	٥
Process Workforce Compensation Ch	Centrally manage the worker compensation change statements	٥
Synchronize Hierarchy	Synchronize hierarchy to Oracle Transactional Business Intelligence	٥
		Compas Control

Enter the **Plan**, **Cycle**, and **Refresh Date**. Also, we can select the **Person Selection Formula**, if needed. Next, enter the **Refresh Options** and if needed, we can click **Advanced** to enter Advanced criteria

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Refresh Data	Back Monitor Processes
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Name Refresh Workforce Compensation Data	Click Advanced
Description Synchronizes workforce compensation data with H	Notify me when this process ends
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Reevaluate assignment segment eligibility	

Once the information is entered, click **Submit** 

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Refresh Data		Back Monitor Processes
This process will be queued up for submission at position 1		
		Process Options Advanced Submit Cancel
Name Refresh Workforce Compensation Data		Click Submit
Description Synchronizes workforce compensation data with H		Notify me when this process ends
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Refresh secondary manager hierarchy		
Refresh other reviewer hierarchy		
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Click Monitor Processes to check the status of the process

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Refresh Data	Back Monitor Processes
This process will be queued up for submission at position 1	Click Monitor Processes Process Options Advanced Submit Cancel
Name Refresh Workforce Compensation Data Description Synchronizes workforce compensation data with H_	Notify me when this process ends
Schedule As soon as possible Basic Options Parameter	Submission Notes
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*Refresh Date Plan Cycle Dates	
Include trace statements in log file Population Filters	
Person Selection Formula v	Compute of
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# Transfer Compensation Data To HR

Navigation: Home>My Client Groups>Compensation>Run Batch Processes>Run Across From Transfer Compensation Data To HR>Enter Information>Submit

From the home screen, click My Client Groups

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	<sup>™</sup> Hire an Employee	- K Hiring	Person Management	Time Management	Compensation	Workforce Structures	
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0000000	Add a Pending Worker		<b>(</b> )	+			
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La Ballin Contra	Show More						
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Next, click **Compensation** 

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	ල් <sup>*</sup> Hire an Employee		Person Management	Time Management	Compensation	Workforce Structures	
	ස් Add a Contingent Worker						
	රි * Add a Pending Worker		옚	+	Click	Compensation	
	Add a Norworker	Payroll	Data Exchange				
	Show More						
	Things to Finish						
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Under Workforce Compensation, click Run Batch Processes. We can also search for Run Batch Processes using the search bar on the top left of the page

< Compensation	·
Review Proposed Salary Changes and Rate Values	
Workforce Compensation	
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Global Models	
Workforce Compensation Plans	a Cloud Will
Active Plans	ampi
Configure Global Settings Click Run Batch Processes	
Total Compensation Statements	

Across from Transfer Compensation Data To HR, click Run

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Run Batch Processes	0	Monitor Processes
Process Name	Description	Run
Start Workforce Compensation Cycle	Build manager worksheets with eligible workers for a new plan and initiate the compensation cycle.	0
Refresh Workforce Compensation Data	Synchronize workforce compensation data with HR data, update plan design and currency conversion rates, and recalculate summary data.	٥
Transfer Workforce Compensation Data to HR	Post base pay adjustments to salary records, job, grade, and position changes to human resources, and element entries to payroll.	2
Back Out Workforce Compensation Data	Reverse a completed Start Workforce Compensation Cycle process or remove salary, payroll and HR changes posted.	0
Purge Workforce Compensation Data	Remove unneeded transaction data from prior plan cycles.	0
Notify Managers of Approaching Due Date	Send notifications to worksheet managers to notify them that worksheet due dates are approaching.	٥
Notify Managers That Cycle Is Open Or Closed	Send notifications to worksheet managers to notify them that a plan cycle is now open or closed.	0
Process Workforce Compensation Change Statements	Centrally manage the worker compensation change statements	0
Synchronize Hierarchy	Synchronize hierarchy to Oracle Transactional Business Intelligence	٥
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# Enter the **Plan Details** and click **Next**

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	1 2 Plan Details Element	Salary Details Stock Grant I	- 5 - 6 -	– 🕜 Submit		
Transfer Workforce Compensation Data to HR: Plan Details ⑦	Details					Ne <u>xt</u> <u>C</u> ancel
Enter the below information     Copy previous run				TATA MATANGA MENNEN	Click Next	
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Enable the **Element Details.** Enable the **Elements** by enabling the check boxes. Enter the **Specific Date** for each element and click **Next** 

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Transfer Workforce Compensation Data to HR: Element Details ⑦	Plan Details Element Salary Details Details	Stock Grant Promotion C	- 6 - 7 Other Details Submit Process			Back Next Cancel
Plan Test Modeling Plan - 2023		<b>VARCIACIS</b>			Click Next	4w <b>to 2</b>
Post Column			Element Deta	sils	Element Posting Date	Specific Date
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Enter Salary Details by enabling the Element. Enter the Specific Date and click Next

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				Plan Details Eler De	ement Salary Details Stock Gran Details Details	Promotion Other Details	U T Submit Process		
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Pos	it Column	Salary Details Salary Component	Element Posting Date						Specific Date
	Actual Increase Amount (Salary - Merit)		Specified date					~	1/31/23
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Next, enter the **Stock Grant Details**, if applicable, and click **Next** 

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Transfor Woolfang Comparation Date to UD. Stack Datails	Plan Details Element Salary Details Stock Grant Promotion Other Details Submit Details Details Details Process	
Num Test Modeline Res. 2022		Land we have
Record grant in the stock detail Enter, the below information		Click Next
* Worksheet Column Containing Shares Granted Annual Bonus		
* Grant Date 1/31/23		
Grant Price		
Grant ID Grant Type Incentive stock option		
Grant Name		
Grant Number		
Trading Symbol		
Grant Reason		d Wiki
Expiration Date m/d/yy		a Clou
Other Worker Information		ampt
Vest Date m/dyy Co		Ś
Shares That Immediately Vest 55 Vesting Calculation Rounding		

Next, enter the  $\ensuremath{\text{Promotion Details}}$  , if applicable, and click  $\ensuremath{\text{Next}}$ 



Lastly, we can enter the **Other Details**, if applicable.

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Transfer Workforce Compensation	Data to HR: Other Details ⑦	Detaits	Detaits Detaits	Process	Back Ne <u>x</u> t Cancel
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Worker Inclusion Criteria ⑦					
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Enter the value for Mark Assignments As Processed and click OK. Then, click Next

	Plus Details Soci Grant Protection Other Details Soci Grant Protection Stater
Transfer Workforce Compensation Data to HR: Other Details ③	Denato Denato Denato Proceso Bect. Negl Cancel
Plan Test Modeling Plan - 2023 Manager Hierarchy Inclusion	0 Information x
Manager Person Number Email Job	When the assignments are successfully posted they will be marked as fully processed. (CMP-1005524) The market flaw, can't be notified as the answer?
•	Click OK
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Person Selection Formula	Se camp
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Workers Approved at Least N Levels Up	

Once the information is entered, we can enter **Advanced** options, if needed. Click **Submit** 

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Dian Tast Modeline Plan - 2023			Click Submit
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			Process Options Advanced Submit Cancel
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Description Posts base pay adjustments to salary records, j		Notify me when this process ends	Click Advanced
Schedule As soon as possible	Submission Not	es	
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#### Click Monitor Processes to check the status of the process

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< Run Batch Pro	cesses ©	Monitor Processes
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Process Name	Description Click Monitor Processes	Run
Start Workforce Compensation Cycle	Build manager worksheets with eligible workers for a new plan and initiate the compensation cycle.	0
Refresh Workforce Compensation Data	Synchronize workforce compensation data with HR data, update plan design and currency conversion rates, and recalculate summary data.	٥
Transfer Workforce Compensation D	Post base pay adjustments to salary records, job, grade, and position changes to human resources, and element entries to payroll.	0
Back Out Workforce Compensation	Reverse a completed Start Workforce Compensation Cycle process or remove salary, payroll and HR changes posted.	0
Purge Workforce Compensation Data	Remove unneeded transaction data from prior plan cycles.	0
Notify Managers of Approaching Du	Send notifications to worksheet managers to notify them that worksheet due dates are approaching.	0
Notify Managers That Cycle Is Open	Send notifications to worksheet managers to notify them that a plan cycle is now open or closed.	٥
Process Workforce Compensation Ch	Centrally manage the worker compensation change statements	0
Synchronize Hierarchy	Synchronize hierarchy to Oracle Transactional Business Intelligence	0
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# Backout Workforce Compensation Plan Data From HR

Navigation: Home>My Client Groups>Compensation>Run Batch Processes>Run Across From Back Out Workforce Compensation Plan Data>Enter Information>Submit

From the home screen, click My Client Groups

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### Next, click **Compensation**

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	은 Add a Contingent Worker		⇔		Click Compensation	
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Under Workforce Compensation, click Run Batch Processes. We can also search for Run Batch Processes using the search bar on the top left of the page

< Compensation		
	Review Proposed Salary Changes and Rate Values	
	Workforce Compensation	
	Act as Proxy Manager	
	Administer Workers	
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	Workforce Compensation Plans	
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### Across from Back Out Workforce Compensation Data, click Run

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Kun Batch Processes	0	Monitor Processes
Process Name	Description	Run
Start Workforce Compensation Cycle	Build manager worksheets with eligible workers for a new plan and initiate the compensation cycle.	0
Refresh Workforce Compensation Data	Synchronize workforce compensation data with HR data, update plan design and currency conversion rates, and recalculate summary data.	٥
Transfer Workforce Compensation Data to HR	Post base pay adjustments to salary records, job, grade, and position changes to human resources, and element entries to payroll.	0
Back Out Workforce Compensation Data	Reverse a completed Start Workforce Compensation Cycle process or remove salary, payroll and HR changes posted.	
Purge Workforce Compensation Data	Remove unneeded transaction data from prior plan cycles.	Click Run O
Notify Managers of Approaching Due Date	Send notifications to worksheet managers to notify them that worksheet due dates are approaching.	0
Notify Managers That Cycle Is Open Or Closed	Send notifications to worksheet managers to notify them that a plan cycle is now open or closed.	٥
Process Workforce Compensation Change Statements	Centrally manage the worker compensation change statements	٥
Synchronize Hierarchy	Synchronize hierarchy to Oracle Transactional Business Intelligence	٥
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Enter the **Basic Options** and if needed, we can click **Advanced** to enter Advanced criteria

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Back Out Workforce Compensation Data		<u>B</u> ack Monitor Processes
This process will be queued up for submission at position 1		
		Process Option of Advanced Submit Cancel
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Once the information is entered, click **Submit** 

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This process will be queued up for submission at position 1			Process Options Advanced	Submit Cancel
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Click Monitor Processes to check the status of the process

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		Click Monitor Processes
Ihis process will be queued up for submission at position 1		Process Options Advanced Submit Cancel
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# During Go Live: Update Worker Details

# Administer Worker

Navigation: Home>My Client Groups>Compensation>Administer Workers>Search Worker>Select Worker>Select Plan>Manage Plan Information>Update>Save and Close

From the home screen, click My Client Groups

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	ੴ <sup>★</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	Workforce Structures	
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	Things to Finish						

Next, click **Compensation** 

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Under Workforce Compensation, click Administer Workers. We can also search for Administer Workers using the search bar on the top left of the page

< Compensation	•
Review Proposed Salary Changes and Rate Values	
Workforce Compensation	
Act as Proxy Manager	
Administer Worker	
Global Models Click Administer Workers	
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Enter the **Person Number** and click **Search** 

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### Click Worker Name

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** Person Number [ ** National ID [	1006		*Effective As-of Date	Include terminated work r  2/21/23	relationships					Search Reset Save_
Actions View Form	Person Number	National ID	Department				Location	User Person Type	Job	Assignment Status
Jhindal, Rakesh	1006	818-81-8181	IT - Software Consulting				Corporate HQ	Employee	Manager	Active - Payr
Columns Hidden 11	Click Work	er Name								🖬 🗇 Camptra Cloud Wiki

### Select the Plan

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< A	lminister Workers: Select Plan					
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Person Int	ormation Name Rakesh Jhindal Assignment Number E1006	Person Number 1006 Job Manager				
	Position Manager, Software Consulting	Department IT - Software Consulti Manager Richi Verma	ng			
Participa View • For		manager tools retrie				
Eligibility Status	Plan	Cycle	Evaluation Period Start Date	Evaluation Period End Date	Cycle Status	HR Data Extraction Date
Eligible	EWT Annual Merit Plan	2021	1/1/20	12/31/20	Open	12/31/20
Eligible	EWT Annual Merit Plan	2020	1/1/19	12/31/19	Open	12/31/19
Eligible	EWT Annual Merit Plan	2019	1/1/18	12/31/18	Open	1/1/19
Eligible	EWT Annual Merit Plan	2018	1/1/17	12/31/17	Open	1/2/18
Eligible	Test Modelling Plan	2023	1/1/23	12/31/23	Administrative	12/31/23
	Select Plan					🖬 🔗 Camptra Clo

Here we can manage the worker information once the Plan is live and open for Compensation Planning. Once the updates have been made, click **Save and Close** 

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Administer Workers 🛛	Refresh Data Save and Close Cancel
Plan Test Modelling Plan         Cycle 2023 (2023-01-01 - 2023-12-31)         Exclude	e worker from the refresh process Click Save and Close
Arenon mormation     Name Rakeh Jihindal     Assignment Number E1006     Herewe can manage the worker information     Worker Information     Budget Compensition Status and Herearty Eigolity User-Defined Data Notes A	Person Number 1005 Job Manager Department 11 - Software Consulting Manager Rishi Verma
4 Worker Details	0
Effective Date 12/31/23     Effective Date 12/31/23     Effective Date 12/31/23     Effective Date 12/31/23     Ethnicity Asian     Viota Proce	
Person Number         Date of Birth         ////61         %           Person Number 1006         Age 42	BION PROD
Employment Details     Assignment Number E1006     Employment Status     Full-     Department IT - Software Consulting	Creating a mathematical sector of the sector
Job Title Manager Country Units Job Code MGR Location Corr	ve - Pyrofilipible v ved States v model HD v
Job Change Date 17/72 (b) Legal Employer ERP Years in Job 12 Business Unit Cam	stratus Business Unit v
Position Manager, Software Consulting  V Working Hours Working Hours	

### Update Worker Information

Navigation: Home>My Client Groups>Compensation>Administer Workers>Search Worker>Select Worker>Select Plan>Worker Information>Update>Save and Close

From the home screen, click My Client Groups

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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
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### Next, click **Compensation**

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	Hire an Employee		Person Management	Time Management	Compensation	Workforce Structures	
	Add a Contingent Worker						00,00
0000	Add a Pending Worker		ÛÛ	+	Click	Compensation	
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	Things to Finish						

Under Workforce Compensation, click Administer Workers. We can also search for Administer Workers using the search bar on the top left of the page

Review Proposed Salary Changes and Rate Values	
Workforce Compensation	
Act as Proxy Manager	
Administer Workers           Image: Click Administer Workers	
View Administration Reports	
Workforce Compensation Plans	
Retive Plans	
Run Batch Processes       Image: Configure Global Settings	
	G

# Enter the **Person Number** and click **Search**

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∠ Administer Workers <sup>®</sup>				
∡ Search		Advanced Sa	ved Search All Peopl	le v
Kame     Enter Person Number     ywords     Include terminated work relationships     ** National ID     ** Efficient Results		Click Search	**, Se:	* Required At least one is required
Name Person National ID Department	Location	User Person Type	Job	Assignment Status
No search conducted.				
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### Click Worker Name

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Name	Person Number	National ID	Department				Location	User Person Type	Job	Assignment Status
Jhindal, Rakesh	1006	818-81-8181	IT - Software Consulting				Corporate HQ	Employee	Manager	Active - Payr
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### Select the Plan

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A Person Inf	ion Information Name Rakesh Jhindal	Person Number 1006 Job Manager				
	Position Manager, Software Consulting Location Corporate HQ	Department IT - Software Consulting Manager Rishi Verma				
Participa View <b>v</b> Fon	ting Plans ⑦ nat ← ਯੋਜ ⊒ Freeze → Wrap □ Show closed cycles   Reprocess or Add New Plan	-				
Eligibility Status	Pian	Cycle F	Evaluation Period Start Date	Evaluation Period End Date	Cycle Status	HR Data Extraction Date
Eligible	EWT Annual Merit Plan	2021 1	1/1/20	12/31/20	Open	12/31/20
Eligible	EWT Annual Merit Plan	2020 1	/1/19	12/31/19	Open	12/31/19
Eligible	EWT Annual Merit Plan	2019 1	./1/18	12/31/18	Open	1/1/19
Eligible	EWT Annual Merit Plan	2018 1	./1/17	12/31/17	Open	1/2/18
Eligible	Test Modelling Plan	2023 1	/1/23	12/31/23	Administrative	12/31/23
	Select Plan					🖬 📎 Camotra Ci

Here we can manage the worker information once the Plan is live and open for Compensation Planning. Click **Worker Information** 

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Administer Workers		Refresh Data Save Save and Close Cancel
Plan Test Modelling Plan	Cycle 2023 (2023-01-01 - 2023-12-31)	
Person Information	Name Rakesh Jhindal Person Number 1006	
	Assignment Number E1006 Job Manager	
	- Position Manager, Software Consulting Department IT - Software Cons	ulting
	Location Corporate HQ Manager Rishi Verma	
Worker Information Budget Compen-	sation Status and Hierarchy Eligibility User-Defined Data Notes Alerts (1) Audit Statement	
✓ Worker Details	k Worker Information	0
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Employment Details	ingo **	optra Clouc
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Department IT - Software	e Consulting 🗸 Assignment Status Active - Payroll Eligible 🗸	\$
Job Title Manager	✓ Country United States ✓	
Job Code MGR	Location Corrorate HQ	La 19
Job Change Date 1/1/12		
Years in Job	12	
Position Manager, So	Business Unit Camptra US Business Unit V	
Position Code MGR_SC	Working Hours 40	

Here we can update the **Worker Information**. Once complete, click **Save and Close** 

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Administer Workers ©		Refresh Data Save Save and Close Cancel
Plan Test Modelling Plan Cycle 2023 ( 2023-01-01 -	2023-12-31) Exclude worker from the refresh process	Click Save and Close
Asignment Number E1006 Position Numage: Software Location Corporate HQ	re Consulting	Person Number 1006 Job Manager Department IT - Software Consulting Manager Rowin Vierna
Worker Information         Budget         Compensation         Status and Herarchy         Eliptid <ul></ul>	y User-Defined Data Notes Alerts (1) Audit Statement	©
Effective Date 12/31/23         Gend           E-Mail         Ethnici           Work Phone         Disability Stat           Person Number         Disability Stat	rr [Male ∨ y Aslan ∨ s	
Person Number 1006 Date of Bin Ad	n (1/1/61) 5g) e 42	mgara Cloud Vili
Department IT - Software Consulting	Employment Status Full-time regular V Assignment Status Active - Payroll Eligible V	5 &
Job Title Manager V Job Code MGR	Country United States	<b>1</b>
Job Change Date 1/1/12	Location Corporate HQ   Legal Employer ERPWebTutor USA Inc.	-0
Position Manager, Software Consulting V Position Code MGR_SC	Business Unit Camptra US Business Unit  Working Hours 40	

# View Budget Information

Navigation: Home>My Client Groups>Compensation>Administer Workers>Search Worker>Select Worker>Select Plan>Budget>Update>Save and Close

From the home screen, click My Client Groups

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	ලි <sup>#</sup> Hire an Employee		Person Management	யர Time Management	Compensation	Workforce Structures	
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### Next, click **Compensation**

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Under Workforce Compensation, click Administer Workers. We can also search for Administer Workers using the search bar on the top left of the page

Review Proposed Salary Changes and Rate Values	
Workforce Compensation	
Act as Proxy Manager	
Administer Workers           Image: Click Administer Workers	
View Administration Reports	
Workforce Compensation Plans	
Retive Plans	
Run Batch Processes       Image: Configure Global Settings	
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# Enter the **Person Number** and click **Search**

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Name Person National ID Department	Location	User Person Type	Job	Assignment Status
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### Click Worker Name

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Name	Person Number	National ID	Department			Location	User Person Type	Job	Assignment Status
Jhindal, Rakesh	1006	818-81-8181	IT - Software Consulting			Corporate HQ	Employee	Manager	Active - Payr.
olumns Hidden 11	Click Work	er Name							

# Select the Plan

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Person info	mation mation Name Rakeh Jhindal Assignment Number 1006 Position Manager, Software Consulting Location Corporate HQ	Person Number 1006 Job Manager Department (T - Software Consulting Manager Richi Verma	1 0.4994-03-1994 1			
View  Form Eligibility Status	Ing Plans 10 At Freeze al Wrap Show closed cycles Reprocess or Add New Plan	E Cycle P	/aluation Ev. eriod Start Pe	aluation riod End	Cycle Status	HR Data Extraction
Eligible	EWT Annual Merit Plan	2021 1/	1/20 12/	/31/20	Open	12/31/20
Eligible	EWT Annual Merit Plan	2020 1/ 2019 1/	1/19 12/	/31/19	Open Open	12/31/19
Eligible	EWT Annual Merit Plan	2018 1/	1/17 12	/31/17	Open	1/2/18
Eligible	Test Modelling Plan	2023 1/	1/23 12/	/31/23	Administrative	12/31/23
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Here we can manage the worker information once the Plan is live and open for Compensation Planning. Click **Budget** 

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Administer Worke	ers Ø		Refresh Data         Save         Save and Close         Cancel
Plan Test Modelling Plan	Cycle 2023 (2023-01-01 - 2023-12-31)	Exclude worker from the refresh process	
Person Information	Name Rakesh Jhindal Assignment Number E1006 Position Manager, Software Consulting	Person Number 1006 Job Man Department IT - 1	ager Gotware Consulting
Worker Information Budget	Location Corporate HQ bensation Status and Hierarchy Eligibility User-Defined Da	Manager Rishi ta Notes Alerts (1) Audit Statement	Verma
Budget Pools Budget Pool Budget Amount	Click Budget Available Budget		
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Budget for Direct Reports Working Budget Amount Working Budget Percentage 3.00 Workers - Direct Reports 6	8.674.20 Total Eligible Salaries 289,140.00 000		

Here we can view the **Budget** Information and update the Access level, if applicable. Once complete, click **Save and Close** 

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Administe	er Worker	S 🕐		Refresh Data Save	Save and Close
Plan Test Mode	elling Plan	Cycle 2023 (2023-01-01 - 2023-12-31)	Exclude worker from the refresh process	Click Save and Close	
Person Informatio      Worker Information	on Budget Compen	Name Rakesh Jhindal Assignment Number E1006 Position Manager: Software Consulting Location Corporate HQ salion Status and Hierarchy Eligibility User-Defined Da	1 Notes Aller's (1) Audit Statement	Person Number 1005 Job Manager Department IT - Software Consulting Manager Rish Verma	
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# Update Worker Compensation

Navigation: Home>My Client Groups>Compensation>Administer Workers>Search Worker>Select Worker>Select Plan>Compensation>Update>Save and Close

From the home screen, click My Client Groups

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	හී <sup>≇</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	Workforce Structures	
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	Things to Finish						

### Next, click **Compensation**

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	Hire an Employee		Person Management	Time Management	Compensation	Workforce Structures	
	Add a Contingent Worker						00,00
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	Show More						
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Under Workforce Compensation, click Administer Workers. We can also search for Administer Workers using the search bar on the top left of the page

Review Proposed Salary Changes and Rate Values	
Workforce Compensation	
Act as Proxy Manager	
Administer Workers      Global Models      Click Administer Workers	
Wiew Administration Reports	
Workforce Compensation Plans	
Retive Plans	
Run Batch Processes         Image: Configure Global Settings	
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# Enter the **Person Number** and click **Search**

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Kanse     Enter Person Number     ywork     Include terminated work relationships     ** Netsonal ID     ** Effective As of Date     2/2//23     1		Click Search	**, Se:	* Required At least one is required
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### Click Worker Name

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Name	Person Number	National ID	Department			Location	User Person Type	Job	Assignment Status
Jhindal, Rakesh	1006	818-81-8181	IT - Software Consulting			Corporate HQ	Employee	Manager	Active - Payr
olumns Hidden 11	Click Work	er Name							

### Select the Plan

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Person Info Per Participat	httornation httornation Assignment Number E1005 Position Manager Software Consulting Department Location Corporate HQ Manager Manager	1006 Manager IT - Software Consulting Rishi Verma			in the ten	
View View Form Eligibility Status	I v Gr m Freeze el Wrap Show closed cycles Reprocess or Add New Plan	Cycle	Evaluation Period Start Date	Evaluation Period End Date	Cycle Status	HR Data Extraction Date
Eligible	EWT Annual Merit Plan	2021	1/1/20	12/31/20	Open	12/31/20
Eligible	EWT Annual Merit Plan	2020	1/1/19	12/31/19	Open	12/31/19
Eligible	EWT Annual Merit Plan	2019	1/1/18	12/31/18	Open	1/1/19
Eligible	EWT Annual Merit Plan	2018	1/1/17	12/31/17	Open	1/2/18
Eligible	Text Modelling Ptra-	2023	1/1/23	12/31/23	Administrative	Camptra Cloud W Camptra Cloud S Camptra Cloud
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Here we can manage the worker information once the Plan is live and open for Compensation Planning. Click **Compensation** 



Here we can view the **Compensation** Information. We can update the information and once complete, click **Save and Close** 

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Administer Workers 🛛		Refresh Data Save Save and Close Cancel
Plan Test Modelling Plan Cycle	2023 (2023-01-01 - 2023-12-31) Exclude worker from the refresh process	Click Save and Close
A Person Information Na Assignment Numl Positi	me Rakssh Jhindal Ser E1005 Ion Manager, Software Consulting	Person Number 1005 Job Manager Department IT - Software Consulting
Locati Worker Information Budget Compensation Status and	.on Corporate HQ I Hierarchy Eligibility User-Defined Data Notes Alerts (1) Audit Statement	Manager Rishi Verma
Salary - Merit         Annual Bonus         Lumpsum           Image: Salary         Update the analysis	applicable information below	
Actual Salary - Current Year 101,320 Base Salary Percentage Change	کا USD Annually Actual Salary - Next Year 101.320 USD Base Salary Change Amount 0 USD	Annually Annually
Adjusted Salary - Current 101.320 USD Annual Adjusted Salary Factor 1	y Adjusted Salary - New 101,320.00 USD Annually Adjusted Salary - Change Amount 0 USD Annually	
Full Time Salary - Current Year 101,320 USD Annual Next Year Salary - Min	y Full Time Salary - Next Year 101.320 USD Annually USD Full Time Increase Amount 0 USD Annually	
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Salary Range Decile - Current	Salary Range Quartile - New Salary Range Quintile - New	<b>1</b>
Salary Range Position - Current Prior Salary Change Amount 2960 USD Annually	Salary Range Decile - New Salary Range Position - New Prior Salary Channe Date 7/1/22	
Prior Salary Change Percentage 3	rinoi seedi y Change Vate 1/1/22	

### Update Compensation Manager

Navigation: Home>My Client Groups>Compensation>Administer Workers>Search Worker>Select Worker>Select Plan>Status & Hierarchy>Update>Save and Close

From the home screen, click My Client Groups
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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
	පි <sup>#</sup> Add a Contingent Worker						
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	Add a Contingent Worker						00,00
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Review Proposed Salary Changes and Rate Values	
Workforce Compensation	
Act as Proxy Manager	
Administer Workers           Image: Click Administer Workers	
View Administration Reports	
Workforce Compensation Plans	
Retive Plans	
Run Batch Processes       Image: Configure Global Settings	
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Name Person National ID Department	Location	User Person Type	Job	Assignment Status
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## Click Worker Name

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Name	Person Number	National ID	Department			Location	User Person Type	Job	Assignment Status
Jhindal, Rakesh	1006	818-81-8181	IT - Software Consulting			Corporate HQ	Employee	Manager	Active - Payr.
olumns Hidden 11	Click Work	er Name							

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Person info	mation mation Name Rakeh Jhindal Assignment Number 1006 Position Manager, Software Consulting Location Corporate HQ	Person Number 1006 Job Manager Department IT - Software Consulting Manager Riahl Verma			Solar	
View  Form Eligibility Status	Ing Plans 10 At Freeze al Wrap Show closed cycles Reprocess or Add New Plan	Cycle	valuation eriod Start	Evaluation Period End	Cycle Status	HR Data Extraction
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Eligible	EWT Annual Merit Plan	2018 1.	/1/17	12/31/17	Open	1/2/18
Eligible	Test Modelling Plan	2023 1	/1/23	12/31/23	Administrative	12/31/23
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Here we can manage the worker information once the Plan is live and open for Compensation Planning. Click **Status & Hierarchy** 



Here we can view the **Worksheet Manager** Information. We can search for the new worksheet manager by entering the new manager's name in the **Name** box. Once complete, click **Save and Close** 

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Administer Workers ⊘	Refresh Data Save Save and Close Cancel
Plan Test Modelling Plan Cycle 2023 (2023-01-01 - 2023-12-31)	Exclude worker from the refresh process
▲ Person Information	
Name Rakesh Jhindal	Person Number 1006
Assignment Number E1006	Job Manager
Position Manager, Software Consulting	Department IT - Software Consulting
Location Corporate HQ	Manager Rishi Verma
Worker Information Budget Compensation Status and Hierarchy Eligibility User-Defined Da	sta Notes Alerts (1) Audit Statement
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Primary Worksheet Manager ⑦ Enter Name	Action History
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#### Update Plan Eligibility

Navigation: Home>My Client Groups>Compensation>Administer Workers>Search Worker>Select Worker>Select Plan>Eligibility>Update>Save and Close

From the home screen, click My Client Groups

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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
	පි <sup>#</sup> Add a Contingent Worker						
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Review Proposed Salary Changes and Rate Values	
Workforce Compensation	
Act as Proxy Manager	
Click Administer Workers	
View Administration Reports	
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## Click Worker Name

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▲ Search	Vindoniae	2614 A 97	- 1979 (1989) (* 1939), * 1983	<u> </u>	. (9) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1		A <u>d</u> vanced S	aved Search All F	People V * Required
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Name	Person Number	National ID	Department			Location	User Person Type	Job	Assignment Status
Jhindal, Rakesh	1006	818-81-8181	IT - Software Consulting			Corporate HQ	Employee	Manager	Active - Payr.
olumns Hidden 11	Click Work	er Name							

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A Person Inf	ion Information Name Rakesh Jhindal	Person Number 1006 Job Manager				
	Position Manager, Software Consulting Location Corporate HQ	Department IT - Software Consulting Manager Rishi Verma				
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Eligibility Status	Pian	Cycle F	Evaluation Period Start Date	Evaluation Period End Date	Cycle Status	HR Data Extraction Date
Eligible	EWT Annual Merit Plan	2021 1	1/1/20	12/31/20	Open	12/31/20
Eligible	EWT Annual Merit Plan	2020 1	/1/19	12/31/19	Open	12/31/19
Eligible	EWT Annual Merit Plan	2019 1	./1/18	12/31/18	Open	1/1/19
Eligible	EWT Annual Merit Plan	2018 1	./1/17	12/31/17	Open	1/2/18
Eligible	Test Modelling Plan	2023 1	/1/23	12/31/23	Administrative	12/31/23
	Select Plan					🖬 📎 Camotra Ci

Here we can manage the worker information once the Plan is live and open for Compensation Planning. Click **Eligibility** 

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Administ	er Work	ers ©	Refresh Dat	ta Save	Save and Close Cancel	
Plan Test Mode	elling Plan	Cycle 2023 (2023-01-01 - 2023-12-31)	Exclude worker from the refresh process		VARIARI CILICITA IL IV	777
Person informat		Name Rakesh Jhindal Assignment Number E1006 Position Manager, Software Consulting Location Corporate HQ	Person Number 1006 Job Manager Department (17 - Software Consulting Manager Risht Verma			
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Here we can view the **Eligibility** Information. We can change the overall eligibility for all plans by changing the **Eligibility Status**. Or we can change the eligibility for the individual worksheets under **Component Eligibility**. Once complete, click **Save and Close** 

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Administ	er Work	ers 🛛		Refresh Data Save	Save and Close	Cancel
Plan Test Mod	lelling Plan	Cycle 2023 ( 2023-01-01 - 2023-12-31 )	Exclude worker from the refresh process	Click Save and Close	Valance	
		Name Rakesh Jhindal Assignment Number E1006 Position Manager. Software Consulting Location Corporate HQ		Person Number 1005 Job Manager Department IT - Software Consulting Manager Rish Verma		
Eligibility Eligibility Overri Eligibility Overri Eligibility Overri	y Status Eligible dden By de Date	Select Value				
Name Salary - Merit Annual Bonus	Eligibility Status Eligible ~ Eligible ~	Ineligibility Reason				Če Camotra Clour
Lumpsum	Eligible ~	Select Value				

# View Alerts For An Employee

Navigation: Home>My Client Groups>Compensation>Administer Workers>Search Worker>Select Worker>Select Plan>Alerts>Update>Save and Close

From the home screen, click My Client Groups

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	හි <sup>#</sup> Hire an Employee	Hiring	Person Management	Time Management	Compensation	۵۵۶ Workforce Structures	
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	Things to Finish						

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	Hire an Employee		Person Management	Time Management	Compensation	Workforce Structures	
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Compensation		
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## Click Worker Name

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** Name			** Keywords		]				** At least one is required
** Person Number 1	006		*Effective As-of Date	Include terminated work relationshi	ips				
4 Search Results ②									Search Reset Save
Actions • View • Forma	at ▼ _ 3™								
Name	Person Number	National ID	Department			Location	User Person Type	Job	Assignment Status
Jhindal, Rakesh	1006	818-81-8181	IT - Software Consulting			Corporate HQ	Employee	Manager	Active - Payr
olumns Hidden 11	Click Work	er Name							

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< Ad	minister Workers: Select Plan					
Person info	mation mation Name Rakeh Jhindal Assignment Number 1006 Position Manager, Software Consulting Location Corporate HQ	Person Number 1006 Job Manager Department IT - Software Consulting Manager Riahl Verma			Solar	
View  Form Eligibility Status	Ing Plans 10 At Freeze al Wrap Show closed cycles Reprocess or Add New Plan	Cycle	valuation eriod Start	Evaluation Period End	Cycle Status	HR Data Extraction
Eligible	EWT Annual Merit Plan	2021 1.	1/20	12/31/20	Open	12/31/20
Eligible	EWT Annual Merit Plan	2020 1.	1/19	12/31/19	Open Open	12/31/19
Eligible	EWT Annual Merit Plan	2018 1.	/1/17	12/31/17	Open	1/2/18
Eligible	Test Modelling Plan	2023 1.	/1/23	12/31/23	Administrative	12/31/23
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Here we can manage the worker information once the Plan is live and open for Compensation Planning. Click **Alerts** 

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Administer Work	ers Ø			Refresh Data Save	Save and Close Cancel
Plan Test Modelling Plan	Cycle 2023 (2023-01-01 - 2023-12-31)	Exclude worker from the refresh process			
Person Information	Name Rakesh Jhindal		Person Number 100	6	
	Assignment Number E1006 Position Manager, Software Consulting		Job Ma Department IT - Mananer Ris	nager Software Consulting hi Verma	
Worker Information Budget Comp	pensation Status and Hierarchy Eligibility User-Defined Dat	a Notes Alerts (1) Audit Statement	miniger		
Alert	Description	Click Alerts	Triggered By	Trigger Date	Hide from Managers
A Salary outside grade range	New Salary is above the worker's valid salary range mat	. Please contact Sharon Lontoc.	Start compensation process	1/11/23	

Here we can view the **Alerts** Information. We can **Hide from Mangers**, if applicable. Once complete, click **Save and Close** 

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Plan Test Modelling Plan	Cycle 2023 (2023-01-01 - 2023-12-31) Exclude worker from the refresh process		Click Save and Close	
Person Information	Datosh Brindal		4005	
	Assignment Number: E1006	Person Number	Mananer	
	Position Manager, Software Consulting	Department	t IT - Software Consulting	
	Location Corporate HQ	Manager	r Rishi Verma	
Worker Information Budget Comp	ensation Status and Hierarchy Eligibility User-Defined Data Notes Alerts (1) Audit Statement			
Alert	Description	Triggered By	Trigger Date	Hide from Managers
▲ Salary outside grade range	New Salary is above the worker's valid salary range max. Please contact Sharon Lontoc.	Start compensation process	1/11/23	1
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## View Compensation Statements

Navigation: Home>My Client Groups>Compensation>Administer Workers>Search Worker>Select Worker>Select Plan>Statement>Update>Save and Close

From the home screen, click My Client Groups

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Compensation		
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	Workforce Compensation	
	Act as Proxy Manager	
	Global Models Click Administer Workers	
	Wew Administration Reports	
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	Image: Active Plans	
	Run Batch Processes	

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∡ Search		Advanced Sa	wed Search All Peop	ple ~
Kater     Enter Person Number     ywords     Include terminated work relationships     ** National ID     ** Effective As of Date     2/2/23     6		Click Search	S	* Required * At least one is required earch Reset Save
Name Person National ID Department	Location	User Person Type	Job	Assignment Status
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## Click Worker Name

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** Name			** Keywords						** At least one is required
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Name	Person Number	National ID	Department			Location	User Person Type	Job	Assignment Status
Jhindal, Rakesh	1006	818-81-8181	IT - Software Consulting			Corporate HQ	Employee	Manager	Active - Payr.
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A Person Inf	ion information Name Rakesh Jhindal Assignment Number E1006	Person Number 1006 Job Manager				
	Position Manager, Software Consulting Location Corporate HQ	Department IT - Software Consulting Manager Rishi Verma				
Participa View 🕶 Fon	ting Plans 👁 nat – 🖙 📄 Freeze 🚽 Wrap 🗌 Show closed cycles   Reprocess or Add New Plan					
Eligibility Status	Plan	Cycle F	ivaluation Period Start Date	Evaluation Period End Date	Cycle Status	HR Data Extraction Date
Eligible	EWT Annual Merit Plan	2021 1	1/1/20	12/31/20	Open	12/31/20
Eligible	EWT Annual Merit Plan	2020 1	./1/19	12/31/19	Open	12/31/19
Eligible	EWT Annual Merit Plan	2019 1	./1/18	12/31/18	Open	1/1/19
Eligible	EWT Annual Merit Plan	2018 1	./1/17	12/31/17	Open	1/2/18
Eligible	Test Modelling Plan	2023 1	/1/23	12/31/23	Administrative	12/31/23
	Select Plan					🖬 🖉 Camutra Cl

Here we can manage the worker information once the Plan is live and open for Compensation Planning. Click **Statement** 

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Administer Work	ers ©		Refresh Data Save	Save and Close
Plan Test Modelling Plan	Cycle 2023 (2023-01-01 - 2023-12-31)	Exclude worker from the refresh process		
Person Information	Name Rakesh Jhindal Assignment Number E1006		Person Number 1006 Job Manager	
Worker Information Budget Com	Position Manager, Software Consulting Location Corporate HQ pensation Status and Hierarchy Elipibility User-Defined Data	Notes Alerts (1) Audit Statement	Department IT - Software Consulting Manager Rishi Verma	
Real-Time Statements @	Click	Statement		
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Here we can view the **Compensation Statement** Information. We can view the Statements by clicking **PDF** 

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Administer Wo	rkers ⊘	Refresh Data Save Save and Core Cancel
Plan Test Modelling Plan	Cycle 2023 ( 2023-01-01 - 2023-12-31 )	Exclude worker from the refresh process
Person Information		
<b></b>	Name Rakesh Jhindal	Person Number 1006
	Assignment Number E1006	Job Manager
	Position Manager, Software Consulting	Department [7 - Software Consulting
Mindre Information - Dedact	Location Corporate HQ	Manager Rishi Verma
worker information Budget	compensation Status and Hierarchy Eligibility User-Delined Data	a Notes Alerts (1) Audit Statement
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Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at <a href="mailto:learn@camptratech.com">learn@camptratech.com</a>

Version	Revision			
History	Date	Author	Changes	
Version 1.0		Megan Ketter	Initial Version	