Taleo Enterprise

Taleo Compensation
Stand Alone HR Administrator Guide

Feature Pack 12B
August 31, 2012

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Preface

Revision History

The Revision History lists modifications that were made to this document since the last publication.

Date	Modification	Revised Topics
August 31, 2011	Initial version.	

Technical Configuration and Software Performance

For the latest information, refer to the *Taleo Enterprise Technical Configuration and Software Performance Guide* document for the applicable release.

Product Access

Login and Product Access

Access Taleo Compensation (standalone version) through designated URL's. Separate login credentials are assigned for each user. Use the Customer Login page to authenticate and sign into the application.

What You Need to Get Started

When logging into the system for the first time, you will need three things:

1. The randomly generated password sent to you in an email.
2. Your user name.
3. Your email address.

Once your credentials are entered and accepted supply a new password, security question, and security answer before you begin compensation planning.

Password Requirements

As of Taleo Compensation Feature Pack 12B the login password requirements are upgraded to be as follows:

- Must include at least 8 or more characters.
- Mixed case (upper and lower) alphabetic characters.
- At least one non-alphabetic character.

Logging In

Prerequisite

You must know the Web address and have received a user name and temporary password from the system administrator.

Taleo Enterprise URL > ***Customer Login***

Steps

1. Enter your user name and password.

   If this is the first login, enter your temporary password, employee ID, and email address.
2. Click Submit.

Result

You now have access to the application.

Next Step

If logging in for the first time, perform the following tasks:

1. Select a new password.
2. Set a security question and answer on the My Info page.

Changing Your Password and Security Question

Prerequisite

You must log in with a valid user name and password.

Taleo URL > ***Customer Login*** > ***Log into Taleo Compensation***

Steps

1. Click My Info.
2. Enter and confirm a new password.

   Your password must have 8 or more characters, include mixed case alphabetic characters, and must contain at least 1 non-alphabetic character. Your password is case sensitive; your user name and answer to the security question are not.
3. Click Save.
4. Click Security.
5. Select a Security Question from the drop-down.
6. Enter an answer.

   This is the answer you must provide to retrieve a forgotten password.
7. Click Save.

Result

Your password is changed to one of your choosing. Your security question and answer are set up, enabling you to use the I Forgot My Password function on the Customer Login page.

Using the I Forgot My Password Link

In the event an authorized user forgets his or her password, a link is provided on the Customer Login page that assists in access to Taleo Compensation.

Prerequisite

You must have a valid username, email address, and security question and answer in your user profile.

Taleo URL > ***Customer Login***

Steps

1. Click "I forgot my password".
2. Enter your username.
3. Click Submit.

Result

If the request comes from an authorized user, an email is sent to the supplied address with a code to access the application.

Next Step

You must click the link provided in the email, enter your username and access code, and provide a new password.

User Roles

Users are assigned one or more roles associated with a set of features. If you are assigned more than one role, you can move to another role by clicking Change Role at the top right corner of the page and selecting from the list of available roles. The user roles available within a typical Taleo Compensation configuration are detailed below.

User Role	Description
HR Administrator	Reviews compensation planning for either all employees or a subset of employees.
Company Compensation Administrator	Reviews and sets user access information as well as compensation plan details for base pay, bonus and stock.
Company System Administrator	Configures Compensation system application variables, data validation rules,and processes customer data files. Also views who is logged into the Compensation application.
Manager	Conducts compensation planning for direct and indirect reporting employees.

Application Timeout

Application timeout is a security feature that signs you out when the application is idle for more than fifteen minutes.

When the timeout delay is reached a message notifies you the timeout for the application is imminent.

Two scenarios are possible:

- **Take action:** Click “Access the application” to open and reset it.
- **Do not take action:** If you do not reset the application within the defined delay, a message is displayed indicating you have been signed out of the application and will need to sign in again to use it.

The timeout delay is set by default to fifteen minutes. The reminder displayed before timeout is set by default to five minutes before timeout.

The application timeout is configurable. Contact Taleo Support for details.

Navigation

Buttons and Icons

The following table describes the buttons and icons generally available throughout Taleo Compensation. Other feature specific buttons and icons are defined in the feature sections where they apply.

UI Element	Description
Calendar button	Opens a Calculator widget, enabling user to select a date displayed in the proper format for the active field.
Cancel	Discards the changes on the active pane, section, or window.
Calculator button	Opens a Calculator widget, enabling user to create an equation. (e.g. Eligibility, Proration, Basepay or Bonus calculator).
Clear	Removes entries from a page, section or field and reverts to blank.
Copy	Copies the item selected in the adjacent drop-down.
Delete	Deletes the selected object (e.g. a field, plan or file)
Download	Downloads the selected item, usually a file, to a local directory.
Get Report	Retrieves a log report for the current transaction type.
Preview	Previews the item selected in the adjacent drop-down.
Run Report	Runs the selected report.
Save	Saves the changes on the active pane, section, or window.
Search	Executes a search for the desired data using the active criteria.
Select	Refreshes the current screen to reflect the item selected within the adjacent drop-down.
Upload	Uploads the selected object, usually a file and usually to the database.
	Expands or collapses a section on a page.
	Moves up the management hierarchy in a team or manager view grid.

HR Administration

HR Administration Page

When you log in using the HR Admin role the system automatically defaults you to the HR Administration tab.

You have the following tab and menu options:

- My Info - to change your password and/or security question.
- Member - to search for any employee in the system for which you have been granted security permission and display the Member View for the selected employee.
- Manager - to search for any manager in the system for which you have been granted security permission and display the Manager Summary View for the selected manager.
- Manager Reports - to run the standard set of reports for any manager in the system for which you have been granted security permission, displaying information for those employees in the selected manager's scope of supervision.
- HR Reports - to run employee data export reports for employees in the system, displaying information for those employees which you have been granted security permission to view.

Search

Member Search

Use the Member Search to locate a specific employee or manager in your organization without having to drill down through the Manager Summary and All Employee views.

Search for employees and managers by employee ID, last name, or first name. Partial name or ID searches are allowed. At least one character in one of these search criteria fields is required to complete a search. Wildcard characters are assumed to be appended to the entry in these fields, thus more characters refine the search results.

Use the Employee/Manager selector to determine the search type. If the person is a manager, they will show in the search results only when “Manager” is selected. Select the radio button for the manager you wish to view and click Select. The Manager Summary and All Employee Views will display that manager’s organization. If a person has no direct reports, they will show in the search results only when “Employee” is selected. When you click the radio button for the employee you wish to view and click Select, the Member View displays that employee’s data.

Using Member Search

Prerequisite

You must be logged into the system using a Manager or HR Administrator role.

Manager role > ***Budget Rollup*** > ***Member Search*** >

HR Admin role > ***Member Page*** > ***Member Search*** >

Steps

1. Enter search criteria.
2. Optional. Select the member type to search from the drop-down, if available.
   - Employee
   - Manager
3. Click Search.
4. In Search Results click the radio button adjacent to the desired member name.
5. Click Select to view the associated information in the Member view.

Result

A person's planning information displays without having to drill down through the hierarchy in the Manager Summary and All Employees views.

Next Step

Review and edit the planning information as needed.

Member View

Use the Member View to see detailed information about, and perform compensation planning for, a selected employee in their local currency.

It appears on several pages in the system associated with either the Manager or HR Admin role:

- Team Relationships

- Planning
- Budget Rollup
- Member
- Manager

The view is a series of tabbed pages on a rollbar, and can be minimized or maximized at your convenience. The compensation plans for which a selected employee is eligible determine which tabs display across the rollbar. If an employee is not eligible for bonus, stock or allowances, those tabs do not appear. Tabs are divided into sections called panels.

Planning in the Member View

Prerequisite

You must have selected the employee using either a datagrid view (Direct Team or All Employees) or a search view (Member or Manager Search).

Access from several pages in the system.

Steps

1. Enter proposed increases and awards in percentages or amounts.

   Use the budget and guideline information displayed in the various tabs, the History and Last Modified links, and other information provided to inform your decisions. Click on blue hypertext links anywhere within the Member View to open pop-ups called Library Content. They provide valuable information about the data element selected.
2. Click Save or Cancel when done planning for the employee.
3. Return to the parent view (datagrid) to continue planning for other employees in the team.

Result

Compensation planning for an individual employee is aided by using a view containing detailed information for that person.

Member View Settings

Member views within Taleo Compensation are highly configurable. This table details a typical configuration for the Member View.

Roll Bar Tab or Link	Description
Base Pay	The Base Pay tab displays a detailed before and after snapshot of the selected employee's salary information in the employee's local currency. It has three panels: • Current Base Pay - provides the selected employee's current salary, job and grade information. • Proposed Annual Increases - provides the ability to make recommendations for base pay adjustments. • New Base Pay - provides the same information as Current Base Pay, including any increases awarded and the relative results. The Proposed Annual Increases panel includes these features: • Supports plan types such as Merit, Lump Sum, Promotion and Adjustment. • Enter increases using the same editable fields as in the Direct Team View: adjustment Percent and Amount (fields cross calculate).

Roll Bar Tab or Link	Description
	• As you enter awards the totals and respective Budget Summary amounts dynamically update. • Guidelines are included based on base pay elements such as maximum, minimum and target amounts, performance ratings, compa-ratio and position in range. • Validations applied to your recommendations flag violations of the guidelines. • Alert dialogs can require that you acknowledge going outside the guideline and remind you to leave a reason in the Comment panel. • Prorated amounts display the portion of the increase to be applied based on the employee's hire date. • Tabbing or clicking out of an editable field will enable the Cancel and Save buttons.
Allowances	The Allowances tab has one panel called Current Allowances which displays a list of any allowance types for which the selected employee is eligible. Amounts are in the employee's local currency. If the employee is not eligible for allowances the tab will not appear in the view.
Bonus	The Bonus tab displays the factors, weights and targets that go into the bonus calculation for your organization. Amounts are shown in the employee's local currency. It also provides editable fields for you to enter recommendations for the employee's bonus payout. The Bonus tab has two panels: • Business Assignment and Performance - provides bonus calculation information for the selected employee as well as your recommended individual award factor or percent. • Bonus Payout - displays the recommended bonus award amount resulting from the bonus plan calculation. The Bonus tab includes these features: • Enter either the Individual Factor Percent or the Bonus Payout Amount, the fields cross calculate. • As you enter awards are the Bonus Budget Summary's Allocated and Available amounts dynamically update. • Guidelines are included based on bonus elements such as maximum, minimum and target amounts. • Validations applied to your recommendations flag violations of the guidelines.
Stock	The Stock tab displays information needed to plan long-term equity incentives for your employees. Monetary amounts are shown in the employee's local currency. The Stock tab has three panels: • Stock Award Guideline - displays guideline and target information for the selected employee. • Proposed Award - provides an editable field for recommending the shares or value of the stock award. • Stock Awards - displays the award type, price per share, and total value of the shares. The Stock tab includes these features: • Depending on your organization stock types can include stock options, restricted stock units and more. • Stock awards can be made in stock units (shares) or value. • As you make share recommendations the value is calculated and the Stock Bonus Budget Summary's Allocated and Available amounts dynamically update.

Roll Bar Tab or Link	Description
	• Guidelines are included based on bonus elements such as maximum, minimum and target amounts. • Validations applied to your recommendations flag violations of the guidelines.
Performance	Use the Performance tab to review and edit the Performance Rating for the selected employee. It has one panel called Performance Rating, which displays the employee's Performance Rating value and the rating value description.
Profile	The Current Profile tab provides additional information for the selected employee. It has three panels: • Employee - displays name, ID hire and status information for the employee. • Organization - displays manager, location and organizational hierarchy information for the employee. • Job - identifies employee's position within the organization. There are no editable fields in any of the three panels. If there is incorrect information displayed, please check with your Human Resources representative.
Data Override	The Data Override is for the HR Admin role only. It provides the ability to override, on a single page, the current Base Pay, Bonus and Stock data for those employees for which they have security permissions granted. It has two panels: • Manager and Base Pay Override - provides the ability to override hierarchy and Base Pay information for the selected employee. • Incentive Data Override - provides the ability to override bonus and stock award information for the selected employee.
Comments	The Comments tab is required to be completed in the event any employee is awarded a salary adjustment outside of guidelines. Make sure to include your name and date when entering the comment. When you are finished, tab or click outside of the test field to enable the Save button and save your comment.
History	Click History links to display the salary, bonus, and stock history for the current employee in the Member View. This is a pop-up window and is display only. There are no editable fields for history.
Last Modified	Click Last Modified links to display the details on the last modification of the salary planning for the current employee. This is a pop-up window and is display only. There are no editable fields for Last Modified.

HR Admin Data Override Settings

Panel and Section	Description
Manager and Base Pay Data Override > Manager Override	Use this section to search for, select and change the selected employee's manager to a new one. 1. Click Change to open the Manager Override panel. 2. Search for a new manager by ID or name. You can only search for managers for which you have security permissions. 3. Select the new manager's name.

Panel and Section	Description
	4. Click Change to switch the selected employee's manager to the new one, and recalculate budgets for all affected managers.
Manager and Base Pay Override > Base Pay Data Override	Use this section to edit the selected employee's Current Annual Salary, update related fields, and identify which increase types the employee is eligible for. To override an employee's eligibility for any of the available increase types enter the following: • 0 = ineligible • 1 = eligible If marked as ineligible, then the increase type does not appear on the Base Pay tab for the selected employee.
Incentive Data Override > Bonus Incentive Data Override	Use this section to update the following data elements for an Bonus Plan for which the selected employee is eligible. • Bonus Target % • Eligible Earnings
Incentive Data Override > Stock Incentive Data Override	Use this section to update the following Stock Award guideline elements for any stock plan for which the selected employee is eligible: • Stock Minimum • Stock Target • Stock Maximum

Manager Search

The Manager Search allows you to search for a specific manager in your organization.

Search for Managers by employee ID, last name, or first name. Partial name or ID searches are allowed. At least one character in one of these search criteria fields is required to complete a search. Wildcard characters are assumed to be appended to the entry in these fields, thus more characters refine the search results.

Using Manager Search

Prerequisite

You must be logged in as the HR Admin role.

HR Administration tab > ***Manager*** > ***[Manager Search]*** >

Steps

1. Enter search criteria.
2. Click Search.
3. In Search Results click select next to the name of the manager whose records you want to open.
4. Click Select.

Result

The records for the manager's team display in the Manager Summary View.

Manager Summary View

The Manager Summary View is for second level managers and higher in the hierarchy, as well as users with the HR Admin role. It provides a total budget view and planning submission status for the selected manager's direct reporting team. It also provides the HR Admin the ability to view and compare the budgets and allocations for the selected manager. The selected manager's Budget Pocket is not available to the HR Admin. The Manager Summary Views within Taleo Compensation are highly configurable. Important!: Hard alerts are not supported on option selectors in the datagrid. This table details a typical configuration for the Manager Summary View.

Column or Label	Description	Editable
Currency Selector	The Currency selector converts currency values in the Manager Summary View and defaults to US Dollars. If multiple currencies are in use then you can use the selector to choose an eligible currency for the table display. Using this selector does not change which currency in which an employee is paid, it only changes how you view the currency values in the table.	Choose Selection
Manager Name	Displays a list of managers that report to the user. This list can be drilled down to the next lower level of the hierarchy by clicking the name of a manager. When you drill down to a first level manager, the data grid will be empty. You can move back up the hierarchy by clicking the up arrow.	No

Column or Label	Description	Editable
Done Ratio	Indicates the number of employee planning records that are completed against the total number of employees for the manager's entire organization.	No
Submit Date	Displays the date when the manager submitted their compensation planning. Once submitted all views are rendered view only to the submitting manager.	No
Undo Submit	Once submitted, the submitting manager can no longer make changes unless the next higher manager clicks the "Undo Submit" check box. Higher level managers can also plan for a subordinate. A user with the HR Admin role can also undo the planning submittal for the population of managers they are given permissions for.	Yes
Base Pay, Bonus or Stock	Budget or Target, Allocated and Available amounts are displayed for the applicable compensation plans.	No
Direct Team	The Direct Team line represents the budget information for the manager's direct reports, same as information in the Budget Summary on the Direct Team view.	No
Totals	The Totals line represents the sum of the direct reporting managers' entire organization plus the Manager's own direct team.	No
Save	Allows the user to save changes, but does not submit the changes to the next level in the hierarchy.	No
Submit	Sends the user's planning changes to the next higher level in the hierarchy. Users cannot submit a plan until all subordinates have completed planning and submission and planning is completed for the user's direct team. Planning can occur only on the All Employee View in Direct Team mode and the Member View section of the Budget Roll-up page.	No

All Employee View

The All Employee View is a table similar to the Direct Team View. It lists every direct and indirect reporting employee in a manager's organization.

As you drill down through the Manager Summary View on a page (e.g. Budget Rollup or Manager) the All Employee View displays the employees assigned to the manager whose name you selected.

Based on the number of employees to display, the list can be scrolled vertically and horizontally. The default setting is to display 50 rows at a time.

Use Filter to view different segments of the employee population (e.g. All Employees or Direct Team). Unlike the Direct Team View, the All Employee View has editable fields only when Direct Team has been selected from the Filter pulldown menu. The All Employees filter results are read only.

The Currency selector converts currency values in the All Employees View. Using this selector does not change which currency in which an employee is paid, it only changes how you view the currency values in the table.

When you click on an employee’s name in the All Employee View, their details load in the Member View below. This provides editing capabilities for any employee assigned to the hierarchy within a manager's organization. Edits in the Manager View will reflect in the All Employee View, Member View, and Budget Summary.

Important!: Hard alerts are not supported on option selectors in the datagrid.

Member View

For a detailed description of the Member View see the section of this document under the Table of Contents navigation **Search > Member Search > Member View**, and its related sections **Planning in the Member View**and **Member View Settings.**

Reports

Reports

Standard reports are available to employees who have the Manager or HR Administrator role granted. Reports can be run one at a time from the Reports page, and are run in real-time.

The Reports page enables managers and HR administrators to choose the population of employees that appear on a report. Sorting options can still be applied to the population. Populations available for selection depend on your role and the report, but can include from among the following options:

- All Managers
- Direct Reporting Managers
- Non-direct Reporting Managers
- Direct Team Only
- All Employees
- Employees Without Direct Reports
- Direct Reports Only

Filters can be configured to include any criteria determined by your organization. Contact Taleo Support for details.

The four standard reports are available to Managers, and HR Administrators running the reports on behalf of a planning manager:

- Manager Summary
- Employee Compensation
- Employee Data Export
- Employee Letter

Four additional standard reports available to employees HR Administrators only are:

- HR Employee Data Export 1
- HR Employee Data Export 2
- HR Audit Report
- Out of Guidelines Report

Custom reports can be added to the standard reporting feature at additional cost by contacting Taleo support. These reports can include graphs, subtotals, and totals.

Detailed Executive reports are also available at an additional cost by contacting Taleo Support. Also see the Performance Management Universe Data Dictionary for detailed information on available objects.

Running a Report

Prerequisite

Manager role > ***Rewards Planning*** > ***Reports***

HR Administrator role > ***HR Administration*** > ***Manager Reports*** > ***Reports***

HR Administrator role > ***HR Administration*** > ***HR Reports*** > ***Reports***

Steps

1. Click the radio button adjacent to the desired report.
2. Select the desired population filter.

See the section in this document for the individual report for more information on available filters.

3. Select the desired sort order.

   See the section on the individual report for more information on available sort options.

4. Click Run Report.
   The Progress meter will read 100% when the data is ready for viewing. Then the Get Report button is activated.
5. Click Get Report.
6. Use the File Download screen to Save the report to the desired location.

Result

Reports execute and can be saved to a convenient location for viewing, printing, distribution and export to other systems as appropriate.

Manager Summary Report

The Manager Summary Report provides a summary of planning status and pay allocation in comparison to budget, by planning manager. This report reflects the information in the Member Summary View on the Budget Roll-up page. The output format for this report is a PDF file. Taleo Compensation is configurable and the reports in your system may vary. The Baseline configuration for this report layout is detailed in the following table and example:

Filter by (Population)	First Sort	Second Sort
All Managers	Manager Name	Number of Employees
Direct Reporting Managers		
All Non Direct Reporting Managers		
Direct Team Only		

Focal Recommendations Analysis

Manager: Decker, Michael

Date: Fri, Mar 23, 2012 9:27 AM EDT

	Merit			Promotion			Adjustment			Lump			ALL BASE PAY					
MANAGER NAME	Budget	REC (USD)	REC AVG %*	Budget	REC (USD)	REC AVG %*	Budget	REC (USD)	REC AVG %*	Budget	REC (USD)	REC AVG %*	ELIG #EEs	REC #EEs	REC % of EEs	BUDGET	RECOMM	AVAILABLE
Coleman, Jonathan	5,975	5,902	4.30%	1,588	0	0.00%	1,588	0	0.00%	0	0	0	10	3	30.00%	9,150	5,902	3,248
Savard, Julia	33,730	5,000	9.80%	5,080	22,000	43.14%	5,080	0	0.00%	0	0	0	37	1	2.70%	43,890	27,000	16,890
Stevenson, Henry	538	0	0.00%	108	0	0.00%	108	0	0.00%	0	0	0	1	0	0.00%	754	0	754
Washington, Rene	24,669	440	1.00%	3,674	0	0.00%	3,674	0	0.00%	0	0	0	30	1	3.33%	32,016	440	31,576
Total		11,342	3.78%		22,000	10.78%		0	0.00%				78	5	6.41%	85,810	33,342	52,468

	Bonus 1 Budget						Bonus 2 Budget						All Bonus					
MANAGER NAME	ELIG #EE's	REC #EE's	REC % OF EEs	Budget	REC (USD)	REC AVG %*	ELIG #EE's	REC #EE's	REC % OF EEs	Budget	REC (USD)	REC AVG %*	ELIG #EEs	REC #EEs	REC % of EEs	BUDGET	RECOMMENDED	AVAILABLE
Coleman, Jonathan	10	10	100.00%	70,208	46,829	10.01%	0	0	0.00%	0	0	0.00%	10	10	100.00%	70,208	46,829	23,379
Savard, Julia	37	37	100.00%	576,385	355,444	10.60%	1	0	0.00%	12,338	0	0.00%	38	37	97.37%	588,723	355,444	233,279
Stevenson, Henry	1	1	100.00%	42,535	28,371	10.01%	0	0	0.00%	0	0	0.00%	1	1	100.00%	42,535	28,371	14,164
Washington, Rene	30	30	100.00%	453,277	300,584	11.24%	2	0	0.00%	18,425	0	0.00%	32	30	93.75%	471,701	300,584	171,118
Direct Reports	6	5	83.33%	71,592	47,752	0.00%	3	0	0.00%	40,119	0	0.00%	9	5	55.56%	111,710	47,752	63,959
Total	84	83	98.81%		778,978	8.37%	6	0	0.00%		0	0.00%	90	83	92.22%	1,284,877	778,978	505,899

Employee Compensation Report

The Employee Compensation Report provides a summary of compensation planning by employee. This report reflects the information in the Direct Team View on the Planning page. The output format for this report is a PDF file. Taleo Compensation is configurable and the reports in your system may vary. The Baseline configuration for this report layout is detailed in the following table and example:

Filter by (Population)	First Sort	Second Sort
All Employees	Name	Name
Employees Without Direct Reports	Title	Title
Direct Reports Only	Currency	Currency
	Current Base Pay	Current Base Pay
	New Base Pay	New Base Pay

Employee Compensation Report

Decker, Michael
22-Nov-2011 at 16:23:35 EST

Full Name	Job Title	Salary Grade	Dept Code	Perf Rating	Curr Ann Sal Local	Merit Pct	Adj Pct	Promo Pct	New Ann Sal Local	New Compa Ratio	Lump Amt Local	Plan 1 Bonus Amt	Plan 2 Bonus Amt	Proposed Shares Budget	Proposed Share Value Budget		
Adams, R	Software	14	SD	3	45,000.00	0.0	0.0	0.0	45,000.00	1.05	0.00						
Alaoui, Y	Codificat:	15	OP	3	30,000.00	0.0	0.0	0.0	30,000.00	0.89	0.00						
Antilou, I	Sr. Softw	16	SD	2	62,000.00	0.0	0.0	0.0	62,000.00	1.27	0.00						
Baker, Cl	Software	14	SD	4	289,626.1	0.0	0.0	0.0	289,626.1	1.02	0.00						
Becker, B	Germany	17	OP	2	62,243.00	0.0	0.0	0.0	62,243.00	1.56	0.00						
Black, Ja	Technical	15	SD	1	283,566.3	0.0	0.0	0.0	283,566.3	0.95	0.00						
Brown, F	Internal A	17	OP	2	40,000.00	0.0	0.0	0.0	40,000.00	1	0.00						
Bryant, R	Software	14	SD	1	40,000.00	0.0	0.0	0.0	40,000.00	0.93	0.00						
Campbell	Sr. Softw	16	SD	3	57,362.12	0.0	0.0	0.0	57,362.12	1.17	0.00						
Chew, M	Sr. Softw	16	SD	2	61,500.00	0.0	0.0	0.0	61,500.00	1.26	0.00						
Clark, Ka	Supervisc	17	SD	2	58,000.00	0.0	0.0	0.0	58,000.00	1.07	0.00						
Coleman,	Sr. Direct	23	SD	2	87,457.93	0.0	0.0	0.0	87,457.93	0.96	0.00						
Collins, F	Software	14	SD	3	2,046,384	0.0	0.0	0.0	2,046,384	1.05	0.00						
Cooper, K	Software	14	SD	3	45,494.09	0.0	0.0	0.0	45,494.09	1.06	0.00						
Cox, Ted	Software	14	SD	2	43,250.00	0.0	0.0	0.0	43,250.00	1.01	0.00						
Crawford	Software	14	SD	3	41,750.00	0.0	0.0	0.0	41,750.00	0.97	0.00						
DePaz, A	Software	14	SD	2	34,500.00	0.0	0.0	0.0	34,500.00	0.8	0.00						
Dew, Stu	Software	14	SD	2	42,000.00	0.0	0.0	0.0	42,000.00	0.98	0.00						
Diau, Rad	Personal	17	OP	3	41,330.00	0.0	0.0	0.0	41,330.00	1.04	0.00						
Diouf, Ad	Codificat:	15	OP	3	30,500.00	0.0	0.0	0.0	30,500.00	0.91	0.00						
Dioum, K	Group RE	15	OP	1	38,000.00	0.0	0.0	0.0	38,000.00	1.13	0.00						
Drechsler	Germany	18	OP	4	68,355.00	0.0	0.0	0.0	68,355.00	1.51	0.00						
Eng, Hele	Director c	21	SD	2	59,151.56	0.0	0.0	0.0	59,151.56	0.94	0.00						

Nov 22, 2011 4:23 PM

Employee Data Export

The Employee Export Report provides a summary of key data elements for each employee record maintained in the system, including employee identifying and planning data. This report reflects the information in the All Employees View on the Budget Roll-up page. The output format for this report is a CSV file. Taleo Compensation is configurable and the reports in your system may vary. The Baseline configuration for this report layout is detailed in the following table and example:

Filter by (Population)	First Sort	Second Sort
All Employees	Employee Name	Employee Name
Employees Without Direct Reports	Company	Company
Direct Reports Only	Title	Title
	Hire Date	Hire Date
	Annual Salary	Annual Salary

Employee Data Export

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ERP ID	Full Name	Job Code	Job Title	Salary Grade	Employee	FSLA Status	Full/Part T	Standard	Business Unit	Dept Code	Dept Name	Company Na
2	radams	Adams, Re	D9474	Software Developer	14	Active	Exempt	FT	40	DIRBM	SD	Software Development	New Millenni
3	yalaoui	Alaoui, Yo	O2911	Codification 1	15	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni
4	mantilou	Antilou, M	D9844	Sr. Software Developer	16	Active	Exempt	FT	40	ARCH	SD	Software Development	New Millenni
5	cbaker	Baker, Chr	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
6	bbecker	Becker, Bo	O3111	Germany Head of Marketi	17	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni
7	jblack	Black, Jack	D1103	Technical Architect	15	Active	Exempt	FT	40	ARCH	SD	Software Development	New Millenni
8	fbrown	Brown, Fri	L3211	Internal Audit Analyst	17	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni
9	rbryant	Bryant, Ry	D9474	Software Developer	14	Active	Exempt	FT	40	SABM	SD	Software Development	New Millenni
10	mcampbel	Campbell,	D9844	Sr. Software Developer	16	Active	Exempt	FT	40	DEV	SD	Software Development	New Millenni
11	mchew	Chew, Ma	D9844	Sr. Software Developer	16	Active	Exempt	FT	40	SRACCT	SD	Software Development	New Millenni
12	kclark	Clark, Kati	D7763	Supervisor of Software De	17	Active	Exempt	FT	40	DEVSUP	SD	Software Development	New Millenni
13	jcoleman	Coleman, .	X1034	Sr. Director of Developme	23	Active	Exempt	FT	40	DIRDEV	SD	Software Development	New Millenni
14	rcollins	Collins, Ro	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
15	kcooper	Cooper, Ke	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
16	tcox	Cox, Ted	D9474	Software Developer	14	Active	Exempt	FT	40	DBA	SD	Software Development	New Millenni
17	scrawford	Crawford,	D9474	Software Developer	14	Active	Exempt	FT	40	BMBM	SD	Software Development	New Millenni
18	adepaz	DePaz, Ant	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
19	sdew	Dew, Stua	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
20	rdiau	Diau, Rach	O4953	Personal Assistant	17	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni
21	adiouf	Diouf, Adil	O2913	Codification 3	15	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni

Employee Compensation Letter

The Employee Compensation Letter provides a statement for the employee of their approved compensation awards. The letter is personalized to the employee and is configurable to include key elements for communication of compensation to the employee. This report is available only after the planning process and final CEO approval is completed. You can create a single letter or one for your entire team by selecting “All Direct Reports” or an individual from the Population selector. The output format for this report is a PDF file. Taleo Compensation is configurable and the contents of the letter in your zone may vary.

Managers can print out the letters for each direct report and present the letters prior to any salary adjustments appearing on the next payroll. The download feature of the letter may be especially convenient for managers with direct reports in other locations. You can run the letter for employees and save it in a PDF format. The letter can then be sent as an email attachment to notify employees of the salary adjustment.

Employee Compensation Letter

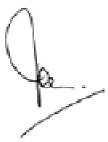
Achieve It!

January 1, 1999

Dea Jonathan,

New Millenium Corporation values your contributions to the organization and has developed compensation plans that reflect your individual performance and your contribution to the businesses overall success. The below information details your new compensation, i.e., salary increase(s), bonus and equity, based on calendar year 2009.

Sincerely,



Dave Garcia III

Your 2010 Compensation Statement

Jonathan Coleman

Performance Rating:	2
Current Annual Salary:	87,457.93 CAD
Merit Increase:	0.00 CAD
Adjustment Increase:	0.00 CAD
Promotion Increase:	0.00 CAD
New Annual Salary:	87,457.93 CAD
Lump Sum:	0.00 CAD
Bonus 1	11,669.22 CAD
Bonus 2	0.00 CAD
Stock Amount:	0.00 CAD

Thank you for your contributions to New Millenium this year. We look forward to another successful year.

HR Employee Data Export 1

The HR Employee Data Export 1 provides complete compensation planning amounts for each employee record maintained in the system, including employee identifying and planning data. Users with the HR Admin role can run this report based on the entire population of employees they have access to (e.g. the population selector value All Employee returns report data for all the employees the HR Admin has permission to view. The output format for this report is a CSV file suitable for import to the client system of record to contain all approved awards and increases. Taleo Compensation is configurable and the reports in your system may vary. The Baseline configuration for this report layout is detailed in the following table and example:

Filter by (Population)	First Sort	Second Sort
All Employees	Employee	Employee
Employees Without Direct Reports	Company	Company
Direct Reports Only	Title	Title
	Hire Date	Hire Date
	Annual Salary	Annual Salary

HR Employee Data Export 1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ERP ID	Full Name	Job Code	Job Title	Salary Grade	Employee	FSLA Status	Full/Part T	Standard	Business Unit	Dept Code	Dept Name	Company Na
2	radams	Adams, Re	D9474	Software Developer	14	Active	Exempt	FT	40	DIRBM	SD	Software Development	New Millenni
3	yalaoui	Alaoui, Yo	O2911	Codification 1	15	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni
4	mantilou	Antilou, M	D9844	Sr. Software Developer	16	Active	Exempt	FT	40	ARCH	SD	Software Development	New Millenni
5	cbaker	Baker, Chr	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
6	bbecker	Becker, Bo	O3111	Germany Head of Marketi	17	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni
7	jblack	Black, Jack	D1103	Technical Architect	15	Active	Exempt	FT	40	ARCH	SD	Software Development	New Millenni
8	fbrown	Brown, Fri	L3211	Internal Audit Analyst	17	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni
9	rbryant	Bryant, Ry	D9474	Software Developer	14	Active	Exempt	FT	40	SABM	SD	Software Development	New Millenni
10	mcampbel	Campbell,	D9844	Sr. Software Developer	16	Active	Exempt	FT	40	DEV	SD	Software Development	New Millenni
11	mchew	Chew, Ma	D9844	Sr. Software Developer	16	Active	Exempt	FT	40	SRACCT	SD	Software Development	New Millenni
12	kclark	Clark, Kati	D7763	Supervisor of Software De	17	Active	Exempt	FT	40	DEVSUP	SD	Software Development	New Millenni
13	jcoleman	Coleman, .	X1034	Sr. Director of Developme	23	Active	Exempt	FT	40	DIRDEV	SD	Software Development	New Millenni
14	rcollins	Collins, Ro	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
15	kcooper	Cooper, Ke	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
16	tcox	Cox, Ted	D9474	Software Developer	14	Active	Exempt	FT	40	DBA	SD	Software Development	New Millenni
17	scrawford	Crawford,	D9474	Software Developer	14	Active	Exempt	FT	40	BMBM	SD	Software Development	New Millenni
18	adepaz	DePaz, Ant	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
19	sdew	Dew, Stuai	D9474	Software Developer	14	Active	Exempt	FT	40	DEV1	SD	Software Development	New Millenni
20	rdiau	Diau, Rach	O4953	Personal Assistant	17	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni
21	adiouf	Diouf, Adil	O2913	Codification 3	15	Active	Exempt	FT	40	OPER	OP	Operations	New Millenni

HR Employee Data Export 2

The HR Employee Data Export 2 report consists of a data extract that includes a second view of employee data. The report format is similar to HR Employee Data Export 1, but amounts are displayed in local currencies. Users with the HR Admin role can run this report based on the entire population of employees they have access to (e.g. the population selector value All Employee returns report data for all the employees the HR Admin has permission to view. The output format for this report is a CSV file suitable for import to the client system of record to contain all approved awards and increases. Taleo Compensation is configurable and the reports in your system may vary.

HR Audit Report

The HR Audit Report provides an audit log of all data changes taken in the system. The output format for this report is a CSV file suitable for import to the client system of record to contain all approved awards and increases. Taleo Compensation is configurable and the reports in your system may vary. The Baseline configuration for this report layout is detailed in the following table and example:

Filter by (Population)	First Sort	Second Sort
All Changes	Employee	Employee

Filter by (Population)	First Sort	Second Sort
	Manager	Manager
	Update Date	Update Date

HR Audit Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	Audit_ID	Date / Time	Employee	Employee Nam	User ID	User Name	Pay Type	Field	Table	Variable_Name	Old Value	New Value
2	86	2/3/2011 5:58	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Amount	employeeData	EA_Amount_1	4369.3245	5243.1894
3	88	2/3/2011 5:58	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Target	employeeData	EA_Target_1	5	6
4	87	2/3/2011 5:58	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Amount	employeeData	EA_Amount_5	4369.3245	5243.1894
5	89	2/3/2011 5:59	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_End	employeeData	EA_End_1	12/31/2010	12/30/2010
6	90	2/3/2011 5:59	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Salary	employeeData	EA_Salary_1	87386.49	87387.217
7	91	2/3/2011 5:59	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Plan	employeeData	EA_Plan_1	MBP	MBP1
8	92	2/3/2011 5:59	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Factor	employeeData	EA_Factor_1	1	0.99452
9	95	2/3/2011 5:59	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Start	employeeData	EA_Start_1	1/1/2010	1/2/2010
10	94	2/3/2011 5:59	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Amount	employeeData	EA_Amount_5	5243.1894	5214.5001
11	93	2/3/2011 5:59	2414	Ablis, Arthur	2690	Tonelli, Sylvio		EA_Amount	employeeData	EA_Amount_1	5243.1894	5214.5001
12	108	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Promotion	percent	employeeBasepay	BA_Promotion_	0	4
13	105	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Adjustmen	percent	employeeBasepay	BA_Adjustment_	0	6
14	106	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Adjustmen	proratedAmou	employeeBasepay	BA_Adjustment_	0	5243.233
15	101	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Merit	proratedAmou	employeeBasepay	BA_Merit_Amt_	0	2621.6165
16	100	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio		New_Job_Title	employeeData	New_Job_Title	0	7
17	98	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Other	percent	employeeBasepay	BA_Other_Pct	0	5
18	102	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Merit	percent	employeeBasepay	BA_Merit_Pct	0	3
19	103	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Merit	amount	employeeBasepay	BA_Merit_Amt	0	2621.6165
20	107	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Promotion	amount	employeeBasepay	BA_Promotion_	0	3495.4887
21	96	2/3/2011 6:02	2414	Ablis, Arthur	2690	Tonelli, Sylvio	Other	amount	employeeBasepay	BA_Other_Amt	0	4369.3608

Out of Guidelines Report

The Out of Guidelines report consists of base pay and bonus amounts that are out of system guidelines. It includes the employee planned for, manager, amount, percent and guideline. Taleo Compensation is configurable and the reports in your system may vary.

Custom Reports

Custom reports can be added to the standard reporting feature at additional cost by contacting Customer Support.

Custom reports require development work, but can include graphs, charts, subtotals and totals. They can include data by employee (based on employee detail) and/or summations by manager. When available custom reports display at the bottom of the Reports page below the Standard reports.