PeopleSoft 8.00.01 eEquity PeopleBook

PeopleSoft 8.00.01 eQuity PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

Contents

This book provides you with the information you will need for implementing and using PeopleSoft eEquity. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAEQr8SP1B 1200.

About This PeopleBook

This section describes information you should know before you begin working with PeopleSoft applications and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS application line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate around the PeopleSoft system, much of the information in this book is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. This book expands on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

The *PeopleSoft* eEquity *PeopleBook* provides you with implementation and processing information for your PeopleSoft eEquity system. However, there is additional, essential information describing the setup and design of your system that is contained in a companion volume of documentation called *PeopleSoft Application Fundamentals.*

PeopleSoft Application Fundamentals consists of important topics that apply to many or all PeopleSoft applications across the HRMS application line. Whether you are implementing only PeopleSoft eEquity, some combination of applications within the application line (for example, PeopleSoft Benefits Administration, Stock Administration, Time & Labor, and Pension Administration), or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals* PeopleBook, we've included common information pertinent to all applications in the HRMS application line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Below you'll find a list of those *PeopleSoft Application Fundamentals* sections that apply specifically to PeopleSoft eEquity.

Introduction to PeopleSoft HRMS introduces you to the basic concepts of PeopleSoft Human Resources and reviews the various activities involved in using the system, including setting up system-wide and HR information, performing daily processes, working with PeopleSoft Human Resources menus, and generating reports.

Regulating HRMS System Data reviews the Business Unit/SetID feature which enables you to organize your businesses by dividing them into logical units other than Companies and Departments, and also enables you to control how your organizational data is shared among those organizational units.

Processing Transactions Using Regulatory Regions discusses the Regulatory Region concept, how Regulatory Regions are set up in your PeopleSoft HRMS, and how to set up additional Regulatory Regions, if necessary.

Working With Currencies explains how to track personnel salaries and reimbursement amounts in multiple currencies, or in multiple currency rate types, yet keep an eye on the bottom line by using one currency as a point of reference to track your expenses and costs worldwide.

Working With Languages discusses PeopleSoft's language support features.

Setting Up Control Tables discusses the different ways you can run PeopleSoft Human Resources and helps you decide which way it should be used. Setting Up Controls Tables also instructs how to set up data that serves as the foundation of your organization's human resource system. These tables are the basis not only for Human Resources, but all your PeopleSoft HRMS applications.

E&G Setting Up Service Parameters is a section for Education and Government users that discusses how you set up methods to handle time duration for measuring accrued service for employees in public sector organizations.

USF Setting Up Your Work-In-Progress Management System is a section for U.S. Federal Government users that explains how to set up the system to automatically route a wide variety of requests directly to reviewing officials, and on to human resources, in the specific path that your organization chooses.

Administering Security reviews how to set up and maintain security for employee data by using a security tree. This enables you to view and update the reporting relationships among units and use this information to grant and deny user access to employee data. You can also choose to set up employee data security in other ways, if that is what you need.

Using Mass Change describes how you can select a particular set of employee records from the database, define the alteration you would like to perform on those records, and make those changes in the background, using scheduled processing.

Using Workflow discusses, at a high level, how workflow is used in HRMS and shows you how to set up approvals workflow for self-service transactions in collaborative applications such as PeopleSoft eRecruit and PeopleSoft eDevelopment. We also include detail information on some of the workflow processes delivered in Release 8.

Working With Multiple Components of Pay discusses how you use the system to tailor unique compensation packages for each of your employees or create default pay component packages that are consistent for jobs and salary steps throughout your organization.

Working With Multiple Jobs explains how several PeopleSoft HRMS applications enable you to process information for employees who hold multiple, concurrent jobs within an organization.

Working With Groups shows you how to use the Group Build functionality in HRMS, which gives you a standardized way to create groups of employees and non-employees. Once you've created a group using this feature, you can use it across several HRMS applications for a wide variety of purposes.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www.peoplesoft.com). We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: http://www.peoplesoft.com/

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.00.01 HRMS* and *PeopleTools 8.12 PeopleBooks,* SKU CD-SKU HRB8SP1R0.

Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

The CD includes the following PeopleBooks (presented in HTML format) that you can print in whole or in part:

- PeopleSoft 8.00.01 Application Fundamentals for PeopleSoft HRMS
- PeopleSoft 8.00.01 Base Benefits
- PeopleSoft 8.00.01 Benefits Administration
- PeopleSoft 8.00.01 eBenefits
- PeopleSoft 8.00.01 eCompensation
- PeopleSoft 8.00.01 eDevelopment
- PeopleSoft 8.00.01 eEquity
- PeopleSoft 8.00.01 ePay
- PeopleSoft 8.00.01 eProfile
- PeopleSoft 8.00.01 eRecruit
- PeopleSoft 8.00.01 eTime
- PeopleSoft 8.00.01 FSA Administration
- PeopleSoft 8.00.01 Global Payroll
- PeopleSoft 8.00.01 Human Resources
- PeopleSoft 8.00.01 Payroll for North America
- PeopleSoft 8.00.01 Payroll Interface
- PeopleSoft 8.00.01 Pension Administration
- PeopleSoft 8.00.01 Stock Administration

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.

PeopleSoft Internet site: http://www.peoplesoft.com/.

Telephone Contact Consolidated Publishing Incorporated (CPI) at **800 888 3559.**

Email Email CPI at callcenter@conpub.com.

PeopleBooks Standard Page Element Definitions

Throughout our application documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions.

Field	***Definition***
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.

Country	Country for address. Other address fields will be adjusted to reflect Country choice.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Description	Freeflow text up to 36 characters that describes what you are defining.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row. For more information about effective dates, see Using PeopleSoft Applications, "Working With Browser-Based Applications".
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Fax (also **Fax Number**)	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Name	Name of individual.

National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,*** or ***Telex.***
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the **Process Frequency** group box: **Once** executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**. **Always** executes the request every time the batch process runs. **Don't Run** ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Basics.
Run Control ID	Identifies specific run control settings for a page.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province**)	State (Province) for address.
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.
User ID	Identifies the individual that generated the transaction.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font`	Indicates PeopleCode.
Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Jump links	Indicates a jump (also called a link, hyperlink, or hypertext link). Click a jump to move to the jump destination or referenced section.

Cross-references	The phrase For more information indicates where you can find additional documentation on the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in *italics* indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Cross-references typically begin with a jump link. Here's an example:
	For more information, see Documentation on CD-ROM in *About These PeopleBooks:* Additional Resources.
• Topic list	Contains jump links to all the topics in the section. Note that these correspond to the heading levels you'll find in the Contents menu.
Name of Page	Opens a pop-up window that contains the named page. Click the button to display the page. Some screen shots may also appear inline (directly in the text).

Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Text in this bar indicates For more information cross-references to related or additional information.

Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Page Introductory Table

In the documentation, each page description in the application will include an introductory table with pertinent information about the page. Not all of the information will be available for all pages.

Usage	Describes how you would use the page or process.
Object Name	Gives the system name of the page or process as specified in the PeopleTools Application Designer. For example, the Object Name of

	the Detail Calendar page is DETAIL_CALENDAR1.
Navigation	Provides the path for accessing the page or process.
Prerequisites	Specifies which objects must have been defined before you use the page or process.
Access Requirements	Specifies the keys and other information necessary to access the page. For example, **SetID** and **Calendar ID** are required to open the Detail Calendar page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a Note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our application communications for you.

C H A P T E R 1

eEquity Overview

Overview of eEquity

PeopleSoft eEquity collaborative applications consist of PeopleSoft transactions that provide your employees convenient access to information using a browser. Access to information by all of your employees is flexible, convenient, and easy. For many people, these transactions provide an improved alternative to automated telephone prompting systems, and they can help ease the workload for internal support staff and customer service representatives.

In eEquity, we produce several Internet pages as templates. You can use the PeopleTools Application Designer to modify and configure the Web pages just as you would any application page.

For more information**,** see Using Application Designer.

Components of eEquity

PeopleSoft eEquity is comprised of 6 self-service Web applications that that are designed to interface with the Human Resources system. These applications will enable employees to review, add, update, and delete (where appropriate) their stock information.

- **Issuance Instructions** enables your employees to enter and view issuance information for each Stock ID. They can view the details of their issuance instructions and select broker or certificate issuance for stock options and stock purchase plans.
- **View Stock Options** enables your employees to view a summary of their active stock option grants, see the shares that are currently available for exercise, and view detailed vesting information for each active grant. They can view information as of today's date or enter a past or future date. If they have grants in multiple Stock IDs they can switch to a different Stock ID to view that summary information.
- **View Stock Purchase Activity** enables your employees to view the details of their contributions, purchases, and sales. They can view transactions as of today's date or enter a From and To date to view a date range of activity. They can print receipts and statements.
- **Report Stock Sales** enables you employees to record their stock dispositions (sales) and cancel pending dispositions. They can enter new dispositions or view the details of pending

dispositions and cancel them if they choose.

- **View Employees' Stock Options** enables your managers to view information about all active grants along with vesting details for a selected employee. You can view information as of today's date or enter a past or future date. By adding further information you can determine net potential gain.

Understanding Roles

PeopleSoft eDevelopment currently provides self-service web pages for the role of Employee and Manager. We deliver definitions for this role and define a menu for this role.

Understanding Security

The user profile that you create for each individual who will access your self-service web application determines the web pages the user will have access to by default. You create user profiles in Maintain Security in the User Profile component. You assign a role to each user profile, which is linked to access control lists. Each access control list identifies pages that individuals can access. To modify the access for specific web pages for each role, you modify the access control list for the user's role.

You also define which data the user has access to in the user profile.

For more information about user profiles, roles, and access control lists; see Security.

Setting Up Approvals Workflow for Self-Service Transactions

Many self-service transactions are designed to take advantage of various workflow functions. The most common of these is approvals workflow. Approvals workflow handles situations where a request, is submitted into the system by an employee or manager.

Approvals workflow will route this request to one or more people who must approve or deny the request. If an approver approves the request, the system will route the request to the next approver. If there are no approvers, the system will note that the request has final approval, and it will be routed to a person who will process the request further (such as a stock administrator). If the request is denied, the request will not be routed any further, and the system will note that the request was denied.

Employees and managers can view the approval status of some types of requests with the help of self-service transactions that have been designed to display this.

For more information about workflow functionality in PeopleSoft HRMS applications, see Using Workflow.

For more information about setting up approvals workflow for eEquity transactions, see Setting Up Workflow Approval Functionality.

CHAPTER 2

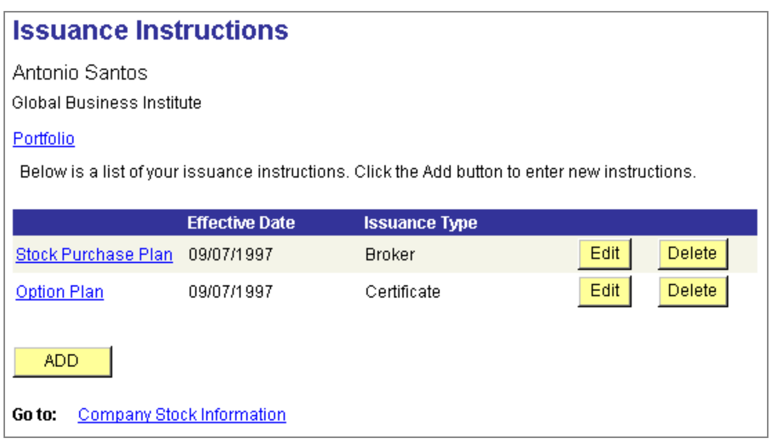
Using eEquity Applications

Viewing and Editing Issuance Instructions

You can use the Issuance Instructions pages to enter and view issuance information for each Stock ID. You can view the details of your issuance instructions and select broker or certificate issuance for your stock options and stock purchase plans.

Issuance Instructions Page

Usage	Use the Issuance Instructions page to view, add, and edit issuance instructions.
Object Name	ST_ISSUANCE_OPT
Navigation	**Self Service, Employee, Tasks, Issuance Instructions** **Self Service, Optionee, Tasks, Issuance Instructions**
Access Requirements	User must have an Employee ID. System opens up information specific to the user.



Issuance Instructions page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date.**

The system displays the employee name and company name at the top of the page, beneath the title.

Portfolio Click this link to access the Portfolio page. This link is only available if there are multiple stocks for the employee.

Stock Plan Type The system displays the stock plan type of Stock Purchase Plan or Option Plan. Click the link to view the Broker Instructions or Certificate Instructions page depending on the issuance type displayed.

Issuance Type The system displays the issuance type of Broker or Certificate.

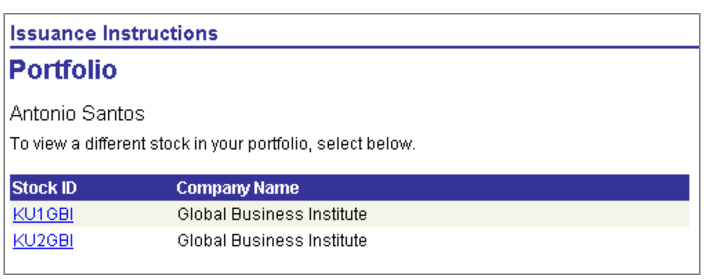
Edit Click the Edit button to access the Edit Issuance Instructions – Broker or Edit Issuance Instructions – Certificate page where you can change the issuance instructions.

Add Click the Add button to access the Enter Issuance Instruction page where you can add new issuance instructions.

Company Stock Information Click this link to access the Company and Stock Information page where you can view details about the company and stock.

Portfolio Page

Usage	Use the Portfolio page to view different stock in a portfolio.
Object Name	ST_PORTFOLIO
Navigation	Click the **Portfolio** link on the Issuance Instructions page. This is only available if there are multiple stocks for the employee.



Portfolio page

The system displays the employee name at the top of the page, beneath the title.

Stock ID The system displays the Stock IDs for each stock you own. Click the Stock ID to return to the Issuance Instruction page displaying information for the Stock ID you selected.

Company Name The system displays the name of the company for each Stock ID.

Brokerage Information

Usage	Use the Brokerage Information page to view brokerage instructions.
Object Name	ST_ISSUANCE_BRK
Navigation	Click a stock plan type link on the Issuance Instructions page.


Issuance Instructions
Brokerage Information
Antonio Santos
Global Business Institute

Effective Date:	09/07/1997		
Stock Plan Type:	Stock Purchase Plan		
Issuance Type:	Broker		
Brokerage Firm:	Charles Schwab		
Brokerage Branch:	Charles Schwab Dallas Branch		
Account Number:	876567453		
Contact Name:	Phillip Anja		
Contact Address:	1331 North Oak Drive		
	Suite 118		
City:	Dallas		
State:	TX	Telephone:	214/444-1313
Postal Code:	79031	Fax Number:	214/444-7000

Go to: Issuance Instructions

Brokerage Information Page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date. City, State, Telephone, Postal Code,** and **Fax Number.**

The system displays the employee name and company name at the top of the page, beneath the title.

Stock Plan Type They system displays the stock plan type.

Issuance Type The system displays the issuance type of Broker.

Brokerage Firm The system displays the name of the brokerage firm.

Brokerage Branch The system displays the name of the brokerage branch.

Account Number The system displays the account number.

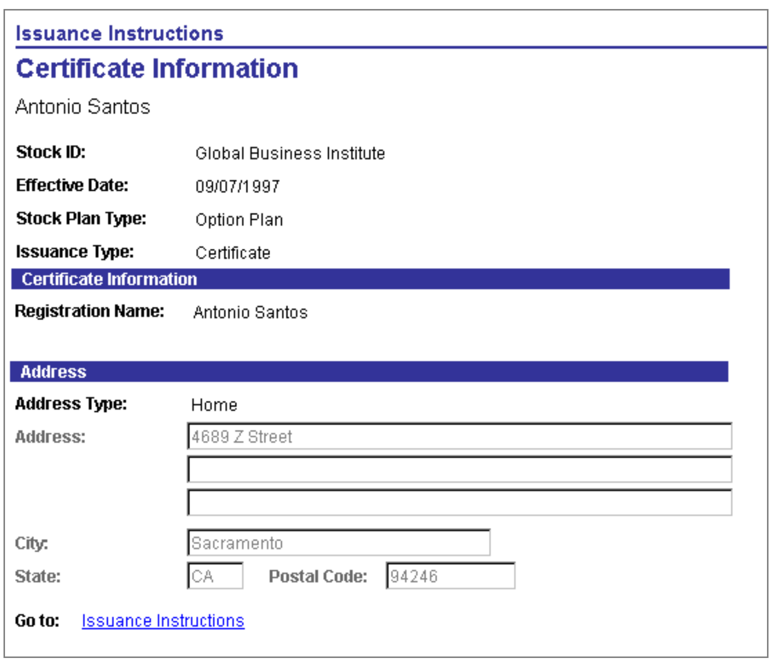
Contact Name The system displays the contact's name at the brokerage branch.

Contact Address The system displays the contact's address.

Issuance Instructions Click this link to return to the Issuance Instructions page.

Certificate Information Page

Usage	Use the Certificate Information page to view certificate instructions.
Object Name	ST_ISSUANCE_CNT
Navigation	Click a stock plan type link on the Issuance Instructions page.



Certificate Information page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Address, City, State, and Postal Code.**

The system displays the employee name at the top of the page, beneath the title.

Stock ID The system displays the Stock ID.

Stock Plan Type The system displays the stock plan type.

Issuance Type The system displays the issuance type of Certificate.

Certificate Information

Registration Name The system displays the name in which to register the stock certificate.

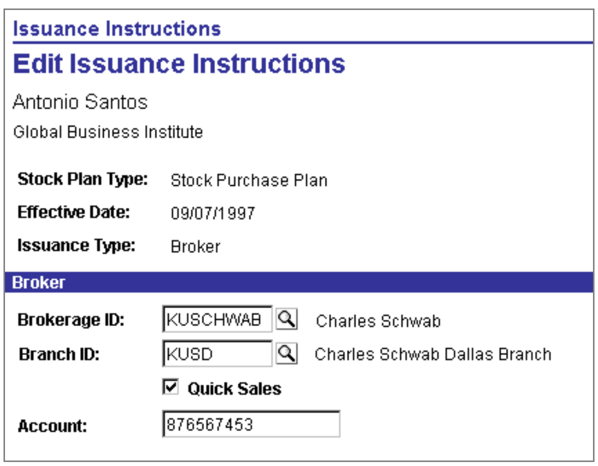
Address

Address Type The system displays the Address Type. Valid values are Home, Mailing, and Other.

Issuance Instructions Click this link to return to the Issuance Instructions page.

Edit Issuance Instructions – Broker Page

Usage	Use the Edit Issuance Instructions – Broker page to enter or change broker issuance instructions.
Object Name	ST_ISSUANCE_EDIT_B
Navigation	Click **Edit** on the Issuance Instructions page, or select **Broker** on the Issuance Instructions page and click Next.



Edit Issuance Instructions – Broker page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date.**

The system displays the employee name and company name at the top of the page, beneath the title.

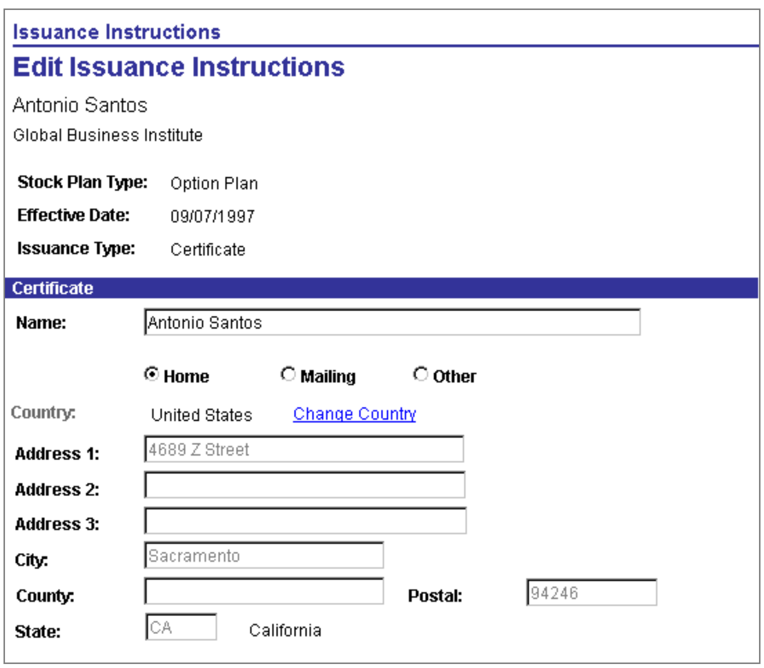
Stock Plan Type The system displays the stock plan type.

Issuance Type The system displays the issuance type of Broker.

Brokerage ID	Select a brokerage ID from available choices.
Branch ID	Select a branch ID from available choices.
Quick Sales	If you enable Quick Sales, this field is available. Select this check box if you want to participate in a Quick Sale.
Account	Enter the brokerage account number.
Save	Click the **Save** button to save the new information and return to the Issuance Instructions page.

Edit Issuance Instructions – Certificate Page

Usage	Use the Edit Issuance Instructions – Certificate page to enter or change certificate issuance instructions.
Object Name	ST_ISSUANCE_EDIT_C
Navigation	Click **Edit** on the Issuance Instructions page, or select **Certificate** on the Enter Issuance Instructions page and click Next.



Edit Issuance Instructions – Certificate page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Name, Country, Address 1, Address 2, Address 3, City, County, Postal, and State.**

The system displays the employee name and company name at the top of the page, beneath the title.

Stock Plan Type The system displays the stock plan type.

Issuance Type The system displays the issuance type of Certificate.

Certificate

Home Select Home if you want to send the certificate to a home address.

Mailing Select Mailing if you want to send the certificate to a mailing address.

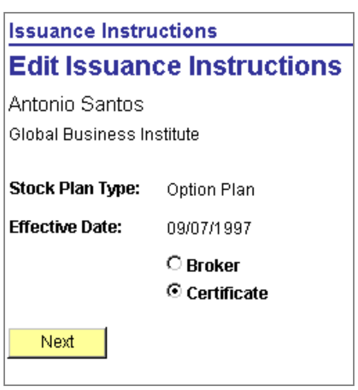
Other Select Other if you want to send the certificate to another address, such as an attorney's office.

Change Country Click this link if you want to change the country displayed.

Save Click the Save button to save the new information and return to the Issuance Instructions page.

Enter Issuance Instructions Page

Usage	Use the Enter Issuance Instructions page to select the stock plan type and issuance type for the issuance instructions.
Object Name	ST_ISSUANCE_EDIT
Navigation	Click the **Edit** button on the Issuance Instructions page.



Enter Issuance Instructions page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date.**

The system displays the employee name and company name at the top of the page, beneath the title.

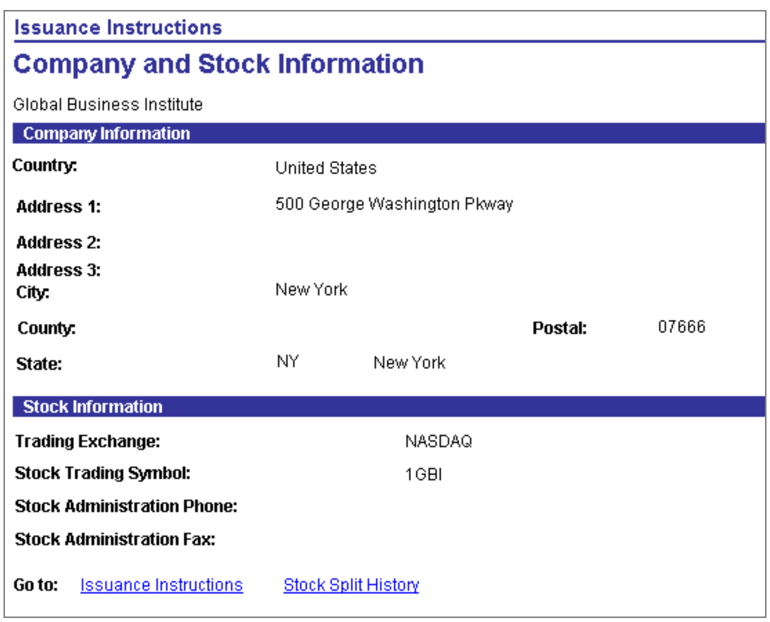
Stock Plan Type — Select a stock plan type of ***Stock Purchase Plan*** or ***Option Plan***, if available**.**

Issuance Type — Select an issuance type of ***Certificate*** or ***Broker***.

Next — Click the Next button to access the Edit Issuance Instructions – Certificate page or the Edit Issuance Instructions – Broker page, depending on the issuance type selected.

Company and Stock Information Page

Usage	Use the Company and Stock Information page to view information about the company and stock.
Object Name	ST_COMPANY_DETAIL
Navigation	Click the Company Stock Information link on one of the following pages: • Issuance Instructions page • Stock Option page • Stock Option Activity page • Stock Purchase Activity page • Shares Available to Sell page • Stock Options Summary page



Company and Stock Information

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Country, Address 1, Address 2, Address 3, City, Country, Postal,** and **State.**

At the top of the page the system displays the name of the source page above the title and the company name beneath the title.

Stock Information

Trading Exchange	The system displays the exchange where the stock is traded.
Stock Trading Symbol	The system displays the stock trading symbol.
Stock Administration Phone	The system displays the phone number of the stock administrator.
Stock Administration Fax	The system displays the fax number of the stock administrator.
Go to:	Click the link displayed to return to the page where you accessed the Company and Stock Information page.

For more information about issuance instructions see Administering Participant Information.

Viewing Stock Option Information

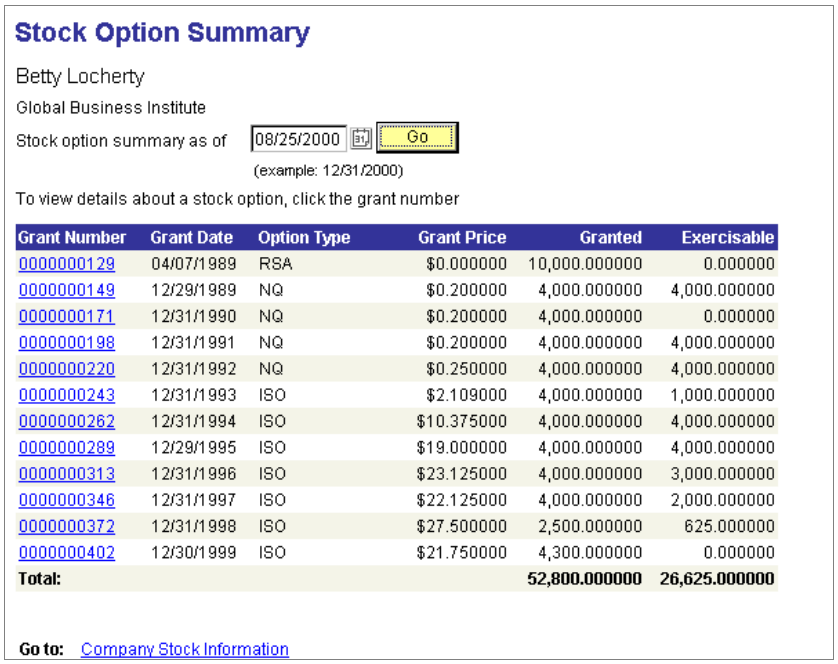
You can use the Stock Option Summary pages to view a summary of your active stock option grants, see the shares that are currently available for exercise, and view detailed vesting information for each active grant. You can view information as of today's date or enter a past or future date. If you have grants in multiple Stock IDs you can switch to a different Stock ID to view that summary information.

You can use the Stock Options Activity pages to view your stock option activity over a specified period of time. You can view Exercises, Releases, Sales, Cancellations and Expirations and Repurchases. You can view information from the grant date of the first active stock option through today's date or choose a different range of dates. If you have grants in multiple Stock IDs you can switch to a different Stock ID to view that activity.

Stock Option Summary Page

Usage	Use the Stock Option Summary page to view a summary of your stock option grants as of a specified date.

Object Name	ST_GRANT_SUMM_OPT
Navigation	**Self Service, Employee, View, Stock Option Summary** **Self Service, Optionee, View, Stock Option Summary**
Access Requirements	User must have an Employee ID. System opens up information specific to the user.



Grant Number	Grant Date	Option Type	Grant Price	Granted	Exercisable
0000000129	04/07/1989	RSA	$0.000000	10,000.000000	0.000000
0000000149	12/29/1989	NQ	$0.200000	4,000.000000	4,000.000000
0000000171	12/31/1990	NQ	$0.200000	4,000.000000	0.000000
0000000198	12/31/1991	NQ	$0.200000	4,000.000000	4,000.000000
0000000220	12/31/1992	NQ	$0.250000	4,000.000000	4,000.000000
0000000243	12/31/1993	ISO	$2.109000	4,000.000000	1,000.000000
0000000262	12/31/1994	ISO	$10.375000	4,000.000000	4,000.000000
0000000289	12/29/1995	ISO	$19.000000	4,000.000000	4,000.000000
0000000313	12/31/1996	ISO	$23.125000	4,000.000000	3,000.000000
0000000346	12/31/1997	ISO	$22.125000	4,000.000000	2,000.000000
0000000372	12/31/1998	ISO	$27.500000	2,500.000000	625.000000
0000000402	12/30/1999	ISO	$21.750000	4,300.000000	0.000000
Total:				**52,800.000000**	**26,625.000000**

Stock Option Summary page

The system displays the employee name and company name at the top of the page, beneath the title.

Stock Options Summary as of	Enter the date you want to use to calculate the stock options information. Today's date defaults. Click the **Go** button to recalculate the grant information.
Go	Click the Go button to recalculate the grant information after you enter a new "as of" date.
Grant Number	The system displays the grant number. Click a grant number to access the Stock Option Information Page where you can see grant details.
Grant Date	The system displays the grant date.
Option Type	They system displays the option type.
Grant Price	The system displays the grant price.

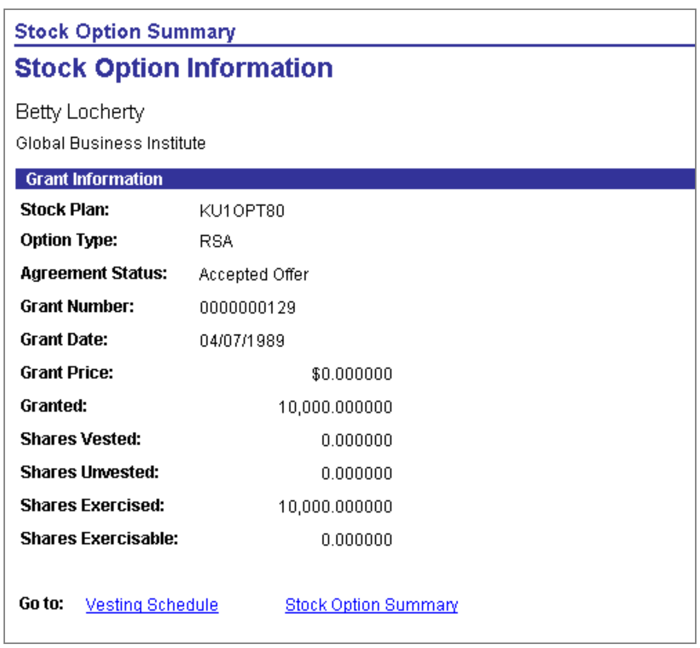
Granted — The system displays the number of shares granted by grant number and calculates the total granted at the bottom of the column.

Exercisable — The system displays the number of shares exercisable, as of the date you selected, by grant number and calculates the total exercisable at the bottom of the column.

Company Stock Information — Click this link to access the Company and Stock Information page where you can view details about the company and stock.

Stock Option Information Page

Usage	Use the Stock Option Information page to view the details of a stock option grant.
Object Name	ST_GRANT_DETAIL
Navigation	Click a grant number on the Stock Option Summary page.



Stock Option Information page

The system displays the employee name and company name at the top of the page, beneath the title.

Grant Information

Stock Plan — The system displays the stock plan.

Stock Option Type — The system displays the stock option type.

Agreement Status The system displays the agreement status. Valid values are

Grant Number The system displays the grant number.

Grant Date The system displays the grant date.

Granted The system displays the number of shares granted.

Shares Vested The system displays the number of shares vested as of the date you entered.

Share Unvested The system displays the number of share unvested as of the date you entered.

Shares Exercised The system displays the number of shares exercised as of the date you entered.

Shares Exercisable The system displays the number of shares exercisable as of the date you entered.

Cancellation Information

If the optionee has cancelled shares these fields display.

Shares Cancelled The system displays the number of shares cancelled as of the date you entered.

Share Expired The system displays the number of shares expired as of the date you entered.

Cancellation Date The system displays the date the shares were cancelled.

Cancellation Reason The system displays the reason the shares were cancelled. Valid values are ***Rescinded, Reprice,*** and ***Terminated***.

Notes If there are messages about the information displayed, the system displays a Notes field and the related messages.

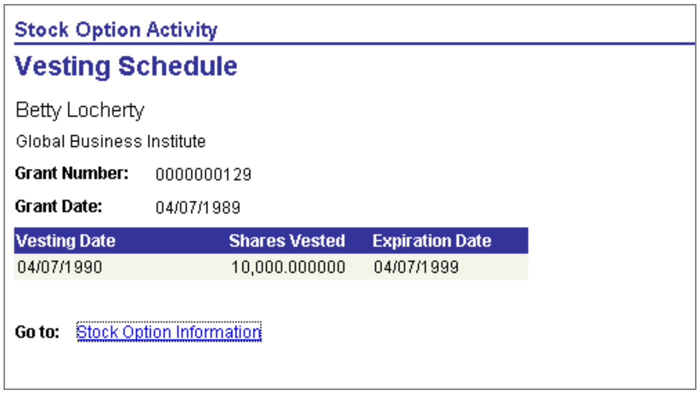
Vesting Schedule Click this link to access the Vesting Schedule page where you can view vesting information.

Stock Option Summary Click this link to return to the Stock Option Summary page.

Vesting Schedule Page

Usage	Use the Vesting Schedule page to view the vesting schedule for the selected grant.
Object Name	ST_GRANT_VEST_SS

Navigation	Click the **Vesting Schedule** link on the Stock Option Information page. Click a Grant Number on the Shares Granted Page or the Stock Option Summary page.



Vesting Schedule page

At the top of the page the system displays the name of the source page above the title and the company name beneath the title.

Grant Number The system displays the grant number.

Grant Date The system displays the grant date.

Vesting Date The system displays each vesting date for all the shares within the grant.

Shares Vested The system displays the number of shares vested for each vesting date.

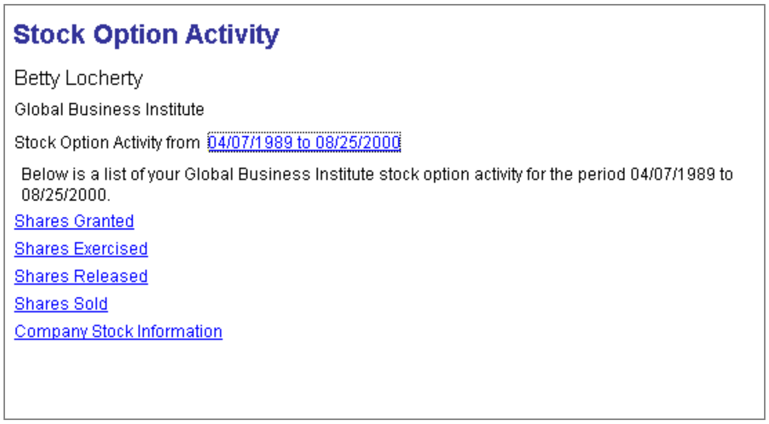
Expiration Date The system displays the date the shares expire.

Go to: Click the link displayed to return to the page where you accessed the Vesting Schedule page.

Stock Option Activity Page

Usage	Use the Stock Option Activity page to view stock option activity.
Object Name	ST_OPTN_ACTIVITIY
Navigation	**Self Service, Employee, View, Stock Option Activity** **Self Service, Optionee, View, Stock Option Activity**

Access Requirements	User must have an Employee ID. System opens up information specific to the user.



Stock Option Activity page

The system displays the employee name and company name at the top of the page, beneath the title.

Stock Option Activity from The system displays a date range from the date the option(s) were granted through today's date. Click this link to access the Change Date Range page where you can change the date range.

Shares Granted If the optionee has shares granted the system displays this link. Click this link to access the Shares Granted page where you can view details about the shares granted.

Shares Exercised If the optionee has shares exercised the system displays this link. Click this link to access the Shares Exercised page where you can view details about the shares exercised.

Shares Released If the optionee has shares released the system displays this link. Click this link to access the Shares Released page where you can view details about the shares released.

Shares Cancelled If the optionee has shares cancelled the system displays this link. Click this link to access the Shares Cancelled page where you can view details about the shares cancelled.

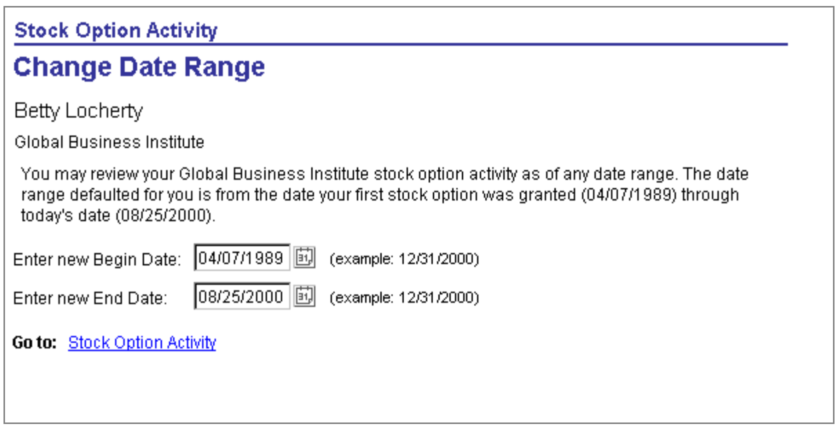
Shares Repurchased If the optionee has shares repurchased the system displays this link. Click this link to access the Shares Repurchased page where you can view details about the shares repurchased.

Stock Spit History Click this link to access the Stock Split History page where you can view history of stock splits.

Company Stock Information Click this link to access the Company and Stock Information page where you can view details about the company and stock.

Change Date Range

Usage	Use the Change Date Range page to change the range of dates for stock option or stock purchase activity.
Object Name	ST_DATE_RANGE
Navigation	Click the date range link on the Stock Options Activity page or the Stock Purchase Activity page.



Change Date Range page

At the top of the page the system displays the name of the source page above the title and the employee name beneath the title.

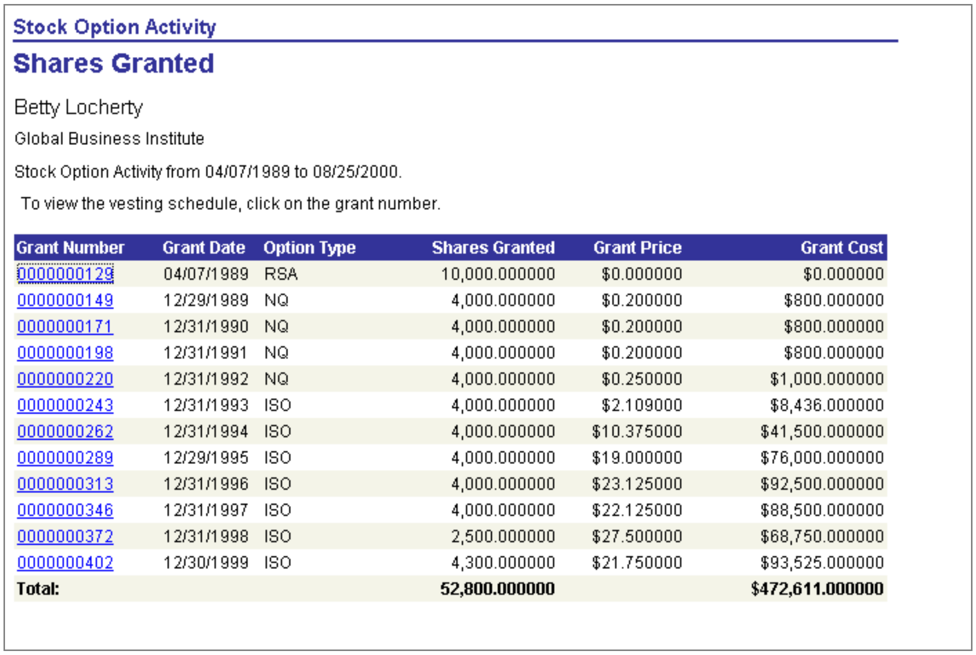
Enter new Begin Date Enter a new begin date.

Enter new End Date Enter a new end date.

Go to: Click the link displayed to return to the page where you accessed the Change Date Range page.

Shares Granted Page

Usage	Use the Shares Granted page to view details about the shares granted.
Object Name	ST_GRANT_ACTIVITY
Navigation	Click the **Shares Granted** link on the Stock Options Activity page.


Stock Option Activity

Shares Granted

Betty Locherty

Global Business Institute

Stock Option Activity from 04/07/1989 to 08/25/2000.

To view the vesting schedule, click on the grant number.

Grant Number	Grant Date	Option Type	Shares Granted	Grant Price	Grant Cost
0000000129	04/07/1989	RSA	10,000.000000	$0.000000	$0.000000
0000000149	12/29/1989	NQ	4,000.000000	$0.200000	$800.000000
0000000171	12/31/1990	NQ	4,000.000000	$0.200000	$800.000000
0000000198	12/31/1991	NQ	4,000.000000	$0.200000	$800.000000
0000000220	12/31/1992	NQ	4,000.000000	$0.250000	$1,000.000000
0000000243	12/31/1993	ISO	4,000.000000	$2.109000	$8,436.000000
0000000262	12/31/1994	ISO	4,000.000000	$10.375000	$41,500.000000
0000000289	12/29/1995	ISO	4,000.000000	$19.000000	$76,000.000000
0000000313	12/31/1996	ISO	4,000.000000	$23.125000	$92,500.000000
0000000346	12/31/1997	ISO	4,000.000000	$22.125000	$88,500.000000
0000000372	12/31/1998	ISO	2,500.000000	$27.500000	$68,750.000000
0000000402	12/30/1999	ISO	4,300.000000	$21.750000	$93,525.000000
Total:			**52,800.000000**		**$472,611.000000**

Shares Granted Page

The system displays the employee name and company name at the top of the page, beneath the title.

Grant Number	The system displays the grant number. Click a grant number to access the Vesting Schedule page where you can view the vesting schedule for this grant.
Grant Date	The system displays the grant date.
Option Type	The system displays the option type.
Shares Granted	The system displays the number of shares granted.
Grant Price	The system displays the grant price.
Grant Cost	The system calculates and displays the total cost of the grant by multiplying the number of shares granted by the grant price.
Stock Option Activity	Click this link to return to the Stock Option Activity page.

Shares Exercised Page

Usage	Use the Shares Exercised page to view details about the shares exercised.
Object Name	ST_EXER_ACTIVITY
Navigation	Click the **Shares Exercised** link on the Stock Options Activity page.


Stock Option Activity

Shares Exercised

Betty Locherty

Global Business Institute

Stock Option Activity from 04/07/1989 to 08/25/2000.

Non Qualified Stock Option Types				
Exercise Date	Option Type	Shares Exercised	Exercise FMV	Ordinary Income
04/07/1989	RSA	10,000.000000	$0.200000	$0.000000
10/07/1998	NQ	4,000.000000	$55.000000	$219,200.000000
Total:		**14,000.000000**		**$219,200.000000**

Incentive Stock Option Types				
Exercise Date	Option Type	Shares Exercised	Exercise FMV	AMT Income
09/14/1999	ISO	3,000.000000	$45.000000	$128,673.000000

Go to: Stock Option Activity

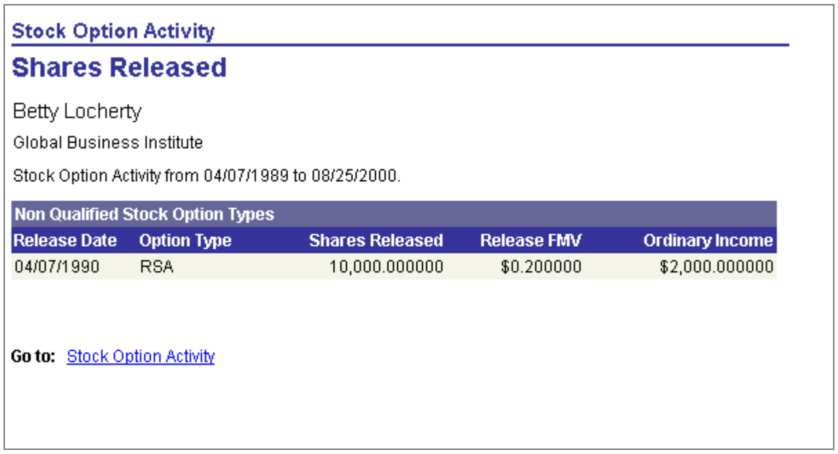
Shares Exercised page

The system displays the employee name and company name at the top of the page, beneath the title.

Exercise Date	The system displays the date the shares were exercised.
Option Type	The system displays the option type.
Shares Exercised	The system displays the number of shares exercised.
Exercise FMV	The system displays the exercise FAIR MARKET VALUE.
Ordinary Income	The system displays the ordinary income, if any, for this exercise.
AMT Income	The system displays the Alternative Minimum Tax, if any, for this exercise.
Stock Option Activity	Click this link to return to the Stock Option Activity page.

Shares Released Page

Usage	Use the Shares Released page to view details about the shares released.
Object Name	ST_REL_ACTIVITY
Navigation	Click the **Shares Released** link on the Stock Option Activity page.



Shares Released page

The system displays the employee name and company name at the top of the page, beneath the title.

Release Date	The system displays the date the shares were released.
Option Type	The system displays the option type.
Shares Released	The system displays the number of shares released.
Release FMV	The system displays the exercise Fair Market Value.
Ordinary Income	The system displays the ordinary income, if any, for this release.
AMT Income	The system displays the Alternative Minimum Tax, if any, for this release.
Stock Option Activity	Click this link to return to the Stock Option Activity page.

Shares Sold Page

Usage	Use the Shares Sold page to view details about the shares sold.
Object Name	ST_SALE_ACTIVITY
Navigation	Click the **Shares Sold** link on the Stock Option Activity page.

Share Sold page

The system displays the employee name and company name at the top of the page, beneath the title.

Sale Date	The system displays the date the shares were sold.
Option Type	The system displays the option type.
Shares Sold	The system displays the number of shares sold.
Sale Price	The system displays the sales price of the shares sold.
Ordinary Income	The system displays the ordinary income, if any, for this sale.
Stock Option Activity	Click this link to return to the Stock Option Activity page.

Shares Repurchased Page

Usage	Use the Shares Repurchased page to view details about the shares repurchased.
Object Name	ST_REPUR_ACTIVITY
Navigation	Click the **Shares Repurchased** link on the Stock Option Activity page.

Shares Repurchased page

The system displays the employee name and company name at the top of the page, beneath the title.

Grant Number	The system displays the grant number for the repurchase.
Repurchase Date	The system displays the date of the repurchase.
Repurchase Price	The system displays the price of the shares repurchased.
Shares Repurchased	The system displays the number of shares repurchased.
Stock Option Activity	Click this link to return to the Stock Option Activity page.

Stock Split History Page

Usage	Use the Stock Split History page to view the history of a stock split.
Object Name	ST_STOCK_SPLIT
Navigation	Click the **Stock Split History** link on the Stock Options Activity page or the Stock Purchase Activity page.

Stock Split History page

At the top of the page the system displays name of the source page above the title and the company name beneath the title.

Record Date The system displays the record date of the split.

Old Shares The system displays the price of the old shares.

New Shares The system displays the price of the new shares.

Go to: Click the link displayed to return to the page where you accessed the Stock Split History page.

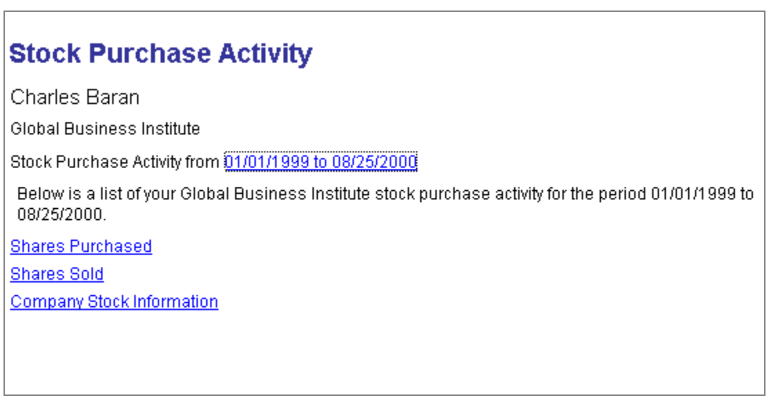
For more information about stock options see Managing Stock Administration.

Viewing Stock Purchase Information

You can use the Stock Purchase Activity pages to view the details of shares, purchased and sold. You can view transactions as of today’s date or enter a From and To date to view a date range of activity.

Stock Purchase Activity Page

Usage	Use the Stock Purchase Activity page to view a list of the stock purchase activity.
Object Name	ST_ESPP_ACTIVITY
Navigation	**Self Service, Employee, View, Stock Purchase Activity.** **Self Service, Optionee, View, Stock Purchase Activity.**
Access Requirements	User must have an Employee ID. System opens up information specific to the user.



Stock Purchase Activity page

The system displays the employee name and company name at the top of the page, beneath the title.

Stock Purchase Activity from	The system displays a date range from the date the shares were purchased through today's date. Click this link to access the Change Date Range page where you can change the date range.
Shares Purchased	Click this link to access the Shares Purchased page where you can view all the shares purchased in the purchase period.
Shares Sold	Click this link to access the Shares Sold page where you can view all the shares reported sold as of the date displayed.
Stock Split History	This link appears if the stock has split. Click this link to access the Stock Split History page where you can view history of stock splits.
Company Stock Information	Click this link to access the Company and Stock Information page where you can view details about the company and stock.

Shares Purchased Page

Usage	Use the Shares Purchased page to view details about the shares purchased.
Object Name	ST_PURCH_ACTIVTY
Navigation	Click the **Shares Purchased** link on the Stock Purchase Activity page.

Shares Purchased page

The system displays the employee name and company name at the top of the page, beneath the title.

Purchase Period The system displays the purchase period.

Purchased The system displays the number of shares purchased.

Price The system displays the purchase price paid for the shares.

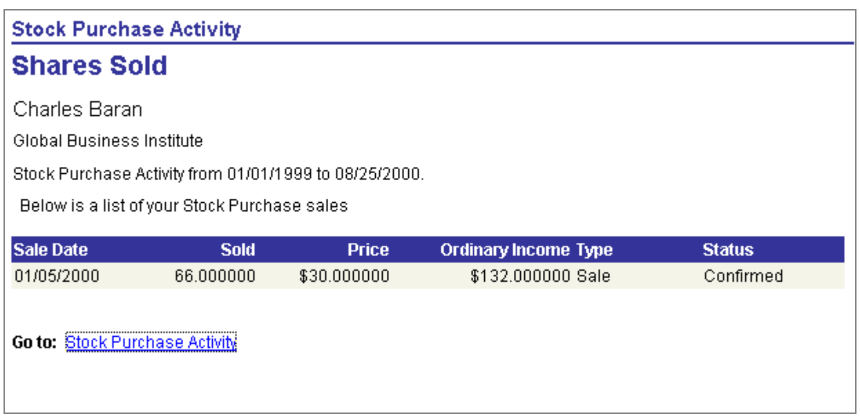
Sold The system displays the number of shares reported as sold or transferred.

Holding The system displays the number of shares remaining.

Stock Purchase Activity Click this link to return to the Stock Purchase Activity page.

Shares Sold Page

Usage	Use the Shares Sold page to view details about the shares sold.
Object Name	ST_ESPP_ACT_SALE
Navigation	Click the **Shares Sold** link on the Stock Purchase Activity page.



Shares Sold page

The system displays the employee name and company name at the top of the page, beneath the title.

Sale Date The system displays the sale date.

Sold The system displays the number of shares sold.

Price The system displays the sale price.

Ordinary Income The system displays the amount of ordinary income realized at the time of sale, if any.

Type	The system displays the type of sale. Valid values are Sale and Transfer.
Status	The system displays the status. Valid values are Pending and Confirmed.
Stock Purchase Activity	Click this link to return to the Stock Purchase Activity page.

For more information about stock purchases see Managing Stock Administration.

Reporting Stock Sales

Typically, companies require that employees report sales of stock acquired through their stock plans so the companies can receive any applicable tax deductions. Employees can use the Report Stock Sales pages to enter new dispositions or view the details of pending dispositions and cancel them if they choose.

Shares Available to Sell Page

Usage	Use the Report Sales page to view the shares available to sell and to report a stock sale.
Object Name	ST_SHARES_AVAIL
Navigation	**Self Service, Employee, Tasks, Report Stock Sales** **Self Service, Optionee, Tasks, Report Stock Sales**
Access Requirements	User must have an Employee ID. System opens up information specific to the user.

Shares Available to Sell page

The system displays the employee name and the company name at the top of the page, beneath the title.

Date	The system displays date the shares were purchased from the company by a stock purchase, option exercise, or restricted release.
Share Source	The system displays the source of the stock shares. Valid values are ***Stock Purchase, Option Exercise,*** and ***Restricted Release***.
Price	The system displays the price paid for the stock.
Shares Available	The system displays the number of shares available to sell. The number of shares available is calculated by subtracting shares previously sold from the total shares exercised, released, or purchased (depending on the share source), including pending transactions.
Report Sale	Click the **Report Sales** button to access the Enter Sale Information page where you can report stock sales.
List of All Stock Sales	Click this link to access the List of All Stock Sales page where you can view a list of all your stock sales.
Company Stock Information	Click this link to access the Company and Stock Information page where you can view details about the company and stock.

List of All Stock Sales Page

Usage	Use the List of All Stock Sales page to view a list of all your stock sales.
Object Name	ST_SALES_SUMMARY

Navigation	Click the **List of All Stock Sales** link on the Shares Available to Sell page or Enter Sales Information page.

Report Stock Sales

List of All Stock Sales

Carmichael Espinosa

Global Business Institute

Below is a list of your stock sales. You may only Edit or Delete before the transaction has been processed. If there is a discrepancy with a completed transaction, contact Stock Administration.

Sale Date	Share Source	Type	Shares Sold	Sale Price
02/23/1990	Option Exercise	Sale	4,000.000000	$0.200000
09/05/2000	Stock Purchase	Sale	25.000000	$34.190000
01/05/2000	Stock Purchase	Sale	64.000000	$30.000000
Total:			**4,089.000000**	

Go to: Shares Available to Sell

List of All Stock Sales page

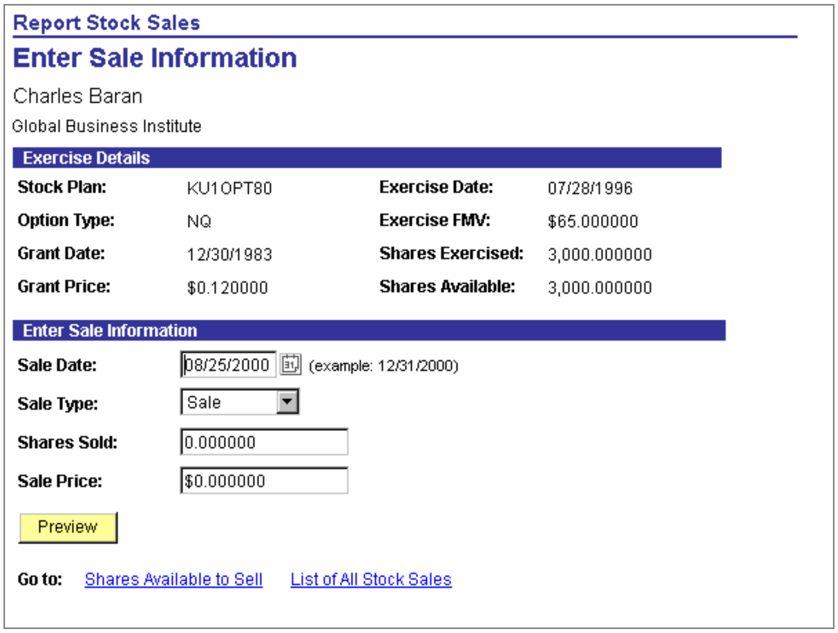
The system displays the employee name and the company name at the top of the page, beneath the title.

Sale Date	The system displays the date the shares were sold.
Share Source	The system displays the source of the stock shares. Valid values are Stock Purchase, Option Exercise, and Restricted Release.
Type	The system displays the type of transaction. Valid values are Sale and Transfer.
Shares Sold	The system displays the number of shares sold.
Sale Price	The system displays the sale price.
Edit	Click the **Edit** button to access the Enter Sales Information page where you can edit the transaction before it has been processed and the status changed to Confirm.
Delete	Click the **Delete** button to access the Delete Confirmation page where you can delete the transaction before it has been processed and the status changed to Confirm.
Shares Available to Sell	Click this link to access the Shares Available to Sell page where you can view the shares available to sell.

Enter Sale Information – Option Exercise Page

Usage	Use the Enter Sale Information – Option Exercise page to report sales of

	option exercises shares.
Object Name	ST_EXERCISE_SALE
Navigation	Click the **Report Sale** button on the Shares Available to Sell page or the **Edit** button on the List of All Stock Sales page where the share source is option exercise.



Enter Sale Information – Option Exercise page

The system displays the employee name and the company name at the top of the page, beneath the title.

Exercise Details

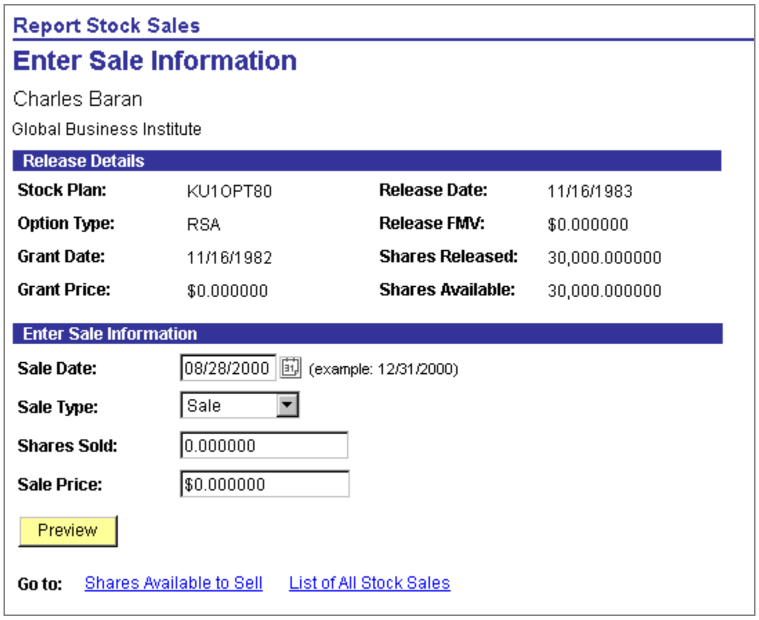
Stock Plan	The system displays the stock plan.
Option Type	The system displays the option type.
Grant Date	The system displays the grant date.
Grant Price	The system displays the grant price.
Exercise Date	The system displays the exercise date.
Exercise FMV	The system displays the exercise Fair Market Value.
Shares Exercised	The system displays the number of shares exercised.
Shares Available	The system displays the number of shares available to sell.

Enter Sale Information

Sale Date	Enter the date the shares were sold.
Sale Type	Select the type of transaction. Valid values are Sale and Transfer.
Shares Sold	Enter the number of shares sold.
Sale Price	Enter the sale price.
Preview	Click the Preview button to view the results of the sale. You can do this numerous times until you save the transaction.
Disqualifying Disposition	This field is available after you click Preview. If the sale is a disqualifying disposition the system selects this check box.
Ordinary Income	This field is available after you click Preview. The system displays the ordinary income amount, if any.
Save	This field is available after you click Preview. Click the Save button to save the transaction.
Shares Available to Sell	Click this link to access the Shares Available to Sell page where you can view the shares available to sell.
List of All Sales	Click this link to access the List of All Stock Sales page where you can view a list of all your stock sales.

Enter Sale Information – Restricted Release page

Usage	Use the Enter Sale Information – Release page to report sales of released shares.
Object Name	ST_RELEASE_SALE
Navigation	Click the **Report Sale** button on the Shares Available to Sell page or the Edit button on the List of All Stock Sales page where the share source is restricted release.



Enter Sale Information – Restricted Release page

The system displays the employee name and the company name at the top of the page, beneath the title.

Exercise Details

Stock Plan The system displays the stock plan.

Option Type The system displays the option type.

Grant Date The system displays the grant date.

Grant Price The system displays the grant price.

Release Date The system displays the release date.

Release FMV The system displays the release Fair Market Value.

Shares Released The system displays the number of shares released.

Shares Available The system displays the number of shares available to sell.

Enter Sale Information

Sale Date Enter the date the shares were sold.

Sale Type Select the type of transaction. Valid values are Sale and Transfer.

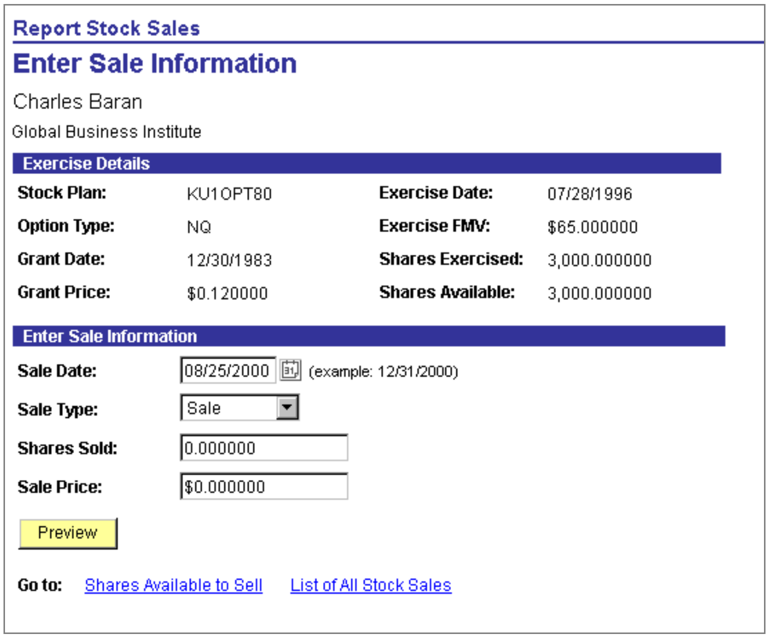
Shares Sold Enter the number of shares sold.

Sale Price Enter the sale price.

Preview	Click the Preview button to view the results of the sale. You can do this numerous times until you save the transaction.
Disqualifying Disposition	This field is available after you click Preview. If the sale is a disqualifying disposition the system selects this check box.
Ordinary Income	This field is available after you click Preview. The system displays the ordinary income amount, if any.
Save	This field is available after you click Preview. Click the Save button to save the transaction.
Shares Available to Sell	Click this link to access the Shares Available to Sell page where you can view the shares available to sell.
List of All Sales	Click this link to access the List of All Stock Sales page where you can view a list of all your stock sales.

Enter Sale Information – Stock Purchase Page

Usage	Use the Enter Sale Information – Stock Purchase page to report sales of stock purchase shares.
Object Name	ST_ESPP_SALE
Navigation	Click the **Report Sale** button on the Shares Available to Sell page or the **Edit** button on the List of All Stock Sales page where the share source is stock purchase.



Report Stock Sales

Enter Sale Information

Charles Baran

Global Business Institute

Exercise Details

Stock Plan:	KU1OPT80	**Exercise Date:**	07/28/1996
Option Type:	NQ	**Exercise FMV:**	$65.000000
Grant Date:	12/30/1983	**Shares Exercised:**	3,000.000000
Grant Price:	$0.120000	**Shares Available:**	3,000.000000

Enter Sale Information

Sale Date: 08/25/2000 (example: 12/31/2000)

Sale Type: Sale

Shares Sold: 0.000000

Sale Price: $0.000000

Preview

Go to: Shares Available to Sell List of All Stock Sales

Enter Sale Information – Stock Purchase page

The system displays the employee name and the company name at the top of the page, beneath the title.

Purchase Details

Stock Plan	The system displays the stock plan.
Offering Period	The system displays the offering period begin and end dates.
Purchase Period	The system displays the purchase period begin and end dates.
Hold Date	The system displays the company hold date, if applicable.
Purchase Date	The system displays the purchase date.
Purchase Price	The system displays the purchase price.
Shares Purchased	The system displays the number of shares purchased.
Shares Available	The system displays the number of shares available to sell.

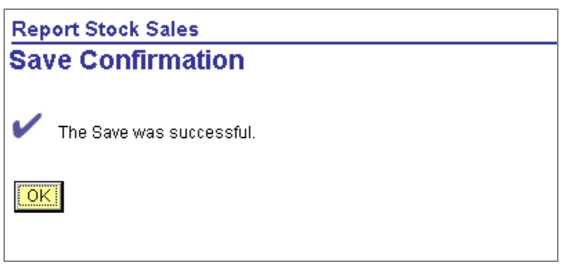
Enter Sale Information

Sale Date	Enter the date the shares were sold.
Sale Type	Select the type of transaction. Valid values are ***Sale*** and ***Transfer***.
Shares Sold	Enter the number of shares sold.

Sale Price	Enter the sale price.
Preview	Click the **Preview** button to view the results of the sale.
Disqualifying Disposition	This field is available after you click **Preview**. If the sale is a disqualifying disposition the system selects this check box.
Ordinary Income	This field is available after you click **Preview**. The system displays the ordinary income amount.
Save	This field is available after you click **Preview**. Click the Save button to save the transaction.
Shares Available to Sell	Click this link to access the Shares Available to Sell page where you can view the shares available to sell.
List of All Sales	Click this link to access the List of All Stock Sales page where you can view a list of all your stock sales.

Save Confirmation Page

Usage	Use the Save Confirmation page to confirm that the stock sale was recorded.
Object Name	EO_SAVE_CONFIRM
Navigation	Click the **Save** button on one of the Enter Sale Information pages.



Save Confirmation Page

OK	Click **OK** to confirm the stock sale and return to the Shares Available to Sell page.

Delete Confirmation Page

Usage	Use the Delete Confirmation page to confirm that you want to delete a stock sale.
Object Name	EO_DEL_CONFIRM
Navigation	Click the **Delete** button on the List of All Stock Sales page.

Delete Confirmation page

Yes – Delete	Click the **Yes** button to delete the stock sale.
No – Do Not Delete	Click the **No** button to return to the List of All Stock Sales page without deleting the stock sale.

For more information about stock dispositions see Administering Stock Option Dispositions and Administering Purchases.

Viewing Employees' Stock Options

You can use the Employee Stock Option pages to view information about all active grants along with vesting details for a selected employee. You can view information as of today's date or enter a past or future date. By adding further information you can determine net potential gain.

Employee Stock Options – Select Employee Page

Usage	Use the Employee Stock Options – Select Employee page to view stock option information for your direct reports.
Object Name	OPROWS
Navigation	**Self Service, Manager, View, Employee Stock Options**
Access Requirements	User must be a manager.

Employee Stock Options

Select Employee

To find a specific employee click on Search for Employee. To drill down into the direct reports of one of your employees click the org chart icon.

Direct Reports For Betty Locherty

Name	Employee ID	Job Title	Department
Adland Chu	KU0065	Sr PR Clrk	Finance
Angela McKay	KU0069	Gn Auditor	Finance
Annie Mirzoyan	KU0077	Bus Anal	Finance
Christelle Stevenson	KU0020	Sr PR Clrk	Finance
Courtney Osborn	KU0100	Gn Auditor	Finance
Cynthia Adams	KU0101	Loan Off	Finance
Derek Holsinger	KU0038	Accountant	Finance
Elbert Wynne	KU0061	Mgr-ER	Finance
Heidi Schwartz	KU0093	Sr Fin Anl	Finance
Julie Dyer	KU0049	Gn Auditor	Finance
Justine Kim	KU0066	Gn Auditor	Finance
Kevin Chae	KU0106	PR Clerk	Finance
Larry McKinley	KU0112	Mgr-ER	Finance
Martha Stankowski	KU0116	Sr AP Clrk	Finance
Mei Lee	KU0076	Fin Anal	Finance
Patrick Seto	KU0011	Gn Auditor	Finance
Richard Stankowski	C10001	Sr AP Clrk	Finance
Salish Bir	KU0021	Fin Anal	Finance
Shawn Quilligan	KU0039	Fin Anal	Finance
Susan Hoinck	KU0119	Bus Anal	Finance
Vicki Zinn	KU0059	Fin Anal	Finance
Wendy Kwan	KU0096	Fin Anal	Finance

Employee Stock Options – Select Employee page (1 of 2)

Search for an employee in your organization

Employee Stock Options – Select Employee page (2 of 2)

Name The system displays the name of the employee. Click the link to access the Stock Option Summary page where you can view the employee's stock option information.

EmplID The system displays the employee's EmplID.

Job Title The system displays the Job Title.

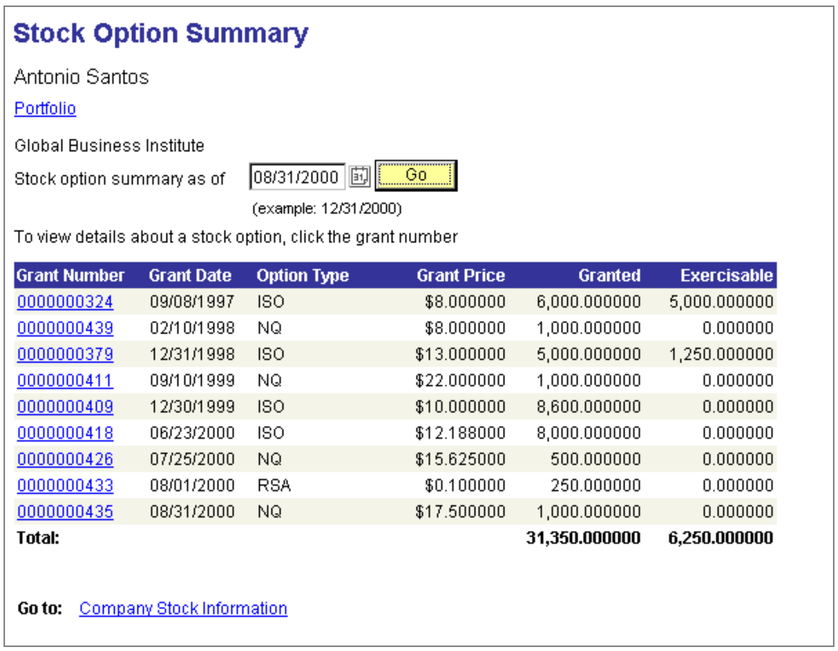
Department The system displays the Department.

View Employee's Direct Reports Click this button to see your employee's direct reports.

Search for an employee in your organization Click this link to be taken to a search page enabling you to search for an employee in your organization.

Employee Stock Options – Stock Option Summary Page

Usage	Use the Employee Stock Options – Stock Option Summary page to view summary stock option information about the employee you selected.
Object Name	ST_GRANT_SUMM_MGR
Navigation	Click an employee name on the Employee Stock Options – Select Employee page.



Stock Option Summary

Antonio Santos

Portfolio

Global Business Institute

Stock option summary as of 08/31/2000 Go

(example: 12/31/2000)

To view details about a stock option, click the grant number

Grant Number	Grant Date	Option Type	Grant Price	Granted	Exercisable
0000000324	09/08/1997	ISO	$8.000000	6,000.000000	5,000.000000
0000000439	02/10/1998	NQ	$8.000000	1,000.000000	0.000000
0000000379	12/31/1998	ISO	$13.000000	5,000.000000	1,250.000000
0000000411	09/10/1999	NQ	$22.000000	1,000.000000	0.000000
0000000409	12/30/1999	ISO	$10.000000	8,600.000000	0.000000
0000000418	06/23/2000	ISO	$12.188000	8,000.000000	0.000000
0000000426	07/25/2000	NQ	$15.625000	500.000000	0.000000
0000000433	08/01/2000	RSA	$0.100000	250.000000	0.000000
0000000435	08/31/2000	NQ	$17.500000	1,000.000000	0.000000
Total:				**31,350.000000**	**6,250.000000**

Go to: Company Stock Information

Stock Option Summary

The system displays the name of the employee you selected and the company name at the top of the page, beneath the title.

Stock Options Summary as of Enter the date you want to use to calculate the stock options information. Today's date defaults.

Go Click the **Go** button to redisplay the page when new data is entered.

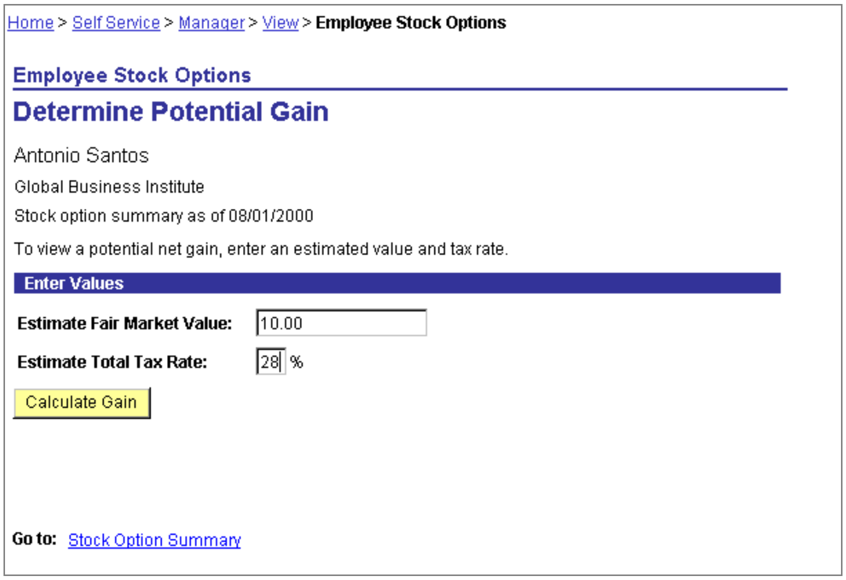
Grant Date The system displays the grant date. Click a grant number to access the Vesting Schedule page where you can view the vesting schedule for this grant.

Grant Price The system displays the grant price.

Granted	The system displays the number of shares granted.
Outstanding	The system displays the number of shares outstanding for this grant as of the selected date.
Unvested	The system displays the number of shares unvested for this grant as of the selected date.
Exercisable	The system displays the number of shares exercisable for this grant as of the selected date.
My Direct Reports	Click this link to return to the My Direct Reports page.
Determine Potential Gain	Click this link to access the Determine Potential Gain page where you can calculate an employee's potential net gain.
Company Stock Information	Click this link to access the Company and Stock Information page where you can view details about the company and stock.
Unvested Chart	Click this link to access the Unvested Chart page where you can view a chart of the employee's total unvested shares for each year. This is only available if you have Chart Server installed.

Determine Potential Gain

Usage	Use the Determine Potential Gain page to calculate an employee's potential net gain.
Object Name	ST_GRANT_MODEL1
Navigation	Click the **Determine Potential Gain** link on the Stock Option Summary page.



Determine Potential Gain

The system displays the name of the employee you selected and the company name at the top of the page, beneath the title.

Estimate Fair Market Value Enter an estimated Fair Market Value.

Estimate Total Tax Rate Enter an estimated total tax rate.

Calculate Gain Click the **Calculate Gain** button to access the Stock Options Position page where you can view the results of the potential net gain calculation.

Stock Options Position

Usage	Use the Stock Options Position page to view the results of the potential net gain calculation.
Object Name	ST_GRANT_MODEL2
Navigation	Click the **Calculate Gain** button on the Determine Potential Gain page.

Stock Options Position page

The system displays the name of the employee you selected and the company name at the top of the page, beneath the title.

Estimate Fair Market Value The system displays the value you entered on the Determine Potential Gain page.

Estimate Total Tax Rate The system displays the value you entered on the Determine Potential Gain page.

Grant Date The system displays the grant date.

Grant Price The system displays the grant price.

Outstanding Net Gain The system displays the calculated outstanding net gain. The formula is

Outstanding Shares x FMV x (100 – Tax Rate %)

Unvested Net Gain The system displays the calculated unvested net gain. The formula is

Unvested Shares x FMV x (100 – Tax Rate %)

Exercisable Net Gain The system displays the exercisable net gain. The formula is

Exercisable Shares x FMV x (100 – Tax Rate %)

Determine Potential Gain Click this link to return to the Determine Potential Gain page.

Unvested Chart

Usage	Use the Unvested Chart page to view a chart of the unvested shares.
Object Name	ST_SHARES_CHART

Navigation	Click the **Unvested Chart** link on the Stock Options Summary page. This is only available if you have Chart Server installed.

Unvested Chart page

The system displays the name of the employee you selected and the company name at the top of the page, beneath the title. The chart displays the number of unvested shares (left axis) by year (bottom axis).

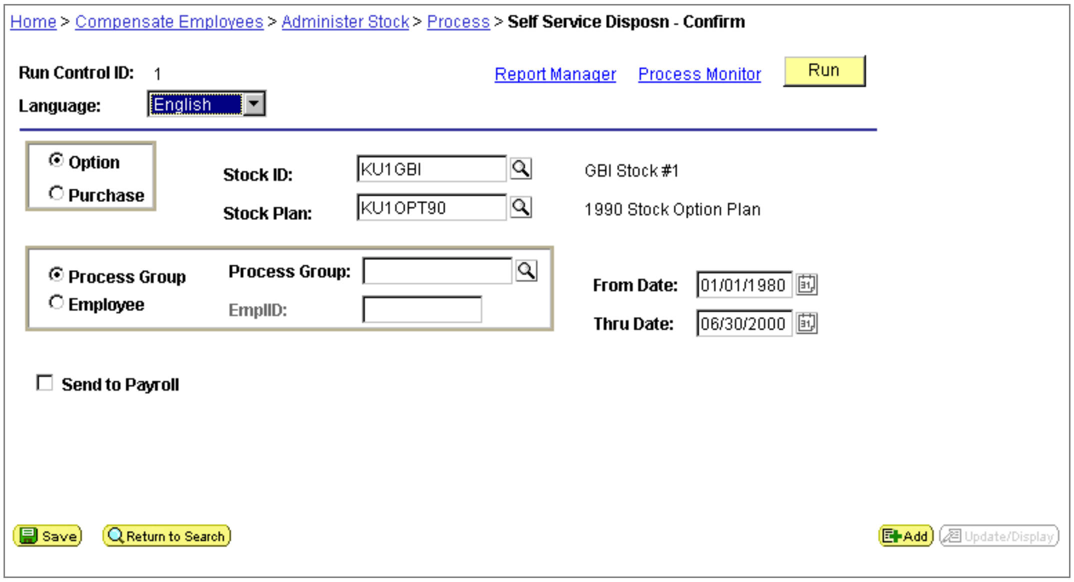
Confirming Self Service Stock Sales

Employees can use the Reporting Stock Sales pages to record stock dispositions (sales) and cancel pending dispositions. You confirm the reported sales using the Confirm Self Service Sales process page.

Confirm Self Service Sales Process Page

Usage	Use the Confirm Self Service Sales process page to send a disposition reported through the self-service module to payroll.
Object Name	ST_RUNCTL_SSDISP
Navigation	**Home, Compensate Employees, Administer Stock, Process, Self Service Disposn - Confirm**
Prerequisites	You must first have a disposition reported through the self-service module.
Access	Enter a Run Control ID.

Requirements	



Self Service Disposn (Disposition) – Confirm Process Page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Language.**

Stock ID	Select a Stock ID from available choices.
Stock Plan	Select a Stock Plan from available choices.

Process Criteria

Select one of the following choices to indicate how you want the data processed.

Process Group	Select **Process Group** if you want the data processed by process group.
Employee	Select **Employee** if you want the data processed by employee.

Process Group	If you selected Process Group this field becomes available. Select the process groups you want to include.
EmplID	If you selected Employee this field becomes available. Select the employees you want to include.

From Date	Enter the first sale date you want to collect data.
Thru Date	Enter the last sale date you want to collect data.

Sent to Payroll	Select **Send to Payroll** to send the disposition information to PeopleSoft Payroll for North America.

Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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