PeopleSoft 8.3 eEquity PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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Managing Employee Stock Options

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

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

Before You Begin

To benefit fully from the information covered in these books, 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 the PeopleSoft system, much of the information in these books 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. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, 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 for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product 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 for HRMS* and other PeopleBooks.

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 (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, 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://www4.peoplesoft.com/cc

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 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. 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.

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 product documentation, you will encounter fields that are used on many application pages or panels. 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.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	***Definition***
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
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 or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
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.
Locality	A tax location within an organization.
Name	Name of individual.

Field	***Definition***
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	The phone number for a person or organization.
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.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
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.

Field	*Definition*
Run Control ID	Identifies specific run control settings for a panel.
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.
Status	Indicates whether a row in a table is ***Active*** or ***Inactive.***
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.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, "Creating Field Definitions," Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

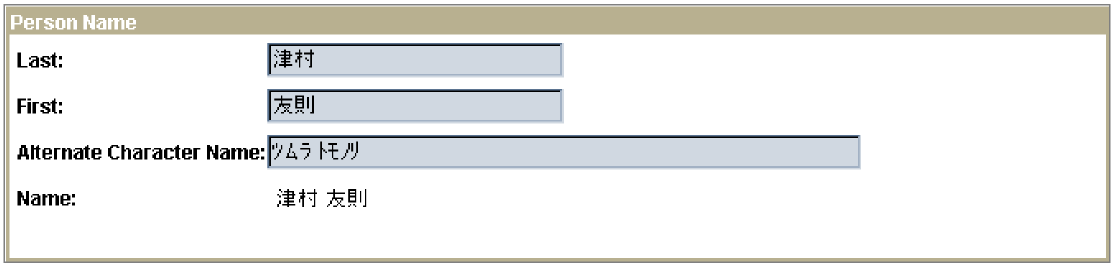
The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title	Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and **Name Prefix**	Select a Prefix or Name Prefix, if applicable.
Royal Prefix	Select a Royal Prefix, if applicable.
First Name	Enter the employee's official first name.
Preferred First Name	For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.
Middle	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters). **Note.** You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter. **Warning!** Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.
Royal Suffix	Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Name	The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays “Last Name[space]First Name,” not “Last Name,First Name”; that is, a space separates the last and first names, not a comma.



Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, “Setting Up PeopleSoft HRMS,” Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

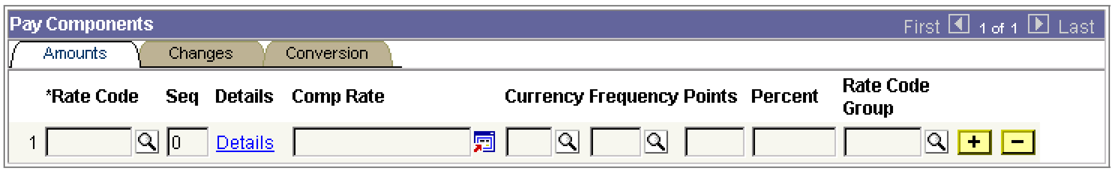
Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter 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.

House Type Enter the house type, if applicable.

Postal Search Click **Postal Search** to use international address formats.

Entering or Viewing Pay Components

Amounts Tab



Pay Components - Amounts

Rate Code Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid.

Note. If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.

Seq (sequence) The sequence number of the rate code if it is used more than once.

Details Click the **Details** button to open the Comp Rate Code Secondary Panel page.

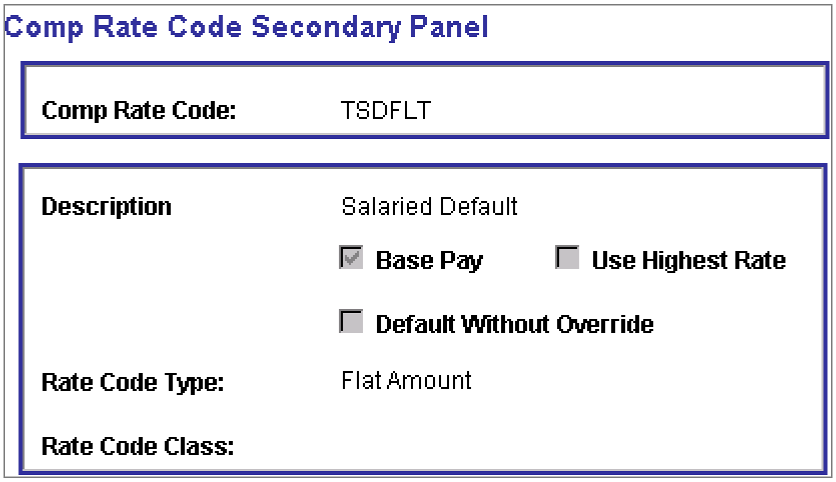
Comp Rate, (compensation rate) **Currency**, and **Frequency** The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.

Apply FTE If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for ***Percent*** rate codes.

Points The salary points associated with this rate code, if any.

Percent If the rate code rate type is ***Percent,*** the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.

Rate Code Group A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.



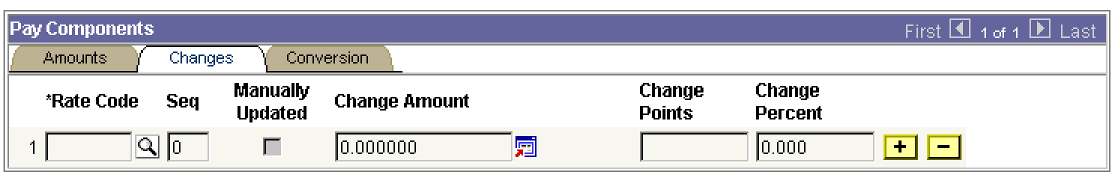
Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

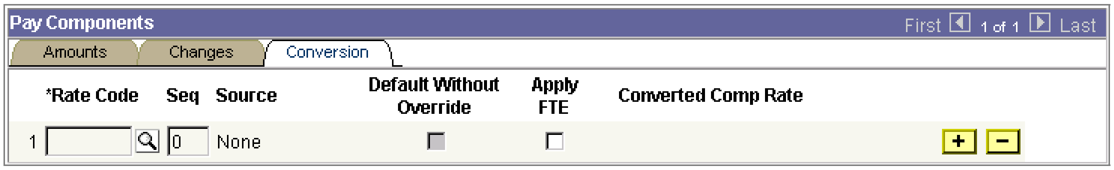
Changes Tab



Pay Components – Changes page

This page displays the change in an employee's salary.

Manually Updated	The system selects this if you have manually updated the pay components.
Change Amount	The overall change amount to this pay component rate.
Change Points	The overall change amount (in points) to this pay component, if applicable.
Change Percent	The overall percentage change to this pay component, if applicable.



Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source — The system displays the source of the rate code, such as ***Absorbing Premium***, ***Seniority Pay***, ***Job Code***, or ***Manual***.

Default Without Override — Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

Apply FTE — Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.

Converted Comp Rate — Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

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.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: ***See Also*** *About These HRMS PeopleBooks,* **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. 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.

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

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	System Name	Navigation	Usage
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the 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.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country 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 product communications for you.

CHAPTER 1

About the PeopleSoft 8.3 eEquity PeopleBook

This book provides you with the information you will need for implementing and using PeopleSoft eEquity.

This preface explains how to use the documentation for PeopleSoft eEquity. General information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks. It provides information about the following topics:

- Using related documentation such as the PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook.
- Ordering documentation on the Internet, on CD-ROM, and in hardcopy.
- PeopleBooks standard page element definitions.
- Required fields on pages.
- Typographical conventions and visual clues in the documentation.
- Process introductory table explanation.
- U.S. Federal Government functionality designation within the documentation.
- Education and Government functionality designation within the documentation.
- Local country functionality designation within the documentation.
- Comments and suggestions about the documentation.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft HRMS Application Fundamentals section explains where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft 8.3 Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft HRMS PeopleBooks Preface, “About the HRMS PeopleBooks”

CHAPTER 2

Introducing PeopleSoft eEquity

This chapter defines the components of PeopleSoft eEquity and explains how to:

- Move around eEquity.
- Understand roles and security.
- Set up approvals workflow for self-service transactions.

Understanding eEquity Components

PeopleSoft eEquity self-service transactions interface with the Human Resources system. These transactions enable employees to review, add, and update their stock information.

- Issuance Instructions enables employees to enter and view issuance information for each stock ID. They can view issuance instructions details and select broker or certificate issuance for stock options and stock purchase plans.
- View Stock Options enables employees to view a summary of 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 employees have grants in multiple stock IDs, they can switch to a different stock ID to view that summary information.
- View Stock Purchase Activity enables employees to view 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 employees to record stock dispositions (sales) and cancel pending dispositions. They can enter new dispositions, view the details of pending dispositions, and cancel pending dispositions.
- View Employees’ Stock Options enables managers to view information about all active grants, along with vesting details, for a selected employee. Managers can view information as of today’s date or enter a past or future date. By adding further information, managers can determine net potential gain.

Moving Around eEquity

There are two ways to access self-service transactions:

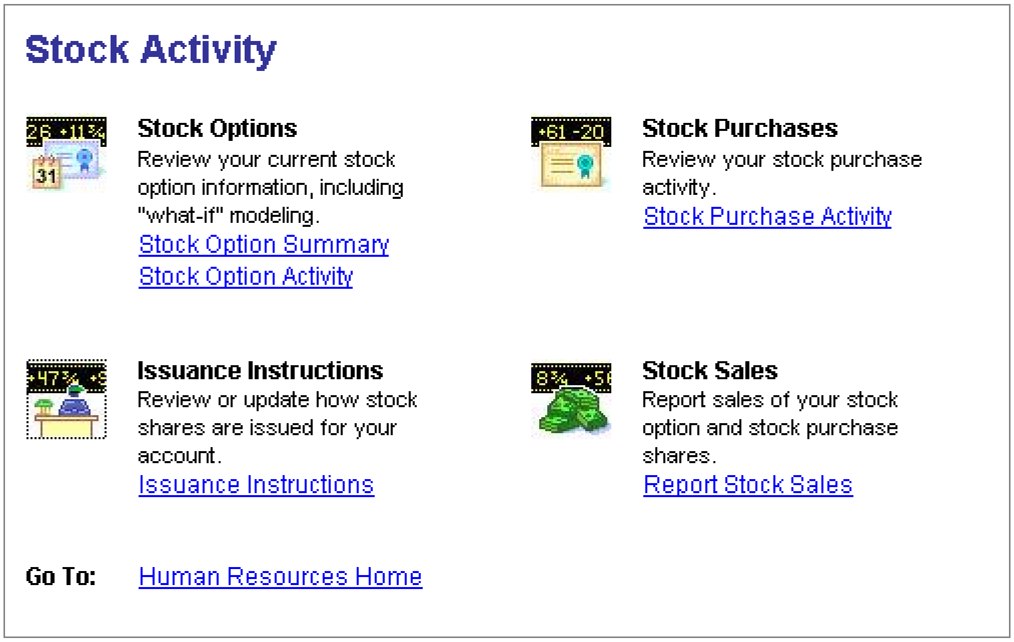
- Home pages.
- Standard menu navigation path.

Home Pages

The home page presents a simple user interface design and direct navigation for the end user.

The links that appear on a home page depend on which collaborative applications have been purchased and whether the product has been selected on the Installation Table.

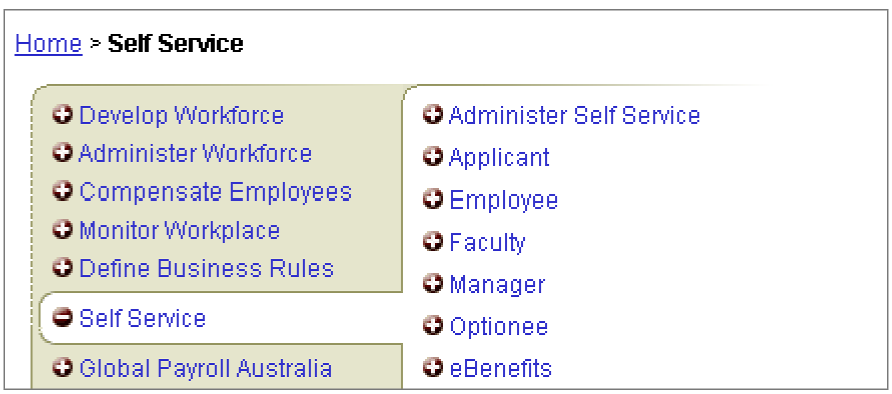
The Human Resources home page



The Stock Activity home page for eEquity

Standard Menu Navigation

The standard menu driven navigation path is the traditional PeopleSoft access method. Home pages are easier to navigate for employees who are not PeopleSoft users.



Standard self-service navigation path

Understanding Roles and Security

Self-service transactions are targeted to specific roles, such as applicant, employee, faculty, manager, and optionee. These roles help determine:

- The transactions an employee can access.
- The information an employee can view.

User profiles determine default access to transactions. You create user profiles on the Maintain Security page in the User Profile component. You assign a role to each user profile.

Profiles are linked to access control lists. Each access control list identifies the pages that users can access. To modify access to specific Web pages for each role, you modify the access control list.

User profiles also control the data each employee can access.

See Also

PeopleTools PeopleBook: Security, “Understanding PeopleSoft Security”

Setting Up Approvals Workflow for Self-Service Transactions

Many self-service transactions take advantage of workflow functions, such as approvals workflow. Approvals workflow takes a request entered by an employee or manager and routes it to an approver to accept or deny.

If the approver accepts the request, the system routes it to the next approver. If the request is denied, the request is not routed any further, and the system notes that the request was denied.

If there are no approvers, the system notes that the request has final approval, and it is routed to someone to process the request further (such as a stock administrator).

Employees and managers can view the approval status of some requests with self-service transactions.

See Also

PeopleTools PeopleBook: *Workflow*, “Using Workflow” and “Setting Up Workflow Approval Functionality”

CHAPTER 3

Managing Stock Options and Stock Purchase Plans

This chapter explains how employees can:

- Review and enter issuance instructions.
- View stock option information.
- View stock activity information.
- View stock purchase information.
- Report stock sales.

Reviewing and Entering Issuance Instructions

Employees can:

- Enter and view issuance instructions for each stock ID.
- Select broker or certificate issuance for stock options and stock purchase plans.

Pages Used to Review and Enter Insurance Instructions

Page Name	*Object Name*	*Navigation*	*Usage*
Issuance Instructions	ST_ISSUANCE_OPT	• Self Service, Employee, Tasks, Issuance Instructions • Self Service, Optionee, Tasks, Issuance Instructions	Employees and optionees view, add, and edit issuance instructions.
Portfolio	ST_PORTFOLIO	Click the Portfolio link on the Issuance Instructions page.	View different stock in a portfolio. This is only available if there are multiple stocks for the employee.

Page Name	Object Name	Navigation	Usage
Brokerage Information	ST_ISSUANCE_BRK	Click a stock plan type link on the Issuance Instructions page.	View brokerage instructions.
Certificate Information	ST_ISSUANCE_CNT	Click a stock plan type link on the Issuance Instructions page.	View certificate instructions.
Edit Issuance Instructions: Broker	ST_ISSUANCE_EDIT_B	• Click Edit on the Issuance Instructions page. • Select Broker on the Issuance Instructions page and click Next.	Enter or change broker issuance instructions.
Edit Issuance Instructions: Certificate	ST_ISSUANCE_EDIT_C	• Click Edit on the Issuance Instructions page. • or Select Certificate on the Enter Issuance Instructions page and click Next.	Enter or change certificate issuance instructions.
Edit Issuance Instructions	ST_ISSUANCE_EDIT	Click the Edit or Add an Issuance Instruction button on the Issuance Instructions page.	Select the stock plan type and issuance type for the issuance instructions.
Company and Stock Information	ST_COMPANY_DETAIL	Click the Company Stock Information link on one of the following pages: • Issuance Instructions • Stock Option • Stock Option Activity • Stock Purchase Activity • Shares Available to Sell • Stock Options Summary	View information about the company and stock.

Viewing Stock Option Information

Employees use the Stock Option Summary pages to:

- View a summary of active stock option grants.

- See the shares that are currently available for exercise.
- View detailed vesting information for each active grant.

Employees can view information as of today's date or enter a past or future date. Employees with multiple stock IDs can switch to a different stock ID to view that summary information.

Pages Used to View Stock Option Information

Page Name	***Object Name***	***Navigation***	***Usage***
Stock Option Summary	ST_GRANT_SUMM_OPT	• Self Service, Employee, View, Stock Option Summary • Self Service, Optionee, View, Stock Option Summary	View a summary of stock option grants as of a specified date.
Stock Option Information	ST_GRANT_DETAIL	Click a grant number on the Stock Option Summary page.	View details of a stock option grant.
Vesting Schedule	ST_GRANT_VEST_SS	• 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.	View the vesting schedule for a selected grant.
Calculate Potential Gain	ST_GRANT_MODEL1	Click the Calculate Potential Gain link on the Stock Option Summary page.	Calculate an employee's potential net gain.
Stock Options Position	ST_GRANT_MODEL2	Click the Calculate Gain button on the Calculate Potential Gain page	View results of the potential net gain calculation.
Exercisable Net Gain Chart	ST_SHARES_CHART	Click the Exercisable Net Gain Chart link on the Stock Options Summary page. This is only available if Chart Server is installed.	View a chart of current exercisable net gain plus 24 months of future vesting net gain.

Page Name	Object Name	Navigation	Usage
Shares Exercisable Gain Chart	ST_SHARES_CHART	Click the Shares Exercisable Gain link on the Stock Option Summary page.	View a chart of current exercisable shares plus 24 months of future vested shares.

Viewing Stock Activity Information

Employees use the Stock Options Activity pages to view stock option activity over a specified period of time, including exercises, releases, sales, cancellations and expirations, and repurchases. Employees can view information from the grant date of the first active stock option through today's date or choose a different range of dates. Employees with multiple stock IDs can switch to a different stock ID to view that activity.

Pages Used to View Stock Activity Information

Page Name	Object Name	Navigation	Usage
Stock Option Activity	ST_OPTN_ACTIVITI Y	• Self Service, Employee, View, Stock Option Activity • Self Service, Optionee, View, Stock Option Activity	View stock option activity.
Change Date Range	ST_DATE_RANGE	Click the date range link on the Stock Options Activity page or the Stock Purchase Activity page.	Change dates for stock option or stock purchase activity.
Shares Granted	ST_GRANT_ACTIVI TY	Click the Shares Granted link on the Stock Options Activity page.	View details about the shares granted.
Shares Exercised	ST_EXER_ACTIVITY	Click the Shares Exercised link on the Stock Options Activity page.	View details about the shares exercised.
Shares Released	ST_REL_ACTIVITY	Click the Shares Released link on the Stock Option Activity page.	View details about the shares released.
Shares Sold	ST_SALE_ACTIVITY	Click the Shares Sold link on the Stock Option Activity page.	View details about the shares sold.

Page Name	Object Name	Navigation	Usage
Shares Repurchased	ST_REPUR_ACTIVITY	Click the Shares Repurchased link on the Stock Option Activity page.	View details about the shares repurchased.
Stock Split History	ST_STOCK_SPLIT	Click the Stock Split History link on the Stock Options Activity page or the Stock Purchase Activity page.	View the history of a stock split.

Viewing Stock Purchase Information

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

Pages Used to View Stock Purchase Activity

Page Name	Object Name	Navigation	Usage
Stock Purchase Activity	ST_ESPP_ACTIVITY	• Self Service, Employee, View, Stock Purchase Activity • Self Service, Optionee, View, Stock Purchase Activity	View a list of the stock purchase activity.
Shares Purchased	ST_PURCH_ACTIVTY	Click the Shares Purchased link on the Stock Purchase Activity page.	View details about the shares purchased.
Shares Sold	ST_ESPP_ACT_SALE	Click the Shares Sold link on the Stock Purchase Activity page.	View details about the shares sold.

Reporting Stock Sales

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

Pages Used to Report Stock Sales

Page Name	***Object Name***	***Navigation***	***Usage***
Share Available to Sell	ST_SHARES_AVAIL	• Self Service, Employee, Tasks, Report Stock Sales • Self Service, Optionee, Tasks, Report Stock Sales	View the shares available to sell and report a stock sale.
List of All Stock Sales	ST_SALES_SUMMARY	Click the List of All Stock Sales link on the Shares Available to Sell page or Enter Sales Information page.	View a list of all stock sales.
Enter Sale Information	ST_EXERCISE_SALE	• Click the Report Sale button on the Shares Available to Sell page. • Click the Edit button on the List of All Stock Sales page where the share source is option exercise.	Report sales of option exercises shares.
Enter Sale Information	ST_RELEASE_SALE	• Click the Report Sale button on the Shares Available to Sell page. • Click the Edit button on the List of All Stock Sales page where the share source is restricted release.	Report sales of released shares.
Enter Sale Information	ST_ESPP_SALE	• Click the Report Sale button on the Shares Available to Sell page. • Click the Edit button on the List of All Stock Sales page where the share source is stock purchase.	Report sales of stock purchase shares.
Save Confirmation	EO_SAVE_CONFIRM	Click the Save button on one of the Enter Sale Information pages	Confirm that the stock sale was recorded.

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

C H A P T E R 4

Managing Employee Stock Options

This chapter defines the pages managers use to review and change employee stock option information.

Viewing Employee Stock Options

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

Pages Used to View Employee Stock Options

Page Name	*Object Name*	*Navigation*	*Usage*
Select Employee	OPROWS	Self Service, Manager, View, Employee Stock Options	View stock option information for direct reports.
Stock Option Summary	ST_GRANT_SUMM_ MGR	Click an employee name on the Select Employee page.	View a summary of direct report stock option information.
Calculate Potential Gain	ST_GRANT_MODEL 1	Click the Calculate Potential Gain link on the Stock Option Summary page.	Calculate an employee's potential net gain.
Stock Options Position	ST_GRANT_MODEL 2	Click the Calculate Gain button on the Determine Potential Gain page.	View the results of the potential net gain calculation.
Unvested New Gain Chart	ST_SHARES_CHART	Click the Unvested Net Gain Chart link on the Stock Options Summary page. Only available if Chart Server is installed.	View unvested shares for employees.

Page Name	Object Name	Navigation	Usage
Unvested Chart	ST_SHARES_CHART	Click the Shares Unvested link on the Stock Option Summary page. Only available if Chart Server is installed.	View a chart of the unvested shares.

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