Contents

1 Manage Compensation
   Manage Compensation: Overview ................................................................. 1-1

2 Manage Base Pay
   Manage Base Pay: Overview ........................................................................ 2-1
   Calculating Full-Time Salary and Annualized Salary: Examples .................. 2-2
   Editing Salaries in the Integrated Workbook: Explained ............................... 2-3
   FAQs for Manage Base Pay ........................................................................... 2-4

3 Manage Compensation Surveys
   Importing Market Data Using the Integrated Workbooks: Explained ............ 3-1

4 Manage Individual Compensation
   Manage Individual Compensation: Overview .............................................. 4-1

5 Manage Personal Contributions
   Manage Personal Contributions: Overview .................................................. 5-1

6 Manage Workforce Compensation
   Manage Workforce Compensation: Overview ............................................ 6-1
   Manager’s Worksheet Statuses: Explained ................................................. 6-2
   Using Advanced Filters: Worked Example ................................................... 6-2
   Managing Budget Sheets and Worksheets In the Integrated Workbooks: Explained ..... 6-3
   Automatically Ranking Workers: Points to Consider .................................. 6-5
   FAQs for Manage Workforce Compensation .............................................. 6-6

7 Manage Compensation Budgets
   Manage Compensation Budgets: Overview .............................................. 7-1
   Budget Publishing: Points to Consider ....................................................... 7-2
   Initiating Budgets: Points to Consider ....................................................... 7-2
   Budget Pool Storage Method: Critical Choices ......................................... 7-3
   Tracking Off-Cycle Compensation Against a Budget: Explained .................. 7-4
8 Administer Workforce Compensation

Administer Workforce Compensation: Overview .............................................8-1
Manage Worker Information ................................................................. 8-1
Run Batch Process .............................................................................. 8-2
Manage Compensation Plans ..................................................................8-5
Configure Global Compensation Settings .............................................8-53
Manage Eligibility Profiles .....................................................................8-58

9 Analyze Total Compensation

Analyze Total Compensation: Overview ..................................................9-1
Manage Compensation Items, Categories, and Statement Definitions ........9-2
This Preface introduces the guides, online help, and other information sources available to help you more effectively use Oracle Fusion Applications.

Oracle Fusion Applications Help

You can access Oracle Fusion Applications Help for the current page, section, activity, or task by clicking the help icon. The following figure depicts the help icon.

Note

If you don’t see any help icons on your page, then click the Show Help icon button in the global area. However, not all pages have help icons.

You can add custom help files to replace or supplement the provided content. Each release update includes new help content to ensure you have access to the latest information. Patching does not affect your custom help content.

Oracle Fusion Applications Guides

Oracle Fusion Applications guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning. To access the guides, go to any page in Oracle Fusion Applications Help and select Documentation Library from the Navigator menu.

Guides are designed for specific audiences:

- **User Guides** address the tasks in one or more business processes. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process activities and tasks.

- **Implementation Guides** address the tasks required to set up an offering, or selected features of an offering. They are intended for implementors. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.

- **Concept Guides** explain the key concepts and decisions for a specific area of functionality. They are intended for decision makers, such as chief
financial officers, financial analysts, and implementation consultants. They are organized by the logical flow of features and functions.

- **Security Reference Manuals** describe the predefined data that is included in the security reference implementation for one offering. They are intended for implementors, security administrators, and auditors. They are organized by role.

These guides cover specific business processes and offerings. Common areas are addressed in the guides listed in the following table.

<table>
<thead>
<tr>
<th>Guide</th>
<th>Intended Audience</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common User Guide</td>
<td>All users</td>
<td>Explains tasks performed by most users.</td>
</tr>
<tr>
<td>Common Implementation Guide</td>
<td>Implementors</td>
<td>Explains tasks within the Define Common Applications Configuration task list, which is included in all offerings.</td>
</tr>
<tr>
<td>Functional Setup Manager User Guide</td>
<td>Implementors</td>
<td>Explains how to use Oracle Fusion Functional Setup Manager to plan, manage, and track your implementation projects, migrate setup data, and validate implementations.</td>
</tr>
<tr>
<td>Technical Guides</td>
<td>System administrators, application developers, and technical members of implementation teams</td>
<td>Explain how to install, patch, administer, and customize Oracle Fusion Applications.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong></td>
<td>Limited content applicable to Oracle Cloud implementations.</td>
</tr>
</tbody>
</table>


**Other Information Sources**

**My Oracle Support**


Use the My Oracle Support Knowledge Browser to find documents for a product area. You can search for release-specific information, such as patches, alerts, white papers, and troubleshooting tips. Other services include health checks, guided lifecycle advice, and direct contact with industry experts through the My Oracle Support Community.
Oracle Enterprise Repository for Oracle Fusion Applications

Oracle Enterprise Repository for Oracle Fusion Applications provides details on service-oriented architecture assets to help you manage the lifecycle of your software from planning through implementation, testing, production, and changes.

In Oracle Fusion Applications, you can use Oracle Enterprise Repository at http://fusionappsoer.oracle.com for:

- Technical information about integrating with other applications, including services, operations, composites, events, and integration tables. The classification scheme shows the scenarios in which you use the assets, and includes diagrams, schematics, and links to other technical documentation.

- Other technical information such as reusable components, policies, architecture diagrams, and topology diagrams.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/index.html.

Comments and Suggestions

Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww_grp@oracle.com. You can use Send Feedback to Oracle from the Settings and Actions menu in Oracle Fusion Applications Help.
Manage Compensation: Overview

This overview introduces the main business activities for the Manage Compensation business process, which are shown in the following figure.

<table>
<thead>
<tr>
<th>Role</th>
<th>Manage Base Pay</th>
<th>Manage Individual Compensation and Personal Contributions</th>
<th>Manage Compensation Budgets</th>
<th>Administer and Manage Workforce Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Administrator</td>
<td></td>
<td></td>
<td></td>
<td>Maintain Plans, Initiate Cycle, Manage and Transfer Data</td>
</tr>
<tr>
<td>Compensation Manager</td>
<td>Manage Individual Base Pay Records</td>
<td>Manage Off-Cycle Compensation Awards for Individuals</td>
<td>Manage Off-Cycle Compensation Awards for Individuals</td>
<td>Manage Models, Override Manager Allocations, or Act as Proxy</td>
</tr>
<tr>
<td>Line Manager</td>
<td>Manage Individual Base Salary, View Salary History</td>
<td>Manage Individual Variable Compensation, View History</td>
<td>Determine Budget Amounts to Distribute or Allocate</td>
<td>Allocate Compensation, View History, Rate Performance</td>
</tr>
<tr>
<td>HR Specialist</td>
<td>Manage Individual Base Salary, View Salary History</td>
<td>Manage Individual Variable Compensation, View History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Manage Compensation 1-1
Manage Base Pay
Line managers and HR specialists can view and change an individual worker’s salary basis, adjust base pay, and view salary history. Compensation managers can perform the same tasks for purposes of oversight, overrides, or acting as a proxy.

Manage Individual Compensation
Line managers and HR specialists can view, allocate, and adjust individual ad-hoc variable compensation awards or recurring payments, and view compensation history. Compensation managers can perform the same tasks for purposes of oversight, overrides, or acting as a proxy.

Manage Personal Contributions
Workers can manage their own enrollment and voluntary contributions in company-sponsored savings and charitable contribution plans.

Manage Compensation Budgets
Compensation managers ensure that manager allocations stay within defined budget amounts by initiating and publishing budgets to line managers, who distribute budgets down the reporting hierarchy or allocate budget amounts at the worker level.

Administer Workforce Compensation
Compensation administrators can run processes to initiate a compensation cycle, refresh HR data, and transfer data to workers’ HR records. They can also maintain plan configuration for new and current plan cycles. Compensation managers can manage and override worker information and allocations as well as analyze the results of compensation cycles using administrative reports.

Manage Workforce Compensation
Line managers can allocate one or more types of compensation manually or automatically for groups of workers on a focal, anniversary, or periodic basis, and approve allocations of lower level managers. While awarding compensation, they can promote and rate worker performance and view compensation history.

To manage compensation in the Manage Compensation business process, start from the following work areas:

<table>
<thead>
<tr>
<th>Role</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Administrator</td>
<td>Setup and Maintenance</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Setup and Maintenance .</td>
</tr>
<tr>
<td></td>
<td>Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Compensation .</td>
</tr>
<tr>
<td>Compensation Manager</td>
<td>Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Compensation .</td>
</tr>
<tr>
<td></td>
<td>Workforce Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Workforce Compensation .</td>
</tr>
<tr>
<td>Role</td>
<td>Section Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Line Manager</td>
<td>Manager Resources Dashboard</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Manager Resources</td>
</tr>
<tr>
<td></td>
<td>Workforce Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Workforce Compensation</td>
</tr>
<tr>
<td></td>
<td>Person Gallery</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Person Gallery</td>
</tr>
<tr>
<td>HR Specialist</td>
<td>Person Management</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Person Management</td>
</tr>
<tr>
<td></td>
<td>Person Gallery</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Person Gallery</td>
</tr>
<tr>
<td>Worker</td>
<td>My Portrait</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - My Portrait</td>
</tr>
</tbody>
</table>
Manage Base Pay

Manage Base Pay: Overview

View and adjust workers’ base salary. Line managers can award compensation in a variety of business flows and work areas. Compensation managers and HR specialists can perform the same tasks for administrative, oversight, and troubleshooting purposes.

They can:

- View a worker’s salary basis and change it, subject to security and other constraints.
- Adjust base pay by adjusting amount, percentage, compa-ratio, or other salary factors.
- View salary history, as well as graphical analysis of current and new salary.

To manage base pay, start from the following work areas:

<table>
<thead>
<tr>
<th>Role</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Manager</td>
<td>Manager Resources Dashboard</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Manager Resources .</td>
</tr>
<tr>
<td></td>
<td>Person Gallery</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Person Gallery .</td>
</tr>
<tr>
<td>Compensation Manager</td>
<td>Compensation</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Compensation .</td>
</tr>
<tr>
<td>HR Specialist</td>
<td>Person Management</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Person Management .</td>
</tr>
<tr>
<td></td>
<td>Person Gallery</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Person Gallery .</td>
</tr>
</tbody>
</table>
Calculating Full-Time Salary and Annualized Salary: Examples

The following scenarios illustrate how the application calculates the annual salary and annualized full-time salary using standard working hours, worker’s working hours and full-time equivalent (FTE), salary amount, annualization factor, and frequency.

All of the examples assume the following:

- Legal employer standard working hours per week is 40.
- Currency is US dollars (USD).
- FTE is calculated using the following formula:
  \[
  \text{Worker’s Working Hours per Week divided by Standard Working Hours per Week}
  \]
- Annualization factor for hourly workers represents the Legal Employer Standard Working Hours per Week x Weeks per Year

The standard working hours, working hours, and FTE come from the worker’s employment record, which you can view using the Manage Employment task in the Person Management work area. The annualization factor and the frequency for the salary come from the salary basis associated with the worker’s salary record.

**Worker’s Hours Equal the Standard Working Hours**

The worker’s standard working hours, 40, are the same as those for the legal employer, for an FTE of 1 and an annualization factor of 2080. Base pay is 15 USD per hour.

- Annual salary is 31,200 USD, calculated as 15 x (2080/1).
- Annualized full-time salary is also 31,200 USD, calculated as 15 x (2080/1).

**Worker’s Hours Are Less Than the Standard Working Hours**

The worker’s standard working hours are 20 hours per week, for an FTE of .5 and an annualization factor of 2080. Base pay is 15 USD per hour.

- Annual salary is 15,600 USD, calculated as 15 x (2080/.5).
- Annualized full-time salary is 31,200 USD, calculated as 15 x (2080/1).

**Worker’s Hours Are Greater Than the Standard Working Hours**

The worker’s standard working hours are 48 hours per week, for an FTE of 1.2. Base pay is 20,000 USD annually, so the annualization factor is 1.

- Annual salary is 16,667 USD, calculated as 20,000 x (1/1.2).
- Annualized full-time salary is 20,000 USD, calculated as 20,000 x 1.
You can generate the integrated Microsoft Excel workbook, populated with the salary information that matches your download parameters. Use the integrated workbook to edit the salary information and then upload your changes into the application database. Repeat these steps as many times as required to accommodate revisions.

The workbook enables you to edit salary by providing a salary change percentage or amount, not change the salary basis.

The basic process for downloading salaries using the workbook is:

1. Generate and populate the workbook.
2. Edit the workbook data.
3. Upload edits.
4. Resolve errors.

**Generating and Populating the Workbook**

On the Compensation work area, Download Salaries page, select the download parameters, including salary start date, and currency. If you plan to upload your workbook edits, select the latest salary start date and local currency options.

**Note**

The currency shown comes from the input value of the payroll element attached to the salary basis.

To view the data that matches your download parameters, click Preview Download.

To generate the workbook and populate it with the data that matches your download parameters, click Prepare in Workbook.

**Editing Workbook Data**

Edits in cells with a nonwhite background are not uploaded or could cause upload errors. The workbook displays a symbol in the Changed cell to mark the rows where you entered data in one of the white cells.

If you enter a new base salary or new amount, you must also enter a new salary start date. Ensure that the new base salary and current base salary are not the same. Otherwise, you will receive update failed errors when you upload your changes.

The workbook contains five columns to hold data for up to five active salary components of a salary basis. When there are fewer than five active salary components for a salary basis, only the column cells for the active salary components contain values. The other column cells remain blank. If there are
Using Compensation

more than five active salary components, the download includes only the first five.

**Uploading Edits**

After you complete your edits, click **Upload**.

**Warning**

Do not select the **Upload and then immediately download** option when prompted during an upload. This action causes the committed data to immediately download back into the workbook obscuring any errors that occurred during the upload.

Only those rows that are marked as changed are uploaded into the application database. The upload validates the data. To validate your changes, open the Manage Salaries page, then search for and select a person whose salary you updated.

**Resolving Errors**

The application automatically updates the **Status** column of the workbook indicating if the row was updated successfully in the application or if the update failed. If there are errors that require review, the upload rolls back the change in the application database and sets the row status in the workbook to **Update Failed**. Then, it continues to the next row in the workbook. Double-click **Update Failed** in the **Status** cell to view the error. Fix any data issues in the workbook and upload the new changes or make the changes manually in the application.

**FAQs for Manage Base Pay**

**What's a salary basis?**

The salary basis determines the period in which base pay is expressed, specifies whether salaries can be itemized with components, and identifies any associated grade rate for salary validation.

A worker’s salary basis generally remains constant. However, if a worker is promoted from an individual contributor to a manager, the salary basis might require change from hourly to annual. Or a union contract amendment might mandate itemizing a worker’s pay rate, requiring change from an hourly salary basis that does not use components to an hourly salary basis that uses components.

**How can I edit multiple salaries at one time?**

Use the integrated workbook in the Compensation work area to view and edit salaries for multiple persons. Then, upload your changes into the application.
database. Use the Export Salaries task to set your export parameters and then generate the workbook by clicking **Prepare in Workbook** in the **Edit Preview** section.
Importing Market Data Using the Integrated Workbooks: Explained

You can import market data using the integrated Microsoft Excel workbooks. Before importing market data, you must create any missing compensation types and add the survey supplier name and contact information.

The basic process for importing market data using the workbooks is:

- Create the import template.
- Enter the market data.
- Upload the market data.
- Resolve any errors.
- View the imported market data.

Create Import Template

Use seven market data workbooks in the Compensation work area to import market data.

1. Create the initial market data survey objects in the following order using the Manage Supplier Surveys task:
   a. Job structures: Click Create Import Template on the Manage Survey Job Structures page and select one of the five templates.
      You can import the job functions, job families, career streams or bands, career levels, and other levels in any order.
   b. Job list: Click Create Import Template on the Manage Survey Job List page.

2. On the Import Survey page, create the template to import your survey.

Tip

You can also use the import survey template to update an existing survey, including load new job structures and list and update existing ones.
Enter Market Data

Copy the relevant job structures, job list, or survey data from the reports provided by the supplier and paste them into the workbook. The workbook automatically adjusts the symbol in the Changed field to mark the rows that you added.

Restriction

You must enter only one supplier code, survey code, or combination of supplier and survey codes per import template. For multiple supplier or survey codes, you must create a separate import template for each code. Also, do not delete or reorder any of the columns in the template. If you do, the upload fails.

Upload Market Data

Click Upload. The rows that are marked as changed are uploaded into the application database.

Warning

Do not select the Upload and then immediately download option when prompted during an upload. This action causes the committed data to immediately download back into the workbook obscuring any errors that occurred during the upload.

Resolve Errors

As the application processes the upload request, it updates the Status field in each workbook row. If there are errors for a row, the process rolls back the change and sets the row status to Upload Failed. Then, it continues to the next row in the workbook. Double-click Update Failed to view the errors. Fix any data issues in the workbook and upload again.

View Imported Market Data

Use the Manage Supplier Structures task to open the Manage Survey Job Structures or Manage Survey Job List page, where you can view the new or updated data. Use the Import Survey task to refresh the page so that the page shows the newly imported survey. Click the survey name to open the Imported Survey Data page.
Manage Individual Compensation

Manage Individual Compensation: Overview

Award variable compensation to individual workers outside of the regular compensation cycle, such as a spot bonus, education reimbursement, or car allowance.

Line managers can award compensation in a variety of business flows and work areas. Compensation managers and HR specialists can perform the same tasks for administrative, oversight, and troubleshooting purposes.

They can:

- Award ad hoc bonuses, allowances, and other compensation.
- Initiate and update recurring payments.
- View a worker’s compensation history to help determine if an award is deserved and to view past award amounts.

To manage Individual compensation, start from the following work areas:

<table>
<thead>
<tr>
<th>Role</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Manager</td>
<td>Manager Resources Dashboard</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Manager Resources .</td>
</tr>
<tr>
<td></td>
<td>Person Gallery</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Person Gallery .</td>
</tr>
<tr>
<td>Compensation Manager</td>
<td>Compensation</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Compensation .</td>
</tr>
<tr>
<td>HR Specialist</td>
<td>Person Management</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Person Management .</td>
</tr>
<tr>
<td></td>
<td>Person Gallery</td>
</tr>
<tr>
<td></td>
<td>Select  Navigator - Person Gallery .</td>
</tr>
</tbody>
</table>
Manage Personal Contributions: Overview

Manage your own enrollment and voluntary contributions in company-sponsored savings and charitable contribution plans.

To manage personal contributions, start from the My Portrait page. Select Navigator - My Portrait.
Manage Workforce Compensation

Manage Workforce Compensation: Overview

Managers allocate one or more types of compensation manually or automatically for a group of workers on a focal, anniversary, or periodic basis. Compensation administrators process and transfer approved data to workers’ HR records.

Line managers perform the following tasks, which compensation managers can also perform for oversight, to override, and to act as a proxy.

- Allocate compensation.
- Promote and rate worker performance while allocating compensation.
- Determine compensation amounts offline by downloading details to a spreadsheet.
- Use a model to automatically calculate and allocate compensation to workers based on selected criteria.
- Generate company-configured compensation change statements to notify workers of a compensation award, job change, or performance rating assignment.
- Analyze proposed changes for equity among peer groups and by manager, alignment with the market, and pay for performance strategies.
- Review and approve work of subordinate manager.

To manage workforce compensation, start from the following work areas:

<table>
<thead>
<tr>
<th>Role</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Manager</td>
<td>Workforce Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Workforce Compensation .</td>
</tr>
<tr>
<td>Compensation Manager</td>
<td>Workforce Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Workforce Compensation .</td>
</tr>
<tr>
<td></td>
<td>Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Compensation .</td>
</tr>
</tbody>
</table>
Manager's Worksheet Statuses: Explained

You can see the progress a manager makes through a workforce compensation cycle by the following statuses in the workforce compensation work area.

<table>
<thead>
<tr>
<th>Status</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Available</td>
<td>A budget was published to the manager.</td>
</tr>
<tr>
<td>Not Started</td>
<td>Manager has not saved any changes to his or her worksheet.</td>
</tr>
<tr>
<td>Work in Progress</td>
<td>Manager saved some changes to his or her worksheet.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Manager submitted his or her worksheet for approval.</td>
</tr>
<tr>
<td>In Approvals</td>
<td>First-level manager approved the manager’s worksheet.</td>
</tr>
<tr>
<td>Fully Approved</td>
<td>Highest-level manager or approver in the approval hierarchy approved the manager’s worksheet.</td>
</tr>
<tr>
<td>Processed</td>
<td>The Transfer Data to HR process was run and all awards were posted to HR and payroll.</td>
</tr>
</tbody>
</table>

Using Advanced Filters: Worked Example

This example demonstrates how to create custom conditions that you can use to filter your worksheet.

The following table summarizes key decisions for this scenario:

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What workers do you want to see on the worksheet?</td>
<td>Workers whose performance rating is outstanding and whose compa-ratio is less than 80 or whose bonus allocation is less than the bonus target.</td>
</tr>
</tbody>
</table>

Create a custom condition and apply it to filter workers on the worksheet.

**Creating a New Custom Filter**

1. In the Workforce Compensation work area, select a plan.
2. In the worksheet task bar click the Edit Advanced Filters icon to open the Edit Advanced Filters page.
3. Click the Add Row icon.
4. In the new row click the Edit icon to open the Edit Condition dialog box.
5. In the Edit Condition dialog box click the **Start Building a Condition** button.

6. In the Edit Condition dialog box complete the fields as shown in this table. Click **Next** after each selection.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Column</td>
<td>Compensation Performance Rating</td>
</tr>
<tr>
<td>Select an Operation</td>
<td>Equals</td>
</tr>
<tr>
<td>Enter a Value</td>
<td>Outstanding</td>
</tr>
<tr>
<td>Select an Operation</td>
<td>And</td>
</tr>
<tr>
<td>Select a Column</td>
<td>Current Compa-Ratio</td>
</tr>
<tr>
<td>Select an Operation</td>
<td>Is less than</td>
</tr>
<tr>
<td>Enter a Number</td>
<td>80</td>
</tr>
<tr>
<td>Select an Operation</td>
<td>Or</td>
</tr>
<tr>
<td>Select a Column</td>
<td>Bonus Amount</td>
</tr>
<tr>
<td>Select an Operation</td>
<td>Is less than</td>
</tr>
</tbody>
</table>

7. Click the **Switch to Column Variable** button.

8. In the **Select a Column** field select Bonus Target Amount.

9. Click **Next**.

10. Click **Done**.

11. Click **Apply**.

12. In the **Name** field enter a unique filter name.

13. Click **Save and Close**.

**Applying the Filter to a Worksheet**

1. In the worksheet filters bar select the filter that you created in the **Advanced** field.

2. Click the **Go** icon.

3. View your filtered worksheet.

**Managing Budget Sheets and Worksheets In the Integrated Workbooks: Explained**

You can download information from the workforce compensation budget sheet and worksheet to the integrated Microsoft Excel workbooks. Use the integrated workbooks to edit the downloaded budget and compensation amounts. Then, upload your changes into the application database. Repeat these steps as many times as required to accommodate revisions.

The basic process for managing budget sheets and worksheet using the workbooks is:
1. Generate and populate the workbooks.
2. Edit the workbook data.
3. Upload edits.
4. Resolve errors.

**Generating and Populating the Workbooks**

On either the budget sheet or worksheet, click **Prepare in Workbook** to generate the workbook. The export populates the generated workbook with your entire organization, not just the workers that appear in the worksheet or the budget sheet.

The workbook format and content is independent of any personalizations you did for the budget sheet or worksheet. For example, columns frozen, hidden or shown, reordered or resized, columns sorted, and filters applied are not honored in the downloaded workbook.

**Editing Workbook Data**

After the download completes, you can modify data in any of the cells. Edits in cells with a nonwhite background are not uploaded or could cause upload errors. Entering an amount recalculates the corresponding amount column, but you cannot enter or change a value in a percentage column. The corresponding amount is not recalculated. This includes edits to and cells in the percentage columns. The workbook displays a symbol in the **Changed** cell to mark the rows where you modified or entered data.

Dynamic calculations and fast formulas are not reevaluated in the workbook. If you enter or edit values in columns that are used to calculate a value in another column, the calculated value is not automatically updated. After you upload the workbook, dynamic calculations and fast formula are recalculated when the page is refreshed if they are configured to be reevaluated when data changes on the worksheet.

**Uploading Edits**

After you complete your edits, click **Upload**.

---

**Warning**

Do not select the **Upload and then immediately download** option when prompted during an upload. This action causes the committed data to immediately download back into the workbook obscuring any errors that occurred during the upload.

Only those rows that are marked as changed are uploaded into the application database. The upload validates the data. To see your changes in the budget sheet or worksheet, navigate away from the page and then return, or if your session expired, log back in.

**Resolving Errors**

The application automatically updates the **Status** column of the workbook indicating if the row was updated successfully in the application or if the update failed. If there are errors that require review, the upload rolls back the change
in the application database and sets the row status in the workbook to **Update Failed**. Then, it continues to the next row in the workbook. Double-click **Update Failed** in the Status cell to view the error. Fix any data issues in the workbook and upload the new changes.

**Automatically Ranking Workers: Points to Consider**

If you are ranking more than just your direct reports, you can automatically rank workers from highest rank to lowest rank using one of three methods:

- Rank workers based on their ranking score
- Rank workers based on their ranking percentile
- Copy direct managers’ rankings

Regardless of the method you choose to automatically rank, it is possible that automatic ranking could result in multiple workers having the same rank. You choose whether to handle ties by retaining the ties or by arbitrarily resolving them. How you handle ties can change the ranking results for any of the three automatic ranking methods.

**Rank Workers Based on Their Ranking Score**

The ranking score considers the rankings of all managers who ranked the worker, who are in the viewing manager’s organization. A worker’s ranking score varies according to the manager viewing the score. It also considers each manager’s position in the hierarchy, giving more weight to the ranking of higher level managers since the worker is ranked against a larger population of workers.

This table compares the different ranking results for the same scores when you retain the ties or arbitrarily resolve the ties.

<table>
<thead>
<tr>
<th>Worker</th>
<th>Score</th>
<th>Retain Ties</th>
<th>Arbitrarily Resolve Ties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria</td>
<td>100</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rahul</td>
<td>92</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Maya</td>
<td>92</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Janice</td>
<td>92</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Carlos</td>
<td>32</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Michael</td>
<td>32</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Yan</td>
<td>18</td>
<td>4</td>
<td>7</td>
</tr>
</tbody>
</table>

**Rank Workers Based on Their Ranking Percentile**

The ranking percentile considers the ranking given by a worker’s direct manager when ranking at least ten workers. It places workers in order from highest to lowest within a range of 0 to 100. It is calculated as $100 - \left( \frac{\text{rank}}{\text{population}} \times 100 \right) = \text{percentile}$.

**Note**
The population is the total number of workers ranked by the direct manager.

For example, if the worker is ranked five out of 27 workers ranked by the direct manager, the percentile is 82, derived from the calculation $100 - (5 / 27 * 100)$.

<table>
<thead>
<tr>
<th>Worker</th>
<th>Percentile</th>
<th>Retain Ties</th>
<th>Arbitrarily Resolve Ties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria</td>
<td>95</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rahul</td>
<td>92</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Maya</td>
<td>82</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Janice</td>
<td>82</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Carlos</td>
<td>64</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Michael</td>
<td>50</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Yan</td>
<td>47</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

**Copy Direct Managers’ Rankings**

Rankings given by each worker’s worksheet manager are used exactly as given. Multiple workers can have the same ranking. Ranking values need not be consecutive. Managers can choose to give the same ranking to multiple workers or can choose to leave gaps in the ranking.

This table compares the different tie handling results for a manager viewing the rankings that managers in his organization gave to their direct reports.

<table>
<thead>
<tr>
<th>Direct Manager</th>
<th>Worker</th>
<th>Direct Manager's Ranking</th>
<th>Copy Direct Manager's Ranking</th>
<th>Retain Ties</th>
<th>Arbitrarily Resolve Ties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakshmi</td>
<td>Maria</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Lakshmi</td>
<td>Rahul</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Lakshmi</td>
<td>Maya</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Lakshmi</td>
<td>Janice</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Barry</td>
<td>Carlos</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Barry</td>
<td>Michael</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Barry</td>
<td>Yan</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Barry</td>
<td>Prasad</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>7</td>
</tr>
</tbody>
</table>

**FAQs for Manage Workforce Compensation**

**How can I reassign workers to another manager’s worksheet?**

Use the Assign Workers to Another Manager option on the Actions menu or the right-click menu to transfer one or more workers for this cycle only. Then
select the manager to whom you want to reassign the workers and specify how subordinates are reassigned if the workers are managers. For example, you can reassign a worker to his previous manager's worksheet because the worker reported to that manager during the period being evaluated.

What happens when I filter my worksheet by two or more teams?

The information displayed in the summary table dynamically changes to show only the values for the teams you select. When you further filter the worksheet, such as filter by job, the budget information does not change. It continues to display the budget information associated with the managers you selected in the team filter.

What happens if I switch the display currency?

Salary adjustments and lump sum awards are processed in the worker's local currency. Switching the currency on the page is for display purposes only.

What happens if I approve my lower manager's worksheet?

The lower manager's access level is changed to Approved and the worksheet goes to the next level for approval. Lower managers can no longer make updates to their worksheets.
Manage Compensation Budgets

Manage Compensation Budgets: Overview

Keep compensation awards in line with the company’s financial goals and targets by ensuring manager allocations stay within defined budget amounts.

Compensation managers can:

- Publish budgets to line managers to distribute budgets down the reporting hierarchy or to allocate budget amounts at the worker level.
- With administrative budgeting, enable managers to award compensation within their allocated budget amounts by automatically publishing budget amounts.

Line managers can:

- Manually calculate budget amounts or automatically determine budget amounts using a model.
- Determine budget amounts offline by downloading budget details to a spreadsheet.

To manage compensation budgets, start from the following work areas:

<table>
<thead>
<tr>
<th>Role</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Manager</td>
<td>Workforce Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Workforce Compensation</td>
</tr>
<tr>
<td>Compensation Manager</td>
<td>Workforce Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Workforce Compensation</td>
</tr>
<tr>
<td></td>
<td>Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigator - Compensation</td>
</tr>
</tbody>
</table>
Budget Publishing: Points to Consider

If you use manager-level budgeting and have at least one lower-level manager, you publish your budget to your managers who then continue to push the budget down the hierarchy or allocate compensation to their managers or workers. If you want to make changes after publishing, you must withdraw or republish the budget. Publish, withdraw, or republish your budget by one of two methods:

- Publish budget to all managers
- Publish budget to selected managers

Publish Budget to All Managers

All managers receive their own budgets to manage. If they have lower level managers, they publish the budget to their managers. If they do not have reporting managers, they allocate compensation directly to their workers.

Publish Budget to Selected Managers

Only the managers you select receive a budget. The selected managers manage their own budgets. You can use this method along with publishing to all managers. For example, publish a portion of your budget to one manager now and then publish the remaining budget to all managers at a later time.

Initiating Budgets: Points to Consider

You can distribute initial budgets for one or more managers in the hierarchy. When the budget is zero or null, managers have read-only access to their budgets. A null budget contains no value. A zero budget means no amount is budgeted. You can initiate a budget by three methods:

- Initiate budgets manually
- Initiate budgets automatically by running the Start Compensation Cycle process
- Use a model to distribute budgets

Initiating Budgets Manually

You can initiate budgets manually on the Budget Pools page by switching to the manager whose budget you want to initiate and clicking the Adjust Budgets button.

You can initiate budgets manually for the first time or adjust budgets previously initiated for a selected manager using the Adjust Budgets dialog box on the Budget Pools page. The budget amount can be a flat amount or a percentage of total eligible salaries. The selected manager receives the budget amount you initiated or modified.
**Running the Start Compensation Cycle Process**

When you create a budget pool you can choose to automatically publish budgets. The Start Compensation Cycle process automatically distributes budget amounts or budget percentages based on the default values you configured for the **Budget Distribution Amount** or **Budget Distribution Percentage** columns on the Detail Table tab, or the **Budget Amount** or **Budget Percentage** columns on the Configure Budget Page Layout page.

If you chose manager level budgeting for the budget pool, the Start Compensation Cycle process automatically distributes budget amounts to all managers with at least one lower level manager under them. Managers can immediately begin allocating compensation to their workers.

If you chose worker level budgeting for the budget pool, the start compensation cycle process automatically distributes at the worker level. The budget amount or budget percentage you configured on the worker list tab populates for each worker. Manager level budgets are calculated from the sum of the individual worker budgets.

**Using a Model to Distribute Budgets**

You can build a global model or use an existing model to distribute budget amounts for the first time based on the model criteria. After you preview the model results, you apply the results as budget amounts to all managers in the model population.

**Budget Pool Storage Method: Critical Choices**

When you set up a compensation budget pool you select a method to store the budget. The budget method affects the published budgets when workers are reassigned or their eligibility changes. You can store your budget by one of two methods:

- Percentages
- Amounts

**Percentages**

When you store budgets as percentages, the published budgets change when a manager’s total eligible salary changes, such as when workers are reassigned or their eligibility changes.

For example, you publish a budget to David as ten percent of total eligible salary. David publishes budget percentages for himself and his direct reports as follows:

<table>
<thead>
<tr>
<th>Manager</th>
<th>Total Eligible Salary (USD)</th>
<th>Stored Budget Percentage</th>
<th>Calculated Budget Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td>$100,000</td>
<td>10</td>
<td>$10,000</td>
</tr>
<tr>
<td>Rosa</td>
<td>$500,000</td>
<td>10</td>
<td>$50,000</td>
</tr>
</tbody>
</table>
Lee  $400,000  10  $40,000  
Total  $1,000,000  $100,000

One of Lee’s workers with an eligible salary of $100,000 is reassigned to Rosa. Now Lee’s total eligible salary is reduced and Rosa’s is increased, affecting their calculated budget amount as follows:

<table>
<thead>
<tr>
<th>Manager</th>
<th>Total Eligible Salary (USD)</th>
<th>Stored Budget Percentage</th>
<th>Calculated Budget Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td>$100,000</td>
<td>10</td>
<td>$10,000</td>
</tr>
<tr>
<td>Rosa</td>
<td>$600,000</td>
<td>10</td>
<td>$60,000</td>
</tr>
<tr>
<td>Lee</td>
<td>$300,000</td>
<td>10</td>
<td>$30,000</td>
</tr>
<tr>
<td>Total</td>
<td>$1,000,000</td>
<td></td>
<td>$100,000</td>
</tr>
</tbody>
</table>

**Amounts**

When you store budgets as amounts, the published amounts stay with the manager when workers are reassigned or their eligibility changes.

For example, you publish a $100,000 budget to David, a higher-level manager. David publishes budgets for himself and his direct reports, Rosa and Lee, as follows:

<table>
<thead>
<tr>
<th>Manager</th>
<th>Total Eligible Salary (USD)</th>
<th>Stored Budget Amount (USD)</th>
<th>Calculated Budget Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td>$100,000</td>
<td>$10,000</td>
<td>10</td>
</tr>
<tr>
<td>Rosa</td>
<td>$500,000</td>
<td>$50,000</td>
<td>10</td>
</tr>
<tr>
<td>Lee</td>
<td>$400,000</td>
<td>$40,000</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>$1,000,000</td>
<td>$100,000</td>
<td></td>
</tr>
</tbody>
</table>

One of Lee’s workers with an eligible salary of $100,000 is reassigned to Rosa. Because the budget storage method for the budget pool is **Amount**:

<table>
<thead>
<tr>
<th>Manager</th>
<th>Total Eligible Salary (USD)</th>
<th>Stored Budget Amount (USD)</th>
<th>Calculated Budget Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td>$100,000</td>
<td>$10,000</td>
<td>10</td>
</tr>
<tr>
<td>Rosa</td>
<td>$600,000</td>
<td>$50,000</td>
<td>8.3</td>
</tr>
<tr>
<td>Lee</td>
<td>$300,000</td>
<td>$40,000</td>
<td>13.3</td>
</tr>
<tr>
<td>Total</td>
<td>$1,000,000</td>
<td>$100,000</td>
<td></td>
</tr>
</tbody>
</table>

**Tracking Off-Cycle Compensation Against a Budget: Explained**

Associate a workforce compensation plan budget pool with the individual compensation plan.
Before you can associate the budget pool, you must minimally set up the workforce compensation plan.

1. Create the workforce compensation plan.
2. Configure the workforce compensation plan details.
3. Configure the workforce compensation budget pool.
4. Create at least one worksheet compensation component and associate the budget pool with it.
5. Run the Start Compensation Cycle process.

After you start the compensation cycle, you can associate the budget pool with an individual compensation plan option on the Create or Edit Option dialog box.

You can proxy to the Workforce Compensation work area from the Compensation work area and manually give a budget to someone or use the Budget Pools page to distribute budgets to multiple managers. You can also autodistribute budgets, just as you do for a standard compensation cycle.

### Allocation Methods: Critical Choices

The allocation method determines how a model calculates budget or compensation amounts and target amounts or ranges for a given worker population. It influences how you apply the model results. The allocation methods available depend upon how the plan is set up. The allocation method you select lets you model amounts by:

- Bringing workers up to a specific compa-ratio or quartile
- Supplying a numeric or text value to a custom column
- Supplying a target range or percentage
- Allocating by a specified amount or percent
- Increasing by a specified amount or percent

#### Bringing Workers Up to a Specific Compa-Ratio or Quartile

Increase all workers’ budget or compensation amounts by specific criteria. For example, bring all workers in the US whose compa-ratio is less than 80 to a compa-ratio of 100, or bring all workers in the UK in the Operations department to the third quartile.

#### Supplying a Numeric or Text Value to a Custom Column

Enter a numeric or text value in a specific custom column. For example, in custom numeric column 16 renamed to Corporate Modifier, display .02 for all workers in the US with a target of 80 percent or higher and .05 for all workers in Canada with target of 80 percent or higher. Or, in custom text column 1 renamed
to Sanity Check, display Verify Salary for all workers whose performance rating is high and whose compa-ratio is less than 80.

**Supplying a Target Range or Percentage**

Define a target range using a flat amount or percentage. For example, define a target bonus range of 3,000 to 5,000 USD for workers in the US who have a job title of Analyst and a grade of 3.

**Allocate By a Specified Amount or Percentage**

Allocate compensation by a flat amount or percentage. For example, allocate all workers in the US with an outstanding performance rating a bonus of 5,000 USD and employees in the UK with an average performance rating a bonus of 2,500 GBP.

**Increase By a Specified Amount or Percentage**

Increase already allocated amounts by a flat amount or percentage of eligible salary. For example, give all workers in France an additional one percent of eligible salary on top of the compensation already allocated to them. To decrease a budget, enter a negative number or percentage.

### Selecting Budget Funding Level for Global Models: Points to Consider

When you use a model to distribute budgets to your managers, you must specify the level of management to which the budget amounts apply. You can fund budgets by one of three methods:

- Fund budgets for top managers
- Fund budgets for managers one level down
- Fund budgets for all managers

**Funding Budgets for Top Managers**

Distribute budgets to only top level managers who have no manager above them.

**Funding Budgets for Managers One Level Down**

Distribute budgets to managers one level away from the highest manager in the hierarchy.

**Funding Budgets for All Managers**

Distribute budgets to all managers.
Applying Model Results: Points to Consider

After you create a model and preview model results you apply the results to the worksheet or budget sheet. Apply model results in one of four ways:

- Apply as budget amounts
- Apply as compensation amounts on the worksheet
- Apply to target amounts
- Apply to target ranges

**Apply as Budget Amounts or Compensation Amounts**

Replace the existing budget or compensation amounts in the worksheet or budget sheet with the model budget or compensation amounts. You increase the existing amounts if you use one of the following allocation methods:

- Increase amount by n percent
- Increase n amount per person
- Increase n percent of eligible salary

**Note**

These three methods must be enabled during setup.

**Apply as Target Amounts or Target Ranges**

You select an allocation method to supply a target range amount or percentage. For example, you can create a model to determine budget target ranges based on length of service and performance rating for an annual bonus plan. You enter different ranges for workers who meet different combinations of length of service and performance rating. When you apply the model, managers can use the target ranges as a guideline when determining allocation amounts for their workers.

Creating Compensation Models: Worked Example

This example demonstrates how to create and preview a compensation model that allocates a percentage of eligible salary based on job title and performance rating, exclude one worker from the model, and apply the results to the budget sheet or worksheet.

The following table summarizes key decisions for this scenario:

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What allocation method will you use to calculate</td>
<td>Allocate a percentage of the eligible</td>
</tr>
<tr>
<td>the results of the model?</td>
<td>salary</td>
</tr>
</tbody>
</table>

Manage Compensation Budgets  7-7
What criteria will you use to select the worker population?  
Job title and performance rating  

How will you distribute allocations based on the criteria?  
For managers, allocate 4% for those with a performance rating of 2 and 8% for those with a performance rating of 3  
For analysts, allocate 3% for those with a performance rating of 2 and 6% for those with a performance rating of 3  
No allocations for those with a performance rating of 1  

Will you exclude any workers?  
Exclude one worker who is on loan to another department  

Who can access the model?  
Limit model access to the model creator  

Create and preview a compensation model. Apply the model to the worksheet or budget sheet.  

Prerequisites  
1. Enable performance ratings  
2. Set up the following rating scales:  
   • Rating 1 equals Below Expectation  
   • Rating 2 equals Meets Expectations  
   • Rating 3 equals Exceeds Expectations  

Creating and Previewing a Model  
1. In the Workforce Compensation work area, select a plan or budget sheet.  
   Or, click Model Compensation.  
2. On the budget sheet or worksheet, select Create Model from the Model menu. On the Manage Compensation Models page click Create.  
3. In the Create Model dialog box enter a model name and select a plan and component, as available.  
4. Click Continue.  
5. On the Create Compensation Model page enter the fields as shown in this table.  

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Method</td>
<td>Allocate n percent of eligible salary</td>
</tr>
<tr>
<td>Model Access</td>
<td>Limit model access to model creator</td>
</tr>
<tr>
<td>Criteria 1</td>
<td>Job Title</td>
</tr>
<tr>
<td>Criteria 2</td>
<td>Performance Rating</td>
</tr>
</tbody>
</table>

6. Click Build Model.  
7. Click the Workers Included icon.
8. On the Select Workers page, deselect the first worker in the **Include** column.

9. Click **Done**.

10. In the **Percentage of Eligible Salary** column, enter the fields as shown in this table.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Percentage of Eligible Salary Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager, Rating 1</td>
<td>0</td>
</tr>
<tr>
<td>Manager, Rating 2</td>
<td>4</td>
</tr>
<tr>
<td>Manager, Rating 3</td>
<td>8</td>
</tr>
<tr>
<td>Analyst, Rating 1</td>
<td>0</td>
</tr>
<tr>
<td>Analyst, Rating 2</td>
<td>3</td>
</tr>
<tr>
<td>Analyst, Rating 3</td>
<td>6</td>
</tr>
</tbody>
</table>

11. Click **Preview Model Results**.

12. On the Preview Model page view the model results.

**Applying Model Results**

1. Click **Apply Results**.

2. Select **Budget Amounts**.

3. View results on the budget sheet or worksheet. The **New Budget Distribution Amount** column displays the new values.

**FAQs for Manage Compensation Budgets**

**What happens when a manager is allocated a zero or null budget?**

When a manager is allocated a zero or null budget, the manager has read-only access. If the budget is null, the available budget is null. If the budget is zero, then the available budget becomes negative when you make allocations.
Administer Workforce Compensation

Administer Workforce Compensation: Overview

Maintain the definitions of compensation plans and global models, maintain and update worker and plan information, run processes and review administration reports.

Compensation administrators can:

• Update plan data.
• Maintain currency rates and access to plans from the watchlist.
• Run processes to initiate a compensation cycle, transfer data to the HR system, and refresh HR data.

Compensation managers can:

• Create and manage models for use by line managers or by administrators to distribute compensation directly to workers.
• Manage worker data by changing assignment data effective for the current plan cycle only.
• Override line manager allocations, job changes, and performance ratings.
• Analyze plan results.

To administer workforce compensation, select **Navigator - Compensation**.

Manage Worker Information

Reprocessing or Adding a Worker to a Plan After the Compensation Cycle Starts: Examples

You can reprocess an individual who was previously found eligible or ineligible and reevaluate eligibility for a plan. You can add to a plan a worker who was not originally found eligible. The following scenarios illustrate when you might want to reprocess or add a worker to a plan after the compensation cycle starts.

**Worker Transfers Into an Organization**

Maria transfers into your organization after the compensation cycle starts and might be eligible to receive compensation. Her eligibility for the plan and cycle
Worker's Data is Corrected in HR

Incorrect data in Michael’s employment record causes him to be found ineligible for a compensation plan. HR corrects the data after the compensation cycle starts. When you reprocess Michael, the process reevaluates his eligibility based on the corrected data. If it finds Michael eligible, it adds him to the appropriate manager’s worksheet.

Worker Leaves an Organization

Janice is eligible for compensation when a cycle starts. A week later, she leaves your organization and is no longer eligible for a compensation award. When you reprocess Janice, the process reevaluates her eligibility, finds her ineligible, and removes Janice from her manager’s worksheet.

Contingent Worker Becomes a Regular Worker

Ravi, a contingent worker, is not eligible to receive compensation when a cycle starts, but manages workers who are eligible. At this time his processing status is **Limited**, which allows him only to allocate compensation and approve lower managers’ worksheets. A few weeks later, Ravi becomes a regular worker and is now eligible to receive compensation. When you reprocess Ravi, the process reevaluates his eligibility and finds him eligible. Ravi’s eligibility status changes to **Eligible** and the process adds him to the appropriate manager’s worksheet.

FAQs for Manage Worker Information

What's a Limited to Normal processing method?

When a person is not eligible for a plan but has at least one subordinate worker who is eligible, the person’s eligibility is **Limited**. The person can manage budgets and allocate compensation but not receive compensation within the plan. If the person becomes eligible for the plan after a cycle starts, you can add the person at that time. The processing method is called **Limited to Normal**. The person’s eligibility changes from having limited participation in the plan to having full participation. The person is added to a manager’s worksheet and can be allocated compensation.
• Refresh date
• Refresh options

Refresh Date

The refresh date determines the date used to refresh the data for the selected refresh options. Run the process as often as needed depending on your business needs. For example, you might refresh HR data and reevaluate eligibility nightly to ensure that line managers see the most up-to-date data including terminated workers, transfers, and other employment changes. On the other hand, you might refresh active plan data only after you make a change to the plan configuration. If you use HCM coexistence, consider refreshing data after you run the coexistence refresh process. Refresh dates are:

Actual Process Run Date
Use the date the process is run for all processing, including eligibility.

Plan Cycle Dates
Use the following two dates configured on the Plan Cycle dialog box:
• Eligibility Determination Date for eligibility processing
• HR Data Extraction Date for all other processing

Specific Date
Use a date you enter for all processing, including eligibility.

Note
Predefined alerts use the most appropriate date for the type of alert and are exempt from the Refresh Data processing. In addition, new salary ranges, new compa-ratio, and other metrics associated with a promotion to a new grade use the Promotion Effective Date.

Refresh Options

You can select one or more refresh options to process.

Note
Manual worksheet manager and worker eligibility changes revert to their original values unless you identify the changes you do not want overridden in the Administer Workers pages.

Refresh options are:

Refresh HR Data
Refreshes the following:
• All person and HR-related data, except the worksheet manager
• Dynamic columns that include the Refresh Data triggering event
• Worksheet summary region totals

Refresh Base and Eligible Salary
Refreshes the following:
- Base salary, salary basis, and salary range columns, and anything stored related to these fields, such as base salary frequency, adjusted salary, FTE salary, compa-ratio, and more
- Local currency, if input currency was used
- Default values for eligible salary
- Dynamic columns that include the Refresh Data triggering event
- Worksheet summary region totals

**Refresh Manager Hierarchy**
Refreshes the worksheet manager and rebuilds the hierarchy. Refreshes the worksheet summary region totals.

**Reevaluate Eligibility**
Reprocesses a worker’s eligibility at the plan and the component levels. This may establish new eligibility. Refreshes the dynamic columns that include the Refresh Data triggering event. Refreshes the worksheet summary region totals.

**Refresh Column Defaults**
Refreshes the column defaults by running the following refresh options:
- Refresh HR Data
- Reevaluate Eligibility
- Refresh Manager Hierarchy
- Refresh Dynamic Columns
- Refresh Summary Totals

**Note**
The process does not override existing column values that are not from HR and do not have a column default or dynamic calculation defined. The process does include recalculating an eligible salary that is derived using a formula or determined using a dynamic calculation.

**Refresh Dynamic Columns**
Refreshes the dynamic columns that include the Refresh Data triggering event. Refreshes the worksheet summary region totals.

**Refresh Alerts**
Refreshes the custom alerts that include the Refresh Data triggering event.

**FAQs for Run Batch Process**

**What happens if I post single entries as components?**

Each worker's salary adjustment is itemized into salary components. For example, you allocate 5,000 USD for a worker’s Merit component, 2,000 USD for the Promotion Component and 1,000 USD for Adjustment component. When you post single entries as components, the Transfer Data to HR process posts an 8,000 base salary increase to the worker's salary record itemized into 5,000 USD for Merit, 2,000 USD for Promotion and 1,000 USD for Adjustment. If you do not
post single entries as components, the Transfer Data to HR process posts an 8,000 USD increase to the worker’s salary record without any record of the component division.

**How can I process stock during a workforce compensation cycle?**

Enter stock grants at the **Stock Grant Details** step when you run the **Transfer Data to HR** process. Select the worker population by defining the worker inclusion criteria at the **Other Details** step. The information is posted to the stock history table and is available in compensation history. You do not have to set up payroll elements.

**Why do I not see my plan in the list of values for the Start Compensation Cycle process??**

Your user role does not have access to view the plan. Check the Configure Plan Access task for the plan and verify the access for the compensation administrator role is not restricted. Also, verify that your user has the compensation administrator role or the proper security to run compensation batch processes.

**Manage Compensation Plans**

**Workforce Compensation Setup: Critical Choices**

While designing your compensation plan, you make important choices, such as plan access, components, alerts, worksheet and budget sheet display, and models and reports.

The configuration options that you can enable are grouped into the following categories:

- Plan foundation
- Budgeting
- Worksheet
- Models and reports

**Plan Foundation**

Plan foundation configuration options are:

- Plan currency
  
  If you have global plans in which workers are paid in different currencies you can enable currency switching. Managers can view data in a preferred currency, each worker’s local currency, or in the corporate currency.

- Plan access
  
  You can override the general access given to compensation administrator and compensation manager roles and limit who can access a plan from the line manager or administrative work areas to only those roles that you select. Compensation administrators have access to all plan configuration
tasks for all plans. Compensation managers have access to the budget sheet and worksheets for all plans and worker administration tasks

- Feedback survey

You can ask managers up to five survey questions and allow them the opportunity to rate the overall compensation process when they submit their worksheets.

**Budgeting**

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

**Worksheet**

Worksheet configuration options are:

- **Components**

  Plans must have at least one component if awarding compensation. You can create up to five components to represent the different types of compensation that you want to award within a plan. They can be the same type; for example, salary components such as merit and cost of living adjustments. Or they can be different types; for example, bonuses and stock options.

- **Performance ratings**

  If you use performance ratings while allocating compensation you can display the latest ratings to the managers during the compensation cycle. You can allow managers to enter performance ratings during the compensation cycle to be used only in the compensation plan. Also, you can make performance ratings and documents completed in Oracle Fusion Performance Management available to managers from the worksheet. You can allow managers to update the overall performance rating, overall goal rating, and overall competency rating in the compensation worksheet. Ratings updated in Performance Management automatically update in the worksheet and vice versa. You can give ratings for the first time in the worksheet as long as the performance document was created in Performance Management.

- **Compensation change statements**

  You can create templates that managers use to generate compensation change statements for workers. You specify when statements can be generated and in what file format. You can enable statement groups to make different sets of statements available for different plans or plan periods. For example, you might create three templates containing the same message but in three different languages. You create a template group, add the three templates, and add the statement group to a plan.
• Alerts
You can alert managers of conditions on the worksheet, such as allocations that exceed target amounts, or worksheet data that is not in sync with HR data. You can also create custom alerts based on conditions you define using worksheet columns.

Note
If you are using HCM Coexistence between Oracle PeopleSoft Human Resources and Oracle Fusion Workforce Compensation, do not enable the leave of absence alert.

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

Models and Reports

Models and reports configuration options are:

• Models
Modeling enables managers to automatically allocate compensation to workers who meet certain criteria. You can enable modeling for managers and administrators, restrict modeling only to administrators, or disable it altogether. If modeling is enabled for managers, you can decide if they can create their own models or use only those created by compensation professionals. You decide how to apply the model results to the worksheet. You decide how to apply model results. The model can be applied as budget amounts, as target amounts or ranges, or as compensation amounts.

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

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

Employment Records to Use: Points to Consider

The type of employment record selected for a plan determines the employment records evaluated by the start compensation cycle process and which records are
used during the compensation cycle. Determine the record to use by selecting one of the four options:

- Primary assignments
- All assignments
- Employment terms
- Any assignment or employment term with a salary

**Primary Assignments**

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

**All Assignments**

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

**Employment Terms**

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

**Any Assignment or Employment Term with a Salary**

The start compensation process includes and evaluates eligibility for all assignments with a salary record and employment terms with a salary record. If the plan uses a manager hierarchy, workers appear on the worksheet of the manager of the primary assignment. If a worker has multiple assignments with a salary record, the worker may appear on one manager's worksheet more than once with a different base salary for each assignment. Or if the manager on each assignment is different, the worker may appear on multiple managers' worksheets with different salaries for each. Assignments and employment terms that do not have a salary record associated with it are not evaluated.

**Workforce Compensation Hierarchy Types: Points to Consider**

The hierarchy determines how approvals are routed to the highest level approver. The same hierarchy also determines how budgets are pushed down the organization when using manager-level budgeting, or how budgets roll up when using worker-level budgeting. It also determines the workers that appear on each manager's worksheet. Determine the hierarchy by one of the three options:

- Approvals management structure
- Line manager hierarchy
• Formula

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

**Line Manager Hierarchy**
The line manager associated with the worker’s assignment record determines the hierarchy.

**Formula**
A custom hierarchy created using a formula determines the hierarchy.

**Compensation Hierarchy Determination Formula Type**

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

You select the formula on the Configure Plan Details page.

**Contexts**
The following contexts are available to formulas of this type:

- EFFECTIVE_DATE
- HR_ASSIGNMENT_ID

**Database Items**
Database items related to Person, Assignment, Salary, and Element Entries are available to formulas of this type.

**Input Variables**
The following input variables are available to formulas of this type.

<table>
<thead>
<tr>
<th>Input</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP_IV_ASSIGNMENT_ID</td>
<td>Number</td>
<td>Y</td>
<td>Assignment ID</td>
</tr>
<tr>
<td>CMP_IV_PLAN_ID</td>
<td>Number</td>
<td>Y</td>
<td>Plan ID</td>
</tr>
<tr>
<td>CMP_IV_PERIOD_ID</td>
<td>Number</td>
<td>Y</td>
<td>Period ID</td>
</tr>
<tr>
<td>CMP_IV_PLAN_START_DATE</td>
<td>Date</td>
<td>Y</td>
<td>Plan Start Date</td>
</tr>
<tr>
<td>CMP_IV_PLAN_END_DATE</td>
<td>Date</td>
<td>Y</td>
<td>Plan End Date</td>
</tr>
</tbody>
</table>

**Return Values**
Use the following predefined names for return variables, which are available to formulas of this type.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L_PERSON_ID</td>
<td>Number</td>
<td>Y</td>
<td>Person ID of manager</td>
</tr>
<tr>
<td>L_ASSIGNMENT_ID</td>
<td>Number</td>
<td>Y</td>
<td>Assignment ID of manager</td>
</tr>
</tbody>
</table>
### Return Value

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L_PERSON_NUMBER</td>
<td>Number</td>
<td>Y</td>
<td>Person number of manager</td>
</tr>
</tbody>
</table>

If the formula returns an invalid PERSON_NUMBER and the ASSIGNMENT_ID cannot be obtained, the following error is returned:

Formula passed in an invalid person number <15465857>. Assignment ID could not be obtained.

#### Sample Formula

This sample formula determines the manager of a person when the assignment_id is passed.

```plaintext
/*FORMULA NAME : Compensation Hierarchy Determination Formula
FORMULA TYPE : Compensation Hierarchy Determination
DESCRIPTION : Hierarchy determination fast formula which is based on assignment_id
**************************************************************************/

/*=========== INPUT VALUES DEFAULTS BEGIN =====================*/
INPUTS ARE CMP_IV_ASSIGNMENT_ID (number), CMP_IV_PLAN_ID (number),
CMP_IV_PERIOD_ID (number)
/*=========== INPUT VALUES DEFAULTS ENDS======================*/

/*---------------- FORMULA SECTION BEGIN ----------------------*/
DEFAULT FOR CMP_IV_ASSIGNMENT_ID IS 0
L_PERSON_ID = '0'
L_ASSIGNMENT_ID = '0'

if ( CMP_IV_ASSIGNMENT_ID = 100000008154060 ) THEN
  { L_PERSON_ID = to_char(-999) //-999 indicates top level //Manager. L_ASSIGNMENT_ID = to_char(-999) }
ELSE
  { L_PERSON_ID = to_char(100000008153756) L_ASSIGNMENT_ID = to_char(100000008154060) }

RETURN L_PERSON_ID , L_ASSIGNMENT_ID
/*---------------- FORMULA SECTION END ----------------------*/
```

#### Actions and Reasons, Salary Components and Plan Components: How They Work Together

Salary components and plan components work with actions and reasons to classify compensation transactions.

This figure shows how the salary components and plan components work with actions and reasons to classify compensation transactions.
When you set up a workforce compensation plan, you must select an action and optional action reason that are associated with all salary and assignment records when you transfer data to HR after the cycle is complete. This is the same action framework used by other HR transactions.

For example, you might have a plan where managers allocate merit increases only. The action for the plan could be Allocate Workforce Compensation. The action reason could be Merit. When the batch process updates salary records after the compensation cycle is over, the Allocate Workforce Compensation action and Merit action reason appears in the worker's history for that salary record.

One action and ten action reasons are provided to use with workforce compensation plans. You can extend this list to add additional actions and reasons. The Action provided is Allocate Workforce Compensation. Action reasons provided are:

- Anniversary
- Career Progression
- Cost of Living Adjustment
- Market Adjustment
- Mass Adjustment
- Merit
- Outstanding Performance
- Performance
- Periodic Review
• Promotion

Individual salary transactions also have an action and optional action reason associated with them. The action and action reason identify the reason for the salary adjustment. If you adjust the salary while promoting the worker or if the worker is relocated, for example, the action may be Transfer or Relocation and the action reason would be the same. If a compensation or HR specialist adjusts the worker’s salary, the action reason could be Change Salary and the reason could be Adjustment. Similarly, salary adjustments made during a workforce compensation cycle would have an action of Allocate Workforce Compensation and optionally, one of the reasons listed above.

Salary Components

A worker's salary record may be itemized using salary components to associate an adjustment amount with a specific reason.

For example, a manager might determine a worker’s salary adjustment in this way.

<table>
<thead>
<tr>
<th>Salary Component</th>
<th>Change Percentage</th>
<th>Change Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit</td>
<td>5</td>
<td>$5,000</td>
</tr>
<tr>
<td>Cost of Living Adjustment</td>
<td>2</td>
<td>$2,000</td>
</tr>
<tr>
<td>Promotion</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total Adjustment</td>
<td>8</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

The worker’s salary total salary increase is $8,000 USD and the salary record stores the itemization of that eight percent into the components shown.

Some commonly used salary components predefined in the Salary Component lookup type. You can also add new components to the lookup at any time.

Workforce Compensation Plan Components

A workforce compensation plan must have at least one component when you allocate compensation. Plan components represent compensation being awarded in the plan. Components can be the same type of compensation, such as Merit, Cost of Living Adjustment, and Market Adjustment that all adjust a worker’s salary. Components can also be different types of compensation within the same plan, such as Salary, Bonus, and Stock. Plan components that capture salary adjustments are posted as salary. Optionally, you can associate a plan component that represents a salary change with a specific salary component.

For example, you might have a plan where managers allocate Merit and Market Adjustments at the same time. Merit and Market Adjustments are the names of the components set up for the workforce compensation plan. These names are informational only. When you update worker salary records with their new salaries, you can retain an itemization of amounts allocated for each plan component. You would configure the Compensation Amount column using the Element Mapping tab on the Configure Column Properties dialog this way:

<table>
<thead>
<tr>
<th>Plan Component</th>
<th>Post as Salary</th>
<th>Salary Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit</td>
<td>Yes</td>
<td>Merit</td>
</tr>
<tr>
<td>Market Adjustment</td>
<td>Yes</td>
<td>Market</td>
</tr>
</tbody>
</table>
If you do not indicate a salary component to map to, the sum of all components identified to be posted as salary are posted as a single salary adjustment amount to worker salary records.

For example, a manager might allocate salary increases in this way during the compensation cycle.

<table>
<thead>
<tr>
<th>Plan Component</th>
<th>Change Percentage</th>
<th>Change Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit</td>
<td>5</td>
<td>$5,000</td>
</tr>
<tr>
<td>Market</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total Adjustment</td>
<td>6</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

When the process runs to transfer approved salary adjustments to worker salary records, it can post the individual components, therefore storing the five percent and one percent adjustments to the Merit and Market components, or it can post just the total salary adjustment of $6,000, if no components are mapped to the plan components.

**Salary Component Lookups: Explained**

Salary components itemize new or adjusted salary into one or more components that reflect different reasons for the allocation. You can edit or add components to the Salary Component lookup type during initial implementation and at any later time.

The following salary components are predefined:

- Merit
- Cost of Living
- Adjustment
  - General adjustment
- Market
  - Adjustment due to salary being out of line with the market
- Structured
  - Adjustment dictated by union or employment contract, such as an increase after three months
- Equity
  - Adjustment to correct salary compression or inversion
- Promotion
- Location
- Progression
  - Regular and automatic adjustment

To add to or edit these codes in the CMP_SALARY_COMPONENTS lookup type, use either the Navigator or Administration menu to go to the Setup and
Maintenance work area and search for the Manage Common Lookups task in the Search: Tasks pane or All Tasks tab search area.

Note

Component itemization is for notification purposes only. When component values change, the payroll element holds the new salary value calculated from the component adjustment. Individual component values are not sent to payroll for processing.

Plan Statuses: Explained

Plan status identifies the state of the plan and any plan cycles already started or completed.

The two plan statuses are:

- Active
- Inactive

Active Plan Status

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

Inactive Plan Status

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

Plan Cycle Dates: Explained

Plan cycle dates are the dates within a workforce compensation plan cycle that determine access, eligibility, and more. A plan can have multiple plan cycles, each with a unique set of dates.

You can configure several dates for a plan cycle in the Create or Edit Plan Cycles dialog box.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Period Start and End</td>
<td>Period in which you evaluate for compensation. This appears in the hover window when you mouse over the plan name on the Compensation Plans page. It is informational only.</td>
</tr>
<tr>
<td>Plan Access Start and End</td>
<td>Period in which managers can see active plans in read-only mode.</td>
</tr>
<tr>
<td>Worksheet Update Period Start and End</td>
<td>Period in which managers can update active plans.</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>HR Data Extraction</td>
<td>Date on which the application initially extracts person and assignment data from HR and places it in the compensation tables for use during the compensation cycle.</td>
</tr>
<tr>
<td>Eligibility Determination</td>
<td>Date on which the application evaluates workers’ records for eligibility.</td>
</tr>
<tr>
<td>Currency Conversion</td>
<td>Date on which the application obtains conversion rates from the GL daily rates table used to convert monetary amounts into different currencies.</td>
</tr>
<tr>
<td>Performance Rating</td>
<td>Date to use for compensation performance ratings. If you use the same date in multiple plans, when managers give compensation performance ratings, the same ratings are available to all those plans.</td>
</tr>
<tr>
<td>Promotion Effective</td>
<td>Date on which job, grade, and position changes take effect. If you use the same date in multiple plans, the promotions are available across all of those plans when managers promote workers. Managers can override this date in the worksheet or you can set the date when running the Transfer Data to HR process.</td>
</tr>
<tr>
<td>Default Due</td>
<td>Date by which all worksheets are to be submitted. It is informational only.</td>
</tr>
</tbody>
</table>

**Promotion Effective Date in Workforce Compensation: Explained**

You can define a default effective date for all workers who are promoted through a workforce compensation plan. You can enable managers to override the default date for individual workers they promote during the compensation cycle. The default effective date is used to obtain new salary range, new compa-ratio, and other new salary metrics when a promotion involves a change to a worker’s grade.

To define the Promotion Effective Date configure the following:

- Default promotion effective date for the plan cycle
- Worksheet column properties of the Promotion Effective Date column

**Configuring the Default Date for the Plan Cycle**

When you set up a plan, you configure the default promotion effective date on the Create Plan Cycles dialog box. The Promotion Effective Date column uses this default date for all workers in the worksheet.

**Configuring the Worksheet Column Properties**

You can display the Promotion Effective Date column in the worksheet. When you configure the column properties for the Promotion Effective Date column on the Configure Column Properties dialog box you can:

- Enable managers to override the default date for individual workers they promote during the compensation cycle
• Specify whether the Promotion Effective Date column is subject to refresh by the Refresh Data process

This table compares the refresh results when the promotion effective date column is subject to refresh and when it is not:

<table>
<thead>
<tr>
<th>Subject to Refresh</th>
<th>Description of Refresh Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>When a manager has overridden the default promotion effective date, the Refresh Data process changes the worksheet column date back to the default promotion effective date set for the plan cycle. The process then uses the date to refresh the new salary metrics.</td>
</tr>
<tr>
<td>No</td>
<td>The Refresh Data process uses the date in the worksheet column to refresh the new salary metrics. The date in the worksheet column is either the default promotion effective date for the plan cycle or a manager’s overriding date.</td>
</tr>
</tbody>
</table>

**Initiating Budgets: Points to Consider**

You can distribute initial budgets for one or more managers in the hierarchy. When the budget is zero or null, managers have read-only access to their budgets. A null budget contains no value. A zero budget means no amount is budgeted. You can initiate a budget by three methods:

• Initiate budgets manually
• Initiate budgets automatically by running the Start Compensation Cycle process
• Use a model to distribute budgets

**Initiating Budgets Manually**

You can initiate budgets manually on the Budget Pools page by switching to the manager whose budget you want to initiate and clicking the Adjust Budgets button.

You can initiate budgets manually for the first time or adjust budgets previously initiated for a selected manager using the Adjust Budgets dialog box on the Budget Pools page. The budget amount can be a flat amount or a percentage of total eligible salaries. The selected manager receives the budget amount you initiated or modified.

**Running the Start Compensation Cycle Process**

When you create a budget pool you can choose to automatically publish budgets. The Start Compensation Cycle process automatically distributes budget amounts or budget percentages based on the default values you configured for the **Budget Distribution Amount** or **Budget Distribution Percentage** columns on the
**Detail Table** tab, or the **Budget Amount** or **Budget Percentage** columns on the Configure Budget Page Layout page.

If you chose manager level budgeting for the budget pool, the Start Compensation Cycle process automatically distributes budget amounts to all managers with at least one lower level manager under them. Managers can immediately begin allocating compensation to their workers.

If you chose worker level budgeting for the budget pool, the start compensation cycle process automatically distributes at the worker level. The budget amount or budget percentage you configured on the worker list tab populates for each worker. Manager level budgets are calculated from the sum of the individual worker budgets.

**Using a Model to Distribute Budgets**

You can build a global model or use an existing model to distribute budget amounts for the first time based on the model criteria. After you preview the model results, you apply the results as budget amounts to all managers in the model population.

**Local Currency Determination: Points to Consider**

If you have global plans in which workers are paid in different currencies, you must select how each worker’s local currency is determined for each component.

- Corporate currency
- Element input currency
- Legal employer currency
- Salary basis currency
- Formula

**Corporate Currency**

The corporate currency defined for the plan determines the local currency.

**Element Input Currency**

The input currency of the payroll element mapped to the component determines the local currency.

**Legal Employer Currency**

The currency defined by the worker’s legal employer determines the local currency.

**Salary Basis Currency**

The payroll element associated with the salary basis definition linked to the worker’s employment record determines the local currency.

**Formula**

A formula you create to retrieve the currency from some other source determines the local currency.
Compensation Currency Selection Formula Type

The Compensation Currency Selection formula determines the currency associated with a workforce compensation component.

You select the formula on the Configure Compensation Components page.

**Contexts**

The following contexts are available to formulas of this type:

- EFFECTIVE_DATE
- HR_ASSIGNMENT_ID

**Database Items**

Database items related to Person, Assignment, Salary, and Element Entries are available to formulas of this type.

**Input Variables**

The following input variables are available to formulas of this type.

<table>
<thead>
<tr>
<th>Input</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP_IV_PLAN_ID</td>
<td>Number</td>
<td>Y</td>
<td>Plan ID</td>
</tr>
<tr>
<td>CMP_IV_ASSIGNMENT_ID</td>
<td>Number</td>
<td>Y</td>
<td>Assignment ID</td>
</tr>
<tr>
<td>CMP_IV_PERIOD_ID</td>
<td>Number</td>
<td>Y</td>
<td>Period ID</td>
</tr>
<tr>
<td>CMP_IV_COMPONENT_ID</td>
<td>Number</td>
<td>Y</td>
<td>Component ID</td>
</tr>
<tr>
<td>CMP_IV_PLAN_START_DATE</td>
<td>Date</td>
<td>Y</td>
<td>Plan Start Date</td>
</tr>
<tr>
<td>CMP_IV_PLAN_END_DATE</td>
<td>Date</td>
<td>Y</td>
<td>Plan End Date</td>
</tr>
</tbody>
</table>

**Return Values**

Use predefined names for return variables. The following return variables are available to formulas of this type.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L_CURR_CODE</td>
<td>Char</td>
<td>N</td>
<td>Currency code from the formula</td>
</tr>
</tbody>
</table>

**Sample Formula**

This sample formula determines if a person is selected for a plan based on their assignment_id.

```/*============================================*/
FORMULA NAME : Compensation Currency Selection Formula
FORMULA TYPE : Compensation Currency Selection
DESCRIPTION : It returns the currency code based on component_id.
============================================*/

/*-------- INPUT VALUES DEFAULTS BEGIN ---------*/
Performance Ratings: Points to Consider

If you consider performance ratings when allocating compensation you can display ratings from Oracle Fusion Performance Management or rate workers during a workforce compensation cycle. You can use performance ratings in the worksheet in the following ways:

- Display Performance Management ratings
- Rate workers within Workforce Compensation
- Use both Performance Management ratings and compensation ratings

Display Performance Management Ratings

If you integrate with Performance Management, you can display overall and calculated performance ratings given in the Performance Management system and provide access to the full performance document from within the worksheet. You select the performance template or document name and the period to make available, and whether to display only completed ratings or ratings in any status. The performance template is not required. Also, you have the option to update the overall performance rating, overall goal rating, and overall competency rating in the compensation worksheet. Ratings updated in Performance Management automatically update in the worksheet and vice versa. You can give ratings for the first time in the worksheet as long the performance document was created in Performance Management. You can also display the Performance Rating History column in the worksheet to see historical ratings given in the Performance Management system.

Rate Workers Within Workforce Compensation

Managers can rate workers as they allocate compensation. These ratings are used only within the current compensation plan and cycle. The ratings are not transferred to the Performance Management system or to HR. When you set up a plan, you can select a rating model to use, or you can navigate to the Manage Rating Model page to edit an existing rating model or create a new one. You can
also decide how managers rate performance, either by selecting the rating from a list of values or by designating the number of stars to represent the worker’s rating. You can display compensation ratings given in the previous plan cycle as a column in the worksheet.

**Use Both Performance Management Ratings and Compensation Ratings**

You can choose to display both Performance Management ratings and compensation ratings in the worksheet. For example, if you gave Performance Management ratings several months before the compensation cycle starts you might want managers to reassess their worker’s performance to ensure that current performance is consistent with past performance. You can set up the plan to display the ratings given in the Performance Management system and also enable managers to give compensation ratings during the compensation cycle as a point of comparison. You can view reports and analytics by both rating types and you can use both rating types as criteria for models.

**Configuring Approvals: Critical Choices**

The hierarchy type defined for the plan determines the approvals hierarchy. You can create an alternate approval hierarchy for a manager that overrides the plan hierarchy if you want approvals to occur in a different sequence or by different people. You also specify the timing when managers can submit their worksheets for approval and when they can approve their lower managers’ worksheets. Choices to make when configuring approvals are:

- Approval mode
- Submit mode
- Alternate approver hierarchy

**Approval Mode**

Approval mode identifies when managers can approve their lower managers’ worksheets. The first option, *Approve anytime*, allows managers to approve their lower managers’ worksheets at any time during the period the worksheet is available to them. The second option, *Manager must first submit*, means that lower level managers must submit their worksheets upward for approval before a higher level manager can approve them. This ensures that higher managers do not approve worksheets before lower managers have had time to complete them.

**Submit Mode**

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

By defining alternate approvers, you replace the standard approval hierarchy for a manager with a new set or sequence of approvers. The alternate approver does not have to be a part of the regular plan hierarchy. You can create multiple approvers for the same manager by identifying the specific individuals and using the approval sequence to determine the order in which approvals occur. The highest sequence is the final approver. Alternate hierarchies are commonly used when approval control transitions from managers to the HR department.

Alternate Approver Hierarchy: Examples

The hierarchy type defined for the plan determines the approvals hierarchy. You can create an alternate approval hierarchy for a manager that overrides the plan hierarchy for specific line managers if you want approvals to occur in a different sequence or by different people. The following scenarios illustrate how you can create different alternate approval hierarchies. In the diagrams, the blue represents the plan hierarchy and the yellow the new, alternate hierarchy.

Alternate Approver Hierarchy at the end of the Approval Process, Bypassing the Final Approver

Carlos, the CEO, does not want to see or approve the final worksheet. After Sara submits her worksheet you want it to go to the HR manager.

Here is how you build the alternate approver table:

<table>
<thead>
<tr>
<th>Worksheet Manager</th>
<th>Approval Sequence</th>
<th>Alternate Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlos</td>
<td>1</td>
<td>Maria</td>
</tr>
</tbody>
</table>

This figure shows that the HR Manager is the final approver, bypassing the CEO.
**Alternate Approver Hierarchy in the Middle of the Standard Hierarchy, Overrides Rest of Hierarchy**

James reports officially to Vijay. However, James’ entire team did a special project for Lakshmi most of the past year. Sara wants Lakshmi to review and approve the compensation for James’ team. After Lakshmi approves James’ worksheet, it can go directly to HR for processing.

Here is how you build the alternate approver table:

<table>
<thead>
<tr>
<th>Worksheet Manager</th>
<th>Approval Sequence</th>
<th>Alternate Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakshmi</td>
<td>2</td>
<td>Maria</td>
</tr>
<tr>
<td>James</td>
<td>1</td>
<td>Lakshmi</td>
</tr>
</tbody>
</table>

This figure shows that, after Lakshmi approves James’ worksheet, the worksheet goes directly to the HR Manager for final approval, bypassing the rest of the plan hierarchy.

**Alternate Approver Hierarchy in the Middle of the Standard Hierarchy, Returns to the Standard Hierarchy**

James reports officially to Vijay. However, James’ entire team did a special project for Lakshmi most of the past year. Sara wants Lakshmi to review and approve the compensation for James’ team. Sara wants to approve the worksheet after Lakshmi is finished.

Here is how you build the alternate approver table:

<table>
<thead>
<tr>
<th>Worksheet Manager</th>
<th>Approval Sequence</th>
<th>Alternate Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlos</td>
<td>4</td>
<td>Maria</td>
</tr>
<tr>
<td>Sara</td>
<td>3</td>
<td>Carlos</td>
</tr>
<tr>
<td>Lakshmi</td>
<td>2</td>
<td>Sara</td>
</tr>
<tr>
<td>James</td>
<td>1</td>
<td>Lakshmi</td>
</tr>
</tbody>
</table>
This figure shows that, after Lakshmi approves James’ worksheet, the worksheet returns to the plan hierarchy approval flow.

### Predefined Alerts: Explained

You can use predefined alerts to notify managers about issues on the worksheet that need their attention.

#### Predefined Alerts

Conditions on the worksheet or changes in HR trigger predefined alerts.

<table>
<thead>
<tr>
<th>Predefined Alert</th>
<th>Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary changed in HR</td>
<td>Salary amount changed in HR</td>
</tr>
<tr>
<td>Allocation outside target range</td>
<td>Compensation amount is less than the target minimum or greater than the target maximum configured on the Configure Worksheet Page Layout page</td>
</tr>
<tr>
<td>Grade changed in HR</td>
<td>Grade changed in HR</td>
</tr>
<tr>
<td>Worksheet manager does not match line manager</td>
<td>Worksheet manager does not match line manager on the worker’s employment record</td>
</tr>
<tr>
<td>New salary outside salary range</td>
<td>New salary amount is less than the salary range minimum or greater than the salary range maximum for their current grade</td>
</tr>
<tr>
<td>Worker was terminated</td>
<td>Worker was terminated in HR</td>
</tr>
</tbody>
</table>
Creating Custom Alerts: Worked Example

This example demonstrates how to create a custom alert that displays a warning on the worksheet when a manager allocates a bonus amount that is more than the recommended bonus amount.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What worksheet actions do you want to trigger the alert?</td>
<td>Manager allocates a bonus amount that is more than the recommended bonus amount.</td>
</tr>
<tr>
<td>What type of alert do you want to display?</td>
<td>Warning</td>
</tr>
</tbody>
</table>

Creating the Custom Alert

1. On the Configure Alerts page, Custom Alerts region, click the Add icon.
2. In the new row complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bonus exceeds maximum recommended amount</td>
</tr>
<tr>
<td>Type</td>
<td>Warning</td>
</tr>
<tr>
<td>Description</td>
<td>You allocated more than the recommended bonus amount</td>
</tr>
</tbody>
</table>

3. Click the Define Condition that Displays Alert on Worksheet icon.
4. On the Edit Condition dialog box, Basic tab, click Build Condition.
5. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column</td>
<td>Bonus Amount</td>
</tr>
<tr>
<td>Operation</td>
<td>Is greater than</td>
</tr>
</tbody>
</table>

6. Click Switch to Column.
7. Select Bonus Target Amount.
8. Click Done.
9. Click Validate. This step is optional.
10. Click OK in the confirmation.
11. Click Apply.

Testing the Custom Alert

1. Click the Test Custom Alert Condition icon.
2. On the Test Condition dialog box complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonus Amount</td>
<td>5000</td>
</tr>
<tr>
<td>Bonus Target Amount</td>
<td>2000</td>
</tr>
</tbody>
</table>

3. Click Test.
4. Verify that the results are as expected in the Review Results dialog box and click **Done**.

**Worksheet Tab Types: Explained**

Tab types control the display of information on a worksheet page, which consists of one or more tabs. The information on each tab varies by the tab type. You can define up to 10 tabs for each worksheet when you configure the worksheet display. Commonly used columns are enabled by default for each tab type, to make implementation easier.

You can display the same set of columns in the details section of any tab type, except for the approvals and communicate tab types. The compensation, performance, and promotions tab types have summary tables and graphs specific to the focus of the tab. However, you can also give performance ratings and promotions on the compensation tab type and make compensation allocations on the performance and promotion tab type, when you want to combine tasks into a single tab. The detail table columns are organized into these groups:

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Worker personal information such as name, email address, assignment manager and country.</td>
</tr>
<tr>
<td>Alerts</td>
<td>Alerts to notify managers of situations that need attention.</td>
</tr>
<tr>
<td>Employment</td>
<td>Assignment or employment term details, such as hire date, work location, working hours, manager name, job, grade, and person number.</td>
</tr>
<tr>
<td>Salary Information</td>
<td>Base pay information, such as the current salary, annualized full-time salary, current compa-ratio, current quartile.</td>
</tr>
<tr>
<td>Component 1 through 5</td>
<td>Information that is specific to a component, such as eligible salary, compensation amount, percentage of eligible salary, units, target amounts, and effective date. You can configure up to five components for a plan. The same set of columns is available for each component.</td>
</tr>
<tr>
<td>Promotion</td>
<td>Information related to job, grade, or position changes given during the compensation cycle, such as new job, new grade, new position, new salary range minimum, midpoint, and maximum, and promotion effective date.</td>
</tr>
</tbody>
</table>
Performance ratings given in Oracle Fusion Performance Management or during the current or previous compensation cycle, such as overall performance rating, calculated goal rating, worker potential, and risk of loss.

Custom Columns
Any type of information you can configure. Use custom columns 1-15 to display text. Use columns 16-45 to display numeric data. Use columns 46-50 to create custom lists from which managers can select a value.

When you set up the plan, you enable the tab types that are relevant to what managers do during the compensation cycle. Worksheet tab types are:

• Compensation
• Approvals
• Communicate
• Performance
• Promotions
• Detail table only

**Compensation Tab Type**

Use this tab to manage and allocate compensation. It contains a summary table that displays high-level information about each component in the plan. For each component in the plan, the summary section can display the number of eligible and ineligible workers, allocation totals, and budget totals. Select the components that you want to appear in the summary section to create different tabs on which managers can focus on awarding different types of compensation.

You can also sum the data for components selected to display in the summary section. Select the components you want to appear in the summary table of the compensation type tab and choose to sum the data for all selected components within the plan in the summary table. However, if the components use different units of measure the totals will be inaccurate. You can expand the summary section for each component to view analytics, which provides a snapshot of allocations in the current cycle.

**Approvals Tab Type**

This tab is included only in the worksheets for managers with at least one lower-level manager. Higher managers use it to view the status of lower manager’s worksheets, approve or reject submitted worksheets, or request additional information. You can enable up to seven additional subtabs that display summarized information for each lower manager.

When a column contains the number of workers or a percentage, you can drill down to see details about the workers.

This table describes the subtabs and what they display.

<table>
<thead>
<tr>
<th>Subtab</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approvals</td>
<td>All lower-level managers and the status of their worksheets. This subtab is always enabled when the approvals type tab is enabled.</td>
</tr>
<tr>
<td>Compensation Overview</td>
<td>Number of workers awarded compensation during the cycle, the total amount allocated, and the total available budget.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Allocation Statistics</td>
<td>Five second-level subtabs displaying average allocation, allocation spread, as well as allocations by overall performance rating, compensation performance rating, and country.</td>
</tr>
<tr>
<td>Salary Analysis</td>
<td>Six second-level subtabs displaying averages by salary, compa-ratio, salary range position, quartile, quintile, and total salary.</td>
</tr>
<tr>
<td>Target Analysis</td>
<td>Three second-level subtabs displaying allocations compared to defined targets and target ranges.</td>
</tr>
<tr>
<td>Promotions</td>
<td>Number of workers whose job, grade, or position was changed during the compensation cycle.</td>
</tr>
<tr>
<td>Performance</td>
<td>Seven second-level subtabs displaying allocations by overall ratings, goal ratings, competency ratings, as well as calculated ratings.</td>
</tr>
<tr>
<td>Alerts</td>
<td>Shows all the alerts currently triggered and enables managers to view the affected workers.</td>
</tr>
</tbody>
</table>

**Communicate Tab Type**

Use this tab to generate compensation statements for workers to notify them of their new or adjusted compensation, performance rating, or promotion.

**Performance Tab Type**

Use this tab to give new performance ratings, or view existing performance ratings given either during a previous workforce compensation cycle or in Oracle Fusion Performance Management. The summary displays the number and percentage of workers for each rating, as well as the target distribution if one is defined for the rating model used.

**Promotions Tab Type**

Use this tab to view and update the job, grade, or position. The summary displays information within nine subtabs:

- By Team
- By Country
- By Business Unit
- By Department
- By Proposed Job
- By Years in Job
- By Performance Management Rating
- By Compensation Performance Rating
- By Custom Text Column 1
- Organizational Averages
Detail Table Only Tab Type

This tab displays only the detail table without any summary information. Use it when summarized information is not appropriate. For example, you could set up a plan to capture information from managers or distribute data to managers where compensation is not allocated, performance ratings are not used, and promotions are not given.

Worksheet Tab Types: Examples

You use the worksheet tab types to display a variety of information, depending on what tab type you include in the worksheet and what columns you enable when you configure the worksheet display.

Restriction

You must enable and configure at least one tab type if you want managers to access their worksheets. Also, if your plan requires approvals you must enable and configure an Approvals tab type.

The following scenarios illustrate how you can use the tab types to design different compensation plans.

Using Two Compensation Type Tabs to Allocate Merit and Stock Awards

You create a plan that enables managers to award merit adjustments and stock during the same compensation cycle. Next you enable two compensation type tabs, labeling the first Merit Adjustments and the other Stock Awards.

On the Merit Adjustments tab, you enable:

- Columns with information that managers require to make informed salary decisions, such as current base pay, eligible salary, current and new compa-ratio, quartile, salary range low, and salary range high.
- The merit adjustment amount column so managers can enter adjustment amounts.

On the Stock Awards tab, which includes columns such as job, length of service, or any company-specific measures or calculations that affect a manager's stock allocation decision, you enable the stock amount column.

In the summary table of each tab, you set the corresponding component to only display. The rolled-up merit information appears on the Merit Adjustments tab and the rolled-up stock details appear on the Stock Awards tab.

Using One Compensation Type Tab to Allocate Merit and Bonus Awards, View Performance Ratings, and Promote

You create a plan that enables managers to award merit adjustments and bonuses, as well as promote workers, during the same compensation cycle. Next you enable one compensation type tab, labeling it Compensation Awards. On this tab, you enable:

- Columns with information that managers require to make informed salary decisions, such as current base pay, eligible salary, and current
new compa-ratio, quartile, salary range low, salary range high, and performance rating, as well as columns that contain information needed to allocate stock.

- The merit adjustment amount and bonus amount columns so managers can enter amounts.
- The job, new job, grade, and new grade columns so that managers can see their workers' current jobs and grades and promote workers to a new job or grade.

The summary table will include rolled up information about both the merit and bonus award.

**Using the Performance Type Tab, Promotion Type Tab, And Compensation Type Tab to Rate Performance, Promote, and Allocate Merit**

You create a plan that enables managers to rate worker performance, promote workers by changing their job, grade, or position, and award merit increases during the same compensation cycle. Next, you enable a performance type tab, labeling it Rate Performance, a promotions type tab, labeling it Promote Workers, and a compensation type tab, labeling it Allocate Compensation.

On the Rate Performance tab you enable:

- Columns related to a worker’s performance such as their length of service, job, grade, last rating date, last rating.
- The performance rating column.

**Note**

Performance ratings that you enter during a compensation cycle are used only within the compensation process and are not used outside the compensation tool.

On the Promote Workers tab you enable columns that help managers promote workers, such as time in grade, time in job, performance rating, potential, current job, current grade, current position, new job, new grade, and new position. You configure summary subtabs related to team, proposed job, performance, and organizational averages.

On the Allocate Compensation tab you enable:

- Columns with information that managers require to make informed salary decisions, such as eligible salary, current base salary, new base salary, current and new compa-ratio, quartile, salary range low, and salary range high.
- The merit adjustment amount and merit adjustment percentage columns so that managers can enter amounts and percentages.

**Plan Setup Dependencies: Critical Choices**

When you set up a workforce compensation plan you enable features and select worksheet actions. Some of these choices have dependent selections you should make.
**Task Dependencies**

This table lists the workforce compensation plan task you enable and the corresponding dependency, along with the workforce compensation pages for the selections.

<table>
<thead>
<tr>
<th>Task and Page</th>
<th>Dependent Selection and Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable Oracle Performance Management (Configure Performance Ratings)</td>
<td>Enable at least one performance management rating column (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable Compensation Management Ratings (Configure Performance Ratings)</td>
<td>Enable at least one compensation performance column (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable compensation components (Configure Compensation Components)</td>
<td>Configure related components (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable a predefined or custom alert (Configure Alerts)</td>
<td>Enable Alert column (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable compensation change statements (Configure Compensation Change Statements)</td>
<td>Enable the Communications tab type (Configure Worksheet Page Layout)</td>
</tr>
<tr>
<td>Enable compensation type tab (Configure Worksheet Display)</td>
<td>Enable Components and create at least one component (Configure Compensation Components)</td>
</tr>
<tr>
<td>Enable a column that adjusts salary (Configure Worksheet Page Layout: Detail Table tab)</td>
<td>Enable at least one component to be posted as salary (Configure Worksheet Page Layout: Detail Table tab, Configure Column Properties dialog box, Element Mapping tab)</td>
</tr>
<tr>
<td>Enable budgeting and create a budget pool (Configure Budget Pools)</td>
<td>Enable components and create a component linked to the budget pool (Configure Compensation Components)</td>
</tr>
</tbody>
</table>

**Action Menu Dependencies**

When you configure the worksheet page layout for a plan, you select the actions that managers can take on the worksheet. Some of the actions require selections on other workforce compensation pages as shown in the following table.

<table>
<thead>
<tr>
<th>Action on the Configure Worksheet Page Layout: Actions Menu Tab</th>
<th>Dependent Selection and Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable ranking actions</td>
<td>Enable rank column (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable view compensation history action</td>
<td>Enable compensation history column (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable view notes action</td>
<td>Enable notes column (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable apply targets action</td>
<td>Enable the target column for at least one component (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable targets action</td>
<td>Enable and configure the target column for at least one component (Configure Worksheet Page Layout: Detail Table tab)</td>
</tr>
<tr>
<td>Enable hide ineligible workers action</td>
<td>Configure eligibility task (Configure Plan Eligibility) or Add a eligibility profiles to any component (Configure Worksheet Page Layout: Detail Table tab, Configure Column Properties dialog box)</td>
</tr>
<tr>
<td>Enable at least one modeling action</td>
<td>Enable modeling (Configure Modeling)</td>
</tr>
<tr>
<td>Enable view currency conversion rate table action</td>
<td>Enable currency switching (Configure Currency)</td>
</tr>
</tbody>
</table>

### Configuring Column Properties: Points to Consider

Use the Configure Column Properties dialog box to configure a column’s properties. You can configure column properties for the summary and detail table columns on the Configure Worksheet Page Layout page and for the summary, detail table, and worker list columns on the Configure Budget Page Layout page.

The number of tabs that appear on the dialog box vary depending on the column you are configuring. The tabs are:

- **General**
- **Visibility and Access**
- **Default Values**
- **Element Mapping**
- **Information**

#### General Tab

The options available on the **General** tab vary depending on the type of column you are configuring and the selections you make on the tab. They control the display and storage of data. The values that may display are:

- **Data Type**
- **Rounding Rule**
- **Decimals to Display**
- **Show Numeric Separators**
- **Monetary**
- **Hide the column on the worksheet. Managers can add the hidden column to their worksheets by using the View menu.**
- **Include in Audit Trail**
  - Include changes made to this column in the audit trail.
- **Value Remains Unchanged**
  - The percentages stored in certain columns are to remain static and not change even when the corresponding amount changes.
- **Lookup Type**
  - Display the related lookup type for the list value. This is available for custom list columns only.
• Display Total for All Components
  Display a total for all components in the summary section of the worksheet. This is available for numeric columns in the summary tab only.

Visibility and Access

You can use the Visibility and Access tab to configure if a column is visible and who can view or update it. You can also secure columns based on the presence or absence of a particular role or roles. For example, you may want compensation managers to view and update a different set of worksheet columns than line managers. The main column settings are:

• Enable
  Display columns on the worksheet.

• Read-only
  Make the column not editable on the worksheet

• Initially hidden
  Hide the column in the worksheet until the manager chooses to display it in the worksheet

Role-Based Overrides

You override main column values on the worksheet based on role by selecting an override setting. Overrides apply only to roles added. Main column settings control column access for all other roles. If no overrides are needed leave the Override Setting blank. To disable previously configured override settings select the Not enabled option. You can apply the override setting only to users with the added roles, or only to users who have none of the added roles

Default Values Tab

On the Default Values tab, you can specify settings that control default values displayed in the column. The values populate the column on the worksheet when you run the Start Compensation Cycle process or when you refresh the column defaults. You can select to refresh the default column value when the Refresh Data process runs. Configuring default values is optional. Values available are:

• Default Value
  Enter an initial, specific value for a column.

• Default and Override Formula
  Override any existing values and display values using the Compensation Default and Override formula type.

• Compensation Derived Factor
  Display values using a compensation derived factor.

• Cross Reference Fields
For certain columns you have the option to cross reference data from other columns and plans.

**Element Mapping Tab**

When you configure compensation component columns you need to identify how to transfer approved compensation awards to HR. You use the **Element Mapping** tab for the **Compensation Amount** column tab to identify awards as salary adjustments or as lump sum payments that posted to element entries.

**Adjustment to Base Pay**

If the compensation component is an adjustment to base pay you select Yes for Post as Salary. Each worker’s salary record is updated with the amount stored in the column. If you want the current salary adjustment to be posted as an itemized adjustment, you can optionally select a salary component in the Salary Component to use. This creates a salary component record in each worker’s main salary record.

For example, you have a plan with two salary components - Merit Pay and COLA - where a worker receives a $5,000 allocation for Merit Pay and a $1,500 allocation for COLA. You want both of these components to increase the worker’s base pay amount and you want to retain the breakdown of the amount for each component. When you configure the Compensation Amount columns for the Merit Pay and COLA components, you map the Merit Pay plan component to the Merit Salary component and the COLA plan component to the COLA salary component. When data is transferred to HR, the worker’s salary record displays a total salary increase of $6,500 as a result of a Merit adjustment for $5,000 and a COLA adjustment for $1,500.

You can modify the list of salary components available using the CMP_SALARY_COMPONENT lookup type.

**Lump Sum Payment**

If the compensation component is a lump sum payment, you select No for Post as Salary. You add the payroll elements to use to pay the compensation award. You can add multiple payroll elements to accommodate payments in different currencies and for workers in different legislative data groups.

**Information Tab**

You can use the **Information** tab to provide managers additional information or details about the data displayed in any column. The text appears when managers hover over a help icon that appears after the column heading in the summary or detailed table section of the worksheet. You can type up to 300 characters for each column.

**Role Based Column Access: Examples**

You can secure worksheet columns based on the presence or absence of a particular role or roles by selecting an override setting when you configure the
worksheet column properties. The following scenarios illustrate when you might want to vary column access.

Best practice is to configure the main column setting that applies to the most number of roles and configure the override settings for the least number of affected roles.

**One Role Can See the Column, But the Other Role Cannot**

Scenario: You want compensation managers to see compa-ratio but not line managers.

Example: You enable the Compa-Ratio column under the main column settings, select the **Not Enabled** override value, and select the **User has any of these roles** condition. You then add the line manager role.

**Both Roles Can See the Column, But Only One Role Can Update**

Scenario: You want both compensation managers and line managers to see the custom column, Individual Performance Multiplier, but only compensation managers to update it.

Example: You enable a custom numeric column and title it Individual Performance Multiplier. You make the main column setting **Read-only**, select the **Updateable** override value, and select the **User has any of these roles** condition. You then add the compensation manager role.

**All Roles Can See and Update the Column, Except for Alternate Approvers**

Scenario: You want compensation managers and line managers to see and update the custom column Individual Performance Multiplier, but alternate approvers who are not line managers or compensation managers cannot view or update it.

Example: You enable a custom numeric column and title it Individual Performance Multiplier. You make the main column setting **Enabled and Updatable**. Select the **Not Enabled** override value and select the **User has none of these roles** condition. You then add the line manager and compensation roles.

**Eligible Salary Column: Explained**

You must configure the Eligible Salary column for each component in the plan when you use or display percentage columns or when you configure a budget pool to store budgets as percentages. Many calculations use eligible salary, such as the allocation percentage, target percentage, and worker budget percentages. Eligible salary might simply be equal to each worker's current base pay, or it might be prorated based on various factors.

You can define eligible salary by selecting a fast formula or derived factor while configuring the column properties on the Default Values tab. Or you can use dynamic calculations to determine each worker's eligible salary. Samples of eligible salary proration formula are delivered and available to copy and modify from the Manage Fast Formula page.
Varying Worksheet Column Results: Points to Consider

You can use fast formulas and dynamic columns to vary column results on the worksheet. The best method depends on the data you use, the complexity of the calculation, and the timing of the refresh data process.

Using Fast Formulas

Fast formulas use any data in Oracle Fusion applications to determine column results. You can create simple to complex formulas that require multiple compound conditions or multiple database records. Calculations are evaluated when the compensation cycle is started for the first time, or when you refresh column defaults.

Using Dynamic Columns

Dynamic columns use other columns to determine column results. You can create simple “if then” expressions or build a few compound conditions. Calculations can be immediate, such as when a manager tabs out of a column. To refresh the column results you can refresh column defaults or fully refresh all the worksheet and plan data.

Numeric Properties in Models: Explained

When you configure numeric columns you determine whether to use numeric separators, how to round numbers, and how many decimal places display.

Numeric Properties

When you use the columns in models these three numeric properties vary depending on from where you open the model.

<table>
<thead>
<tr>
<th>Model Region</th>
<th>Where Model Opened</th>
<th>Numeric Properties Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Summary</td>
<td>Budget Sheet</td>
<td>Configure Budget Page Layout Summary Tab, Define Column Properties dialog box</td>
</tr>
<tr>
<td>Model Summary</td>
<td>Worksheet</td>
<td>Configure Worksheet Page Layout Summary Tab, Define Column Properties dialog box</td>
</tr>
<tr>
<td>Model Detail Table</td>
<td>Anywhere</td>
<td>Configure Worksheet Page Layout Detail Tab, Define Column Properties dialog box</td>
</tr>
</tbody>
</table>

Cross Referencing Data Between Plans: Points to Consider

When you need to see data combined from multiple plans in one plan, you can create a single reporting plan and cross reference data for certain columns.
from other compensation plans. The referenced data is available in the new plan immediately after the worksheet is saved in the originating plan.

When you set up a new plan, you configure the column properties for the worksheet columns. If the type of column is available to cross reference, then you can specify the following default values:

- Cross reference plan
- Cycle matching
- Column to cross reference

**Cross Reference Plan**

All active plans are available to be cross referenced, even plans with no started cycles. You can also reference a plan within itself to display values from a previous plan cycle in a subsequent cycle. For example, you can display a target amount or custom score from a previous plan cycle in the current plan cycle so that managers are aware of that data when making a current compensation decision.

You cannot select a default value for a column by cross-referencing a column from another plan if you have selected values for the **Default Value**, **Default and Override Formula**, or **Compensation Derived Factor** fields on the Configure Column Properties dialog box.

**Cycle Matching**

You select which cycle to use to obtain the reference data by specifying the cycle to match. Cycle matching uses information only for cycles that were started. Cycle matching values are:

- **Same Cycle Extract Date**
  Match the HR Data Extraction Date of the current plan’s cycle to find the cross reference plan’s cycle.

- **Same Cycle Display Name**
  Match the exact same display name of the current plan’s cycle to find the cross reference plan’s cycle.

- **Previous Cycle Extract Date**
  Compare the current plan’s HR Data Extraction Date to the most recent extract date from the cross reference plan. The extract date from the cross reference plan must be earlier than the current plan’s date. You can use this to reference data from cycle to cycle with the same plan, for example, to bring in values from last year’s bonus cycle.

- **Latest Cycle Extract Date**
  Obtain the latest extract date from the cross reference plan without regard to the current plan’s extract date. You can use this in a total compensation plan that is always available and automatically clears once the new cycles are run.
Columns to Cross Reference

You can cross reference most columns in the cross reference plan. The type of columns you cannot cross reference are:

- Promotion columns
- Performance Management columns
- Iconic columns
- HR data columns
- Percentage columns
- Columns that are cross referenced from another plan

Cross Referencing Data Between Plans: Examples

The following examples illustrate when to cross reference data between compensation plans.

Example 1
You create a salary plan and a bonus plan. You want managers to have a total compensation view when awarding from either plan even if they are not open concurrently. In the bonus plan you reference the New Salary or Salary Change Amount column. Then, in the salary plan you reference the Bonus Amount column.

Example 2
Your company wants to create a single compensation change statement that includes compensation awarded from multiple plans. You can create a compensation statement plan, reference all the compensation awarded from each of the different plans into the compensation statement plan, and generate worker statements from the single plan. Each worker receives only one compensation statement.

Allocating Compensation by Percentage of Budget Amount: Points to Consider

You can enable managers to allocate compensation as a percentage of the budget pool as an alternative to allocating compensation as a percentage of eligible salary or a flat amount. If you allocate compensation as a percentage of a budget pool, you need to disable the eligible salary column for the component linked to the budget pool. You should also disable modeling allocation methods that use eligible salary, as well as understand how rounding rules can affect summary values.

Disable Eligible Salary Columns and Allocation Method

The eligible salary columns and allocation method are enabled by default. If you enable the Percentage of Budget column for any component, you must disable the following:
• **Percentage of Eligible Salary** columns on the **Detail** tab for any given component
• **Total Eligible Salaries** and **Percentage of Total Eligible Salaries** columns on the **Summary** tab
• **n Percentage of Eligible Salary** allocation method, if you use modeling.

**Rounding Rules**

The rounding rule set for the corresponding Component Amount column affects the amount calculated for the Percentage of Budget column.

For example, if the overall budget is $900 and the rounding rule set for the Component Amount column is Round to the nearest 10, the following calculations take place when managers enter 4 in the Percentage of Budget column.

<table>
<thead>
<tr>
<th>Column</th>
<th>Calculated Amount</th>
<th>Amount After Rounding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component Amount</td>
<td>((4 / 100) \times 900 = 36)</td>
<td>40</td>
</tr>
</tbody>
</table>

When the rounded amount is used to calculate the percentage of budget it produces a different result than without the rounding.

<table>
<thead>
<tr>
<th>Column</th>
<th>With Rounding</th>
<th>Without Rounding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Budget</td>
<td>40 / 900 = 4.44</td>
<td>36 / 900 = 4</td>
</tr>
</tbody>
</table>

**Automatically Ranking Workers: Points to Consider**

If you are ranking more than just your direct reports, you can automatically rank workers from highest rank to lowest rank using one of three methods:

• Rank workers based on their ranking score
• Rank workers based on their ranking percentile
• Copy direct managers' rankings

Regardless of the method you choose to automatically rank, it is possible that automatic ranking could result in multiple workers having the same rank. You choose whether to handle ties by retaining the ties or by arbitrarily resolving them. How you handle ties can change the ranking results for any of the three automatic ranking methods.

**Rank Workers Based on Their Ranking Score**

The ranking score considers the rankings of all managers who ranked the worker, who are in the viewing manager's organization. A worker's ranking score varies according to the manager viewing the score. It also considers each manager's position in the hierarchy, giving more weight to the ranking of higher level managers since the worker is ranked against a larger population of workers.

This table compares the different ranking results for the same scores when you retain the ties or arbitrarily resolve the ties.
### Rank Workers Based on Their Ranking Percentile

The ranking percentile considers the ranking given by a worker’s direct manager when ranking at least ten workers. It places workers in order from highest to lowest within a range of 0 to 100. It is calculated as \(100 - \left(\frac{\text{rank}}{\text{population}} \times 100\right) = \text{percentile}\).

**Note**

The population is the total number of workers ranked by the direct manager.

For example, if the worker is ranked five out of 27 workers ranked by the direct manager, the percentile is 82, derived from the calculation \(100 - \left(\frac{5}{27} \times 100\right)\).

<table>
<thead>
<tr>
<th>Worker</th>
<th>Percentile</th>
<th>Retain Ties</th>
<th>Arbitrarily Resolve Ties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria</td>
<td>95</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rahul</td>
<td>92</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Maya</td>
<td>82</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Janice</td>
<td>82</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Carlos</td>
<td>64</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Michael</td>
<td>50</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Yan</td>
<td>47</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

### Copy Direct Managers’ Rankings

Rankings given by each worker’s worksheet manager are used exactly as given. Multiple workers can have the same ranking. Ranking values need not be consecutive. Managers can choose to give the same ranking to multiple workers or can choose to leave gaps in the ranking.

This table compares the different tie handling results for a manager viewing the rankings that managers in his organization gave to their direct reports.

<table>
<thead>
<tr>
<th>Direct Manager</th>
<th>Worker</th>
<th>Direct Manager's Ranking</th>
<th>Copy Direct Manager's Ranking</th>
<th>Retain Ties</th>
<th>Arbitrarily Resolve Ties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakshmi</td>
<td>Maria</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Lakshmi</td>
<td>Rahul</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Lakshmi</td>
<td>Maya</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Lakshmi</td>
<td>Janice</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>
Ranking Score: How It Is Calculated

The ranking score is a calculated value from 0 to 100 for each worker who has at least one ranking. It considers the rankings of all managers who ranked the worker, who are in the viewing manager’s organization. A worker’s ranking score varies according to the manager viewing the score. It also considers each manager’s position in the hierarchy, giving more weight to the ranking of higher level managers since the worker is ranked against a larger population of workers. The scores are whole numbers only.

Conditions That Affect the Ranking Score
There are three conditions that affect the ranking score.

- The ranking given by each manager
- The viewer’s position in the hierarchy
- The number of other workers ranked. Ranking score is only calculated when there are at least 10 total workers ranked.

How the Ranking Score Is Calculated
The ranking score is derived using this formula:

$$\frac{100 \times (\text{Group Population} - \text{Ranking} + 1))}{\text{Group Population}}$$

Following is the description of the variables in the equation:

- Group Population: Includes all ranked workers reporting directly or indirectly to the manager viewing the score. The group population must include at least 10 workers for a score to be calculated.
- Ranking: The position value given to a worker. It must be a positive, whole number from 1 to N.
- 1: Added to the numerator to ensure that workers ranked 1 by all managers will receive a score of 100.
- (Group Population - Ranking + 1): Summed for the manager looking at the score and all lower managers who ranked the worker.

Example 1
John views the rankings for a worker who reports directly to Peter. John ranked the worker 299 out of 2200 and Peter ranked the worker a 1 out of his 7 workers ranked.

<table>
<thead>
<tr>
<th>Manager</th>
<th>Worker's Ranking</th>
<th>Workers Ranked</th>
<th>Group Population - Ranking + 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>299</td>
<td>2200</td>
<td>1902</td>
</tr>
<tr>
<td>Manager</td>
<td>Worker’s Ranking</td>
<td>Workers Ranked</td>
<td>Group Population - Ranking + 1</td>
</tr>
<tr>
<td>---------</td>
<td>------------------</td>
<td>----------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Nancy</td>
<td>4</td>
<td>26</td>
<td>23</td>
</tr>
<tr>
<td>Peter</td>
<td>1</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Sum</td>
<td>not applicable</td>
<td>33</td>
<td>30</td>
</tr>
</tbody>
</table>

The ranking score of the worker Nancy is viewing changes to 91, derived from the calculation \((100 \times 30) / 33\).

**Example 3**

Nancy views the same worker (who reports to Peter), with the same ranking as in the previous examples, but with a smaller number of workers ranked in Nancy’s organization. Note that the worker’s ranking score is 82 in the smaller organization (example 3) and 91 in the larger organization (example 2). These examples illustrate that the same ranking results in a higher ranking score when the higher level manager has a larger population of workers ranked.

<table>
<thead>
<tr>
<th>Manager</th>
<th>Worker’s Ranking</th>
<th>Workers Ranked</th>
<th>Group Population - Ranking + 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy</td>
<td>4</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Peter</td>
<td>1</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Sum</td>
<td>not applicable</td>
<td>17</td>
<td>14</td>
</tr>
</tbody>
</table>

The ranking score of the worker Nancy is viewing is 82, derived from the calculation \((100 \times 14) / 17\).

**Compensation Default and Override Formula Type**

The Compensation Default and Override formula determines the default values populated in a column for a workforce compensation plan. When you configure the worksheet display for a column in the Configure Column Properties dialog box, Default Values tab, you can select this formula.

The following predefined formulas are available for the eligible salary column for this formula type.

**Note**
Use these formulas as samples for testing purposes only. Copy and create your own version of a formula for use in your own compensation plans. Modifying the sample formula might provide unexpected results upon upgrade.

<table>
<thead>
<tr>
<th>Formula</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP_ELIGIBLE_SALARY_PRORATION_DAILY_AVERAGE</td>
<td>Eligible salary calculated by averaging daily salary. Accounts for number of days that a salary is in effect during the workforce compensation cycle evaluation period.</td>
</tr>
<tr>
<td>CMP_ELIGIBLE_SALARY_PRORATION_MONTH_END_AVERAGE</td>
<td>Eligible salary calculated by averaging salary on the last day of each month in the workforce compensation cycle evaluation period. Uses salary on the last day of the evaluation period for mid-month evaluation end dates.</td>
</tr>
<tr>
<td>CMP_ELIGIBLE_SALARY_PRORATION_DAILY_AVERAGE_NINETY_DAY_MIN</td>
<td>Eligible salary calculated by averaging daily salary. Accounts for number of days that a salary is in effect during the workforce compensation cycle evaluation period. Returns zero for workers who worked fewer than 90 days.</td>
</tr>
<tr>
<td>CMP_ELIGIBLE_SALARY_PRORATION_DAILY_AVERAGE_USING_FTE</td>
<td>Eligible salary calculated by averaging daily salary adjusted for part-time workers. Accounts for number days that a salary is in effect and FTE during the workforce compensation cycle evaluation period.</td>
</tr>
<tr>
<td>CMP_ELIGIBLE_SALARY_PRORATION_DAILY_AVERAGE_FOR_JOBS</td>
<td>Eligible salary calculated by averaging salary for the number of days worker holds a specific job code on the assignment. Accounts for the number of days that a salary is in effect during the workforce compensation cycle evaluation period.</td>
</tr>
</tbody>
</table>

**Contexts**

The following contexts are available to formulas of this type:

- EFFECTIVE_DATE
- HR_ASSIGNMENT_ID
- PAYROLL_ASSIGNMENT_ID
- DATE_EARNED
- JOB_ID
- HR_TERM_ID

**Database Items**

Database items related to Person, Assignment, Salary, and Element Entries are available to formulas of this type.

**Input Variables**

The following input variables are available to formulas of this type.

<table>
<thead>
<tr>
<th>Input</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP_IV_PLAN_ID</td>
<td>Number</td>
<td>Y</td>
<td>Unique numeric identifier for the workforce compensation plan</td>
</tr>
<tr>
<td>Field Name</td>
<td>Data Type</td>
<td>Required</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CMP_IV_PERIOD_ID</td>
<td>Number</td>
<td>Y</td>
<td>Unique numeric identifier for the fiscal calendar period</td>
</tr>
<tr>
<td>CMP_IV_COMPONENT_ID</td>
<td>Number</td>
<td>Y</td>
<td>Unique numeric identifier for the workforce compensation plan component</td>
</tr>
<tr>
<td>CMP_IV_ITEM_NAME</td>
<td>Char</td>
<td>Y</td>
<td>Name for the workforce compensation plan item</td>
</tr>
<tr>
<td>CMP_IV_PERSON_ID</td>
<td>Number</td>
<td>Y</td>
<td>Unique numeric identifier for the worker associated with the workforce compensation plan</td>
</tr>
<tr>
<td>CMP_IV_PLAN_START_DATE</td>
<td>Date</td>
<td>Y</td>
<td>Date on which the workforce compensation plan becomes active</td>
</tr>
<tr>
<td>CMP_IV_PLAN_END_DATE</td>
<td>Date</td>
<td>Y</td>
<td>Date on which the workforce compensation plan becomes inactive</td>
</tr>
</tbody>
</table>

**Return Values**

Use predefined names for return variables. The following return variables are available to formulas of this type.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L_DEFAULT_VALUE</td>
<td>Number/Char/Date</td>
<td>Y</td>
<td>Default value from the formula</td>
</tr>
<tr>
<td>L_DATA_TYPE</td>
<td>Char</td>
<td>Y</td>
<td>Data type of the column</td>
</tr>
</tbody>
</table>

**Sample Formula**

This sample formula determines if a person is selected for a plan based on their assignment_id.

```sql
/*-----------------------------------------------*/
FORMULA NAME : Compensation Default and Override Formula
FORMULA TYPE : Compensation Default and Override
DESCRIPTION : Defaults the value of a column based on its item_name.
/*-----------------------------------------------*/

/*---------------- INPUT VALUES DEFAULTS BEGIN ----------------*/
INPUTS ARE CMP_IV_PLAN_ID (number), CMP_IV_PERIOD_ID (number),
  CMP_IV_COMPONENT_ID (number), CMP_IV_ITEM_NAME (text)
/*---------------- INPUT VALUES DEFAULTS ENDS----------------*/

/*---------------- FORMULA SECTION BEGIN ----------------*/

DEFAULT FOR CMP_IV_ITEM_NAME IS 'YYYYYY'

L_DEFAULT_VALUE = to_char(0)
L_DATA_TYPE = 'NONETYPE'

//Valid L_DATA_TYPE values can be -
//NUMBER, CHAR, DATE.
```

**Administer Workforce Compensation 8-43**
Dynamic Calculations : Explained

Dynamic calculations are conditional statements, or expressions, that you use to calculate and display values that vary by worker or to change the value of one column based on the value of another.

You build a condition by selecting worksheet columns, operators, and values, or by manually creating the condition. When you use the Basic tab, the system guides you through the creation of conditions or column results. Alternatively, you can create expressions free-hand using the Advanced tab. The aspects of dynamic calculations are:

- **Evaluation order**
- **Triggering events**
- **Default expression**

**Evaluation Order**

You enter an evaluation order to identify the order in which multiple dynamic columns are calculated when the results of one column is used in the condition or results of another.

For example, you can define a Total Cash Compensation column that displays the sum of an automatically calculated COLA adjustment and a manager-entered merit adjustment. Define a dynamic column for the COLA adjustment for all workers that varies the adjustment by each worker's location and grade. Give this dynamic expression an evaluation order of 1. Give the Total Cash Compensation column an evaluation order of 2 so the application evaluates the COLA adjustment first and then uses that amount to display the Total Cash Compensation for each worker.

**Triggering Events**

Triggering events are actions that determine when dynamic calculations are evaluated.
Events that trigger evaluation or recalculation of dynamic columns are:

<table>
<thead>
<tr>
<th>Triggering Event</th>
<th>Description and Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start compensation cycle</td>
<td>When you run the Start Compensation Cycle, the application evaluates the column conditions and calculates the results. For example, you might select this trigger to calculate eligible salaries used during the cycle.</td>
</tr>
<tr>
<td>Refresh data</td>
<td>When you run the Refresh Data process, you can reevaluate all dynamic calculations, fast formulas, or HR data used in dynamic calculations.</td>
</tr>
<tr>
<td>Change worker data</td>
<td>When a manager enters or changes data on the worksheet and tabs out of the cell, the application reevaluates the condition and corresponding results. Because this trigger might slow the application performance, do not use it if the column result does not depend on data that might be changed in the worksheet.</td>
</tr>
</tbody>
</table>

Default Expression

The default expression is the one to use when no other conditions are met.

A condition must be met for the calculation to be performed. The system evaluates every condition in sequence order. If no result is met then the system uses the default condition. If you do not select a default expression and no conditions are met, the column displays no values. The default expression must be the highest sequence number because it is only applied after all other conditions are evaluated and determined not have been met.

Using Dynamic Calculations: Examples

Use these scenarios to understand how to use dynamic calculations to calculate and display a value or change the value of one column based on the value of another.

Using Dynamic Calculations to Define Eligible Salary

You are setting up the annual compensation plan. You want to base the bonus eligible salary on the current annual salary. Using dynamic calculations, you create an expression that moves the current annual salary amount into the Bonus Eligible Salary column when you start the compensation cycle.

Using Dynamic Calculations to Define Targets

As part of the annual bonus review you want to display bonus target amounts on the worksheet for managers to consider during allocations. Your company uses performance ratings and you want to use the ratings as the basis for the targets. Using dynamic calculations, you create expressions that vary the Bonus Target Amount by performance ratings. For example, if performance rating is Outstanding, then Bonus Target Amount equals 10 percent of Bonus Eligible Salary.
Using One Column's Results in Another Expression

At your company managers can rate workers performance as part of the annual compensation cycle. As you set up the compensation plan you want to make sure that performance ratings are used as a basis for determining salary increase targets. For example, high performers have a target of 10 percent of eligible salary where average performers have a target of 5 percent of eligible salary. Using dynamic calculations, you create an expression for the Merit Eligible Salary and give it an Evaluation Order of 1. Then, you create another expression that defines the Target Compensation Percentage as a percentage of Merit Eligible Salary for each different performance rating and give it an Evaluation Order of 2. The application evaluates the Merit Eligible Salary first, and then uses it to calculate the Target Compensation Percentage.

Creating Dynamic Calculations: Worked Example

This example demonstrates how to create a dynamic column for an annual bonus plan that rewards high performing workers. The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What events do you want to trigger the calculation?</td>
<td>Start Compensation Cycle and Refresh Data.</td>
</tr>
<tr>
<td>What conditions do you want evaluated?</td>
<td>Performance Rating of 5 (Outstanding) and 4 (Exceeds Expectations)</td>
</tr>
<tr>
<td>Which column on the worksheet do you want to dynamically calculate?</td>
<td>Compensation Amount column for the Bonus component</td>
</tr>
<tr>
<td>What results do you want to see for the dynamic column?</td>
<td>A bonus of ten percent of annual salary for workers with a rating of 5. A bonus of five percent of annual salary for workers with a rating of 4. All others receive 0</td>
</tr>
</tbody>
</table>

Summary of the Tasks
To create this dynamic calculation for the Compensation Amount column for the Bonus component, complete the following tasks:
1. Perform prerequisites
2. Create the dynamic calculation
3. Build the first expression
4. Build the second expression
5. Build the third expression
6. Test the dynamic calculation

Prerequisites
1. Enable the Compensation Amount column for the Bonus component.
2. Enable performance ratings.
3. Set up a rating scale from 1 to 5, where 5 equals Outstanding and 4 equals Exceeds Expectations.
Creating the Dynamic Calculation
1. On the Detail Table tab of the Configure Worksheet Page Layout page click the Dynamic Columns icon for the Compensation Amount column.
2. On the Manage Dynamic Calculations page select Start compensation cycle and Refresh data triggering events.
3. Click the Add icon to create the first expression.
4. Enter 1 for the Sequence.
5. Click the Create or Edit Expression icon for the Condition.

Building the First Expression
1. On the Edit Condition dialog box, click Build Condition.
2. On the Basic tab complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column</td>
<td>Performance Rating</td>
</tr>
<tr>
<td>Operation</td>
<td>Contains</td>
</tr>
<tr>
<td>Fixed Value</td>
<td>5</td>
</tr>
</tbody>
</table>
3. Click Done.
4. Click Validate. This step is optional.
5. Click OK in the confirmation.
6. Click Apply.
7. On the Manage Dynamic Calculations page click the Create or Edit Expression icon for Column Results for the expression you just created.
8. On the Basic tab of the Edit Column Results dialog box select Equation.
9. Click Switch to Column.
10. Complete the fields as shown in this table. Click Next between steps.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column</td>
<td>Annualized Full-Time Salary - Current</td>
</tr>
<tr>
<td>Operation</td>
<td>Multiplied by</td>
</tr>
<tr>
<td>Fixed Value</td>
<td>0.1</td>
</tr>
</tbody>
</table>
11. Click Done.
12. Click Apply.

Building the Second Expression
1. On the Manage Dynamic Calculations page click Add icon to create the second expression.
2. On the Edit Condition dialog box, click Build Condition.
3. On the Basic tab complete the fields as shown in this table.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column</td>
<td>Performance Rating</td>
</tr>
<tr>
<td>Operation</td>
<td>Contains</td>
</tr>
<tr>
<td>Fixed Value</td>
<td>4</td>
</tr>
</tbody>
</table>

4. Click **Done**.
5. Click **Apply**.
6. On the Manage Dynamic Calculations page click the **Create or Edit Expression** icon for **Column Results** for the expression you just created.
7. On the Basic tab of the Edit Column Results dialog box select **Equation**.
8. Click **Switch to Column**.
9. Compete the fields as shown in this table. Click **Next** between steps.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column</td>
<td>Annualized Full-Time Salary - Current</td>
</tr>
<tr>
<td>Operation</td>
<td>Multiplied by</td>
</tr>
<tr>
<td>Fixed Value</td>
<td>0.05</td>
</tr>
</tbody>
</table>

10. Click **Done**.
11. Click **Apply**.

**Building the Third Expression**
1. On the Manage Dynamic Calculations page click the **Add** icon to create the third expression.
2. Enter 3 for the **Sequence**.
3. Select **Default**.
4. Click the **Create or Edit Expression** icon for **Column Result** for the expression you just created.
5. On the Basic tab of the Edit Condition dialog box enter 0 as the **Fixed Value**.
6. Click **Done**.
7. Click **Apply**.

**Testing the Dynamic Calculation**
1. On the Manage Dynamic Calculations page click the **Test Condition and Column Results** icon.
2. On the Test Condition dialog box complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Rating</td>
<td>5</td>
</tr>
</tbody>
</table>
Annualized Full-Time Salary - Current | 50000

3. Click **Test**.

4. Verify that the results are as expected and click **OK** in the confirmation.

**OTBI Reports in Compensation: Explained**

You can use Oracle Transactional Business Intelligence (OTBI), to create custom, real-time reports using Workforce Compensation, salary and stock data. In the Workforce Compensation work area, you can make these reports available to line managers to reference during a compensation cycle. For more information on creating OTBI reports, see the Oracle Business Intelligence Enterprise Edition 11g Release 1 (11.1.1) User's Guide.

**Adding the Reports to a Compensation Plan**

All OTBI (and OBIEE) reports that you save in the /shared/Human Capital Management/Compensation/Transactional Analysis Samples folder are available to add to a Workforce Compensation plan. As you configure the reports for the plan, you can add reports from this folder and provide a new display name, if desired. You can add up to 25 reports for each plan. When you remove a report from a plan it does not delete the source report from its original location.

**Implementer Access**

The Compensation Manager and Compensation Analyst roles contain the privileges to view and create OTBI reports. Implementers must have the Compensation Manager role to view the available reports, in addition to the Compensation Administrator role required to set up a compensation plan.

**Line Manager Access**

Line managers must have the FBI_COMPENSATION_TRANSACTION_ANALYSIS_DUTY role to view OTBI reports. Managers then access an OTBI report from the **Reports** task pane in the workforce compensation work area. All managers at all levels of the hierarchy can view the reports.

**Dimensions: Explained**

Dimensions are attributes used to group data in reports or as criteria when building models. You can enable the dimensions that have meaning to your organization within the context of the plan. Some examples of delivered dimensions are country, department, years of service, performance management rating, location, job, position, and grade.

Aspects of dimensions include:

- Reporting usage
- Modeling usage
- Range increments
Reporting Usage
Reports use dimensions to group data. For example, you can analyze compensation allocations by country and job to see how average allocations vary. Or, for a given manager’s team, you can analyze salaries by performance rating and compa-ratio to verify data or correct pay discrepancies.

Modeling Usage
Models use dimensions as criteria to build models. For example, when you create a model to automatically allocate salary adjustment amounts you know that a worker’s country or location will affect the allocation. You can select Country and Location as modeling criteria to model values for workers who meet each combination of criteria.

Range Increments
When aggregating data across people, you can define increments to display for the following ranges:
- Compa-Ratio
- Salary Range Position
- Years Employed
- Performance Management Calculated Overall Rating
- Performance Management Calculated Goal Rating
- Performance Management Calculated Competency Rating

Graphs and tables do not show a separate data point for each person. Instead, they show people grouped within the increments defined. For example, when using compa-ratio to group data in reports, you might want to see workers grouped in increments of 10 percentage points, meaning that all workers whose compa-ratio falls between 80 and 90 are grouped together.

Terminated Worker Processing: Explained
Workers with a termination date between the cycle evaluation start date and HR data extraction date are included in the cycle as long as they meet all eligibility criteria. The Start Compensation Cycle process uses the worker’s termination date to extract HR data rather than the HR Data Extraction date. When the cycle is over, the Transfer Data to HR process creates element entries and salary records as usual to process lump sum awards and salary adjustments, as long as the effective date of the award is earlier than or equal to the worker’s termination date.
The Transfer Data to HR process fails if a salary adjustment or lump sum effective date is later than the worker’s payroll last standard process date.

FAQs for Manage Compensation Plans

What happens if I include ineligible workers on the worksheet?
The worksheet displays ineligible workers but managers cannot allocate compensation, promote or rate worker performance. Managers or administrators can change an ineligible worker’s status to eligible.
What happens if I include recently terminated workers in the Start Compensation Cycle process?

Terminated workers appear on the worksheet and are eligible if their actual termination date is between the cycle evaluation start date and the HR data extract date, and they meet the eligibility requirements. Individuals that do not meet these criteria are not included on the worksheet or in the Start Compensation Cycle process.

What happens if my eligibility requirements are different for the components than they are for the plan?

Plan level eligibility is evaluated before component level eligibility. A worker must be eligible for the plan to be eligible for a component. Each component can have different eligibility requirements. If a worker is found eligible for the plan, the worker might or might not be eligible for one or more components in the plan.

When do I need to make a component the primary component for budgeting?

When you link more than one component to a single budget pool, you need to identify the primary component. When eligibility differs for components, the eligible salaries of workers eligible for the primary component are used to determine each manager's total eligible salaries used for budgeting purposes. You can then allocate budgets as a percentage of eligible salary for each manager's organization.

How can I configure a plan so that multiple components draw from the same budget pool?

On the Configure Components page, link all the components to the same budget pool and identify one of the components as the primary component. The primary component determines the population used when budgeting. For example, you might have different eligible populations for each component where each component has a different total eligible salary. To limit spending for all components to ten percent, choose the component whose Total Eligible Salary is used to calculate the corresponding budget amount.

How can I store custom data to use as default worksheet column values?

Scenario: You have custom data such as scores, ratings, incentive plan, target percentages, and special earning calculator values stored in your HR application. You want to use this data to calculate bonuses, targets, group workers for compensation purposes, and so on.

Use tasks in the Define Elements, Balances, and Formulas task list in the Setup and Maintenance work area to:

1. Create a single payroll element with many input values and label these input values according to the data you want to load.
2. Load the worker-level data into element entries.
3. Write fast formulas to display each element input value as a default value in a worksheet column.

What happens if I select Value Remains Unchanged when I configure a column's properties?

The percentages stored in the following columns remain static and do not change even when the corresponding amount related to eligible salary or budget pool changes.

- Compensation Percentage of Eligible Salary
- Compensation Percentage Maximum
- Compensation Percentage Minimum
- Target Percentage
- Target Percentage Maximum
- Target Percentage Minimum
- Worker Budget Percentage
- Percentage of Budget Pool

Can I configure workflow in workforce compensation to route my worksheet for approval?

No. Workforce compensation uses the hierarchy created to build the worksheets to route approvals to the highest level manager. You cannot create custom approval routes for worksheets. However, you can create alternate approval hierarchies for individual managers during setup.

What's the difference between worksheet manager and alternate approver?

A worksheet manager is the worksheet owner responsible for allocating compensation to eligible workers, commonly the supervisor of the workers who appear on the worksheet.

An alternate approver is a person defined as an approver of a worksheet. The person may not be part of the standard hierarchy or may be in a different position than in the standard approval hierarchy. The standard approval hierarchy is built using the hierarchy type defined for the plan.

Can I change an alternate hierarchy?

Yes. You can change the hierarchy of an already defined alternate approver without running the refresh process. But, if you want to add an alternate approver for a new person or delete one for an existing person after the start compensation cycle process has run, then you must refresh the data.

Why are some columns already enabled in my new tab?

Each tab type includes commonly used columns enabled by default. You can deselect the columns if you do not want them to appear on the worksheet.
What's the difference between Basic and Advanced tabs in the Edit or Create Condition Rules dialog box?

The Basic tab takes you through a sequence of steps to create a condition and places the columns and operators in the correct position of the expression.

On the Advanced tab, you can use the series of steps to create an expression, but you can also manually edit a condition by placing the cursor where you want to insert a column or operator, or create a condition by typing the names of columns and operators.

Configure Global Compensation Settings

Workforce Compensation Notification Text: Explained

You can enable workflow notifications to occur when managers perform certain actions, such as publishing a budget or submitting, returning, or withdrawing a worksheet. You enable the notifications using the Configure Global Options task.

Notification Text

The notification is named to easily identify the manager action that causes the notification to be sent. Each notification consists of header and message text, which is not configurable.

<table>
<thead>
<tr>
<th>Notification</th>
<th>Header Text</th>
<th>Message Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Published</td>
<td>Compensation Budget Published for [manager who received the budget] ([budget amount] [currency code])</td>
<td>[manager who published the budget] published a budget to you for the plan [plan name]. You can publish budgets to lower managers or begin allocating compensation.</td>
</tr>
<tr>
<td>Worksheet Submitted</td>
<td>Approval of [plan name] for [submitting manager]</td>
<td>[submitting manager] submitted [plan name] worksheet for approval. Review it and take the appropriate approval action.</td>
</tr>
<tr>
<td>Worksheet Returned for Correction</td>
<td>Your [plan name] Worksheet is Returned for Correction</td>
<td>[submitting manager] returned your worksheet for correction. Review it, make the necessary changes, and resubmit for approval</td>
</tr>
<tr>
<td>Worksheet Approved by Higher Manager</td>
<td>Your [plan name] Worksheet is Approved</td>
<td>Your worksheet was approved by [approving manager]. It is still in the approval process until final approval is obtained.</td>
</tr>
<tr>
<td>Final Approval Obtained</td>
<td>[plan name] Worksheet is Fully Approved</td>
<td>Your worksheet has obtained final approval.</td>
</tr>
</tbody>
</table>
### Workforce Compensation Notifications: How They Work

You can send notifications when managers perform certain actions on the worksheet or budget sheet. The type of notification sent depends on the selections made on the Configure Global Settings page.

#### Settings That Affect the Workforce Compensation Notifications

For each individual action you can set the notification to:

- Always be sent
- Send only if the initiating manager chooses
- Disable

For example, you can choose to always send notifications for all worksheet actions, send notifications for budget actions only if the manager chooses, and disable notifications so that none are sent when the plan access changes.

---

<table>
<thead>
<tr>
<th>Plan Access Changed</th>
<th>[plan name] Worksheet Access Was Changed</th>
<th>Your access to the plan and cycle was changed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet Withdrawn</td>
<td>[plan name] Worksheet was Withdrawn by [manager name]</td>
<td>[withdrawing manager] withdrew the [plan name] worksheet. [withdrawing manager] will resubmit the worksheet when it is ready for your approval.</td>
</tr>
<tr>
<td>Budget Withdrawn</td>
<td>Compensation Budget Withdrawn by [manager name]</td>
<td>[manager name] withdrew your budget for [plan name]. Your worksheet will display a zero available budget.</td>
</tr>
<tr>
<td>Worksheet Overridden by Higher Manager</td>
<td>Your [plan name] Worksheet was Modified by [manager name]</td>
<td>Compensation allocations for one or more of your workers was overridden by [manager name]. View details of the override from the plan worksheet.</td>
</tr>
<tr>
<td>Request for Information</td>
<td>Information Request from [manager name] Regarding [plan name]</td>
<td>[manager name] requested additional information about your worksheet. Review the comments and provide a response.</td>
</tr>
<tr>
<td>Approval Required for Eligibility Change</td>
<td>Eligibility Change Requested by [manager name] ([worker name])</td>
<td>[manager name] requested to change worker eligibility for eligibility for the plan or component. Review the request and take the appropriate action</td>
</tr>
<tr>
<td>Approval Required for Worker Reassignments</td>
<td>Worker Reassignment Requested by [manager name] ([plan name])</td>
<td>[manager name] requested to reassign the following workers to your worksheet. The reassignment is only effective for the plan and cycle shown and does not affect the manager relationship in worker employment records. Review the request and take the appropriate action</td>
</tr>
</tbody>
</table>

---

**Note**
The Request Information notification is always enabled.

**How the Workforce Compensations Work**

The following table describes what action initiates the notification; who initiates and receives the notification; the actions, if any, that are available to the notification receiver within the notification; and conditions that cause the bypass of the notification. This table assumes one of the following notification settings for each action:

- Always send
- Prompt manger and manager has chosen to send

<table>
<thead>
<tr>
<th>Notification</th>
<th>Initiating Action</th>
<th>Initiator</th>
<th>Receiver</th>
<th>Actions Available to the Receiver</th>
<th>Condition Causing Bypass of Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Published</td>
<td>Manager’s worksheet status changes from Not Started to Budget Available</td>
<td>Manager who published a budget to lower managers</td>
<td>Lower-level manager for whom a budget amount was published</td>
<td>Dismiss</td>
<td>None</td>
</tr>
<tr>
<td>Worksheet Submitted</td>
<td>Manager’s worksheet status changes to Submitted</td>
<td>Worksheet manager or switched manager who initiated the action</td>
<td>Manager one level up from sender in the plan hierarchy. If alternate approver exists, receiver is the alternate approver</td>
<td>Approve</td>
<td>Sender is a top manager without an alternate approver</td>
</tr>
<tr>
<td>Worksheet Returned for Correction</td>
<td>Manager’s worksheet approval status changes to Return for Correction</td>
<td>Higher-level manager or user who switched to manager and returned lower manager’s worksheet. This could be an alternate approver</td>
<td>Manager whose worksheet was returned for correction</td>
<td>Dismiss</td>
<td>None</td>
</tr>
<tr>
<td>Worksheet Approved by Higher-Level Manager</td>
<td>Manager’s worksheet status changes to In Approvals</td>
<td>Higher-level manager who approved using the submit notification or switched manager who initiated the action. The manager is not the final approver. This could be an alternate approver</td>
<td>Manager whose worksheet status changed to In Approvals</td>
<td>Dismiss</td>
<td>Manager’s worksheet access is No Access</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
<td>Responsible Person</td>
<td>Dismiss Required</td>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Final Approval Obtained</strong></td>
<td>Manager’s worksheet status changes to <strong>Fully Approved</strong></td>
<td>Top-level approver who approved a lower managers worksheet using the submit for approval notification or the approval action from the worksheet. This could be the top alternate approver</td>
<td>Dismiss</td>
<td>Manager’s worksheet access is <strong>No Access</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Plan Access Changed</strong></td>
<td>Higher level manager selects <strong>Change Access for All Managers</strong> or <strong>Change Access for Selected Managers</strong> from the worksheet</td>
<td>Manager who changed another manager’s plan access</td>
<td>Dismiss</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Worksheet Withdrawn</strong></td>
<td>Manager clicks <strong>Withdraw Submission</strong></td>
<td>Worksheet manager who previously submitted the worksheet</td>
<td>Dismiss</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Withdrawn</strong></td>
<td>Manager clicks <strong>Withdraw All Budgets</strong> or <strong>Withdraw Selected Budgets</strong></td>
<td>Manager who previously published a budget to a lower manager</td>
<td>Dismiss</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Worksheet Overridden by Higher Manager</strong></td>
<td>Manager or administrator changes a compensation amount column that was supplied by another manager, and clicks <strong>Save</strong></td>
<td>Manager who modified an amount</td>
<td>Dismiss</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Request for Information</strong></td>
<td>Manager selects one or more managers on the approval type tab, and clicks <strong>Request Information</strong></td>
<td>Manager who requested information</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
Configuring the Tasks Pane of the Workforce Compensation Work Area: Explained

You can configure the tasks pane for compensation plans, budget pools, and models that appear in the Workforce Compensation work area. Edit the task name, disable tasks, and specify the number of plans, budget pools, or models displayed using the Configure Global Settings task.

**Task Name**

The default task names appear as the task group titles in the Workforce Compensation work area tasks pane. When you change a task name, the edit also applies to default page names, as shown in the following table.

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Default Page Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensate Workforce</td>
<td>Compensation Plans</td>
</tr>
<tr>
<td></td>
<td>Compensate Workforce</td>
</tr>
<tr>
<td>Manage Budgets</td>
<td>Budget Pools</td>
</tr>
<tr>
<td></td>
<td>Allocate Budgets</td>
</tr>
<tr>
<td>Model Compensation</td>
<td>Manage Compensation Models</td>
</tr>
<tr>
<td></td>
<td>Create or Edit Compensation Model</td>
</tr>
<tr>
<td>Reports</td>
<td>Reports</td>
</tr>
</tbody>
</table>

**Enable Task**

You can use the Enable Task option to enable or disable tasks in the Compensation work area. If you disable a task, it does not appear in the tasks pane and the links to the related compensation plans, budget pools, and models are not available.

For example, you might hide the compensation task if you only use workforce compensation for off-cycle plan budgets. You would enable the budget task and disable the other tasks. Or, you might hide the budget task if you manage budgets internally and line managers are only able to allocate compensation.

**Objects Shown**

You can change the quantity of compensation plans, budget pools, or models that appear in the group in the tasks pane. For example, if you change the default value of five objects to seven objects for the compensation task, seven plans appear under the Compensate Workforce task. If there are more plans available, you view the additional plans using the More link at the bottom of the list.
FAQs for Configure Global Compensation Settings

Why did the default stock details change?

More than one administrator might have access to these settings because this stock price and currency information is used to display stock in compensation history as well as when managing workforce compensation or generating total compensation statements.

Can I configure the content that appears in the workforce compensation submit for approval notification?

Yes. Configure the Related Links and Comments sections content using the BPM worklist composer. When setting up the plan, how you configure the summary tables in the Configure Worksheet Display task determines the content in the Compensation Summary, Performance Summary, and Promotions Summary sections of the notification. You cannot configure the Details and Summary sections content.

Manage Eligibility Profiles

Eligibility Components: How They Work Together

You add eligibility criteria to an eligibility profile, and then associate the profile with an object that restricts eligibility.

The following figure shows the relationships between eligibility components.
Eligibility Criteria

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

Eligibility Profile

When you add an eligibility criterion to a profile, you define how to use it to determine eligibility. For example, when you add gender as a criterion, you must specify a gender value (male or female) and whether to include or exclude persons who match that value.

Associating the Profile with Objects

You can associate an eligibility profile with different kinds of objects:

- Associate an eligibility profile with a variable rate or variable coverage profile to establish the criteria required to qualify for that rate or coverage.
- Associate an eligibility profile with a checklist task to control whether that task appears in an allocated checklist.
- Associate an eligibility profile with a total compensation statement to apply additional eligibility criteria after statement generation population parameters.
- Associate one or more eligibility profiles with a benefits or compensation object to establish the eligibility criteria for specific plans and options.

Derived Factors: Explained

Derived factors define how to calculate certain eligibility criteria that change over time, such as a person's age or length of service. You add derived factors to eligibility profiles and then associate the profiles with objects that restrict eligibility.

Derived Factor Types

You can create six different types of derived factors: age, compensation, length of service, hours worked, full-time equivalent, and a combination of age and length of service.

Determination Rules and Other Settings

For each factor that you create, you specify one or more rules about how eligibility is determined. For example, the determination rule for an age derived factor specifies the day on which to evaluate the person's calculated age for eligibility. If the determination rule is set to the first of the year, then the person's age as of the first of the year is used to determine eligibility.

For the full-time equivalent factor, you specify the minimum and maximum full-time equivalent percentage and whether to use the primary assignment or the sum of all assignments when evaluating eligibility. For example, if the
percentage range is 90 to 100 percent for the sum of all assignments, then a person who works 50 percent full-time on two different assignments is considered eligible.

Other settings define the unit of measure for time or monetary amounts, rounding rules, and minimums and maximums.

**Derived Factors: Examples**

The following scenarios illustrate how to define different types of derived factors:

**Age**

Benefits administrators frequently use age factors to determine dependent eligibility. You can also use age as a factor when determining life insurance rates. Age factors typically define a range of ages, referred to as age bands, and rules for evaluating the person’s age. The following table illustrates a set of age bands that could be used to determine eligibility for life insurance rates that vary based on age.

<table>
<thead>
<tr>
<th>Derived Factor Name</th>
<th>Greater Than or Equal To Age Value</th>
<th>Less Than Age Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age Under 25</td>
<td>1</td>
<td>25</td>
</tr>
<tr>
<td>Age 25 to 34</td>
<td>25</td>
<td>35</td>
</tr>
<tr>
<td>Age 35 to 44</td>
<td>35</td>
<td>45</td>
</tr>
<tr>
<td>Age 45 to 54</td>
<td>45</td>
<td>55</td>
</tr>
<tr>
<td>Age 55 to 64</td>
<td>55</td>
<td>65</td>
</tr>
<tr>
<td>Age 64 or Older</td>
<td>65</td>
<td>75</td>
</tr>
</tbody>
</table>

The determination rule and other settings for each age band are the same:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determination Rule</td>
<td>First of calendar year</td>
</tr>
<tr>
<td>Age to Use</td>
<td>Person's</td>
</tr>
<tr>
<td>Units</td>
<td>Year</td>
</tr>
<tr>
<td>Rounding</td>
<td>None</td>
</tr>
</tbody>
</table>

**Length of Service**

A derived factor for length of service defines a range of values and rules for calculating an employee’s length of service. The following table illustrates a set of length-of-service bands that could be used to determine eligibility for compensation objects such as bonuses or severance pay.

<table>
<thead>
<tr>
<th>Derived Factor Name</th>
<th>Greater Than or Equal To Length of Service Value</th>
<th>Less Than Length of Service Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Less Than 1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
The determination rule and other settings for each length-of-service band are the same:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Start Date Rule</td>
<td>Date of hire (This sets the beginning of the period being measured.)</td>
</tr>
<tr>
<td>Determination Rule</td>
<td>End of year (This sets the end of the period being measured.)</td>
</tr>
<tr>
<td>Age to Use</td>
<td>Person’s</td>
</tr>
<tr>
<td>Units</td>
<td>Year</td>
</tr>
<tr>
<td>Rounding</td>
<td>None</td>
</tr>
</tbody>
</table>

### Compensation

A derived factor for compensation defines a range of values and rules for calculating an employee’s compensation amount. The following table illustrates a set of compensation bands that could be used to determine eligibility for compensation objects such as bonuses or stock options.

<table>
<thead>
<tr>
<th>Derived Factor Name</th>
<th>Greater Than or Equal To Compensation Value</th>
<th>Less Than Compensation Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 20000</td>
<td>0</td>
<td>20000</td>
</tr>
<tr>
<td>Salary 20 to 34000</td>
<td>20,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Salary 35 to 49000</td>
<td>35,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Salary 50 to 75000</td>
<td>50,000</td>
<td>75,000</td>
</tr>
<tr>
<td>Salary 75 to 99000</td>
<td>75,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Salary 100 to 200000</td>
<td>100,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Salary 200000 Plus</td>
<td>200,000</td>
<td>999,999,999</td>
</tr>
</tbody>
</table>

The determination rule and other settings for each compensation band are the same:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determination Rule</td>
<td>First of year</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>US Dollar</td>
</tr>
<tr>
<td>Source</td>
<td>Stated compensation</td>
</tr>
<tr>
<td>Rounding</td>
<td>Rounds to nearest hundred</td>
</tr>
</tbody>
</table>
**Age to Use: Points to Consider**

The **Age to Use** value that you select is an important aspect of an age derived factor. This value determines whose birth date is used to calculate the derived age.

**Selecting Person’s Age to Use**

In most cases, you use the **Person’s** value in the **Age to Use** field to define an age derived factor for either a participant or dependent eligibility profile. In this case, each person’s birth date is used to calculate the age criterion by which eligibility is evaluated for that person.

**Example**

For example, if you select **Person’s** as the **Age to Use** value, and associate the age derived factor with a dependent eligibility profile, each dependent’s eligibility is evaluated based on the age calculated from his or her own birth date.

**Selecting Other Age to Use Values**

You might select another predefined value in the **Age to Use** field if you intend to evaluate participant or dependent eligibility or rates based on someone else’s age, such as a spouse, child, or other dependent.

**Note**

If you choose **Inherited Age**, the evaluation is based on the date of birth as defined in the person extra information flexfield.

**Example**

If you select **Person’s oldest child** as the **Age to Use** value, and associate this derived factor with a dependent eligibility profile, eligibility for all dependents is evaluated based on the age of the participant’s oldest child. Consequently, when the oldest child reaches the maximum age of eligibility, for instance, all dependents become ineligible.

**User-Defined Criteria: Explained**

You can define your own eligibility criteria that meet any special requirements of your organization. Associate your criteria with eligibility profiles for benefits, compensation, performance management, and so on. For example, your organization wants to use work-at-home assignment as the eligibility criteria for a monthly telecommunications allowance. While the table and column already exist, the data is not available from existing eligibility criteria tabs when creating the eligibility profile. You must first define the work-at-home criteria so that you can then use it with an eligibility profile.
The data for the eligibility criterion must be stored in a table that is accessible to the application.

- If the data is stored in either the Person Attributes or Assignments table, you can:
  a. Select the table and column from a list.
  b. Select the lookup type to use to validate input values, including custom lookup types that you created for either table.
     For details, see the Setting Up Lookup-Based User-Defined Criteria: Worked Example topic.
  c. Optionally, specify a range of valid values, if the field stores a numeric value or a date.

To select the correct values for the column and lookup fields, you must understand the basic structure of the Person Attributes and Assignment tables, which store the eligibility criteria data.

- If the data is stored in a table other than the Person Attributes or Assignment tables, you must:
  a. Create a formula to retrieve the data from the table.
  b. Set the formula type to User-Defined Criteria.

You can define one or two sets of criteria in the User-Defined Criteria dialog box. The participant must meet the criteria defined in either set to be considered eligible or ineligible.

After you create your user-defined criteria, you can add it to an eligibility profile. Use it to make participants ineligible by selecting the Exclude check box when adding the user-defined criteria to an eligibility profile.

**User-Defined Criteria: Examples**

The following scenarios illustrate how you can create different types of user-defined criteria for use in eligibility profiles associated with benefits and compensation objects. In each example, you must:

1. Create the user-defined criteria using the Manage User-Defined Criteria task in the Plan Configuration work area.
2. Add the user-defined criteria to an eligibility profile using the Manage Eligibility Profile task.
3. Set the criteria values to use in the eligibility profile.
4. Associate the eligibility profile with the relevant benefits or compensation object.

**Base Eligibility on a Custom Attribute**

Your commercial diving company wants to offer different benefit rates to employees who dive to depths greater than 330 feet. In the Setup and Maintenance work area, you set up the lookup type, value set, and global segment of the Person Attributes descriptive flexfield table to store the data.
for each employee. For details, see the Setting Up Lookup-Based User-Defined Criteria: Worked Example topic.

1. On either the create or edit page for user-defined criteria, set the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>Person Attributes</td>
</tr>
<tr>
<td>Column</td>
<td>BEN_DIVE_DEPTH</td>
</tr>
<tr>
<td>Lookup</td>
<td>BEN_DIVE_DEPTH</td>
</tr>
<tr>
<td>Enable range validation one</td>
<td>Selected</td>
</tr>
</tbody>
</table>

2. On either the create or edit page for the eligibility profile, add the user-defined criteria to an eligibility profile.

3. On the Other tab, User-Defined Criteria subtab, set the following values. You might have to refresh the Meaning list before you see the choice that you want. To do so, click another subtab, such as Formula, and then click the User-Defined Criteria tab again.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set 1 Meaning</td>
<td>329</td>
</tr>
<tr>
<td>Set 1 To Meaning</td>
<td>9999</td>
</tr>
<tr>
<td>Exclude</td>
<td>Clear</td>
</tr>
</tbody>
</table>

4. Associate the eligibility profile with a benefit variable rate profile.

**Base Eligibility on a Formula**

Your company wants to offer a spot incentive bonus to hourly employees who worked 100 percent of their scheduled shift hours in a three month period. In the Setup and Maintenance work area, you used the Manage Fast Formula task to create the formula that calculates Scheduled Hours minus Worked Hours for each week in the previous three months. If the result of successive calculations is less than or equal to zero, then the formula returns a result of Yes.

1. On the create or edit page for user-defined criteria, enter the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access One Formula</td>
<td>Worked_Sched_Hours_Percen</td>
</tr>
<tr>
<td>Enable range validation one</td>
<td>Clear</td>
</tr>
</tbody>
</table>

2. On either the create or edit page for the eligibility profile, add the user-defined criteria to an eligibility profile.

3. On the Other tab, User-Defined Criteria subtab, set the following values. You might have to refresh the Meaning list before you see the choice that you want. To do so, click another subtab, such as Formula, and then click the User-Defined Criteria tab again.
4. Associate the eligibility profile with the bonus compensation object.

**Note**

For very complex scenarios, your organization or implementation team can write a custom program to evaluate eligibility, and then create a formula that calls the custom program.

**Use Eligibility to Exclude**

Your organization wants to exclude workers with a work-at-home assignment from a transportation allowance.

1. On the create or edit page for user-defined criteria, set the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>Assignment</td>
</tr>
<tr>
<td>Column</td>
<td>Work_at_home</td>
</tr>
<tr>
<td>Lookup</td>
<td>YES_NO</td>
</tr>
<tr>
<td>Enable range validation one</td>
<td>Clear</td>
</tr>
</tbody>
</table>

2. On either the create or edit page for the eligibility profile, add the user-defined criteria to an eligibility profile.

3. On the Other tab, User-Defined Criteria subtab, set the following values.

You might have to refresh the Meaning list before you see the choice that you want. To do so, click another subtab, such as Formula, and then click the User-Defined Criteria tab again.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set 1 Meaning</td>
<td>Yes</td>
</tr>
<tr>
<td>Exclude</td>
<td>Selected</td>
</tr>
</tbody>
</table>

4. Associate the eligibility profile with the transportation allowance compensation object.

**Range of Scheduled Hours: Example**

This example illustrates how to define eligibility criteria based on the number of hours an employee is scheduled to work within a specified period of time.
**Weekly and Monthly Ranges**

You want to limit eligibility for a benefits offering to employees who were scheduled to work between 30 and 40 hours each week or between 130-160 each month as of the end of the previous quarter. To do this, add two different ranges on the Range of Scheduled Hours tab, which is under the Employment tab on the Create or Edit Eligibility Profile page.

Set the values for the first range as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Minimum Hours</td>
<td>30</td>
</tr>
<tr>
<td>Maximum Hours</td>
<td>40</td>
</tr>
<tr>
<td>Scheduled Enrollment Periods</td>
<td>Weekly</td>
</tr>
<tr>
<td>Determination Rule</td>
<td>End of previous quarter</td>
</tr>
</tbody>
</table>

Set the values for the second range as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>2</td>
</tr>
<tr>
<td>Minimum Hours</td>
<td>130</td>
</tr>
<tr>
<td>Maximum Hours</td>
<td>160</td>
</tr>
<tr>
<td>Scheduled Enrollment Periods</td>
<td>Monthly</td>
</tr>
<tr>
<td>Determination Rule</td>
<td>End of previous quarter</td>
</tr>
</tbody>
</table>

**Eligibility Profiles: Explained**

An eligibility profile defines criteria used to determine whether a person qualifies for a benefits offering, variable rate profile, variable coverage profile, compensation object, checklist task, or other object for which eligibility must be established.

The following are key aspects of working with eligibility profiles:

- Planning and prerequisites
- Specifying the profile type, usage, and assignment usage
- Defining eligibility criteria
- Excluding from eligibility
- Assigning sequence numbers
- Adding multiple criteria
- Viewing the criteria hierarchy
Planning and Prerequisites

Before you create an eligibility profile, consider the following:

- If an eligibility profile uses derived factors, user-defined formulas, or user-defined criteria to establish eligibility, you must create these items before you create the eligibility profile.

- If you are defining eligibility criteria for a checklist task, variable rate profile, or variable coverage profile, you must include all criteria in a single eligibility profile, because these objects can be associated with only one eligibility profile. You can, however, associate multiple eligibility profiles with benefits offerings, compensation objects and the Performance Management object.

- Eligibility profiles are reusable, so use names that identify the criteria being defined rather than the object with which the profile is associated. For example, use "Age-20-25+NonSmoker" rather than "Supplemental Life-Min Rate."

Specifying Profile Types, Usage, and Assignment Usage

When you create an eligibility profile, you specify whether the profile applies to participants or dependents.

- Use participant profiles to define criteria for a person who has a work relationship with the legal employer as an employee, contingent worker, or nonworker.

- Use dependent profiles for participants’ spouses, family members, or other individuals who qualify as dependents. Dependent profiles can be associated with only benefit plans and plan types.

An eligibility profile’s usage determines the type of objects with which the profile can be associated. For example, set the profile usage to:

- **Benefits** to make the profile available to associate with benefits objects, such as programs, plans, plan types, options, variable rate profiles, and variable coverage profiles

- **Compensation** to make the profile available to associate with individual and workforce compensation plans as well as total compensation statements

- **Global** to make the profile available to multiple business processes

- **Goals** to make the profile available to associate with goals when creating a goal plan or mass assigning goals, or to associate with goal plans

For Performance Management, you can select any usage.

When you create an eligibility profile, you specify which assignment to use with it. For profiles where usage is Compensation or Performance, select Specific Assignment. For Performance Management eligibility profiles, you must select the Participant type and Specific Assignment as the assignment to use.
Defining Eligibility Criteria

Criteria defined in an eligibility profile are divided into categories:

- **Personal**: Includes gender, person type, postal code ranges, and other person-specific criteria
- **Employment**: Includes assignment status, hourly or salaried, job, grade, and other employment-specific criteria
- **Derived factors**: Includes age, compensation, length of service, hours worked, full-time equivalent, and a combination of age and length of service
- **Other**: Includes miscellaneous and user-defined criteria
- **Related coverage**: Includes criteria based on whether a person is covered by, eligible for, or enrolled in other benefits offerings.

Some criteria, such as gender, provide a fixed set of choices. The choices for other criteria, such as person type, are based on values defined in tables. You can define multiple criteria for a given criteria type.

Excluding from Eligibility

For each eligibility criterion that you add to a profile, you can indicate whether persons who meet the criterion are considered eligible or are excluded from eligibility. For example, an age factor can include persons between 20 and 25 years old or exclude persons over 65. If you exclude certain age bands, then all age bands not explicitly excluded are automatically included. Similarly, if you include certain age bands, then all age bands not explicitly included are automatically excluded.

Assigning Sequence Numbers

You must assign a sequence number to each criterion. The sequence determines the order in which the criterion is evaluated relative to other criteria of the same type.

Adding Multiple Criteria

If you define multiple values for the same criteria type, such as two postal code ranges, a person needs to satisfy at least one of the criteria to be considered eligible. For example, a person who resides in either postal range is eligible.

If you include multiple criteria of different types, such as gender and age, a person must meet at least one criterion defined for each criteria type.

Viewing the Criteria Hierarchy

Select the View Hierarchy tab to see a list of all criteria that you have saved for this profile. The list is arranged by criteria type.
Combining Eligibility Criteria or Creating Separate Profiles: Points to Consider

You can define multiple criteria in an eligibility profile or create separate profiles for individual criterion. To determine the best approach, consider the following:

- Does the object you are defining eligibility for support multiple eligibility profiles?
- What is the best approach in terms of efficiency and performance?

Support for Multiple Eligibility Profiles

If you are defining eligibility criteria for a checklist task, variable rate profile, or variable coverage profile, you must include all criteria in a single eligibility profile, because these objects can be associated with only one eligibility profile. You can, however, associate multiple eligibility profiles with benefits offerings, compensation objects and the Performance Management object.

Efficiency and Performance

For optimum performance and efficiency, you should usually attach profiles at the highest possible level in the benefits object hierarchy and avoid duplicating criteria at lower levels. Plan types in program, plans in program, plans, and options in plans inherit the eligibility criteria associated with the program. For example, to be eligible for a benefits plan type, a person must satisfy eligibility profiles defined at the program level and at the plan type in program level.

However, it is sometimes faster to create more than one profile and attach the profiles at various levels in the hierarchy. For example, you might exclude employees from eligibility at the program level who do not have an active assignment. At the level of plan type in program, you might exclude employees who do not have a full-time assignment. Finally, at the plan level, you might exclude employees whose primary address is not within a service area you define.

Note

Eligibility criteria can be used to include or exclude persons from eligibility. Sequencing of criteria is more complicated when you mix included and excluded criteria in the same profile. For ease of implementation, try to keep all excluded criteria in a separate eligibility profile.

Creating a Participant Eligibility Profile: Worked Example

This example demonstrates how to create a participant eligibility profile used to determine eligibility for variable life insurance rates. The profile includes two eligibility criteria: age and tobacco. Once the eligibility profile is complete, you can associate it with a variable rate profile.

The following table summarizes key decisions for this scenario.
### Decisions to Consider

<table>
<thead>
<tr>
<th>What is the profile type?</th>
<th>Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of object is associated with this profile?</td>
<td>Variable rate for benefits offering</td>
</tr>
</tbody>
</table>
| What types of eligibility criteria are defined in this profile? | Age derived factor (must have been previously defined)  
Uses Tobacco criteria |
| What are the criteria values? | Age: Under 30  
Tobacco Use: None |
| Should persons meeting these criteria be included or excluded from eligibility? | Included |

The following figure shows the tasks to complete in this example:

**Prerequisites**

1. Create an age derived factor for ages less than 30.

**Creating the Eligibility Profile**

1. In the Plan Configuration work area, click **Manage Eligibility Profiles**.
2. Click the **Create** menu, and then click **Create Participant Profile**.
3. In the Eligibility Profile Definition region of the Create Participant Eligibility Profile page, complete the fields as shown in this table. Use the default values except where indicated.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Age Under 30+Non-Smoking</td>
</tr>
<tr>
<td>Profile Usage</td>
<td>Benefits</td>
</tr>
<tr>
<td>Description</td>
<td>Participant, age under 30, non smoker</td>
</tr>
</tbody>
</table>

Note

In this example, you create one eligibility profile that defines the requirements for a single variable rate. Typically, you create a set of eligibility profiles, one for each variable rate. When you have completed all steps described in this example, you can repeat them, varying the age and tobacco use criteria, to create a separate profile for each additional rate.
Adding the Derived Factor for Age
1. In the Eligibility Criteria region, select the Derived Factors tab.
2. On the Age tab, click Create.
3. In the Sequence field, enter 1.
4. In the Age field, select the derived factor that you previously defined for ages under 30.
5. Do not select the Exclude check box.

Adding the Criteria for Tobacco Use
1. Select the Personal tab.
2. On the Uses Tobacco tab, click Create.
3. In the Sequence field, enter 1.
4. In the Tobacco Use field, select None.
5. Do not select the Exclude check box.
6. Click Save and Close.

Associating the Eligibility Profile with a Variable Rate Profile
1. In the Plan Configuration work area, click Manage Benefits Rates.
2. Select the Variable Rates tab.
3. Click Create.
4. In the Eligibility Profile field, select the eligibility profile you just created.
5. Complete other fields as appropriate for the rate.
6. Click Save and Close.

Note
You can reuse this eligibility profile by associating it with other objects that restrict eligibility, including benefits offerings, compensation plans, and checklist tasks.

Eligibility Profiles: Examples

The following examples illustrate scenarios where eligibility profiles are needed and briefly describe the setup required for each scenario.

401(k) Eligibility
A 401(k) savings plan is restricted to full-time employees under 65 years of age. To restrict eligibility for the plan, you must first create a derived factor for the
age band of 65 and older, if one does not already exist. Then create an eligibility profile. Set the Profile Usage to Benefits and the Profile Type to Participant. Add the following criteria:

<table>
<thead>
<tr>
<th>Criteria Type</th>
<th>Name</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Assignment Category</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Derived Factor</td>
<td>Age</td>
<td>Select the age derived factor you created previously, and then select the Exclude check box.</td>
</tr>
</tbody>
</table>

Associate the eligibility profile with the 401(k) plan.

**Bonus Eligibility**

A bonus is offered to all employees who received the highest possible performance rating in all rating categories. To restrict eligibility for the bonus, create an eligibility profile. Set the participant type to Participant, profile usage to Compensation or Global, and use in assignment to Specific Assignment. Add the following criteria for each rating category:

<table>
<thead>
<tr>
<th>Criteria Type</th>
<th>Name</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Performance Rating</td>
<td>Select the performance template and rating name, and then select the highest rating value.</td>
</tr>
</tbody>
</table>

Associate the eligibility profile with the bonus compensation object.

**Checklist Task Eligibility**

A new hire checklist contains tasks that do not apply to employees who work in India. To restrict eligibility for the tasks, create a participant eligibility profile. Set the Profile Usage to Checklist and the Profile Type to Participant. Add the following criteria:

<table>
<thead>
<tr>
<th>Criteria Type</th>
<th>Name</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Work Location</td>
<td>Select India as the work location, and then select the Exclude check box.</td>
</tr>
</tbody>
</table>

Associate the eligibility profile with each checklist task that does not apply to workers in India.

**FAQs for Manage Eligibility Profiles**

**What happens if I include multiple criteria in an eligibility profile?**

If you define multiple values for the same criteria type, such as two postal code ranges, a person needs to satisfy at least one of the criteria to be considered eligible. For example, a person who resides in either postal range is eligible. If
you include multiple criteria of different types, such as gender and age, a person must meet at least one criterion defined for each criteria type.

**What happens if I do not select the Required option when I add an eligibility profile to an object?**

If you add only one eligibility profile to an object, then the criteria in that profile must be satisfied, even if the **Required** option is not selected. If you add multiple eligibility profiles, the following rules apply:

- If all profiles are optional, then at least one of the profiles must be satisfied.
- If all profiles are required, then all of the profiles must be satisfied.
- If some but not all profiles are required, then all required profiles must be satisfied and at least one optional profile must also be satisfied.
Analyze Total Compensation: Overview

Maintain and analyze a statement that communicates compensation, rewards, and benefits to workers. Analyzing total compensation involves maintenance and generation of statements by the compensation administrator, and the viewing and analysis of statements by the compensation manager, individual workers, and HR specialists, as shown in the following figure.

The total compensation statement can include compensation often overlooked by workers, such as fringe benefits or perks, company contributions towards health and welfare benefits, the value of stock grants, and paid time off, in addition to traditional forms of pay such as base pay and variable compensation.

To analyze total compensation:

- Compensation administrators create or edit compensation items, categories, and statement definitions, then generate statements.
- Compensation managers view and analyze generated statements.
- Workers view and analyze their total compensation statements while the statement is available for access.
- HR specialists view workers' statements in response to inquiries.
Maintain statement definitions and analyze total compensation from the following work areas:

<table>
<thead>
<tr>
<th>Role</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Administrator</td>
<td>Setup and Maintenance</td>
</tr>
<tr>
<td></td>
<td>Select Navigate - Setup and Maintenance</td>
</tr>
<tr>
<td></td>
<td>Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigate - Compensation</td>
</tr>
<tr>
<td>Compensation Manager</td>
<td>Compensation</td>
</tr>
<tr>
<td></td>
<td>Select Navigate - Compensation</td>
</tr>
<tr>
<td>HR Specialists</td>
<td>Person Management</td>
</tr>
<tr>
<td></td>
<td>Select Navigate - Person Management</td>
</tr>
<tr>
<td></td>
<td>Person Gallery</td>
</tr>
<tr>
<td></td>
<td>Select Navigate - Person Gallery</td>
</tr>
<tr>
<td>Workers</td>
<td>Total Compensation Statements</td>
</tr>
<tr>
<td></td>
<td>Select Navigate - Total Compensation Statements</td>
</tr>
<tr>
<td></td>
<td>My Portrait</td>
</tr>
<tr>
<td></td>
<td>Select Navigate - My Portrait</td>
</tr>
</tbody>
</table>

Manage Compensation Items, Categories, and Statement Definitions

Total Compensation Statement Building Blocks: How They Fit Together

To construct a total compensation statement, you create compensation items, attach them to compensation categories, and arrange the categories hierarchically in a statement definition. After specifying the statement period and configuring other display options, you generate the statements and make them available for workers to view.

This figure shows the construction of a total compensation statement definition and how it displays items and categories.
Compensation Items and Sources

Compensation items are the foundation on which the statement is built and can be used across statement definitions.

1. Define compensation items that represent, for example, the actual amounts paid to workers, costs incurred by the company, or value of accrued time off.

2. Map each item to the specific source from which the compensation information is retrieved. The sources of compensation information include payroll element entries, payroll balances, and benefit balances. You can also create fast formulas to retrieve compensation from other sources.

Restriction
You cannot add items to statement definitions directly. To include items on statements, you must add items to a compensation category.

Compensation Categories

Compensation categories display information in tables. The category type determines the table columns and the general layout of a category page within the statement.

- Use categories to group similar or related compensation items, for example, Cash Compensation, Benefits, Time Off, or Stock History.
- Use the same categories in multiple statements.
- Display categories directly on the summary page, or nest them to make subcategories.
Statement Definition
The statement definition acts as a template and determines the layout and content of the generated statement. The statement definition consists of compensation items added to compensation categories. You can decide to create statement definitions using either of the following methods.

- Create the item and category components as you build the statement hierarchy.
- Define these building block components first, then associate them hierarchically.
  
  This second option might be more efficient as you can reuse items and categories across multiple statements.

You can include multiple legal employers, multiple countries, and multiple currencies in one statement. You can also add compensation items with sources that belong to different legal employers.

Define periods for which statement data is valid and customize an optional welcome message for each period. You can reuse statement definitions by creating new statement periods and then modify the definition for subsequent periods. You can also duplicate a definition as the starting point for other definitions.

**Important**
Edits to categories affect all statement definitions that use that category (as a category or subcategory), whether you make the edits from the Manage Compensation Categories page or the Manage Statement Definitions page. Exception: Compensation category display names are local to the statement definition where you create or edit the name and do not impact the compensation category.

Statement Display
Top-level categories in the statement definition appear in the optional summary page and as separate pages in the statement. The optional summary page:

- Provides workers with high-level view of their total compensation in graphs and tables
- Displays summed totals of top-level categories included in monetary and nonmonetary regions

Viewers can drill down to detailed category pages from the summary page or use regional area navigation links, depending on how the category is configured.

Iterative Process
Configuring top-level compensation categories and statement definitions is an iterative process. You generate, view, purge, and regenerate your statements multiple times while editing category and statement definition and display options.

**Compensation Items and Sources: Explained**
Compensation items are the lowest level of detail on which the total compensation statement is based. Items can hold monetary, nonmonetary, date,
or text values. Compensation items must be added to a compensation category to include them in a total compensation statement. You cannot add items to statement definitions directly.

These are significant aspects of compensation items:

- Source types
- Type of compensation and unit of measure
- Estimated values
- Rounding

**Source Types**

You map compensation items to the source of the compensation to retrieve the compensation information. Compensation items using different source types have slightly different data entry configurations based on the data required for each type.

This table describes the source types and special data entry requirements.

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Description</th>
<th>Additional Data Entry Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Element</td>
<td>Compensation such as salary and bonus earnings retrieved from element entry.</td>
<td>Legislative Data Group and Input Value</td>
</tr>
<tr>
<td>Payroll Balance</td>
<td>Compensation such as commissions or company-paid taxes retrieved from payroll balance records.</td>
<td>Legislative Data Group and Dimension</td>
</tr>
<tr>
<td>Benefit Balance</td>
<td>Compensation such as data obtained from a legacy compensation application entered as a one-time benefit balance.</td>
<td>None</td>
</tr>
<tr>
<td>Formula</td>
<td>Create a formula to retrieve compensation information that is not stored in the other predefined source types.</td>
<td>Type of Compensation, nonmonetary Unit of Measure, and Currency. (Formula unit or currency overrides item definition)</td>
</tr>
</tbody>
</table>

**Compensation Type and Unit of Measure**

The compensation item inherits from the source the default type of compensation, such as monetary or nonmonetary, and the monetary currency or nonmonetary unit of measure. In some cases you can override the default compensation type and nonmonetary unit of measure when defining the item.

If a formula that retrieves compensation also specifies currency or nonmonetary unit of measure, the formula currency or unit overrides the currency or unit specified in the item definition.

**Estimated Values**

For each item, you can select the Estimated amount option to indicate that this compensation is not the actual amount paid. In the statement definition, you can specify whether to display the estimated amount indicator for amounts designated as estimated.
Rounding
You can specify how to round nonmonetary amounts.

Total Compensation Item Formula Type

The Total Compensation Item formula determines compensation information that is not stored in the other predefined item source types.
You select the formula when you manage compensation items on the Create or Edit Compensation Items page.

Contexts
The EFFECTIVE_DATE (statement end date) context is available to formula of this type.

Database Items
Database items related to Person, Assignment, Salary, and Element Entries are available to formulas of this type.

Input Variables
The following input variables are available to formula of this type.

<table>
<thead>
<tr>
<th>Input Value</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP_IV_PERSON_ID</td>
<td>Char</td>
<td>Y</td>
<td>Worker ID</td>
</tr>
<tr>
<td>CMP_IV_PERIOD_START</td>
<td>Date</td>
<td>Y</td>
<td>Statement Period Start Date</td>
</tr>
<tr>
<td>CMP_IV_PERIOD_END</td>
<td>Date</td>
<td>Y</td>
<td>Statement Period End Date</td>
</tr>
</tbody>
</table>

Return Values
Use defined names for return variables. The following return variables are available to formula of this type.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Data Type</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPENSATION_DATE</td>
<td>Date</td>
<td>Y</td>
<td>One to 15 transaction dates delimited by semicolon, maximum 250 characters.</td>
</tr>
<tr>
<td>VALUES</td>
<td>Char</td>
<td>Y</td>
<td>One to 15 transaction values delimited by semicolon, maximum 250 characters. Must be the same number of values as dates.</td>
</tr>
<tr>
<td>ASSIGNMENTS</td>
<td>Char</td>
<td>N</td>
<td>One to 15 transaction assignments delimited by semicolon, maximum 250 characters. Must be the same number of assignments as dates. Can return an empty space with a delimiter (;).</td>
</tr>
</tbody>
</table>
### Sample Formula

This sample formula returns one date and one value based on the worker ID.

```plaintext
/* Sample Formula */

This sample formula returns one date and one value based on the worker ID.

```

```c
FORMULA_NAME : Total Compensation Simple Item Formula
FORMULA_TYPE : Total Compensation Item
DESCRIPTION : Returns one date and one value.
```

```c
/* INPUT VALUES DEFAULTS BEGIN */
```

```c
INPUTS ARE CMP_IV_PERSON_ID (text), CMP_IV_PERIOD_START_DATE (date),
CMP_IV_PERIOD_END_DATE (date)
```

---

**LEGALEMPLOYERS**
- **Char**
- **N**
  - One to 15 legal employer IDs delimited by semicolon, maximum 250 characters. Must be the same number of assignments as dates. Can return an empty space with a delimiter (; ;).

**COMPENSATION_DATE**
- **Date**
- **Y**
  - Second variable for transaction dates from 16 to 30 if limit of 250 characters is exceeded.

**VALUES1**
- **Char**
- **Y**
  - Second variable for transaction values from 16 to 30 if limit of 250 characters is exceeded.

**ASSIGNMENTS1**
- **Char**
- **N**
  - Second variable for transaction assignments from 16 to 30 if limit of 250 characters is exceeded.

**LEGALEMPLOYERS1**
- **Char**
- **N**
  - Second variable for legal employer IDs from 16 to 30 if limit of 250 characters is exceeded.

**COMPENSATION_DATE**
- **Date**
- **Y**
  - Transaction dates from 31 to 45.

**VALUES2**
- **Char**
- **Y**
  - Transaction values from 31 to 45.

**ASSIGNMENTS2**
- **Char**
- **N**
  - Transaction assignments from 31 to 45.

**LEGALEMPLOYERS2**
- **Char**
- **N**
  - Legal employers from 31 to 45.

**COMPENSATION_DATE**
- **Dates**
- **Y**
  - Transaction dates from 46 to 60.

**VALUES3**
- **Char**
- **Y**
  - Transaction values from 46 to 60.

**ASSIGNMENTS3**
- **Char**
- **N**
  - Transaction assignments from 46 to 60.

**LEGALEMPLOYERS3**
- **Char**
- **N**
  - Legal employers from 46 to 60.
DEFAULT FOR CMP_IV_PERSON_ID IS '-1'
DEFAULT FOR CMP_IV_PERIOD_START_DATE IS '4712/12/31' (date)
DEFAULT FOR CMP_IV_PERIOD_END_DATE IS '4712/12/31' (date)

/*---------------- INPUT VALUES DEFAULTS ENDS -----------------*/

/*---------------- FORMULA SECTION BEGIN ---------------------*/

COMPENSATION_DATES = '2005/01/01'
VALUES = '500.00'

RETURN COMPENSATION_DATES, VALUES

/*---------------- FORMULA SECTION END ------------------------*/

This sample formula returns multiple variables.

FORMULA NAME : Total Compensation Multi Item Formula
FORMULA TYPE : Total Compensation Item
DESCRIPTION : Returns multiple variables.

/*---------------- INPUT VALUES DEFAULTS BEGIN -----------------*/

 /*---------------- INPUT VALUES DEFAULTS ENDS -----------------*/

/*---------------- FORMULA SECTION BEGIN ---------------------*/

COMPENSATION_DATES = '2009/01/01;2009/02/01;2009/03/01'
COMPENSATION_DATES1 = '2009/07/01;2009/08/01;2009/09/01'
COMPENSATION_DATES2 = '2009/10/01;2009/11/01;2009/12/01'
COMPENSATION_DATES3 = '2009/10/01;2009/11/01;2009/12/01'
VALUES = '200.00;200.00;300.00'
VALUES1 = '300.00;500.00;500.00'
VALUES2 = '500.00;500.00;600.00'
VALUES3 = '600.00;600.00;700.00'

ASSIGNMENTS = ';1234567890;1234567890'
ASSIGNMENTS1 = '1234567890;1234567890;1234567890'
*/
/* Returns first and last assignments */
ASSIGNMENTS2 = ';1234567890;1234567890'

LEGALEMPLOYERS = '0123456789;;0123456789'
LEGALEMPLOYERS1 = '0123456789;0123456789;0123456789'
LEGALEMPLOYERS2 = '0123456789;0123456789;0123456789'
LEGALEMPLOYERS3 = '0123456789;0123456789'

RETURN
COMPENSATION_DATES,VALUES,COMPENSATION_DATES1,VALUES1,COMPENSATION_DATES2,VALUES2,COMPENSATION_DATES3,VALUES3,ASSIGNMENTS,ASSIGNMENTS1,ASSIGNMENTS2,ASSIGNMENTS3,LEGALEMPLOYERS,LEGALEMPLOYERS1,LEGALEMPLOYERS2,LEGALEMPLOYERS3

/*---------------- FORMULA SECTION END ------------------------*/

Compensation Category Types: Explained

The compensation category type determines the table columns and general layout of the category page in the total compensation statement, as well as whether the category can include subcategories.
The category types are:
- Benefits
- Cash Compensation
- Savings and Retirement
- Time Off
- Stock History
- Custom
- Other

**Restriction**

You cannot change the category type after you use the category in any statement.

**Benefits, Cash Compensation, Savings and Retirement**

The Benefits, Cash Compensation, Savings and Retirement, and Other categories share the same basic category structure. These category types permit you to add compensation items as well as nest categories within the category as subcategories.

By default, the category table display includes columns for:
- Worker and employer contributions
- A description

You can hide columns that do not apply.

**Time Off**

The Time Off category includes columns for the type of time off, monetary value of the time off, and accrued balance.

You can:
- Edit column labels
- Configure each row name in the category table to be a link to time off information, such as a holiday schedule for paid holidays

**Restriction**

You cannot nest categories of this type.

**Stock History**

The Stock History category type displays up to 27 columns of data from the database table that stores workers' stock details.

When you configure the category, you can select which types of stock to include in the category, such as:
- Incentive stock options
- Non-qualified stock options
- Restricted stock
By default, many of the columns are hidden or only visible in the statement optionally, if the worker selects the column in the statement View menu. You can:

- Alter which columns are hidden or optionally available in the statement
- Edit the column labels

**Custom**

If you select the Custom category type, you must also specify the number of columns, up to five, that you want to include in the category, and then configure the column labels and select compensation items for the table rows.

For example, you might use the custom category type to display information about commissions by including columns, such as:

- Sales target
- Units sold
- Percentage over target
- Percentage under target
- Commission amount

**Restriction**

You cannot add subcategories to this category type.

**Other**

This category type shares the same basic structure as the Cash Compensation or Benefits category type, but you can use it for any type of compensation.

**Total Compensation Categories and Subcategories: Critical Choices**

Group related compensation together into compensation categories for display in total compensation statements. When planning how to group compensation items and categories for display, you must consider the following factors:

- Category type
- Contribution type and unit of measure
- Level of detail

**Category Type**

When you create a new category, you first select the category type, which determines the table columns and general layout of the page in the statement. The category types are:

- Benefits
- Cash Compensation
- Stock History*
• Custom*
• Savings and Retirement
• Time Off*
• Other

**Restriction**

- * You cannot add categories to these category types.
- After you use a category in any statement, you cannot change the category type.

**Contribution Type and Unit of Measure**

The contribution type (monetary or nonmonetary) and nonmonetary unit of measure for a category are determined by the contribution type and unit of measure of the associated items or subcategories.

**Restriction**

All items and subcategories within a nonmonetary category must share the same unit of measure.

**Level of Detail**

When you create a category, you specify how you want to display the category details in the statement.

- Provide links from a high-level category page that drill down to specific details for each item or subcategory row in the category.

  For example, you can create a Benefits category that displays high-level information for different health benefits, such as:
  - Medical
  - Dental
  - Vision
  - Life Insurance

  To see the details of each row in the category, such as medical, viewers can drill into the row and access a separate details page.

- Display the full detail of the category’s content on a single page in the statement.

  For example, you can create a Bonus category that displays the amount of different bonuses (such as new hire and quarterly) as rows on the category page.

When deciding on the level of detail display option, consider the following effects of showing all details on a single page:
• You cannot add subcategories to these categories:
  • Benefits
  • Cash Compensation
  • Savings and Retirement
  • Other

You can add subcategories if the level of detail enables drilling to see details.

• The name column does not show in the statement for rows in the category.
• You cannot hide all columns in the category.

Showing all details on a single page is not recommended for recurring information.

**Total Compensation Statement Definitions: Critical Choices**

Consider these statement elements and options when determining how many different total compensation statement definitions you require and planning the presentation of content in each:

• Compensation items and categories
• Statement audience
• Statement periods
• Statement duplication
• Statement reuse

**Including Compensation Items and Categories**

The total compensation statement definition consists of compensation items added to compensation categories to build the structure of the statement. Because you can reuse items and categories across multiple statements, you might find it more efficient to create the items and categories before creating statement definitions.

**Specifying the Statement Audience**

When you generate statements for a statement definition, you can select the statement audience at run time.

Use the following population filter parameters to specify your audience:

• Business unit
• Benefits group
• Legislative data group
• Country
• A person selection formula that you define
• A single person that you select

Also, you may want to configure different statement definitions for different statement audiences determined by the run time population filters. For example, within a business unit, you create separate statement definitions for individual contributors and executive level workers by:

1. Creating eligibility profiles that differentiate between individual contributors and executive workers
2. Attaching each eligibility profile to the corresponding statement definition.

**Defining Statement Periods**

Configure statements to cover any period of time by specifying start and end dates. You can create multiple periods at one time. For each statement period, further specify:

• An optional statement period display name
  
  For example, name the period **2011 Annual Statement** rather than the default display of start and end date.
• The date that statements are available to workers
• The exchange rate date for currency conversions
• An optional welcome message

---

**Tip**

You can reuse existing statement definitions by adding new periods, rather than creating new statement definitions. You can also:

• Update the welcome message
• Add or edit the included items and categories
• Modify how graphs and tables display

---

**Creating New Statement Definitions from Existing Ones**

To create new statement definitions, you can duplicate an existing statement definition and edit it. For example, to create the definition for executive level workers, you could duplicate the statement definition for individual contributors, add additional compensation categories or items, and associate a different eligibility profile.

**Total Compensation Statement Display Options: Points to Consider**

You have many options to control the layout and display of tables and categories in total compensation statements, as well as additional options for displaying graphs, descriptive text, and supplemental information.

In general, you configure display options for:
• Category detail pages during category setup

• Top-level categories and the summary page during statement definition setup

This table lists and compares the display options available when creating or editing compensation categories and compensation statement definitions.

<table>
<thead>
<tr>
<th>Display Option</th>
<th>Category Setup</th>
<th>Statement Definition Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide table columns</td>
<td>Yes</td>
<td>Yes: summary page columns</td>
</tr>
<tr>
<td>Rename table columns</td>
<td>Yes</td>
<td>Yes: top-level categories only</td>
</tr>
<tr>
<td>Configure display of zero values</td>
<td>Yes</td>
<td>Yes: top-level categories only</td>
</tr>
<tr>
<td>Configure graph display</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Add descriptive text</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Add supplemental text</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Change vertical display order</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Hide regions for graphs or descriptions</td>
<td>Yes</td>
<td>Yes: in summary page</td>
</tr>
<tr>
<td>Exclude category from statement summary</td>
<td>No</td>
<td>Yes: top-level categories only</td>
</tr>
<tr>
<td>Hide or show estimated amount indicator</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Include and hide welcome message</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Include and hide statement summary page</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Hiding Columns**

When you edit the column properties to hide a column in the statement, the data that the column would display is not included in summary or detail tables or graphs.

Here are points to consider when hiding columns:

• You can hide:
  
  • Unused or not applicable columns, such as the worker contribution column in a cash compensation category
  
  • Description columns

**Note**

If you choose to show a category’s row in the statement even when it contains only zero values, you should show at least the Description column and enter an explanation, otherwise viewers will see only a row of zeros.

• You cannot hide all columns in a category if you configure the category level of details to show all details on a single category overview page.
Displaying Zero Contribution Values

When you design categories for a statement, decide how to handle rows for categories, subcategories, and items for which a worker has no values to display during the statement period.

Zero values might occur when a worker:

- Did not receive any stock options during the period
- Is not participating in a compensation or benefit plan

This table describes the zero value display options.

<table>
<thead>
<tr>
<th>Statement Element</th>
<th>Display Options When All Contribution Values are Zero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category and item rows</td>
<td>Display the row in the statement or hide it.</td>
</tr>
<tr>
<td>Subcategory rows</td>
<td>Display or hide the row in the high-level category page and permit or prevent drilling to the subcategory detail page.</td>
</tr>
<tr>
<td>Top-level categories</td>
<td>Display or hide the top-level category page in the statement.</td>
</tr>
</tbody>
</table>

If you choose to display the row or category page with zero values, you can optionally compose a statement message that:

- Explains the lack of values
- Calls attention to missed opportunities, such as participation in a stock purchase plan

Displaying Graphs

You can display up to two graphs for each category. If you include a summary page in the statement, you can also include up to two graphs each in the Monetary and Nonmonetary sections of the summary.

For each graph that you choose to display, you must specify:

- Graph type: Pie chart or various types of bar chart
- Columns included in the graph: Worker contributions, company contributions, or both.

Restriction

A graph cannot include columns containing:

- Text or dates
- More than one nonmonetary unit of measure
- A combination of monetary and nonmonetary values

For example, a graph that mixes shares of stock, a company car, and fitness membership would not provide clear information.
Denoting Estimated Amounts

When creating compensation items, you can identify whether the item amounts are estimates. At the statement level, you specify whether to display or hide the indicator that visually denotes amounts as estimated.

Composing a Welcome Message

For each statement period, you can compose an optional welcome message, personalized with each worker’s name, that uses rich text and includes hyperlinks. If included, the welcome message is the first page the worker sees in the statement.

Configuring the Statement Summary Page

The summary page consists of optional sections that you can configure.

• Monetary and Nonmonetary sections, each containing section-level descriptive text, graphs, and tables
• Summary page descriptive text that can include rich text formatting and hyperlinks
• Summary page supplemental information, such as hyperlinks to company policies and resources, which are displayed in a separate window

Tip

If you include a graph in the Nonmonetary section, all top-level categories in the nonmonetary summary should share the same unit of measure. You can exclude individual top-level categories from the summary.

Worked Examples for Manage Compensation Items, Categories, and Statement Definitions

Creating a Bonus Category: Worked Example

This example demonstrates how to create a bonus category that includes a profit sharing bonus, a new hire bonus, and a quarterly bonus. The new hire and quarterly bonus items already exist and are reused in this category.

The following table summarizes key decisions for the Profit Sharing compensation item in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Item in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What compensation does the item represent?</td>
<td>Profit sharing bonus</td>
</tr>
<tr>
<td>What is the source type?</td>
<td>Payroll element</td>
</tr>
<tr>
<td>What is the legislative data group?</td>
<td>USA</td>
</tr>
</tbody>
</table>
The following table summarizes key decisions for the category in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Category in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the category type?</td>
<td>Cash Compensation</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Viewers see all details on one page.</td>
</tr>
<tr>
<td>Add items? (Describe)</td>
<td>Yes: Profit sharing bonus, new hire bonus, and quarterly bonus.</td>
</tr>
<tr>
<td>Add other categories as subcategories? Describe</td>
<td>No</td>
</tr>
<tr>
<td>Display graphs? (No or Yes?) One or two? What type?</td>
<td>Yes. Two: Bar and stacked bar.</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>Hide worker contributions because this is a cash compensation category. Edit company contribution column name to make it familiar to workers.</td>
</tr>
<tr>
<td>Display the row if values are zero in the period?</td>
<td>No</td>
</tr>
</tbody>
</table>

Create a profit sharing bonus item, then create a bonus category and attach the item you created along with other existing bonus items and configure display options. Use the default values except where indicated.

**Prerequisites**

1. Create a payroll element named Profit Sharing Bonus using the USA legislative data group.
2. Create the following compensation items using payroll elements in the USA legislative data group:
   - New Hire Bonus
   - Quarterly Bonus

**Creating a Compensation Item**

Use the default values except where indicated.

1. In the Compensation work area, click Manage Compensation Items to open the Manage Compensation Items page.
2. Click Create.
3. On the Create Compensation Item page, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Profit Sharing Bonus</td>
</tr>
<tr>
<td>Source Type</td>
<td>Element entry</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>USA</td>
</tr>
<tr>
<td>Payroll Element</td>
<td>Profit Sharing Bonus</td>
</tr>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
</tbody>
</table>

4. Click Save and Close.
Entering Category Details and Adding Items

1. In the Compensation work area, click Manage Compensation Categories to open the Manage Compensation Categories page.

2. Click Create.

3. On the Create Compensation Categories page, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bonus</td>
</tr>
<tr>
<td>Category Type</td>
<td>Cash Compensation</td>
</tr>
</tbody>
</table>

4. Click Continue.

5. On the Create Category page, Table tab, select Viewers see all details on one page in the Level of Detail field.

6. Click Add Items three times to add three new rows.

7. Complete the fields for each new row, entering a name and description of the category row and selecting compensation items for the contribution column, as shown in this table.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Company Contribution (Items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profit Sharing</td>
<td>Profit Sharing Bonus</td>
<td>Profit Sharing Bonus</td>
</tr>
<tr>
<td>New Hire</td>
<td>New Hire Bonus</td>
<td>New Hire Bonus</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Quarterly Bonus</td>
<td>Quarterly Bonus</td>
</tr>
</tbody>
</table>

8. Click Edit Column Properties and select the Your Contribution column.

9. Select Do not display in the statement.

10. Click OK.

11. Click Edit Column Properties and select the Company Contribution column.

12. Enter Amount in the Column Label field.

13. Click OK.

Configuring Display Options.

1. Select the Graphs tab.

2. Complete the fields for two graphs, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
<th>Value for the Second Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Your Bonuses</td>
<td>How Your Bonuses Add Up</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Bar - stacked</td>
</tr>
</tbody>
</table>
3. Click **Save**.

4. Click **OK** in the confirmation.

5. Select the Descriptive Text tab.

6. Enter any text here to describe what is included in this category or details about policies, and format it appropriately.

7. Click **Reorder Components** at the top of the page.

8. Select **Descriptive Text** and click the downward arrow until **Descriptive Text** appears below **Graphs**.

9. Click **OK**.

10. Click **Save and Close**.

**Creating a Benefits Category: Worked Example**

This example demonstrates how to create a benefits category that includes medical, dental, vision, disability insurance, and life insurance.

The following table summarizes key decisions for the compensation items in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>First Item</th>
<th>Second Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>What compensation does the item represent?</td>
<td>Worker contribution for medical benefit</td>
<td>Company contribution for medical benefit</td>
</tr>
<tr>
<td>What is the source type?</td>
<td>Payroll element</td>
<td>Payroll element</td>
</tr>
<tr>
<td>What is the legislative data group?</td>
<td>USA</td>
<td>USA</td>
</tr>
</tbody>
</table>

The following table summarizes key decisions for the category in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Category in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the category type?</td>
<td>Benefits</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Display details of item rows on separate pages that viewers drill to for details.</td>
</tr>
<tr>
<td>Add items? (Describe)</td>
<td>Yes: Both worker and company contributions for medical, dental, vision, disability insurance, and life insurance benefits.</td>
</tr>
<tr>
<td>Add other categories as subcategories? Describe</td>
<td>No</td>
</tr>
<tr>
<td>Display graphs? (No or Yes?) One or two? What type?</td>
<td>Yes. Two: Stacked bar and pie chart.</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>No</td>
</tr>
<tr>
<td>Display the row if values are zero in the period?</td>
<td>No</td>
</tr>
</tbody>
</table>

Create items for medical insurance, then create a benefits category and attach the items you created along with eight existing benefits items and configure display options. Use the default values except where indicated.
Prerequisites

1. Create the following payroll elements using the USA legislative data group.
   - Medical Worker Contribution
   - Medical Company Contribution

2. Create the following compensation items using payroll elements in the USA legislative data group:
   - Dental Worker Contribution
   - Dental Company Contribution
   - Vision Worker Contribution
   - Vision Company Contribution
   - Disability Worker Contribution
   - Disability Company Contribution
   - Life Insurance Worker Contribution
   - Life Insurance Company Contribution

Creating a Compensation Item

Use the default values except where indicated.

1. In the Compensation work area, click Manage Compensation Items to open the Manage Compensation Items page.

2. Click Create.

3. On the Create Compensation Item page, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Medical Worker Contribution</td>
</tr>
<tr>
<td>Source Type</td>
<td>Element entry</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>USA</td>
</tr>
<tr>
<td>Payroll Element</td>
<td>Medical Worker Contribution</td>
</tr>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
</tbody>
</table>

4. Click Save and Create Another.

5. On the Create Compensation Item page, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Medical Company Contribution</td>
</tr>
</tbody>
</table>
6. Click **Save and Close**.

**Entering Category Details and Adding Items**

1. In the Compensation work area, click **Manage Compensation Categories** to open the Manage Compensation Categories page.

2. Click **Create**.

3. On the Create Compensation Categories page, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Benefits</td>
</tr>
<tr>
<td>Category Type</td>
<td>Benefits</td>
</tr>
</tbody>
</table>

4. Click **Continue**.

5. On the Create Category page, Table tab, select **Viewers drill into line items to see details** in the **Level of Detail** field.

6. Click **Add Items** five times to add five new rows.

7. Complete the fields for each new row, entering a name and description of the category row and selecting compensation items for each contribution column in the category, as shown in this table.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Your Contribution (Items)</th>
<th>Company Contribution (Items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Amounts reflect your coverage.</td>
<td>Medical Worker Contribution</td>
<td>Medical Company Contribution</td>
</tr>
<tr>
<td>Dental</td>
<td>Amounts reflect your coverage.</td>
<td>Dental Worker Contribution</td>
<td>Dental Company Contribution</td>
</tr>
<tr>
<td>Vision</td>
<td>Amounts reflect your coverage.</td>
<td>Vision Worker Contribution</td>
<td>Vision Company Contribution</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>LTD provides income protection.</td>
<td>Disability Worker Contribution</td>
<td>Disability Company Contribution</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>Life insurance is a core benefit.</td>
<td>Life Insurance Worker Contribution</td>
<td>Life Insurance Company Contribution</td>
</tr>
</tbody>
</table>

**Configuring Display Options.**

1. Select the Graphs tab.
2. Complete the fields for two graphs, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
<th>Value for the Second Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Employee Versus Company Contributions</td>
<td>Total Contribution Comparison</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Pie</td>
</tr>
<tr>
<td>Graph Items</td>
<td>Your Contribution, Company Contribution</td>
<td>Your Contribution, Company Contribution</td>
</tr>
</tbody>
</table>

3. Click Save.

4. Click OK in the confirmation.

5. Select the Descriptive Text tab.

6. Enter any text here to describe what is included in this category or details about policies, and format it appropriately.

7. Click Reorder Components at the top of the page.

8. Select Descriptive Text and click the downward arrow until Descriptive Text appears below Graphs.

9. Click OK.

10. Click Save and Close.

**Creating a Custom Category for Commissions: Worked Example**

This example demonstrates how to create a Commissions category using the Custom category type.

The following table summarizes key decisions for the category in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Category in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the category type?</td>
<td>Custom</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Viewers see all details on one page.</td>
</tr>
<tr>
<td>Add items? (Describe)</td>
<td>Yes: Sales target, sales revenue, and commissions items for year end.</td>
</tr>
<tr>
<td>Add other categories as subcategories? Describe</td>
<td>No</td>
</tr>
<tr>
<td>Display graphs? (No or Yes?) One or two? What type?</td>
<td>Yes. Two bar charts, one for revenue generated and one for commissions earned.</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>Edit column labels.</td>
</tr>
<tr>
<td>Display the row if values are zero in the period?</td>
<td>No</td>
</tr>
</tbody>
</table>

Create a Custom category, attach existing compensation items, and configure display options. Use the default values except where indicated.

**Prerequisites**

1. Create the following compensation items:
• Sales Target Year End
• Sales Revenue Year End
• Commission Year End

**Entering Category Details and Adding Items**

1. In the Compensation work area, click Manage Compensation Categories to open the Manage Compensation Categories page.

2. Click **Create**.

3. On the Create Compensation Categories page, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Commissions</td>
</tr>
<tr>
<td>Category Type</td>
<td>Custom</td>
</tr>
<tr>
<td>Number of Item Columns</td>
<td>3</td>
</tr>
</tbody>
</table>

4. Click **Continue**.

5. On the Create Category page, Table tab, select **Viewers see all details on one page** in the **Level of Detail** field.

6. Click **Edit Column Properties** and select the **Your Contribution** column.

7. Enter **Sales Target** in the **Column Label** field.

8. Click **OK**.

9. Click **Edit Column Properties** and select the **Company Contribution** column.

10. Enter **Sales Revenue** in the **Column Label** field.

11. Click OK.

12. Click **Edit Column Properties** and select the **Custom Column 3** column.

13. Enter **Commission** in the **Column Label** field.

14. Click OK.

15. Click **Add Items**.

16. Complete the fields for the new row, entering a description of the category row and selecting a compensation item for each column in the category, as shown in this table.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Sales Target (Item)</th>
<th>Sales Revenue (Item)</th>
<th>Commission (Item)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1</td>
<td>Year End Activity</td>
<td>Sales Target Year End</td>
<td>Sales Revenue Year End</td>
<td>Commission Year End</td>
</tr>
</tbody>
</table>

**Note**
The Name column does not show in the statement when the level of detail is configured to display all details on a single page.

Configuring Display Options.

1. Select the Graphs tab.
2. Complete the fields for two graphs, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
<th>Value for the Second Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Revenue Generated</td>
<td>Commissions Earned</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Bar</td>
</tr>
<tr>
<td>Graph Items</td>
<td>Sales Revenue</td>
<td>Commissions</td>
</tr>
</tbody>
</table>

3. Click Save.
4. Click OK in the confirmation.
5. Select the Descriptive Text tab.
6. Enter any text here to describe what is included in this category or details about policies, and format it appropriately.
7. Click Reorder Components at the top of the page.
8. Select Descriptive Text and click the downward arrow until Descriptive Text appears below Graphs.
9. Click OK.
10. Click Save and Close.

Creating a Stock History Category: Worked Example

This example demonstrates how to create a stock history category for nonqualified stock options with vesting information.

The following table summarizes key decisions for the category in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Category in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the category type?</td>
<td>Stock History</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Viewers see all details on one page.</td>
</tr>
<tr>
<td>Add items? (Describe)</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Add other categories as subcategories? Describe</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Display graphs? (No or Yes?) One or two? What type?</td>
<td>Yes. One: Bar.</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>Accept most default column visibility settings. Make some adjustments to visibility of vested share columns and grant number. Edit some column labels for display on the statement.</td>
</tr>
<tr>
<td>Display the row if values are zero in the period?</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
Create a stock history category and configure column visibility and graphs.

**Note**
The Stock Details table must contain stock data.

**Entering Category Details and Configuring Columns**
1. In the Compensation work area, click **Manage Compensation Categories** to open the Manage Compensation Categories page.
2. Click **Create**.
3. On the Create Compensation Categories page, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Stock History</td>
</tr>
<tr>
<td>Category Type</td>
<td>Stock History</td>
</tr>
</tbody>
</table>

4. Click **Continue**.
5. On the Create Category page, Table tab, select **Non-Qualified Stock Option** in the **Grant Type** field.
6. Edit the column labels and availability of column types, as shown in this table, using the default values of columns not listed.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Column Type</th>
<th>Column Label</th>
<th>Available for Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Original Grant Date</td>
<td>Grant Date</td>
<td>(Use default)</td>
</tr>
<tr>
<td>3</td>
<td>Grant Number</td>
<td>(Use default)</td>
<td>Select</td>
</tr>
<tr>
<td>10</td>
<td>Original Value at Grant</td>
<td>Grant Value</td>
<td>(Use default)</td>
</tr>
<tr>
<td>16</td>
<td>Estimated Market Value of Total Shares</td>
<td>Estimated Market Value</td>
<td>(Use default)</td>
</tr>
<tr>
<td>17</td>
<td>Vested Shares</td>
<td>(Use default)</td>
<td>Select</td>
</tr>
<tr>
<td>18</td>
<td>Exercised Shares</td>
<td>(Use default)</td>
<td>Select</td>
</tr>
<tr>
<td>20</td>
<td>Estimated Gain from Vested Shares</td>
<td>(Use default)</td>
<td>Deselect</td>
</tr>
</tbody>
</table>

**Configuring Display Options.**
1. Select the Graphs tab.
2. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for the First Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Vested Versus Unvested Shares</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
</tr>
</tbody>
</table>
Nonmonetary Graph Items | Vested Shares, Unvested Shares
---|---
3. Click **Save**.
4. Click **OK** in the confirmation.
5. Select the Descriptive Text tab.
6. Enter any text here to describe what is included in this category or details about policies, and format it appropriately.
7. Click **Reorder Components** at the top of the page.
8. Select **Descriptive Text** and click the downward arrow until **Descriptive Text** appears below **Graphs**.
9. Click **OK**.
10. Click **Save and Close**.

**Creating a Total Compensation Statement: Worked Example**

This example demonstrates how to create, generate, and view a total compensation statement that contains two top-level categories, one for cash compensation and one for stock. The statement definition is for individual contributors whose salaries are quoted on an annual basis. The categories added as subcategories have already been created for other statement definitions and are reused in this definition.

The following table summarizes key decisions for the compensation item in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Item in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What compensation does the item represent?</td>
<td>Base pay for exempt workers with annual salary</td>
</tr>
<tr>
<td>What is the source type?</td>
<td>Payroll element</td>
</tr>
<tr>
<td>What is the legislative data group?</td>
<td>USA</td>
</tr>
</tbody>
</table>

The following table summarizes key decisions for the categories in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Cash Compensation Category</th>
<th>Stock Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the category type?</td>
<td>Cash Compensation</td>
<td>Other</td>
</tr>
<tr>
<td>Display category details in the statement at what level?</td>
<td>Display details of item and subcatgory rows on separate pages that viewers drill to for details.</td>
<td>Display details of item and subcatgory rows on separate pages that viewers drill to for details.</td>
</tr>
<tr>
<td>Add items? (Describe)</td>
<td>Yes: Base pay for exempt workers</td>
<td>Not directly, only through subcategories.</td>
</tr>
<tr>
<td>Add other categories as subcategories? Describe</td>
<td>Yes. One: Bonuses Exempts</td>
<td>Yes. Two: ESPP Exempts and Stock History Exempts</td>
</tr>
<tr>
<td>Display graphs? (No or Yes?) One or two? What type?</td>
<td>Yes. Two: Bar and stacked bar.</td>
<td>No</td>
</tr>
<tr>
<td>Hide or edit any columns in the category?</td>
<td>Hide worker contributions because this is a cash compensation category. Edit subcategory names to make them familiar to workers.</td>
<td>Edit subcategory names to make them familiar to workers.</td>
</tr>
<tr>
<td>Display the row if values are zero in the period?</td>
<td>No</td>
<td>Display the Employee Stock Purchase Plan row but prevent drilling to details.</td>
</tr>
</tbody>
</table>

The following table summarizes key decisions for the statement definition in this scenario.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>Statement Definition in This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include which top-level categories?</td>
<td>Cash Compensation and Stock</td>
</tr>
<tr>
<td>What is the statement period?</td>
<td>Calendar year 2010</td>
</tr>
<tr>
<td></td>
<td>Also create a second annual period to be ready for the next year.</td>
</tr>
<tr>
<td>Include welcome message?</td>
<td>Yes. Address recipients by first name.</td>
</tr>
<tr>
<td>Include summary page?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the statement audience for eligibility?</td>
<td>Individual contributors whose salaries are quoted on an annual basis</td>
</tr>
<tr>
<td>What is the population for statement generation?</td>
<td>Legal employer: Infusion USA</td>
</tr>
</tbody>
</table>

**Summary of the Tasks**

Create a new total compensation statement definition using a new item and two new categories that you create, assembled with some existing categories that contain items. Generate and view statements using the new definition.

1. Create a compensation item.
2. Create a cash compensation category and add the item and a subcategory.
3. Create a stock category and add subcategories.
4. Create a statement definition.
5. Configure optional eligibility and statement summary page.
6. Generate and view statements.

**Prerequisites**

1. Create a payroll element named **Base Pay Exempts** that represents base pay earnings for salaried exempt workers in the USA legislative data group.
2. Create the following compensation categories with items:
   - **Bonuses Exempts**
   - **ESPP Exempts**
   - **Stock History**
3. Create an eligibility profile named **IC Annual Salary** that identifies individual contributors who are salaried with annual salary basis.
Creating a Compensation Item

Use the default values except where indicated.

1. In the Compensation work area, click Manage Compensation Items to open the Manage Compensation Items page.

2. Click Create.

3. On the Create Compensation Item page, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Base Pay Exempts</td>
</tr>
<tr>
<td>Source Type</td>
<td>Element entry</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>USA</td>
</tr>
<tr>
<td>Payroll Element</td>
<td>Base Pay Exempts</td>
</tr>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
</tbody>
</table>

4. Click Save and Close.

Creating a Cash Compensation Category

Create a cash compensation category and attach the base pay item you created along with two existing cash categories with items. Use the default values except where indicated.

1. Enter category details and add an item.

2. Add and configure subcategories.

3. Configure display options.

1. Enter category details and add an item.

1. In the Compensation work area, click Manage Compensation Categories to open the Manage Compensation Categories page.

2. Click Create.

3. On the Create Compensation Categories page, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Cash Compensation</td>
</tr>
<tr>
<td>Category Type</td>
<td>Cash Compensation</td>
</tr>
</tbody>
</table>

4. Click Continue.

5. On the Create Category page, Table tab, select Viewers drill into line items to see details in the Level of Detail field.

6. Click Add Items.

7. Complete the column fields in the new row, as shown in this table.
<table>
<thead>
<tr>
<th>Column</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Salary</td>
</tr>
<tr>
<td>Description</td>
<td>Base pay amounts</td>
</tr>
<tr>
<td>Company Contribution</td>
<td>Base Pay Exempts</td>
</tr>
</tbody>
</table>

8. Click **Edit Column Properties** and select the **Your Contribution** column.
9. Select **Do not display in the statement**.
10. Click **OK**.
11. Click **Edit Column Properties** and select the **Company Contribution** column.
12. Enter **Amount** in the **Column Label** field.
13. Click **OK**.

2. **Add and configure a subcategory.**
   1. Click **Add Subcategory**.
   2. On the Select and Add: Categories page, select **Bonuses Exempts**.
   3. Click **Apply**.
   4. Click **Done**.
   5. Complete the fields, as shown in this table, for the new category row.

<table>
<thead>
<tr>
<th>Column</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bonuses</td>
</tr>
<tr>
<td>Description</td>
<td>Lump sum compensation amounts</td>
</tr>
</tbody>
</table>

6. Click **Save**.
7. Click **OK** in the confirmation.

3. **Configure display options.**
   1. Select the Graphs tab.
   2. Complete the fields for two graphs, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value for Graph 1</th>
<th>Value for Graph 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Title</td>
<td>Your Cash Awards</td>
<td>Total Cash Compensation</td>
</tr>
<tr>
<td>Graph Type</td>
<td>Bar</td>
<td>Bar - stacked</td>
</tr>
<tr>
<td>Graph Items</td>
<td>Amount</td>
<td>Amount</td>
</tr>
</tbody>
</table>

3. Click **Save**.
4. Click **OK** in the confirmation.
5. Select the Descriptive Text tab.
6. Enter any text here to describe what is included in this category or details about the compensation policies, and format it appropriately.

7. Click Reorder Components at the top of the page.

8. Select Descriptive Text and click the downward arrow until Descriptive Text appears below Graphs.

9. Click OK.

10. Click Save and Close.

Creating a Stock Category
Create a stock category and attach two existing stock categories with items. Use the default values except where indicated.

1. Enter category details.
2. Add and configure subcategories.
3. Configure display options.

1. Enter category details.
   1. On the Manage Compensation Categories page click Create.
   2. On the Create Compensation Categories page, complete the fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Name</td>
<td>Stock Awards</td>
</tr>
<tr>
<td>Category Type</td>
<td>Other</td>
</tr>
</tbody>
</table>

   3. Click Continue.
   4. On the Create Category page, Table tab, select Viewers drill into line items to see details in the Level of Detail field.

2. Add and configure subcategories.
   1. Click Add Subcategory.
   2. On the Select and Add: Category page, select the row for ESPP Exempts.
   3. Hold down the Control key and select the Stock History Exempts row.
   4. Click Done.

3. Configure display options.
   1. On the Create Category page, Table tab, edit the subcategory names as shown in this table:

<table>
<thead>
<tr>
<th>Column</th>
<th>Stock History Category</th>
<th>ESPP Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Stock Options</td>
<td>Employee Stock Purchase Plan</td>
</tr>
</tbody>
</table>

   2. Click Edit Column Properties and select the Company Contributions column.
3. Change the column label to **Stock Award**.

4. Click **OK**.

5. Select the Employee Stock Purchase Plan row.

6. In the **Action** menu, select **Configure Zero Value Behavior of Row**.

7. On the Zero Value Behavior page, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Contributions Display</td>
<td>Display the row and prevent drilling to subcategory</td>
</tr>
<tr>
<td>Alert Message</td>
<td>Enter any text to display when workers have no stock to display.</td>
</tr>
</tbody>
</table>

8. Click **OK**.

9. Click **Save and Close**.

**Creating a Statement Definition**

Create a statement definition and configure the statement table display, periods, and welcome message. Use the default values except where indicated.

1. Enter statement details and add top-level categories.

2. Configure table display options.

3. Define statement periods and welcome message.

**1. Enter statement details and add top-level categories.**

1. In the Compensation work area, click **Manage Statement Definitions** to access the Manage Statement Definitions page.

2. Click **Create**.

3. In the Create Statement Definition window, enter any name for the statement, such as **2010 Annual Statement**.

4. Click **Continue**.

5. On the Create Statement Definition page, enter any description of the statement.

6. Click **Add Category**.

7. On the Select and Add: Categories page, select the two categories that you created: **Cash Compensation** and **Stock**.

8. Click **Apply**.

9. Click **Done**.

**2. Configure table display options.**

1. On the Statement Definition Details tab, edit the top-level category names in the **Display Name** column to make the names more familiar to workers.

2. In the **Description** column, add descriptions that display in the statement, as needed.
3. Select **Reorder Top-Level Categories in Statement** from the **Actions** menu.

4. Select the first category and use the downward arrow to place it after the other category.

5. Click **OK**.

6. Click **Save**.

7. Click **OK** in the confirmation.

### 3. Define statement periods and welcome message.

1. Select the **Statement Periods** tab.

2. Click **Add**.

3. Complete the fields to create two annual periods, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>01-Jan-2010</td>
</tr>
<tr>
<td>End Date</td>
<td>31-Dec-2010</td>
</tr>
<tr>
<td>Date Available to Workers</td>
<td>01-Mar-2010</td>
</tr>
<tr>
<td>Currency Conversion Date</td>
<td>31-Dec-2010</td>
</tr>
<tr>
<td>Number of Periods</td>
<td>2</td>
</tr>
</tbody>
</table>

4. Click **OK**.

5. In the **Display Name** column, add a display name for each period, such as **2010 Annual Statement** and **2011 Annual Statement**.

6. Click the icon in the **Welcome Message** column to compose a welcome message that workers see as the first page in the statement.

7. Type **Dear** followed by a space.

8. Click **Insert Name**.

9. In the **First Name** row, click the **Insert Segment** icon.

10. Click **Done**.

11. Enter a comma after the first name placeholder in the welcome message.

12. Use the rich text editor to complete the welcome message.

13. Click **Save and Close**.

### Configuring Optional Eligibility and Statement Summary Page

1. Select the **Statement Options** tab.

2. In the **Eligibility Profile** field, select **IC Annual Salary**.

3. Click **Configure Summary Page**.

4. In the Monetary Compensation section, select the Table tab and verify the table contents.

5. Select the Graphs tab.

6. Complete the fields, as shown in this table.
### Generating and Viewing Statements

Update global settings, run the process to generate the statements, check the process reports, and view workers’ generated statements. Use the default values except where indicated.

1. Generate statements.
2. Monitor the process.
3. View the statements.

#### 1. Generate statements.

1. In the Total Compensation Statements work area, click **Configure Global Settings** to access the Configure Global Settings page.

2. Complete the fields used for default stock estimates in the statement, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Stock Price</td>
<td>35</td>
</tr>
<tr>
<td>Currency</td>
<td>US Dollar</td>
</tr>
</tbody>
</table>

3. In the Total Compensation Statements work area, click **Generate Statements** to access the Process Details page.

4. On the Process Details page, complete the fields, as shown in this table.
5. Click Submit.
6. Click OK in the information window.

2. Monitor the process.
   1. In the Total Compensation Statements work area, click Monitor Processes to access the Monitor Total Compensation Processes page.
   2. Find your process in the table.
   3. If the status is Processing, click Refresh.
   4. When the status is Completed, click the icon in the Reports column for your process ID.
   5. Analyze the summary details.

3. View the statements.

   Note
   You must have the Compensation Manager role to view statements.

   1. Click the Details tab to see the workers for whom statements were generated.
   2. Click the icon in the View Statement column for a worker.
   3. Verify the statement content and formatting.
   4. Click Processing Reports in the task pane to return to the report Details tab.
   5. View and verify additional statements as needed.
   6. Click Sign Out.
   7. Close the Browser.

FAQs for Manage Compensation Items, Categories, and Statement Definitions

How can I change whether the category displays zero values in the statement?

Select the category or item row, and then select the zero value display option in the Actions menu. The Display Zero Rows column shows the current setting for each category. On the Edit Statement Definition page you can edit only the top-level category. You must edit subcategory and item rows on the Edit Compensation Categories page.
How can I display a hidden column?

Click the Column Properties button and select the column from the menu. Update the option to display the column in the statement. On the summary page you can edit only summary table column properties. You must edit each individual category’s column properties on the Edit Compensation Category page.

How can I hide or show the welcome message in total compensation statements?

First select the statement definition and click Edit. On the Periods tab, select the icon in the Welcome Message column. Edit the Do not display welcome message option.

How can I change welcome message text in total compensation statements?

First select the statement definition and click Edit. On the Periods tab, select the edit icon in the Welcome Message column.

Why can’t I delete or edit some items?

If the item is in use in a compensation category, it cannot be deleted and you cannot edit some attributes, such as the type of compensation and nonmonetary unit of measure.

Why did the default stock details change?

More than one administrator might have access to these settings because this stock price and currency information is used to display stock in compensation history as well as when managing workforce compensation or generating total compensation statements.

How can I import stock data sent to me by my vendor??

On the Manage Stock Grants page, use the Prepare Import Spreadsheet button to generate the stock table spreadsheet. Enter your vendor’s data and upload it into the stock table.

Can I reuse a previous year’s statement?

Yes. You can reuse an existing statement definition by adding new periods. You might also want to update the welcome message, add or edit the items and categories included, and hide or update the display of graphs, descriptive text, and supplementary information.

Can I correct the definition after workers received statements?

Yes. You can correct the statement definition and regenerate the statements, which makes the newer version available to workers.
**allocation method**
User-selected way a model automatically calculates workforce compensation budget amounts, compensation amounts, or targets.

**AMX**
Abbreviation for Approval Management extensions.

**annualization factor**
Multiplication factor used to convert base salary to an annualized amount

**annualized full-time salary**
Worker's salary expressed as a full-time annual amount

**band**
A specified range of values. For example, an age band defines a range of ages, such as 25 to 30, used to determine a person's eligibility.

**benefits object hierarchy**
A structure that enables benefits that share similar attributes to be defined and managed efficiently. The four object types used to structure benefits offerings are programs, plan types, plans, and options.

**benefits offering**
Any of an organization's non salary components of employee benefits packages, such as health, savings, life insurance, recreation, goods, or services.

**COLA**
Cost of living adjustment

**compa-ratio**
Salary as a percentage of salary range midpoint. 100 denotes salary at midpoint.

**compensation category**
Group of similar compensation items that are all monetary or share the same nonmonetary units.

**compensation item**
The lowest level of compensation detail used to create total compensation statements. Each item maps to a source such as a payroll element entry,
payroll balance, benefit balance, or a formula that locates the source of the compensation.

**compensation objects**
Any of an organization’s workforce compensation plans and components or individual compensation plans and options for allocating salary, bonus, stock options, and so on.

**contribution column**
Table columns that display compensation items representing the worker’s or company's contribution amounts in a total compensation statement or compensation category.

**database item**
An item of information in Fusion HCM that has special programming attached, enabling it to be located and retrieved for use in formulas.

**derived factor**
Calculated eligibility criterion that changes over time, such as age or length of service.

**eligibility profile**
A user-defined set of criteria used to determine whether a person qualifies for a benefits offering, variable rate or coverage, compensation plan, checklist task, or other object for which eligibility must be established.

**eligible salary**
Pay used to calculate the percentage adjustment of a workforce compensation allocation. It might not equal base pay due to proration or adjustment.

**fast formula**
A simple way to write formulas using English words and basic mathematical functions. Formulas are generic expressions of calculations or comparisons you want to repeat with different input values.

**flexfield**
Grouping of extensible data fields called segments, where each segment is an attribute added to an entity for capturing additional information.

**HR**
Abbreviation for human resource.

**quartile**
Salary range divided into four equal parts. Quartile 1 is the lowest.
rank
Worker’s assigned rank indicating where they stand with respect to others in a manager’s organization, where 1 is the highest performing, or most valuable, worker.

ranking percentile
Value given to a worker that represents the percentile rank among total workers ranked in a manager’s organization, where 100 is the highest ranked worker.

ranking score
Calculated value between 0 and 100 using all rankings given to a worker by all subordinate managers.

rating model
A scale used to measure the performance and proficiency of workers.

top-level category
Highest level of compensation category displayed hierarchically in a total compensation statement definition. Each top-level category can contain compensation items, subcategories nested within it, or a combination of items and subcategories.

total compensation statement
A statement that communicates compensation, rewards, and benefits to workers. The statement can include compensation often overlooked by workers, such as fringe benefits or perks, company contributions towards health and welfare benefits, the value of stock grants, and paid time off.

user-defined criteria
Custom factors used to determine eligibility for objects such as benefits offerings and rates, compensation plans, and checklist tasks.

variable coverage profile
A set of attributes that define the coverage amount for a benefit offering that varies based on one or more factors.

variable rate profile
A set of attributes that define the cost of a benefit offering that varies based on one or more factors.