




# Hexcel's Workday User Manual

## Chapter 3-01

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### COMPENSATION CHANGES

This section of the manual will provide information about processing Compensation Changes.

1. In the Search Box enter the **Employee #** or **Employee Last Name**
2. Click the Domino Icon  and select **Compensation**, then hover over **Request Compensation** change, and select.
3. For Non-US Employees you must enter the **Effective Date** for the change. For all US Employees, the **Effective Date** will auto populate with the next US Payroll date. If this needs to be any other date other than the set payroll, you can uncheck the box and it will be open.
4. Select  for the **Reason** option and select the **Request Compensation Change Base Salary Change**
5. Using the scroll bar, select the appropriate Compensation Change Reason:
  - Base Salary Change > Acting Up (EU Only)
  - Base Salary Change > Brought to a Minimum
  - Base Salary Change > Correction
  - Base Salary Change > Cost of Living Adjustment (EU Only)
  - Base Salary Change > General Wage Increase
  - Base Salary Change > Job Reclassification
  - Base Salary Change > Market External Adjustment
  - Base Salary Change > Market Internal Adjustment
  - Base Salary Change > Merit
  - Base Salary Change > Partial Pay During LOA
  - Base Salary Change > Progression Increase
6. Employee should automatically populate
7. Select 





**Note:** You will then be brought to the **Request Compensation Change** screen where you will be able to make every type of Compensation Change. This frame will become very familiar with your usage. Remember, not every reason will be applicable for every type of transactions.

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Following the table below, you can walk through the items in this panel:

| Field Names (Hexcel blue bold) | Entry Values  |
|--------------------------------|---|
| Effective Date & Reason        | If you need to edit the Effective Date or Reason No Action. If you did, select the  and make the update. |
| Total Base Pay                 | Information reflected in Current Only. No change in the Proposed.   |
| Guidelines                     | The current Salary Pay Grade Salary Range will be reflected. No change in the Proposed.   |
| Salary                         | Select the  and follow the prompts below.  |

Request Compensation Change [Redacted] ... Sales Director Americas ...

| Compensation            | Current  | Proposed                |
|-------------------------|--|-------------------------|
| Effective Date & Reason | Effective Date 07/07/2014<br>Use Next Pay Period Yes<br>Reason Request Compensation Change > Base Salary Change > Market External Adjustment |                         |
| Total Base Pay          | Total Base Pay 220,149.90 USD Annual   | No Change               |
| Guidelines              | Pay Range 142,160.26 - 269,297.14 USD Annual   | No Change               |
| Salary                  | Assignment Details 220,149.90 USD Annual   Plan Name Salary Plan  <br>Effective Date 11/25/2013  | +<br>Assignment Details |
| Hourly                  |  | +<br>+<br>+<br>+<br>+   |
| Period Salary           |  | +<br>+<br>+<br>+        |
| Allowance               |  | +<br>+<br>+             |

Compensation Plan  
Salary Plan

Total Base Pay  
142,160.26 - 269,297.14 USD Annual

Apply FTE%

Amount \* 220,149.90

Amount Change 0.00

Percent Change 0

Currency \* USD

Frequency \* Annual

Additional Details

Expected End Date

Compensation Element Salary Pay

Grade 235USA






Grade Profile (empty)

Assignment Details  
220,149.90 USD Annual

Done

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| Field Names           | Entry Values   |
|-----------------------|--|
| You can enter either: | The <b>Total Amount in Annual Dollars</b><br>Or the <b>Actual Amount</b> of the change<br>Or the <b>Percent Change</b> (number only no % sign)<br>Either one will auto calculate the other two   |
| Currency              | Wouldn't be changing Compensation Change Process   |
| Frequency             | Wouldn't be changing Compensation Change Process   |
| Additional Details    | If this is a temporary compensation change, you can insert the Compensation End Date   |
| Hourly                | Wouldn't be changing Compensation Change Process   |
| Period Salary         | For the Non US Locations – HRM would have the ability to make a change to the <b>Period Salary Plan</b> that Employee is being paid based on the country they are in   |
| Allowance             | For any Employee in the Sales Bonus Plans, the details are listed in the Current Section. If a change is required, it can be done by selecting the  and entering the information in the Assignment Details  |
| Bonus                 | Although the HRMs have the ability to Add  a Bonus Plan to an Employee, talking with Corporate Comp is recommended. Eligibly was built "Per Plan" and this should be discussed if there is a change to the population.   |
|                       | Editing an existing Bonus % Target is possible by selecting the  icon. The HRM has the ability to edit this field, however completing the Variable Pay Incentive Form is still required and working with Corp Compensation to have the change approved. A notification is sent to Corp Compensation whenever any Add or Change has been done. |
| Stock                 | Although the HRMs have the ability to Add  a Stock Plan to an Employee, talking with Corporate Comp is recommended. Eligibly was built "Per Plan" and this should be discussed if there is a change to the population.  |
|                       | Editing an existing Bonus % Target is possible by selecting the  icon. The HRM has the ability to edit this field, however completing the Variable Pay Incentive Form is still required and working with Corp Compensation to have the change approved. A notification is sent to Corp Compensation whenever any Add or Change has been done. |

Submit

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As with all transactions in Workday, this follows the set Business Process for notifications and approvals. A compensation change would be sent next to the Employee's Manager for approval.

The screenshot shows the 'Review Compensation Change' interface in Workday. The header includes a search bar, the Workday logo, and the user's name 'Carroll, Mike (H02)'. The main content area is titled 'Review Compensation Change: [Redacted] - Sales Director Americas'. It displays the following information:

- For:** Sales Director Americas [Redacted]
- Overall Process:** Compensation Change [Redacted]
- Overall Status:** In Progress
- Due Date:** 07/06/2014

**Details to Review**

The following reflects the specific compensation data that was changed by the transaction. If you would like to see additional details about the employee's compensation click on the More Details button.

**More Details**

- Employee:** [Redacted]
- Position:** Sales Director Americas
- Effective Date:** 07/07/2014
- Reason:** Base Salary Change - Market External Adjustment
- Next Pay Period:** 07/07/2014 - 07/06/2014 (36-Weekly (pctn-Sum))

**Compensation Basis Amount Changes**

| Compensation Basis        | Current    |            |                 | Proposed   |          |           |
|---------------------------|------------|------------|-----------------|------------|----------|-----------|
|                           | Total      | % Increase | Amount Increase | Total      | Currency | Frequency |
| Total Base Pay            | 225,149.90 | 2.27%      | 5,000.00        | 225,149.90 | USD      | Annual    |
| Total Salary & Allowances | 227,759.95 | 2.20%      | 5,000.00        | 232,759.95 | USD      | Annual    |

**Plan Assignment Changes**

| Effective Date | Plan Type | Plan Name           | Current Details   | Proposed Change   |
|----------------|-----------|---------------------|---|---|
| 07/07/2014     | Salary    | Salary Plan         | 225,149.90 USD Annual                                     | 225,149.90 USD Annual                                     |
| 07/07/2014     | Bonus     | MOP                 | 20% Annual Individual Target                              | 30% Annual Individual Target                              |
| 07/07/2014     | Stock     | LTP - RSU/NSO Split | 30% Annual (0.5% Options / 62.5% Stock) Individual Target | 40% Annual (0.5% Options / 62.5% Stock) Individual Target |

At the bottom, there is a comment field with the placeholder 'Enter your comment...' and a set of buttons: 'Approve', 'Deny', 'Send Back', and 'Cancel'. There are also links for 'View Comments (0)', 'Process History', and 'Related Links'.

Once the Manager reviews and is ok with request, they can hit **Approve** and then the transaction is complete and routes to the HR partner.

The HR Partner will then have an **Action** to **Edit the Service Date**.

The screenshot shows the 'Edit Service Dates' interface in Workday. The header includes a search bar, the Workday logo, and the user's name 'Carroll, Mike (H02)'. The main content area is titled 'Complete To Do Edit Service Dates [Redacted]'. It displays the following information:

- For:** Sales Director Americas [Redacted]
- Overall Process:** Compensation Change [Redacted]
- Overall Status:** Successfully Completed
- Due Date:** 07/06/2014

Below this information is a green button labeled 'Edit Service Dates'. Underneath is a 'Comment' field and a set of buttons: 'Submit', 'Save for Later', and 'Cancel'.

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**Note:** The **Company Service Date** equals the **Anchor Date**. The HR Partner should advance this date to March 1<sup>st</sup> of the following year.



**Note:** If the increase occurs during the months of November through January, the Anchor date stays the same – as this occurs during the year end planning cycle.


Select the  after the **Worker Search** box.

This allows you to search for the worker either by:

- Workers by Manager's Supervisory Organization
- Workers by Manager
- Workers by Location

Once you have the Employee, you will then edit the Company Service Date to 3/1/2015

Hit 

You will see  which means you have successfully completed the compensation change.

| Date | Content Modified |
|------|------------------|
|      |                  |
|      |                  |
|      |                  |