COMPENSATION: ADDING / MODIFYING BONUS OR STOCK

Add / Modify Bonus Target %

1. Although this is a step that can be done in **Compensation Change** (See Comp Change section) it will go through the Business Process and need approval by the Employee's Manager.
2. A notification will be sent to the Director of the America's and the Corporate Compensation function in Stamford.
3. This must continue to go through the Variable Pay Form Process processed through the Corporate Compensation Department and get approved by the VP of HR and the CEO.
4. 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.

Add / Modify Stock Grant

1. Although this is a step that can be done in **Compensation Change** (See Comp Change section) it will go through the Business Process and need approval by the Employee's Manager.
2. A notification will be sent to the Director of the America's and the Corporate Compensation function in Stamford.
3. This must continue to go through the Variable Pay Form Process processed through the Corporate Compensation Department and get approved by the VP of HR and the CEO.
4. 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.

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