

# Hexcel's Workday User Manual

## Chapter 3 - 06

### COMPENSATION – VIEWING INFORMATION

#### View Compensation

In the **Compensation Panel** – the following are options available either for the Manager, HRM or Employee.

1. Enter the **Employee #** or name in the Search box, select the **Compensation Tab**
2. Under the tabs, select **Compensation** and the Employee's Total Salary & Allowances are displayed in their local currency.
3. For the European Employees both the local currency and when you hover over the total base, the USD amount is then displayed and it is being displayed in a monthly figure.
4. For European HRMs, remember that this field is calculated by taking the local annual salary and dividing by 12, regardless of the # of months expressed in your country.
5. The Employee's Grade, Profile and Company is expressed in the middle section.
6. Lastly, in the Plan Assignments the Salary Plan reflects the Annual salary.
7. For all European Employee's this figure is calculated by taking the local annual amount, and dividing by the total number of months expressed in the country.
8. If the Employee is eligible for any Bonus plans or LTIP it will be reflected in this section as well.

#### View Total Compensation

In this section for the US Employees, all compensation elements and benefits are loaded and displayed in both a chart and a pie diagram.

At this time, the European benefits have not been loaded.

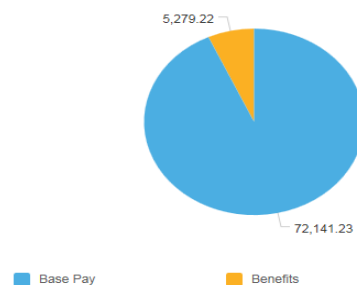
	Target Employer Contribution
Salary Plan	72,141.23
<b>Total:</b>	<b>72,141.23</b>

*The values for all components on the report are annualized. That is, they show the annual amount that would result from a year of compensation at the current rate.*

#### Benefits

8 items

	Employee Cost	Target Employer Contribution
Medical - CIGNA HDHP	529.08	4,280.52
Dental - Delta Dental DPPO	111.84	334.80
Basic AD&D - Reliance (\$50k max) (Employee)		17.52
Basic Group Life - Reliance (max \$50k) (Employee)		144.54
Employee Assistance Program - Magellan		18.72



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## Chapter 3 - 06

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### View Estimated Compensation for a Period

For the European Employees, this panel will reflect the salary based on the number of months referenced per country. The **Employee's Total Base Pay** is reflected in local and USD currency (when you hover) in the middle portion of the panel. The bottom of the panel, any Salary Plan type the Employee may be eligible for is reflected here.



**Note:** For the countries that have 13, 13.92 or 14 months – you will see this reflected in the Total Months [13, 13.92 or 14]



**Note:** For the US Employees the Total Base pay is reflected along with any Salary plans they are eligible for.

### View Pay Change History

This panel will reflect history for the Employee that has been processed in Workday (as of 17 August 2014). On a go forward basis, Workday will contain all transactions.

Date	Content Modified