

Hexcel's Workday User Manual

Chapter 3 - 07

COMPENSATION - MISCELLANEOUS

Anchor Date (s)

1. Anchor Dates equal Company Service Dates and any time there is a Compensation Change – this date should advance to March 1st of the following year.
2. See the Compensation Change section.

EU Annual Uploads

1. At this time, the Workday Compensation Lead (Minerva Rule) and the Administrators (Sally Bornmueller and Allan Thompson) should be contacted.
2. Any annual uploads into Workday will be done by them. They will work with the HR Business Partner as appropriate.

General Wage Increases

1. At this time, the Workday Compensation Lead (Minerva Rule) and the Administrators (Sally Bornmueller and Allan Thompson) should be contacted.
2. All GWI will be uploaded into Workday by them and will work with the HR Business Partner as appropriate.

Severance

1. At this time, for all US Employees being put out on Severance, the HRM should contact the Corporate Compensation Lead (Minerva Rule). It will be imperative that the process that has been put in place at Hexcel is required to be complied with for all documentations and approvals.
2. Corporate Compensation will work with the HRM to enter the information into the Workday system.

Date	Content Modified