

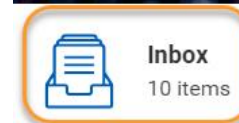
Tip Sheet: *Manager Compensation Planning – Multiple Organizations*

As a manager of a multi-organization group you have the responsibility for compensation planning for your direct reports, as well as the ability to review and modify the compensation proposals of your subordinate organizations. This Tip Sheet will walk you through the annual compensation planning process for both your direct reports, and the groups below them.

After you log in to your Workday account, you will see an action item in your Workday inbox. Navigate to this task either directly from the dashboard, or by opening your inbox in the upper right hand corner of the screen and finding the task in the inbox listing.



Welcome, Director, Daniel (704181)



Clicking on this item will open the **Organization Summary** screens to begin. The first thing to take note of is your Organization Summary – Overall Budget and Spend amounts. They are broken out by Merit, Bonus and Stock (if applicable). The overall budget is based on the total target percent for your specific group. As you complete your worksheet, a running tally of your budgeted allowance will update accordingly.

Organization Summary: Merit: 2018 Annual Salary Planning Actions

Overall Budget and Spend



Merit
USD
7,647.19
of 17,796.01

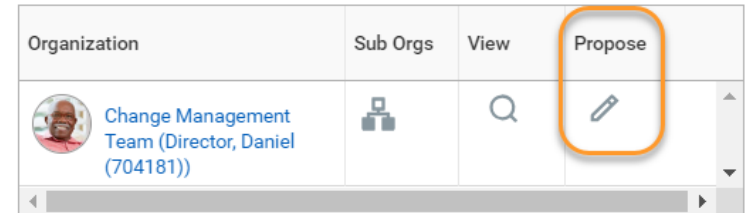


Bonus
USD
15,909.92
of 22,581.45



Stock
USD
12,825.00
of 35,325.00

To begin the compensation planning for your direct reports, click the Propose pencil icon. This will open the listing of your direct reports.



There are separate tabs across the top of the table for Performance, Merit, Bonus and Stock (if applicable) that require your input. You will first enter information on the Performance and then the Merit tab for all of your employees. If you have Bonus and/or LTIP eligible employees in your organization, you will also see Bonus and Stock tabs. However, only eligible employees will have entry fields on those tabs.





Performance Tab

Every employee in your organization MUST have a Performance rating for the current year. If it is a new employee hired during the calendar year, the Rating – Most Recent field will be blank. Ratings from the prior year for longer-tenured employees will display, if available. Navigate to the Performance field and select the applicable rating for the current year from the drop down menu.

Note: *The current performance rating used for Compensation Planning should be the same anticipated result for our upcoming performance review process. Please refer to the FAQ document for brief descriptions on the ratings.*

3 items

Performance Merit Bonus Stock

~Employee~	Errors	Hire Date	Location	Job Profile	Rating - Most Recent	Performance
 Engineer, Enrique (704183) Change Management Team (Director, Daniel (704181))		08/02/2018	Parla	1277 - Engineering Manager II		select one
 Manager, Maureen (704182) Change Management Team (Director, Daniel (704181))		08/02/2018	Decatur	1636 - Operations Manager Sr		select one
 Sales, Serena (704184) Change Management Team (Director, Daniel (704181))	 1	08/02/2018	Casa Grande	2072 - Sales Engineer III		Outstanding Strong Performance Good Below Expectations Improvement Necessary

Note: *You will receive an error if you attempt to go forward without completing the Performance rating for each person. DO NOT click submit until you have populated information on all tabs*

Merit Tab – Base Pay Recommendations

Under the Merit tab you will find information pertaining to your employees' current base pay and the Merit Target Percentage. For your reference, salaries are shown in both local currencies as well as USD (2019 Plan rates have been applied for conversion purposes).

Base salaries for employees scheduled to receive a merit increase between October 15th and the end of the year have been adjusted per last year's approved budgeted increase.

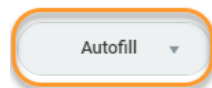
The Merit Target Percent column is a recommended increase. In the US, the proposed merit target percent will populate based on a matrix with three factors: the country specific merit budget, performance rating and the employee's position in salary range. Outside of the US, the proposed merit target percent will default to country budget percent, but performance and position salary range should be considered per the instructions provided separately by the Corporation Compensation Team.




Compa-Ratio Current
125.90%

Compensation Grade
4D

Currency - Current
EUR

Job Profile
1277 - Engineering Manager II




3 items													
Performance Merit Bonus Stock													
~Employee~	Errors	Hire Date	Location	Job Profile	Compensation Review Performance Rating	Base Pay Current	Merit Target Percent	Merit Increase %	Lump Sum Amount	Proposed Merit Amount	New Total Base Pay	Compa-Ratio Proposed	Merit Notes
 Engineer, Enrique (704183) Change Management Team (Director, Daniel (704181))		08/02/2018	Parla	1277 - Engineering Manager II	Strong Performance	€77,000.04 \$89,320.05	2.60%	0	0.00 0.00	€0.00 \$0.00	€77,000.04 \$89,320.05	125.90%	
 Manager, Maureen (704182) Change Management Team (Director, Daniel (704181))		08/02/2018	Decatur	1636 - Operations Manager Sr	Good	\$150,000.00	2.07%	0.00%	0.00	\$0.00	\$150,000.00	101.20%	
 Sales, Serena (704184) Change Management Team (Director, Daniel (704181))		08/02/2018	Casa Grande	2072 - Sales Engineer III	Strong Performance	\$95,000.00	3.11%	0.00%	0.00	\$0.00	\$95,000.00	95.00%	

As you click on individual employees, a box will display on the right hand side listing employee's current Compa-Ratio, Compensation Grade, Currency and Job Profile for your reference.

You can enter the percentage you wish to award in the Merit Increase % field OR use the **Autofill** button in order to automatically populate the recommendations and then adjust them accordingly. For employees exceeding 130% compensation ratio, a lump sum increase should be considered. You may also chose to give an employee both a small merit increase and a lump sum. The system will automatically calculate the Proposed Merit Amount, New Total Base Pay, and the new Proposed Compa-Ratio.

Please utilize the “Merit Notes” section for any comments you may have about your recommendations and/or the employee.

~Employee~	Errors	Hire Date	Location	Job Profile	Compensation Review Performance Rating	Base Pay Current	Merit Target Percent	Merit Increase %	Lump Sum Amount	Proposed Merit Amount	New Total Base Pay	Compa- Ratio Proposed	Merit Notes
 Engineer, Enrique (704183) Change Management Team (Director, Daniel (704181))		08/02/2018	Parla	1277 - Engineering Manager II	Strong Performance	€77,000.04 \$89,320.05	2.60%	2.50%	0.00 0.00	€1,924.92 \$2,232.91	€78,924.96 \$91,552.95	129.10%	

Note: You will receive a Warning if the merit entered takes the employee over the max of their pay range.

Once you enter all the necessary information for each employee, move forward to the Bonus tab.




DO NOT click submit until all four tabs are complete

Bonus Tab – MICP and Sales Bonus Recommendations

Under the Bonus tab, the system will only display information on your employees who are eligible and enrolled in the applicable bonus plan. You will see their eligible earnings (in both USD and local currency) the Current or Prorated Bonus Target, and the Non-Discretionary amount. You will be able to make bonus recommendations for the discretionary Individual/MBO (30%) portion of the award only. The Company Portion (70%) of the award is non-discretionary.

You have the option to use the **Autofill** button in order to automatically populate the recommendations and then adjust them accordingly. The “Discretionary Target” column requires a percent recommendation. For example, if you would like the employee to receive the full 30% of his discretionary bonus, you will have to enter in 100%. Please remember any individual recommendation cannot exceed 2 times the MBO % of the award and you need to stay within your budget.

Note: If your employee is a new hire during the calendar year or changes target percentages the discretionary amount will be prorated accordingly.

~Employee~	Errors	Hire Date	Location	Job Profile	Bonus Plan	Eligible Earnings	Current Bonus Target	Prorated Bonus Target	Non Discretionary Amount	Discretionary Amount at Target	Discretionary Weight	Discretionary Target Weighting 0%-200%. 100% = Target	Total Bonus Payment	Total Cash Compensation (TCC)	Bonus Notes
 Engineer, Enrique (704183) Change Management Team (Director, Daniel (704181))		08/02/2018	Perla	1277 - Engineering Manager II	MICP	€77,000.00 \$89,320.00	15.00%	15.00%	€3,366.90 \$3,905.60	€1,442.96 \$1,673.83	30.00%	100.00%	€4,809.86 \$5,579.44	€83,965.82 \$97,400.35	
 Manager, Maureen (704182) Change Management Team (Director, Daniel (704181))		08/02/2018	Decatur	1636 - Operations Manager Sr	MICP	\$150,000.00	15.00%	13.16%	\$5,753.42	\$2,465.76	30.00%	85.00%	\$7,849.32	\$161,149.32	
 Sales, Serena (704184) Change Management Team (Director, Daniel (704181))		08/02/2018	Casa Grande	2072 - Sales Engineer III	Sales Bonus Plan	\$95,000.00	16.00%	16.00%	\$3,797.92	\$2,531.94	40.00%	110.00%	\$6,583.05	\$104,908.05	

Please utilize the “Bonus Notes” section for any comments you may have about your recommendations and/or the employee.







Note: 100% equals the Target. Any percentage entered over 200% will result in an error that must be corrected

DO NOT click submit until all four tabs are complete.

Stock Tab – LTIP Recommendations

Under the stock tab the system will only display information for LTIP eligible employees in your organization. You will see their Stock Target Percentage and Stock Target Range. You can either enter the recommendation as a Stock Percentage or Stock Amount in the space provided.

Please utilize the “Stock Notes” section for individual changes on the employee level. Please specify Add, Delete, Up, or Down to reflect a 2019 change. If you wish to nominate an employee for LTIP, please send any recommendation to Catherine Camley with the rationale via email, and she will review.

~Employee~	Errors	Hire Date	Location	Job Profile	Stock Plan	Stock Target Percent	Stock Target Range	Stock %	Stock Amount	Stock Notes	Total Direct Compensation (TDC)
 Engineer, Enrique (704183) Change Management Team (Director, Daniel (704181))		08/02/2018		1277 - Engineering Manager II							
 Manager, Maureen (704182) Change Management Team (Director, Daniel (704181))		08/02/2018		1636 - Operations Manager Sr	LTIP - RSU	15.00%	12 - 18 %	15.00%	22,500.00		\$183,649.32
 Sales, Serena (704184) Change Management Team (Director, Daniel (704181))		08/02/2018		2072 - Sales Engineer III							

After entering the information on all four tabs, you will see your Direct Reports Budget and Spend figures calculated.

Direct Reports Budget and Spend



Merit
USD
9,125.96
of 9,672.32







Bonus
USD
20,011.81
of 20,128.48







Stock
USD
22,500.00
of 22,500.00

Click Continue to be taken to a page showing your calculations thus far. From here you will click the Sub Orgs icon to begin the review of your subordinate organization submission(s).

Organization	Sub Orgs	View	Propose
 Change Management Team (Director, Daniel (704181))			

Click the pencil icon to review/edit the submission by your subordinate organization manager. The setup is the same, with four tabs of information for the employees in that organization. When you are satisfied with the entries, click Continue to return to the Organization Summary page.

Organization	View
 Change Management Team (Director, Daniel (704181))	
 Change Management - Production & Quality (Manager, Maureen (704182))	

Finalizing Your Submission

The Organization Summary page is your last opportunity to make any changes to your entire group submission. When you are satisfied with your entries, click Return to Top Level button at the bottom of the screen. You will be taken to the submittal screen. Click the orange Submit button to finalize your submission.

The next page is where you can enter any commentary you wish your manager to see. This is your last chance to make any modifications. Once you hit the submit button, no further changes can be made unless your manager sends it back for edits.

If you need to amend your inputs, click Cancel. Your previous entries will be saved, allowing you to go back to your inbox and pull up the proposal pages again.

Compensation Review Organization Submit

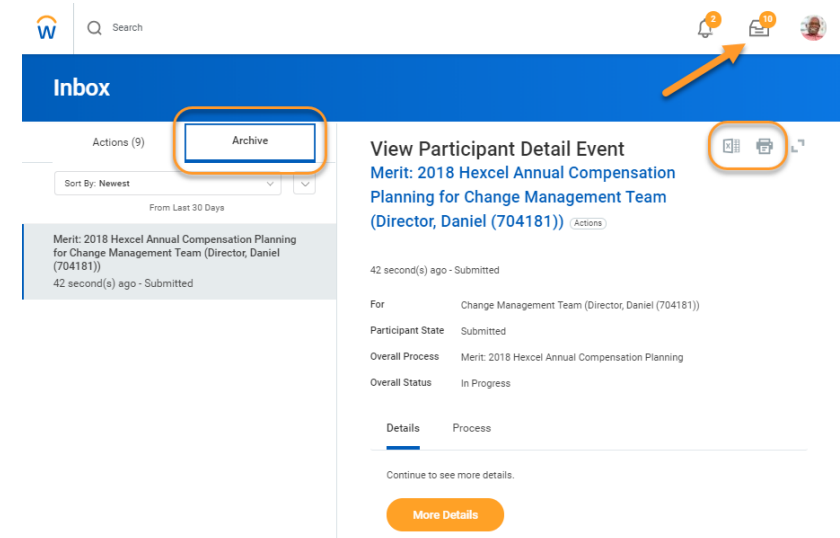
With this action you are submitting your own and all of the organizations in your hierarchy. You will no longer be able to edit any proposals.

Comment

Reviewing, Exporting and Printing

Once your compensation plan has been submitted, please make a copy of your original submission. You can do this by exporting the data to an Excel file or print it to a PDF. Navigate to your inbox in the upper right corner next to your picture. From there, click the Archive tab to see your submitted recommendations. Select either the spreadsheet or print icon. The spreadsheet will export it to an Excel file that can be saved to your computer. Alternatively you can select to print a hardcopy from a PDF and save it in that format.

Once your next level manager makes recommendations, you will be able to see the changes reflected on your submission in the archive. Comparing your saved original submission against the archive copy once the planning is complete will show you what, if anything, was modified along the process.



If you have any questions on this process, please reach out to your local Human Resources representative.