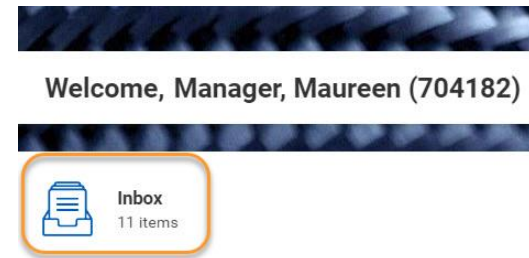


Tip Sheet: *Manager Compensation Planning – Single Organization*

This Tip Sheet will walk you through the annual compensation planning process for your direct reports.

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.



Clicking on this item will open the **Propose Awards** screens to begin. The first thing to take note of is your 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.

Propose Awards: Merit: 2018 Annual Salary Planning Actions

Overall Budget and Spend








There are separate tabs across the top of the table for Performance, Merit, Bonus and Stock (if applicable) that require your input. You will need to enter information on the Performance and Merit tabs 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.*

4 items						
Performance Merit Bonus Stock						
~Employee~	Errors	Hire Date	Location	Job Profile	Rating - Most Recent	Performance
 Buyer, Brenda (704187) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Casa Grande	1097 - Buyer, SR		<div style="border: 1px solid orange; padding: 5px;"> select one select one Outstanding Strong Performance Good Below Expectations Improvement Necessary </div>
 Health-Safety, Henri (704188) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/06/2018	Roussillon	1285 - Health & Safety Engineer II		
 Production, Patricia (704185) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Decatur	1759 - Production Manager		
 Quality, Quentin (704186) Change Management - Production & Quality (Manager, Maureen (704182))	 1	08/03/2018	Decatur	1875 - Quality Engineer		

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.

4 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	
 Buyer, Brenda (704187) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Casa Grande	1097 - Buyer, SR	Outstanding	\$85,500.00	3.73%	0.00%	0.00	\$0.00	
 Health-Safety, Henri (704188) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/06/2018	Roussillon	1285 - Health & Safety Engineer II	Strong Performance	€38,400.00 \$44,544.00	2.70%	0.00%	0.00 0.00	€0.00 \$0.00	
 Production, Patricia (704185) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Decatur	1759 - Production Manager	Good	\$82,500.00	2.28%	0.00%	0.00	\$0.00	
 Quality, Quentin (704186) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Decatur	1875 - Quality Engineer	Below Expectations	\$62,700.00	0.71%	0.00%	0.00	\$0.00	

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.

Compa-Ratio Current
117.20%

Compensation Grade
3D

Currency - Current
USD

Job Profile
1097 - Buyer, SR

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.

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

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
 Buyer, Brenda (704187) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Casa Grande	1097 - Buyer, SR	Outstanding	\$85,500.00	3.73%	4.00%	0.00	\$3,420.00	\$88,920.00	121.90%	

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
Buyer, Brenda (704187) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Casa Grande	1097 - Buyer, SR											
Health-Safety, Henri (704188) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/06/2018	Roussillon	1285 - Health & Safety Engineer II	MICP	€38,400.00 \$44,544.00	15.00%	13.58%	€1,480.24 \$1,717.08	€634.39 \$735.89	30.00%	100.00%	€2,114.63 \$2,452.97	€41,551.43 \$48,199.66	
Production, Patricia (704185) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Decatur	1759 - Production Manager											
Quality, Quentin (704186) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Decatur	1875 - Quality Engineer											

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

There are Critical Errors in your award proposals with the following employees

Please check your proposals to clear errors.


Award Type	Employee	Contains Critical Exceptions
Bonus	Health-Safety, Henri (704188) - Health & Safety Engineer II reviewed by Merit: 2018 Annual Salary Planning	Discretionary Target Weighting is > 200%

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)
 Buyer, Brenda (704187) Change Management - Production & Quality (Manager, Maureen (704182))	0	08/03/2018	Casa Grande	1097 - Buyer, SR	LTIP - RSU	15.00%	0 - 0 %	15.00%	12,825.00		\$101,745.00

Please refer to the FAQ for any questions.

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

Overall Budget and Spend



Merit
USD
7,647.19
of 8,123.69



Bonus
USD
2,452.97
of 2,452.97



Stock
USD
12,825.00
of 12,825.00

At any point, you can navigate between the tabs and adjust your entries. Your totals will update automatically.

Finalizing Your Submission

When you are satisfied with your entries, click the orange Submit button at the bottom of the screen.

This will take you to a final page 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.

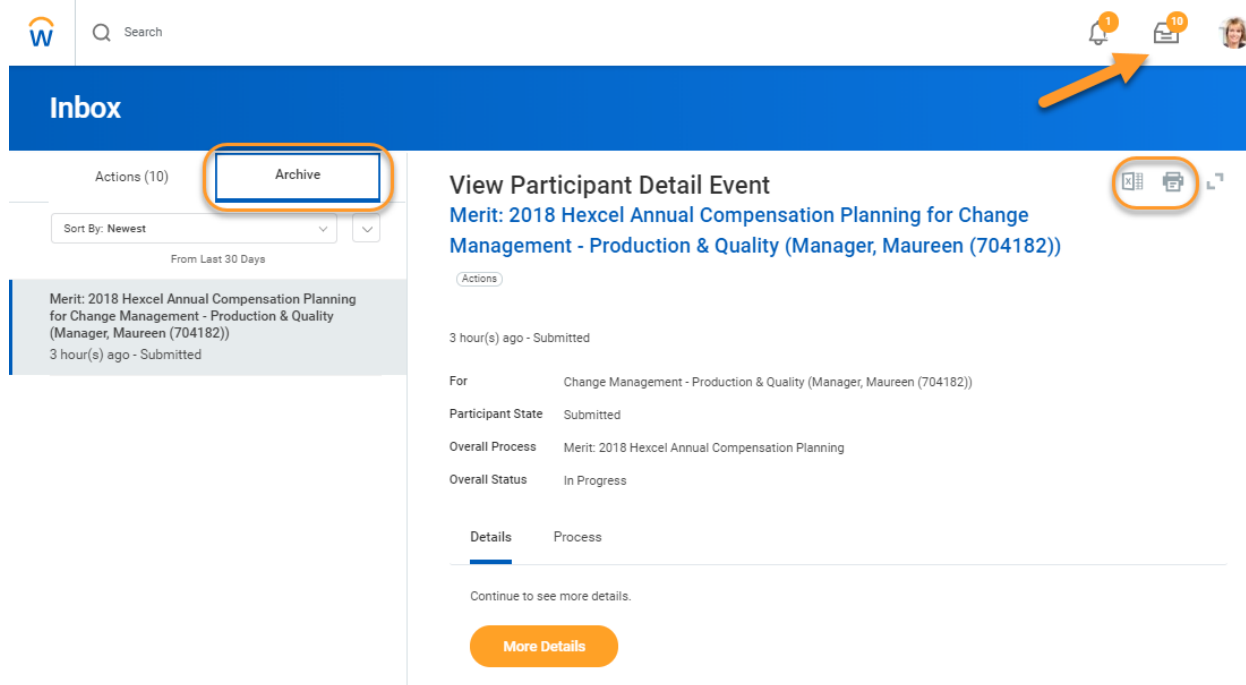
Compensation Review Organization Submit

With this action you are submitting your own organization.
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.



The screenshot displays the Workday Hexcel user interface. At the top right, there are notification icons for a bell (1) and an envelope (10), with an orange arrow pointing to the bell icon. Below the navigation bar, the 'Inbox' section is visible, featuring a search bar and a list of actions. The 'Archive' button is highlighted with a red box. Below the 'Archive' button, there is a dropdown menu for 'Sort By: Newest' and a filter for 'From Last 30 Days'. A list item is shown: 'Merit: 2018 Hexcel Annual Compensation Planning for Change Management - Production & Quality (Manager, Maureen (704182))' with a status of '3 hour(s) ago - Submitted'. To the right, the 'View Participant Detail Event' section is displayed for the same event. It includes a title, a list of actions, and a status of '3 hour(s) ago - Submitted'. Below this, there are fields for 'For', 'Participant State', 'Overall Process', and 'Overall Status'. At the bottom, there are tabs for 'Details' and 'Process', and a 'More Details' button.

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.