

# Compensation Management Solution

## Automate compensation planning for improved visibility and governance

Still trying to manage compensation planning across business units and cost centers using cumbersome spreadsheets and manual approval processes? Spending valuable time and resources emailing worksheets back and forth and making sure the approved compensation data gets back into your HR system? This approach is not only tedious and time-consuming, but it also leaves too much room for error. Fortunately, compensation management doesn't have to be so hard.

Our compensation management solution, an add-on module to our HR module, automates and streamlines the entire compensation management process — from defining programs and guidelines to budgeting and modeling to routing proposals for approval. Seamless integration with our HR module significantly reduces error-prone data entry, provides ready access to employee profiles and performance history, and helps improve data consistency. With our compensation management module, you have robust decision-making tools at your fingertips and better visibility into all phases of the compensation planning process. The results? Reduced administrative burdens. Improved corporate governance. More equitable distribution of rewards. And greater control over your compensation spend.

### Set up compensation cycles in a snap

Our compensation management module enables you to set up compensation cycles with remarkable speed and ease. Simply define the program type, enter the start and end dates, assign a cycle manager, and specify the employee type to be included, such as hourly, salaried, seasonal, or executive. The application supports annual, nonannual, cycle-based, and off-cycle merit- and promotion-based salary increases. For optimal flexibility, you can even define program eligibility and manage plans that cross multiple business units.

Looking to factor employee performance into the compensation planning process? The built-in Merit Matrix tool makes it simple to award pay increases based on the correlation between an employee's performance rating and pay grade. So you can effectively tie compensation to individual accomplishments and contributions to support pay-for-performance.

What's more, individual employee information — including status, pay grade, location, and shift — is visible throughout the process, so you know you're working with current, accurate data.

### Define budgets for each compensation cycle

Our compensation management module lets you define the budget for each compensation cycle using an intuitive, spreadsheet-like interface. The application supports both top-down and bottom-up budgeting processes — with appropriate approval workflows — and your choice of salary structure. Optional access to PayScale-powered salary reports from within the interface lets you use up-to-date compensation data and research to guide budget decisions.



## Key Benefits

- » **STREAMLINE** compensation planning with automated tools and workflows
- » **GAIN** increased visibility into all phases of compensation planning
- » **IMPROVE** corporate governance with automated enforcement of compensation guidelines
- » **MAKE** fair, equitable compensation decisions across the organization



## Model compensation scenarios to optimize your labor spend

Managers can model compensation scenarios for their direct reports using the application’s built-in worksheets. Or they can plan offline in Excel® and seamlessly import updates back into the solution. Managers can enter merit increases by percentage or flat amount and see how much of the budget has been allocated in real time. Pre-configured budget guidelines help managers allocate increases in alignment with the corporatewide compensation strategy to support equitable rewards and minimize overspend. Employee profile data and performance history are always just a click away to help inform compensation decisions.

## Drive efficiency from start to finish

Proposed increases are automatically routed through a configurable approval workflow; automated alerts and reminders keep the process moving forward. Security controls let you determine who can access specific information and functionality, and who has override

privileges at each step in the process. In addition, an innovative “mass finalize” function makes it easy for HR or compensation managers to review and approve increases for all employees — without having to drill down into each proposal individually.

## Leverage an integrated human capital management suite

Our compensation management solution is part of our fully integrated, cloud-based human capital management suite. The powerful solution suite delivers the complete automation and high-quality information you need to manage your workforce — from pre-hire to retire — using a seamlessly unified human capital management platform with a common user interface, database, and workflows. Our solution provides the single-source, real-time data access you need — across time and attendance, HR, compensation, payroll, scheduling, and more — to control labor costs, minimize compliance risk, and improve workforce productivity. And because it’s a software-as-a-service (SaaS) solution available for a predictable per-employee-per-month fee, it eliminates IT headaches while delivering continuous value for bottom-line results.

The screenshot displays the 'Questions and Answers' section of the Workforce Ready application. The interface includes a navigation bar with 'Home', 'My Reports', 'Time And Labor', 'Attestation', and 'Questions and Answers'. Below the navigation bar, there are filters for 'Rows On Page' (set to 20), 'Showing 21-40 of 166', and 'Page 2 of 9'. The main content is a table with columns for 'Created', 'View Workflow', 'First Name', 'Last Name', 'Category', 'Question Name', 'Question', 'Response Name', 'Reason Code', 'Is Completed', 'Completed On', and 'Note'. The table contains 20 rows of data, each representing a compensation question for a specific employee on a given date. The questions are primarily 'Meal Question' and 'Time Question' related to meal breaks and time correctness. Responses are categorized as 'Approve', 'Reject', 'Affirmative', or 'Negative'.

| Created           | View Workflow | First Name | Last Name | Category     | Question Name | Question                            | Response Name | Reason Code | Is Completed | Completed On      | Note |
|-------------------|---------------|------------|-----------|--------------|---------------|-------------------------------------|---------------|-------------|--------------|-------------------|------|
| 10/28/2016 03:11p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | Approve       |             | Y            | 10/28/2016 07:11p |      |
| 10/31/2016 05:24p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | Yes           |             | Y            | 10/31/2016 05:24p |      |
| 10/31/2016 05:26p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | No            |             | Y            | 10/31/2016 05:26p |      |
| 11/01/2016 01:45p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | Approve       |             | Y            | 11/01/2016 01:45p |      |
| 10/18/2016 03:29p |               | Howard     | Edwards   | End Of Shift |               |                                     |               |             | Y            | 10/20/2016 03:34p |      |
| 10/27/2016 01:37p |               | Howard     | Edwards   | End Of Shift | Time Question | Is your time correct?               | Yes           |             | Y            | 10/27/2016 01:39p |      |
| 11/01/2016 06:18p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | Reject        |             | Y            | 11/01/2016 06:18p |      |
| 11/01/2016 06:22p |               | John       | Brady     | End Of Shift | Time Question | Is your time correct?               | No            |             | Y            | 11/01/2016 06:22p |      |
| 11/02/2016 01:47p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | Yes           |             | Y            | 11/02/2016 01:47p |      |
| 11/02/2016 06:48p |               | John       | Brady     | End Of Shift | Time Question | Is your time correct?               | Yes           |             | Y            | 11/02/2016 06:50p |      |
| 11/02/2016 06:50p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | No            |             | Y            | 11/02/2016 06:50p |      |
| 11/04/2016 01:00p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | Yes           |             | Y            | 11/04/2016 01:00p |      |
| 11/02/2016 06:50p |               | John       | Brady     | End Of Shift | Time Question | Is your time correct?               | Yes           |             | Y            | 11/04/2016 01:13p |      |
| 10/26/2016 03:05p |               | Howard     | Edwards   | End Of Shift | Meal Question | Did you take your meal break today? |               |             | Y            | 10/26/2016 03:05p |      |
| 10/28/2016 03:10p |               | John       | Brady     | End Of Shift | Time Question | Is your time correct?               | Approve       |             | Y            | 10/28/2016 07:11p |      |
| 11/02/2016 06:50p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | No            |             | Y            | 11/02/2016 06:50p |      |
| 11/08/2016 12:35p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | Affirmative   |             | Y            | 11/08/2016 12:35p |      |
| 11/08/2016 05:44p |               | John       | Brady     | End Of Shift | Time Question | Is your time correct?               | Negative      |             | Y            | 11/08/2016 05:44p |      |
| 11/08/2016 05:44p |               | John       | Brady     | End Of Shift | Meal Question | Did you take your meal break today? | Negative      |             | Y            | 11/08/2016 05:45p |      |
| 11/08/2016 05:57p |               | John       | Brady     | End Of Shift | Time Question | Is your time correct?               | Affirmative   |             | Y            | 11/08/2016 05:58p |      |

Our compensation management module is seamlessly integrated with our HR solution to provide better visibility and control and to help ensure more accurate employee records. It includes default and configurable workflows that reduce compensation administration complexity and streamline notifications and approvals.

