

# eCOMPENSATION MANAGER DESKTOP



*Streamline  
compensation  
administration.*

*Empower managers  
with compensation  
information.*

*Make fast, informed  
compensation  
decisions.*

Compensation decisions can have a profound effect on employee morale and retention. But with a full slate of responsibilities, few managers can afford to devote much time to the full spectrum of compensation decisions. That's why the most effective compensation solution for managers will be one that not only enables them to make speedy decisions online, but also delivers all the information they should consider before making those decisions.

Oracle's PeopleSoft Enterprise eCompensation Manager Desktop is the manager's solution for administering compensation programs for employees, either individually or by groups, through compensation planning, administration, and reporting activities. Users will appreciate the timesaving features built into this intuitive, web-deployed solution. For example, instead of requiring search criteria to access an employee's records, eCompensation Manager Desktop begins by displaying the manager's direct reports immediately. One or more individuals may be easily selected for further processing.

Because compensation is made up of many different components from many different places, eCompensation Manager Desktop links and integrates to other functions and content. Managers can access comprehensive total compensation data for their employees, providing a valuable retention tool for line managers and the organization as a whole.

## **Self-Service Highlights**

- Compensation history enables managers to quickly see the historical salary progression for employees. Using Compensation History, managers can review employees' base salary history, as well as their cash and non-cash variable compensation awards. Additionally, managers can easily link to a view of employees' stock options or their performance reviews.
- Employee salary changes allow managers to request or perform base salary increases for employees, which are automatically routed for approval. Salary changes can be entered at any time in the year—targeted review periods, or simply ad hoc—based on the rules of your company. You control the approvers and approval process using a simple table. Managers can check on the status of the change requests they have submitted at any time.
- Group salary changes without an allocated budget enables managers to request or perform base salary increases for a group of employees. Employee groups can be user-defined (not tied to departmental security) using the Group Build feature in Oracle's PeopleSoft Enterprise Human Resources.
- Group salary changes with an allocated budget enables managers to track proposed salary changes against an approved salary increase budget.
- Total compensation allows managers to view total compensation-related

information for their employees. The total compensation data includes base salary, regular bonuses, ad hoc awards, and non-monetary awards.

The screenshot shows the PeopleSoft Compensation History page for employee RODRIGUEZ, Françoise. The page includes a navigation menu on the left and a main content area with the following details:

- Employee Information:** EmpID: 0F190ME850, EmpI Rcd#: 0, Job Code: D4Ar, Hire Date: 01/01/2000.
- Business Unit:** French Business Unit GA, Location: NO102, Department: 93, Country: FRA.
- Department:** Department H Resource Q408FR, Sup Lvl ID: [blank]
- Compensation Details:**
  - Effective Date: 01/01/2000, Seq: 0, Action: Hire, Action Reason: [blank]
  - Salary SetID: FRA01, Plan: [blank], Grade: [blank], Grade Entry Date: [blank]
  - Comp Rate: 0.00 USD, Frequency: Monthly, Step: [blank], Yrs Grade: [blank]
  - Change Amount: 0.00 USD, Change Percent: 0.000, Month Last Incr: [blank]
  - Annual Rate: 0.00 USD, Compa-Ratio: 0.00, % Range: 0.0
- Pay Components Table:**

Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
0		Details						

### Analyze Compensation Online

Managers can get a snapshot of an employee's compensation history using the Compensation History page. Clicking on a "date of change" link pulls up more details such as salary ranges, salary plan and grade changes, performance review ratings, and market reference point.

### Empower Users to Manage Work and Life Events

eCompensation Desktop Manager also provides the robust functionality of Activity Guides. Each collaborative application can take advantage of this underlying functionality and provide customer-defined Events to support complete end-to-end business processes.

Any business process—such as recruiting and hiring, granting stock options for employees based on various criteria, planning and managing compensation, or creating and monitoring training and development plans— can be graphically outlined by using the Activity Guide tool to create an Event to walk the user through each of the steps necessary to complete the process.

Each step within an Event can be specified as optional or required, can be structured in priority order, and can launch workflow and approval routing within and beyond the enterprise boundaries. Help speed your users to the information they need, when they need it, wherever it's located.

### Deploy to a Global Workforce

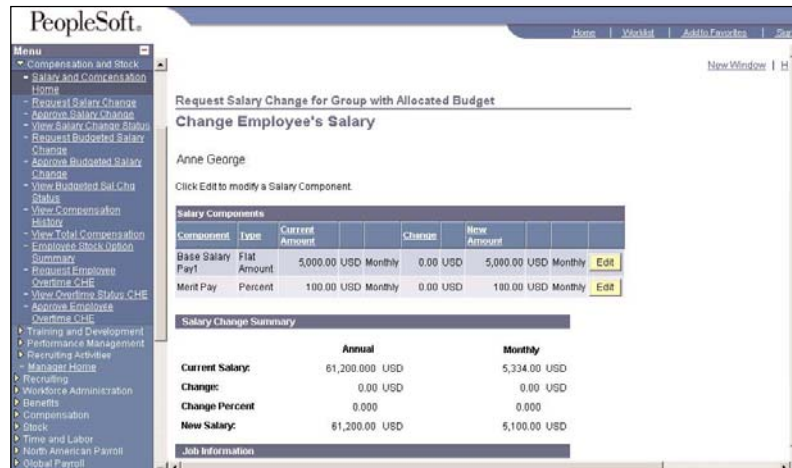
The global functionality of eCompensation Desktop Manager ensures that all text, date formatting, and data elements are appropriate for employees wherever they are. The application is currently translated into nine different languages, and with its support for Unicode, can be translated into more than 200 more.

### Robust Support from Suppliers

eCompensation Manager Desktop can integrate information and functionality that

will enable your managers to make fast, informed compensation decisions. In addition to self-service functionality, eCompensation Manager Desktop can leverage content from external suppliers.

Knowledgebase Providers enable managers to quickly and interactively provide answers to employees' questions—answers that, until now, have usually resided in lengthy company policy documents or procedure manuals.



#### Administer Changes Individually or by Group

Managers can initiate salary changes for individual employees or by group, as shown here.

Whether the group changes have been budgeted or unbudgeted, managers will be presented with dynamically calculating totals across the group as individual salary changes are made.

### eCompensation Manager Desktop in Action

#### Administering Compensation

A manager is preparing for the annual salary reviews. He logs in to eCompensation Manager Desktop and pulls up a page that shows all his direct reports and a budgeted salary pool. He can see current compensation for each employee, as well as their comp-ratio, performance rating, and salary range.

The manager can assess the employee's compensation picture and make salary increase recommendations online. As the manager reviews salary levels, he can also check the latest market reference point, assessing whether an adjustment is needed to keep pace with market trends. As salary changes are entered, workflow automates approval routing.

#### Compensation Decision Support

A disgruntled employee comes to his manager, arguing that his pay is not equitable with other employees. With Oracle's PeopleSoft Enterprise eCompensation Manager Desktop, the manager can easily access the employee's compensation data, including base salary, variable compensation, and other non-monetary awards, and

he can also compare the employee's compensation with other employees in the group.

With this information in hand, the manager can respond to the employee's pay concerns and make adjustments, if necessary.

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