



Taleo Enterprise

Taleo Compensation Stand Alone Comp Admin Guide

**Feature Pack 12A
January 27, 2012**

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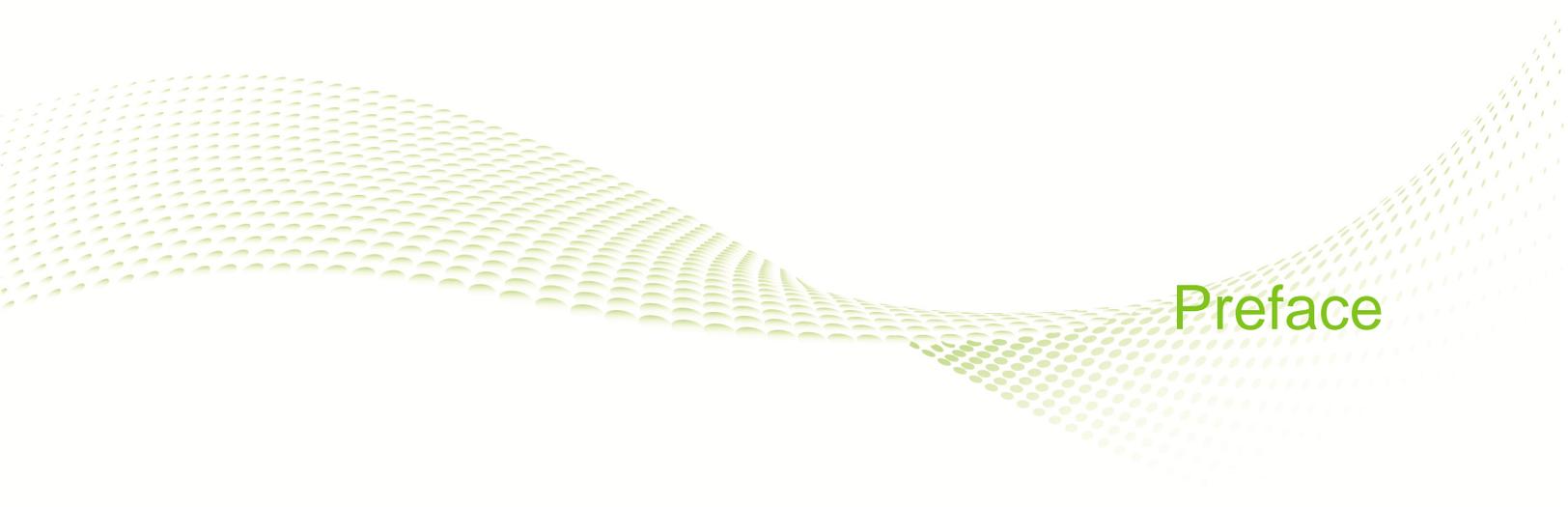
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Table of Contents

Confidential Information and Notices.....	ii
Preface	
Revision History.....	2
Product Access	
Login and Product Access.....	4
Logging In.....	5
Changing Your Password and Security Question.....	6
Using the I Forgot My Password Link.....	7
User Roles.....	8
Application Timeout.....	9
Configuration - General	
Roles and Privileges.....	11
Searching Roles / Privileges.....	12
Updating User Roles/Privileges.....	13
Pay Cycles.....	14
Configuring Cycle Dates.....	15
Configuration - Calculators	
Calculator Feature.....	17
Configuration Base Pay	
Configuration - Base Pay.....	20
Increase Types Portlet.....	20
Selecting an Increase Type.....	20

Budget Portlet.....	20
Associating a Budget.....	20
Budget Values Portlet.....	21
Entering Budget Values.....	21
Guideline Values Portlet.....	21
Entering Guideline Values.....	22
Create/Modify Budgets Portlet.....	22
Import/Export XML Portlet.....	22
Configuration - Bonus	
Bonus Configuration.....	24
Create/Modify Budgets Portlet.....	26
Import/Export XML Portlet.....	27
Configuration - Stock	
Stock Plan Configuration.....	29
Create/Modify Budgets Portlet.....	30
Import/Export XML Portlet.....	31
File Validator	
File Validator.....	33
Uploading a File.....	34
Validating a File.....	35
Deleting Files.....	36
Files Validated.....	37



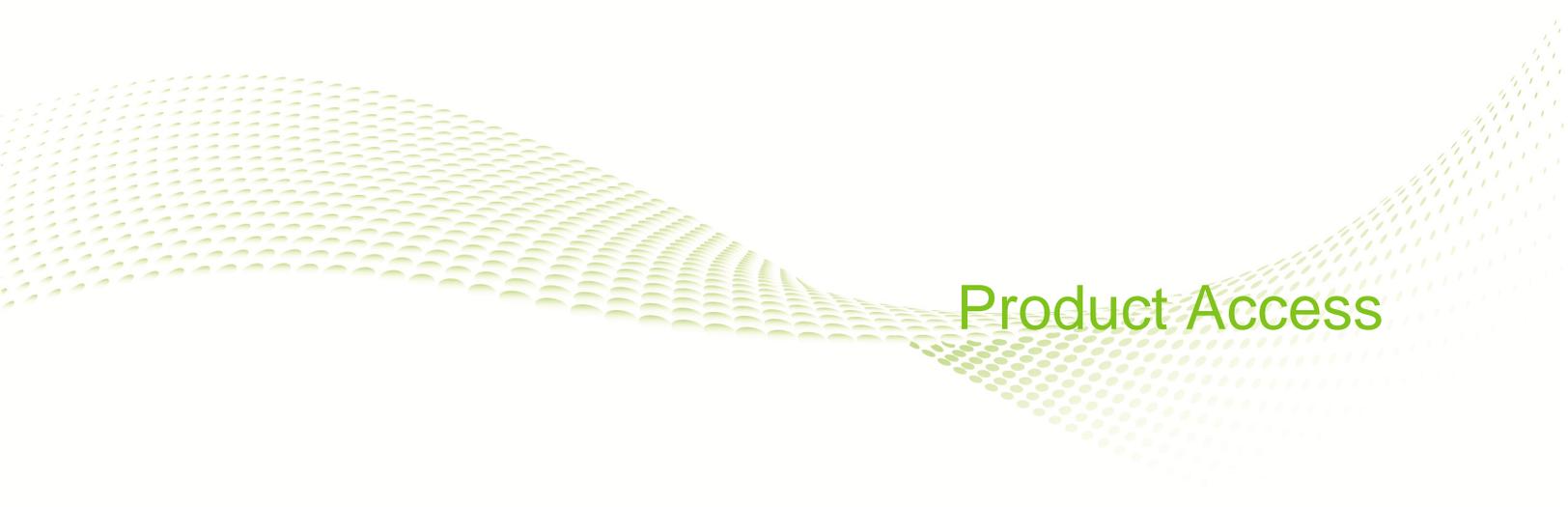
Preface

• Revision History.....	2
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Revision History

The Revision History lists modifications that were made to this document since the last publication.

Date	Modification	Revised Topics
August 2011	Version 1 of the Taleo Compensation FP 11B Stand Alone Comp Administration Guide.	None
January 27, 2012	Version 1 of the Taleo Compensation FP 12A Stand Alone Comp Administration Guide.	None



Product Access

• Login and Product Access.....	4
• Logging In.....	5
• Changing Your Password and Security Question.....	6
• Using the I Forgot My Password Link.....	7
• User Roles.....	8
• Application Timeout.....	9

Login and Product Access

Allows authenticated users to sign into the application.

When opening the Taleo Compensation, the Customer Login page appears. When logging into the system for the first time, you will need three things:

1. The randomly generated password sent to you in an email.
2. Your employee ID.
3. Your email address.

Once a user's credentials have been entered and accepted, supply a new password, security question, and security answer before you begin planning.

Logging In

Taleo Compensation users can access the site through designated URLs. Separate log in credentials are assigned for each user.

Prerequisite

The user must know the Web address and have received a user name and password from the system administrator.

Steps

1. Enter your user name and password.
If this is the first login, enter your temporary password, employee ID, and email address.
2. Click Submit.

Result

You now have access to the application.

Next Step

If logging in for the first time, users must perform the following tasks:

1. Select a new password.
2. Set a security question and answer on the My Info page.

Changing Your Password and Security Question

Steps

1. Click My Info.
2. Enter and confirm a new password.
Your password must have between 6-10 characters, and must contain at least 1 number. Your password is case sensitive; your user name and answer to the security question are not.
3. Click Save.
4. Click Security.
5. Select a Security Question from the drop-down.
6. Enter an answer.
This is the answer you must provide to retrieve a forgotten password.
7. Click Save.

Using the I Forgot My Password Link

In the event an authorized user forgets his or her password, a link is provided on the Customer Login page that assists in access to Taleo Compensation.

Prerequisite

You must have a valid username, email address, and security question and answer in your user profile.

Taleo URL > Customer Login

Steps

1. Click "I forgot my password".
2. Enter your username.
3. Click Submit.

Result

If the request comes from an authorized user, an email is sent to the supplied address with a code to access the application.

Next Step

You must click the link provided in the email, enter your username and access code, and provide a new password.

User Roles

Users are assigned one or more roles associated with a set of features. If a user is assigned more than one role, the user can move to another role by clicking Change Role at the top right corner of the page and selecting the new role. The user roles available within a typical Taleo Compensation configuration are detailed below. Due to the ability for custom configuration, your zone may vary.

User Role	Description
HR Administrator	Oversees compensation planning for either all employees or a subset of employees.
Compensation Administrator	Can review user access information as well as compensation plan details for base pay and bonus.
System Administrator	Configures Compensation system access, page and report as well as views who is logged into the Compensation application.
Manager	Conducts compensation planning for direct and indirect reporting employees.

Application Timeout

Application timeout is a security feature that signs out the user when the application is idle for more than fifteen minutes.

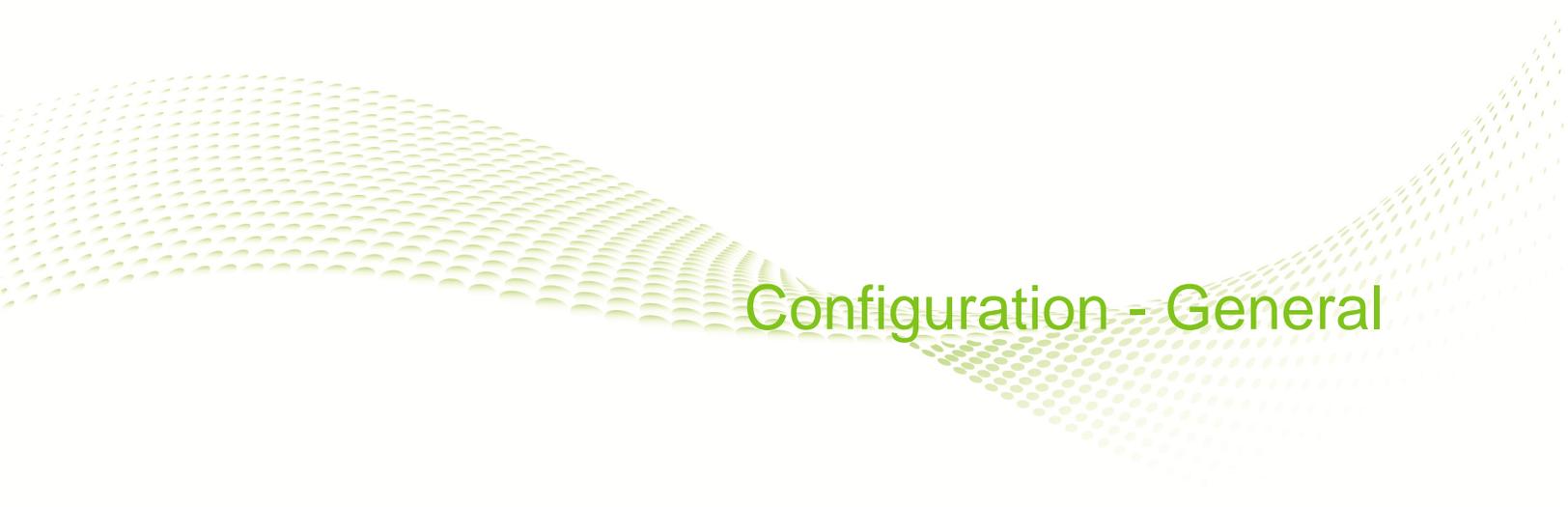
The application includes a security feature that warns the user when the application has not been used for more than fifteen minutes while a user is still signed into the application. When the timeout delay is reached, a message notifies the user that the timeout delay for the application is imminent.

Two scenarios are possible:

- **User takes action:** Clicking “Access the application” will direct the user to the application. When the user accesses the application, they can reset the application and a message indicates the remaining time before the session expires.
- **User does not take action:** If the user does not reset the application within the defined delay, a message will be displayed, indicating that the user has been signed out of the application and will need to sign in again to use the application.

The timeout delay is set by default to fifteen minutes. The reminder displayed before timeout is set by default to five minutes before timeout.

Private settings allow the configuration of the application timeout. Contact Taleo Support for details.



Configuration - General

• Roles and Privileges.....	11
• Searching Roles / Privileges.....	12
• Updating User Roles/Privileges.....	13
• Pay Cycles.....	14
• Configuring Cycle Dates.....	15

Roles and Privileges

The Roles and Privileges pages allows the compensation administrator to search for users, view information about the user, and assign one or more user roles.

Compensation administrators can search for and view information about users. The users' roles and permissions are controlled by clicking the appropriate check boxes. The following user information displays:

- First Name
- Last Name
- Email
- ERP ID
- User Login
- Created On
- Last Login
- Active Employee

The Active Employee check box allows the administrator to deny access to the user by removing the check from the box. One or more of the following roles can be assigned to a user:

- Company System Administrator Role
- Company Compensation Administrator
- Global HRM Administrator - Read/Write
- Global HRM Administrator - Read-only
- HRM Administrator - Read/Write
- HRM Administrator - Read-only
- Manager

Searching Roles / Privileges

Prerequisite

Configure Plans Page > General > Roles / Privileges > [Roles]

Steps

1. Enter the search criteria.
2. Click Search.

Result

The search results display.

Next Step

Click the radio button adjacent to the desired user and click Select to view the associated information below.

Updating User Roles/Privileges

Prerequisite

Perform a search and select the appropriate user.

Configure Plans > General > [Roles]

Steps

1. Check one or more roles.
2. Check if the user is an active employee.
3. Click Save.

Result

Users are given the appropriate access to the application.

Pay Cycles

On the General tab, compensation administrators can set the dates for a pay cycle.

Compensation administrators can configure the following elements of a pay cycle:

- Cycle Name
- Description
- Start Date
- Stop Date

Configuring Cycle Dates

Prerequisite

The user must be assigned the role of Compensation Administrator.

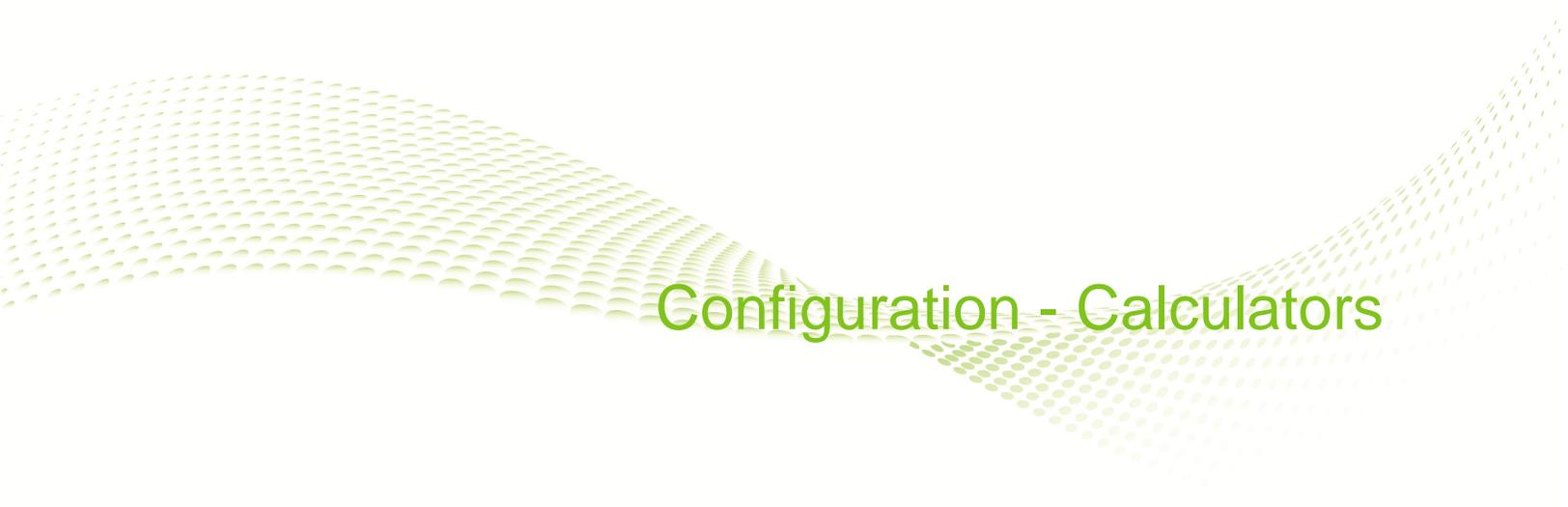
Configure Plans > General > [Cycle]

Steps

1. Complete the fields.
2. Click Save.

Result

Pay cycle dates are set for compensation planning to begin.



Configuration - Calculators

• Calculator Feature.....	17
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Calculator Feature

The calculator feature enables the compensation administrator to create equations used within compensation plans.

The calculator feature allows clients to configure and evaluate equations as a compensation administrator within the Configure Plans tab. There are three versions of the calculators:

- Eligibility Calculator
- Proration Calculator
- Compensation Calculator

Clicking on a calculator specific link within any subtab of the Configure Plans tab opens a new browser window. With all versions of the calculator, the user can modify an existing calculation by clicking on the calculator hyperlink in the Configure Tabs page, which loads that equation into the calculator. Using an easy to understand calculation syntax, the user can:

- View or enter a name for an equation in the Name text field.
- Select an existing equation or rule to modify from the compensation plan.
- Select an existing data dictionary variable from the Variable window to use within an equation.
- Select an existing function from the Function window to use within an equation.
- Save a new equation or a modification to an equation by clicking the save button.
- Write a text description of the equation in the Description window.
- Edit the equation directly in the main calculator entry window.
- Use the calculator virtual keypad to enter numbers, arithmetic operators, and logical operators.
- Validate the syntax of the calculation.
- Evaluate the calculation by entering sample values and seeing the results.
- View the data type, precision, and rounding for the data dictionary variable.

Eligibility Calculator

The Eligibility Calculator creates eligibility rules used within a compensation plan. It is available in the following areas of the Configure Plans tab:

Subtab	Portlet
Base Pay	Increase Types
	Budgets
Bonus	Factor Groups
	Target Groups
Stock	Budgets

Proration Calculator

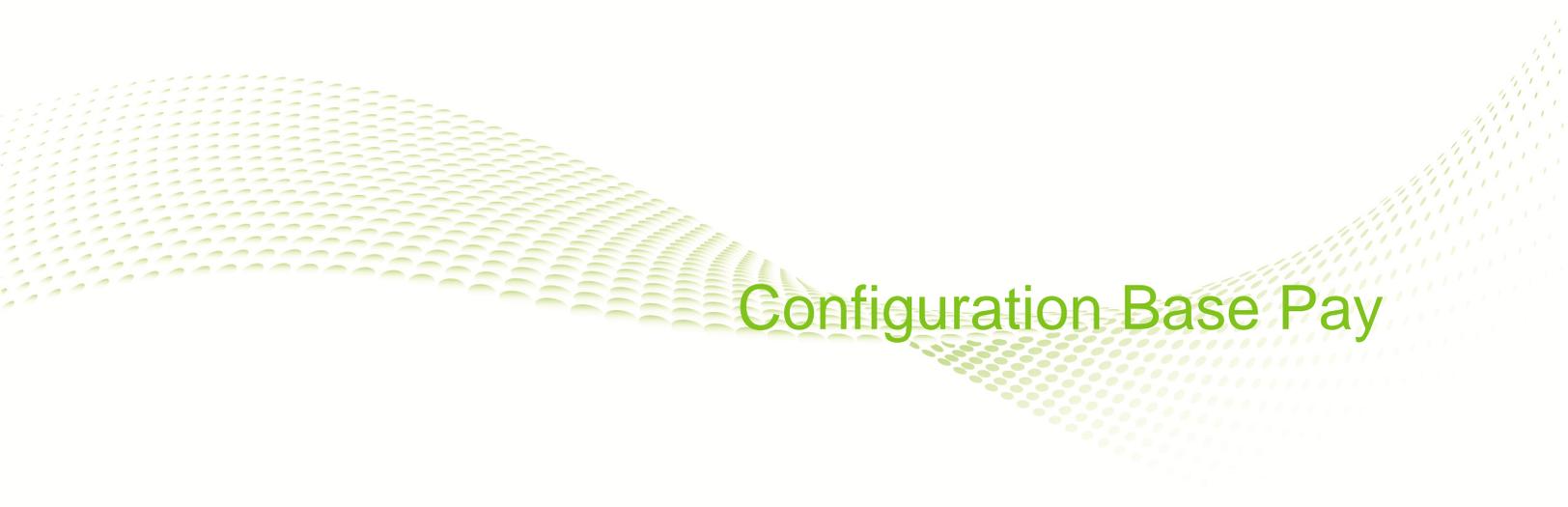
The Proration Calculator creates or modifies a proration rule used within a compensation plan. It is available in the following areas of the Configure Plans tab:

Subtab	Portlet
Base Pay	Increase Types

Compensation Calculator

The Compensation Calculator creates arithmetic equations used within a compensation plan. This calculator is displayed as the Basepay or Bonus Calculator. It is available in the following areas of the Configure Plans tab:

Subtab	Portlet
Base Pay	Budgets
Bonus	Budgets
Stock	Budgets



Configuration Base Pay

• Configuration - Base Pay.....	20
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Configuration - Base Pay

The Base Pay sub tab in Configure Plans main tab allows compensation administrators to assign budget values and guideline values for the base pay plans.

Budget values and guideline values for the base pay plans are configured on the Base Pay sub tab. Values for different base pay components, such as Merit, Promotion, or Adjustment can be assigned. The layouts and information provided in this section are examples of common configuration. Actual configuration and information can vary based on your site specifications.

The Base Pay sub tab contains the Budget Values and Guideline Values portlets. The portlets remain empty until a plan name is selected from the drop-down.

Increase Types Portlet

Compensation managers select an increase type associated with the selected basepay plan in this portlet.

Selecting an Increase Type

Prerequisite

Configure Plans > Base Pay > [Increase Types]

Steps

1. Select Increase Type from the drop-down.
2. Click Select.
Associated fields display.
3. Click Proration Calculator or Eligibility Calculator to view the calculations affecting the proration or eligibility associated with the calculator.

Result

Increase Types for base pay display.

Budget Portlet

Compensation administrators can select a Base Pay Budget from the selected Base Pay Plan and see the associated name, description, basis, and increase types.

In this portlet, the user selects base pay budget associated with the selected base pay plan. The user can click on the Base Pay Calculator or Eligibility Calculator link and invoke the calculator.

Associating a Budget

Prerequisite

Configure Plans > Base Pay > [Budgets]

Steps

1. Select a Budget Name from the drop-down.
2. Click Select.
The Budgets portal displays the fields for the selected budget.
3. Click Base Pay Calculator or Eligibility Calculator to view the calculations affecting the budget or eligibility associated with the calculator.

Result

Budget information for base pay display.

Budget Values Portlet

The Budget Values Portlet allows the compensation administrator to edit the budget percent for each of the organization's segments, such as companies, divisions, or departments.

This portlet contains a grid to aid the compensation administrator in setting up the budget for an organization's divisions, department, or other segments.

When a budget percent is entered for a row and saved, it calculates and saves the individual budget for each budget segment based on the following calculation:

- Budget % * Employee Wage

Entering Budget Values

Prerequisite

Configure Plans > Base Pay > [Budget Values]

Steps

1. Select a plan from the Plan Name drop-down.
2. Click Select.
The Budget Values portlet populates.
3. Enter a Budget % for each organizational segment.
4. Click Save.

Result

Summary tab data is updated.

Guideline Values Portlet

This feature enables compensation administrators to determine the guidelines for changes to base pay during planning.

During the planning process, users should have guidelines to follow when making base pay decisions. Compensation administrators can fill in data within a matrix to determine acceptable values for base pay changes. Compensation administrators can base guidelines on performance ratings, percent of salary range, or compa ratio values.

Compensation plans can be configured to use the employee's current compa-ratio to determine the guideline column for the employee. The compensation administrator enters the compa-ratio range for each column. The entered compa-ratio values are used for all the budget basis values.

Example:

An organization wants to base guidelines on performance ratings. For each rating category, a percent of the increase can be entered to set boundaries for base pay changes.

Compa-ratio	<80%	80 to 100%	>100%
Rating	Min - Max	Min - Max	Min - Max
H	3.0% - 5.0%	2.0% - 3.0%	0.0% - 2.0%
M	1.0% - 3.0%	1.0% - 2.0%	0.0% - 1.0%
L	0.0% - 1.5%	0.0% - 1.0%	0.0% - 0.0%

Guidelines can be copied from one organizational segment to another to reduce configuration burden.

Entering Guideline Values

Prerequisite

Configure Plans > Base Pay

Steps

1. Select a country from the drop-down.
2. Click Select.
The increase type tabs of the Guideline Values portlet populate.
3. Enter the desired guideline values.
4. Click Save.

Result

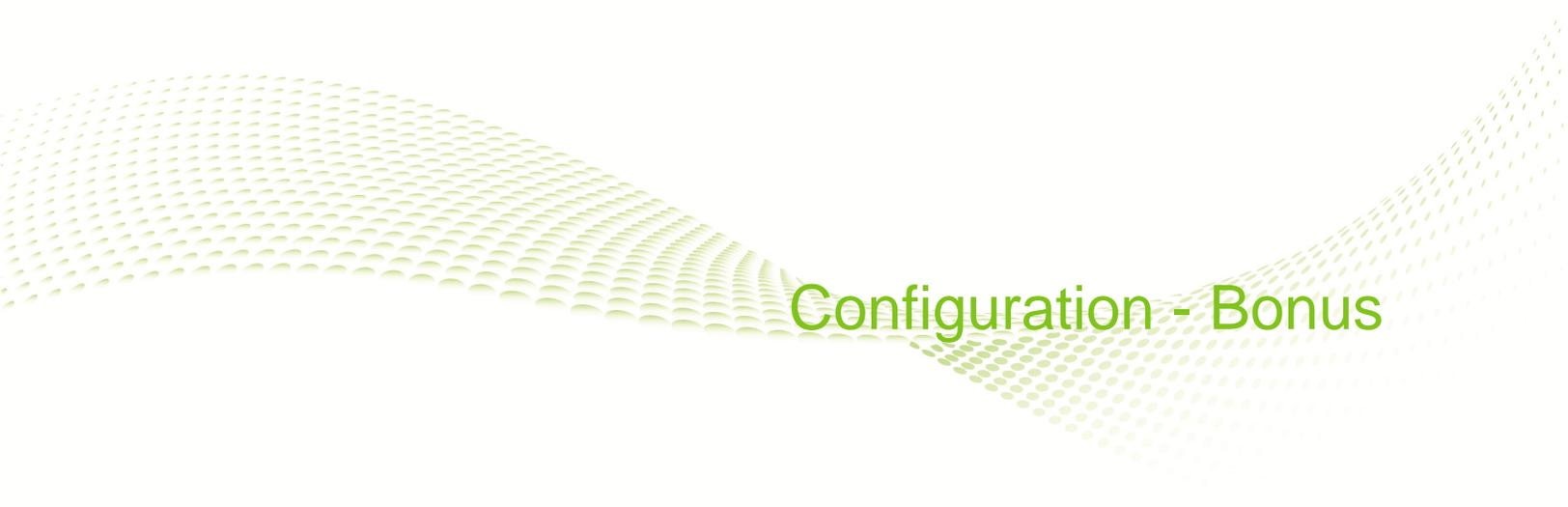
During the planning process, users now have guidelines to follow when making base pay changes.

Create/Modify Budgets Portlet

This portlet allows the compensation administrator to add a new or modify an existing budget. Additionally, employee records can be cleared at the time of the budget creation. Clicking Get Report produces a text file with data pertaining to the new budget.

Import/Export XML Portlet

Compensation administrators can import an XML file to create a Base Pay plan. A valid data or delta file can be used to configure the plan.



Configuration - Bonus

• Bonus Configuration.....	24
• Create/Modify Budgets Portlet.....	26
• Import/Export XML Portlet.....	27

Bonus Configuration

Compensation managers can now manage Factor Groups, Target Groups, and Bonus Budgets from the Bonus sub tab in Configure Plans.

The Bonus sub tab in Configure Plans main tab allows compensation administrators to select a bonus plan, enter a budget calculation, assign factor weights and factor values to factor groups, assign target values for the bonus plans, and define proration rules.

Factor Groups

Within a bonus plan, factor groups associate employees with a specific set of performance measures. This new feature replaces the two existing Bonus Weight and Factor Values portlets with a single portlet that permits the user to edit the following for a selected bonus plan:

- Factor weights
- Factor weight equation
- Factor values
- Factor value equation
- Multiplier value for a selected multiplier

Additionally, the user can delete an existing factor or add a new factor to the factor group.

Target Groups

This new feature permits the compensation administrator or global administrator to enter a target percentage and eligibility equation associated with a specific group of employees. Additionally, the user can delete an existing target or add a new target to the target group.

Budgets

This feature enables compensation and global administrators to view the following for a selected bonus plan from a new portlet on the Bonus page under the Configure Plans tab:

- Budget Name
- Budget Description

Budget equations can be updated through the Bonus and Proration Calculators.

Guidelines

Within a bonus plan, user entry guidelines are often established by an organization. They are typically associated with an employee's performance rating and other criteria, such as grade or job level. Bonus guideline values often change between bonus frequency periods. Compensation administrators or global administrators can now enter the following for each combination of performance and job criteria for a selected bonus plan:

- Guideline minimum.
- Guideline midpoint.
- Guideline maximum.

Calculated bonus guidelines are also supported. For calculated guidelines, each cell in the guideline table has a calculator link. Clicking on the link opens a Calculator window. The user enters the calculation for the cell into the Calculator and saves. Once a calculation is saved, the calculation is displayed in the cell as a link instead of "Calculator." The calculation link also opens the Calculator for the clicked upon cell.

Example:

Performance rating can be used as a guideline basis. This is the default mode.

Guidelines

Guideline Name: ABC Bonus Guidelines

Guideline Description: ABC Bonus Guidelines for the 2011 plan year.

Row Basis: Performance Rating

Column Basis: Min Target Max

Rating	Min	Target	Max
4.0 - 5.00	1.25	1.50	1.75
3.00 - 3.99	1.00	1.25	1.50
2.00 - 2.99	.75	1.00	1.25
1.00 - 1.99	.50	.75	1.00
0.00 - .99	0	0	0

Clear Cancel Save

The following graphic depicts a calculated guideline.

Guidelines

Guideline Name: ABC Bonus Guidelines

Guideline Description: ABC Bonus Guidelines for the 2011 plan year.

Row Basis: Performance Rating

Column Basis: Min Target Max

Minimum: Minimum: Funding_Percent * Target_Percent * 1.25 **Calculator**

Target: Target: Funding_Percent * Target_Percent * 1.50 **Calculator**

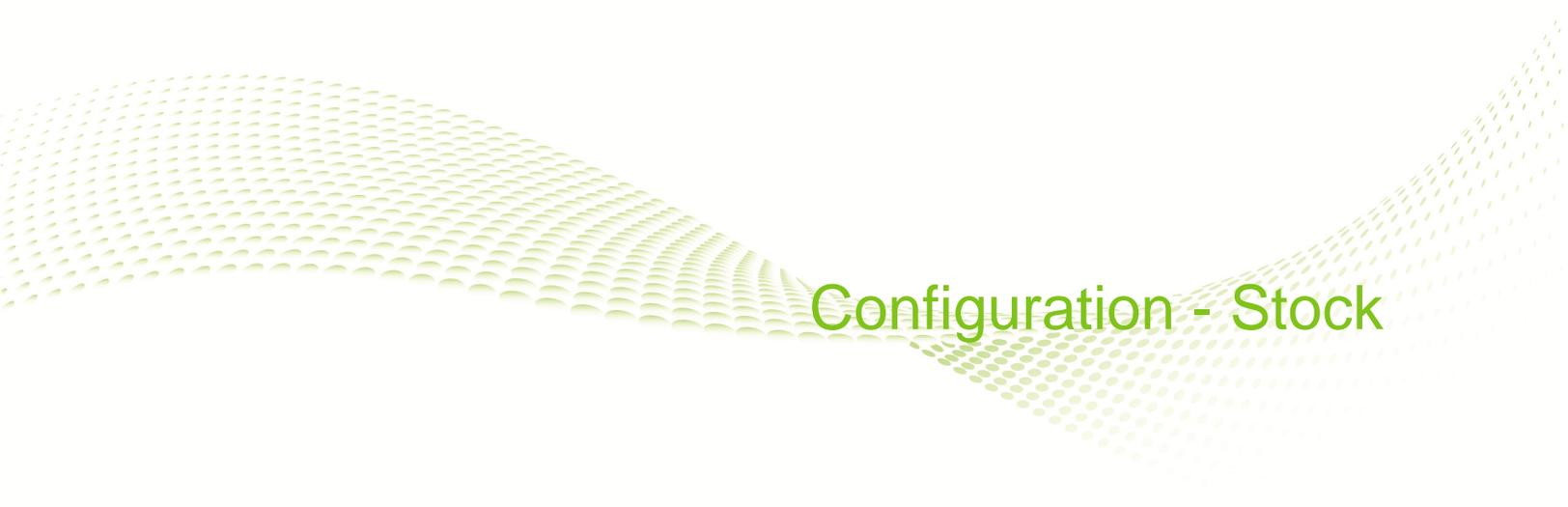
Maximum: Maximum: Funding_Percent * Target_Percent * 1.75 **Calculator**

Create/Modify Budgets Portlet

This portlet allows the compensation administrator to add a new or modify an existing budget. Additionally, employee records can be cleared at the time of the budget creation. Clicking Get Report produces a text file with data pertaining to the new budget.

Import/Export XML Portlet

Compensation administrators can import an XML file to create a Base Pay plan. A valid data or delta file can be used to configure the plan.



Configuration - Stock

• Stock Plan Configuration.....	29
• Create/Modify Budgets Portlet.....	30
• Import/Export XML Portlet.....	31

Stock Plan Configuration

Compensation administrators are now able to enter budget information for stock plans.

The Stock sub tab in Configure Plans main tab allows compensation administrators to assign budget values for the stock plans. They can assign the values for different stock components, such as stock options or restricted stock units. The following portlets display on the Stock sub tab:

- **Budgets** - Displays the stock budget name along with a row for each budget basis value in which the user can enter a participation percent and a budget value per employee. The row also displays the total amount for each row and the portlet displays the total amount budgeted.
- **Budget Values** - Displays the stock budget name along with a row for each guideline basis. The user can enter a minimum, target and/or maximum guideline amount for each column basis, such as performance rating.
- **Guidelines** - Within a stock plan, user entry guidelines are often established by an organization. They can assign the values for different stock components, such as Stock Options or Restricted Stock Units. They are typically associated with an employee's performance rating and other criteria, such as grade or job level. Compensation administrators or global administrators can now enter the following for each combination of performance and job criteria for a selected stock plan:
 - Guideline minimum.
 - Guideline midpoint.
 - Guideline maximum.

Example:

Job Grade can be used as a guideline basis.

Guideline Values

Type:

Guideline Name:

Guideline Description:

Row Basis:

Column Basis:

Divide:

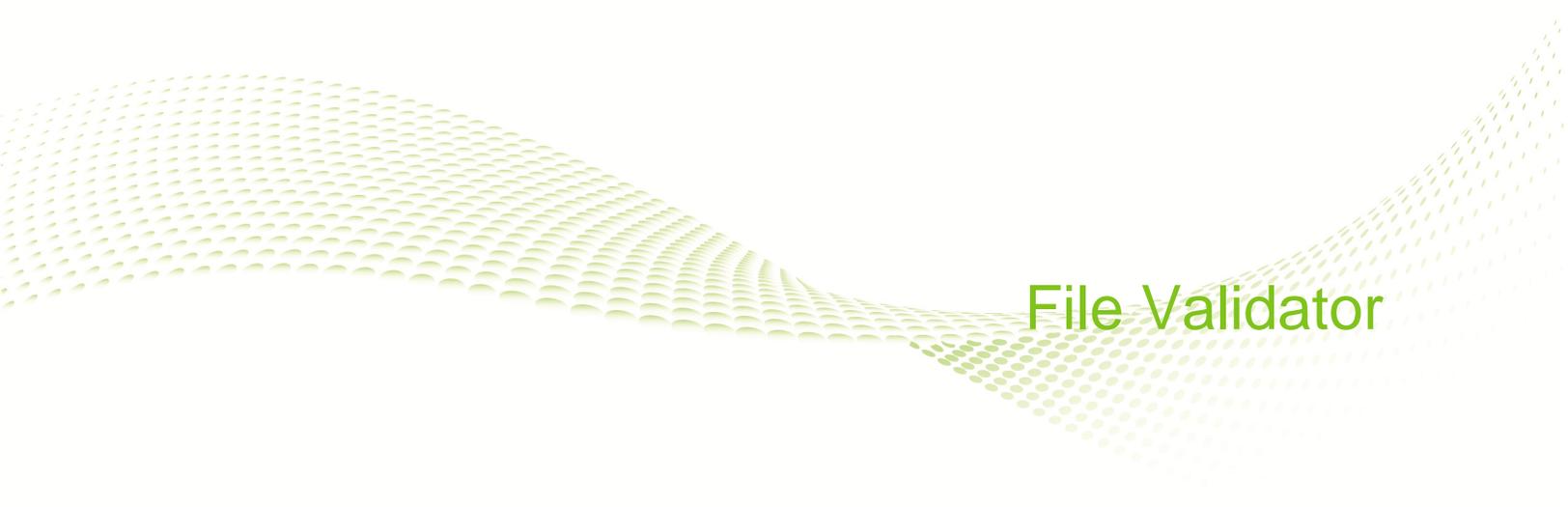
Grade (basis)	Far Exceeds			Exceeds			Meets			Sometimes Meets			Does not Meet		
	Min	Mid	Max												
10	<input type="text"/>														
9	<input type="text"/>														
8	<input type="text"/>														
7	<input type="text"/>														
6	<input type="text"/>														
5	<input type="text"/>														
4	<input type="text"/>														
3	<input type="text"/>														
2	<input type="text"/>														
1	<input type="text"/>														

Create/Modify Budgets Portlet

This portlet allows the compensation administrator to add a new or modify an existing budget. Additionally, employee records can be cleared at the time of the budget creation. Clicking Get Report produces a text file with data pertaining to the new budget.

Import/Export XML Portlet

Compensation administrators can import an XML file to create a Base Pay plan. A valid data or delta file can be used to configure the plan.



File Validator

• File Validator.....	33
• Uploading a File.....	34
• Validating a File.....	35
• Deleting Files.....	36
• Files Validated.....	37

File Validator

Data files can be validated by compensation and global administrators before uploading through the File Validator.

The File Validator provides a facility for compensation administrators to validate their own initial file set, as well as delta files. Taleo global administrators can also upload delta files into the database using the new feature. Files need to be validated by File Validator before they can be used in the Taleo Compensation database. After uploading the files, File Validator also initiates post-processing for building hierarchies in Compensation. Only Excel files can be validated and uploaded. The following initial and delta file sets are supported:

- Demographic Data File
- Demographic Delta File
- Salary/Job Code Data File
- HR Admin Data File
- Performance History Data File
- Salary History Data File
- Bonus History Data File (Requested For Bonus Plan)

Data files can be selected and validated. Each validated file has an associated report which enables administrators to locate issues pertaining to the data file. Data files can then be repaired before uploading. Corrupt data files can be removed by selecting and clicking Delete.

Example:

The following graphic depicts data files in different stages of the validation process.

The screenshot displays the File Validator interface with three main sections:

- Upload Data:** Includes a 'File to be uploaded:' field with a 'Select File' dropdown and a 'Browse...' button. Below are 'Upload' and 'Cancel' buttons, and a 'Progress: 0%' indicator.
- Manage Data:** Contains a table of data files with columns for selection, name, ID, size, date, status, and a 'Get Report' button. Below the table are 'Validate', 'Cancel', and 'Delete' buttons, and a 'Progress: 0%' indicator.
- Build Database:** Features a 'Build Database' button, a 'Cancel' button, and a 'Last Modified: 2008-12-19 14:22:41.0' timestamp. A 'Progress: 0%' indicator is also present.

File Name	ID	Size	Date	Status	Action
<input checked="" type="checkbox"/> history_merit	merithistory_01242009	4MB	2009-01-24	Complete	Get Report
<input type="checkbox"/> history_bonus	bonushistory_01292009	2MB	2009-01-29		Get Report
<input type="checkbox"/> history_performance	prhistory_01252009	0.5MB	2009-01-25	Errors	Get Report
<input checked="" type="checkbox"/> employee_demographic *	employee_data_01232009	4MB	2009-01-23	Complete	Get Report

Uploading a File

Prerequisite

You must have data or delta files exported from your HR management or other system.

System Admin > File Validator > File Upload Section

Steps

1. Select the file type.
 - **Data File** - File exported from another system.
 - **Delta File** - File exported from another system that contains updates to the data file.
2. Select the type of data to be imported.
 - Demographic Data File
 - Salary/Job Grade Data File
 - HR Admin Data File
 - Performance History Data File
 - Bonus History Data File
 - Earnings Data File
3. Click Choose File.
A dialog box displays, allowing users to select files from the local computer or other location.
4. Locate the desired file.
5. Click Upload.

Result

The file is uploaded and ready for validation.

Next Step

Validate the uploaded file.

Validating a File

Prerequisite

A data or delta file must be uploaded before it can be validated.

System Admin > File Validator > Manage Data Section

Steps

1. Select the file type.
 - **Data File** - File exported from another system.
 - **Delta File** - File exported from another system that contains updates to the data file.
2. Check the box adjacent to the desired file.
3. Click Validate.

The file progress can be viewed at the bottom of the screen. The status for each file will display as one of the following:

 - Busy
 - Processing Validations
 - Validations Completed with No Errors
 - Validations Completed with Errors
4. View the Validation Report by clicking Get Report.

Result

System administrators are notified that the file is valid for use in the Taleo Compensation zone.

Deleting Files

Prerequisite

A data or delta file must be uploaded before it can be deleted.

System Admin > File Validator > Manage Data Section

Steps

1. Select the file type.
 - **Data File** - File exported from another system.
 - **Delta File** - File exported from another system that contains updates to the data file.
2. Check the box adjacent to the desired file.
3. Click Delete.

Result

The file is no longer available for validation or use.

Files Validated

The following data is examined using Data File Validation:

File Type	Requirement	Data to be Validated
Demographic Data File	Required	Supervisor ID should not be NULL
		Employee ID should be unique
		Supervisor ID should be an Employee ID
		Employee Job Code + Salary/Level Grade should be in job/grade file
		Employee Hire Date should not be NULL
		Employee Current Annual Salary should not be NULL (enter 0 if needed)
		Home Country ID should not be NULL
		Date format should be one of Taleo Compensation choices using standard US date format
		Employee's Supervisor ID should not be their own ID
		Currency should be VALID
		Range Check, Data Type validation. Sequence.
	Manager Hierarchy should not be in a LOOP	
	Optional	Function Head ID should be an Employee ID
		Cumulative Rating should not be NULL
Job Code Currency should match those in the job/grade file		
	Promo Job Code should be in job/grade file	
Demographic Delta File	Required	Action should not be NULL
		Employee ID should exist if ACTION is 'MODIFY'/'DELETE'
		Supervisor ID should not be NULL
		Employee ID should be unique
		Supervisor ID should be an Employee ID
		Employee Job Code + Salary/Level Grade should be in job/grade file

File Type	Requirement	Data to be Validated
		Employee Hire Date should not be NULL
		Employee Current Annual Salary should not be NULL (enter 0 if needed)
		Home Country ID should not be NULL
		Date format should be one of Taleo Compensation choices using standard US date format
		Employee's Supervisor ID should not be their own ID
		Currency should be VALID
		Range Check, Data Type validation. Sequence.
		Manager Hierarchy should not be in a LOOP
	Optional	Function Head ID should be an Employee ID
	Cumulative Rating should not be NULL	
	Job Code Currency should match those in the job/grade file	
Promo Job Code should be in job/grade file		
Salary/Job Data Grade File	Required	Job Code should be Unique
		Salary Grade should not be NULL
		Currency should not be NULL
Salary History Data File	Required	Employee ID does NOT exist. (Warning)
Performance History Data File	Required	Employee ID does NOT exist. (Warning)