

# ORACLE COMPENSATION WORKBENCH



Give managers and compensation professionals the tools to strategically manage compensation at a global level. Use compensation to enhance productivity, increase morale and retain highly valued employees within an environment that enforces fiscal discipline and corporate policies. An integral part of Oracle's Talent Management solution, Oracle Compensation Workbench provides the most complete solution where total compensation, including base salaries, bonuses and equity, can be managed and aligned with performance. Bundled with Compensation Workbench, Total Compensation Statement helps employees realize the full value of their rewards.

## KEY FEATURES

- Award multiple types of compensation to groups of employees at one time
- Intuitive, configurable, user interface that minimizes training costs and encourages early adoption
- Integration with MS Excel combines desktop productivity with enterprise compensation functionality
- Roll down budgets down the management hierarchy, automatically set using target amounts, or model and set using wizards
- Configurable approvals process
- Reward full time, part time, hourly and salaried employees
- Extensive Audit Reporting
- 40+ criteria types to determine eligibility
- Define conditional messages and complex calculations
- Easily switch between different currencies and groups of employees
- Create total compensation statements for employees
- Print or email statements to groups of employees at one time or provide statements online

## Avoid Integration Woes with the Most Complete Solution

As part of a larger suite of HCM applications, Compensation Workbench provides seamless integration and a common user experience with modules essential to the compensation planning process. Employee records, security structures and hierarchies from core HR are leveraged to provide managers a secure means of distributing budgets and allocating awards to groups of employees - all within a configurable approval process. Out of the box integration with Performance Management facilitates linking pay to performance by allowing managers to view full employee appraisal details while allocating awards. In addition, integration with Sales Incentive Compensation provides a complete view of compensation for decision makers. With complete integration, your updates are automatically reflected in Financial and Payroll systems.

## Globally Manage Total Compensation

In the same view, enter a stock grant for an eligible employee in the US and a lump sum payment to an international assignee from the United Kingdom. Compensation Workbench allows you to allocate compensation across a group of employees, regardless of different locations, currencies, business groups or programs.

Multiple components of pay including merit and promotion increases, lump sum adjustments, bonuses and stock awards can be viewed and altered at one time. Analytics provide internal and external comparisons, statistical analysis, compensation history, and overviews of current budgets and allocations so managers can make decisions that support business objectives. Compensation can be entered and viewed in the corporate currency, local currencies, or in a preferred currency. A configurable, global approvals process assures accountability and summarizes lower level decisions for approving managers who can drill into more detail when needed.

**KEY BENEFITS**

ORACLE COMPENSATION WORKBENCH IS A FULL FEATURED, HIGHLY CONFIGURABLE SOLUTION THAT FACILITATES GLOBAL REWARDS MANAGEMENT:

- Improve business results, morale and retention by linking pay with performance
- Reinforce business strategy, regardless of borders, by globally managing compensation
- Ultimate flexibility in compensation plan design
- Total Compensation Statement helps employees realize the full value of their rewards
- The most complete compensation solution
- Integral part of Oracle's overall Talent Management solution

The screenshot displays the Oracle Compensation Workbench interface. At the top, it shows the user 'Palmer, Mr. Blair D. (Blair)' and the current currency 'Employee's Local Currency'. Below this is a 'Compensation Summary - Direct Reports' table with columns for Global Salary, Global Bonus, and Global Stock. The summary shows a total eligible salary of 433,900.00 USD, a budget of 0.00 USD, and a total allocated amount of 0.00 USD. To the right, there are options for 'Use Allocation Wizard', 'Imported To Spreadsheet', 'Change Access', 'Change Employee Eligibility', 'Assign to an Employee', 'Switch to Another Manager', 'Flexible Summary', and 'Audit History'.

Below the summary is the 'Employee Allocations' table, which lists individual employees and their compensation details. The table includes columns for Employee, Supervisor, Years Worked/Grade, Annual Salary/Units, Total New Cash Compensation, Total Compensation Value Awarded, Amount for Salary Increase, % of Eligible Salary Increase, Eligible Salary, Bonus Amount, % of Eligible Salary for Bonus, Stock Options Granted, Employee Details, and Notes History.

Employee	Supervisor	Years Worked/Grade	Annual Salary/Units	Total New Cash Compensation	Total Compensation Value Awarded	Amount for Salary Increase	% of Eligible Salary Increase	Eligible Salary	Bonus Amount	% of Eligible Salary for Bonus	Stock Options Granted	Employee Details	Notes History
Aaron, Mrs. Jessie	Bennett, Terence G Terry	0.500.2.South	49,200.00 USD	49,200.00	0.00	0.00	0	2,021.92	0.00	0	0		
Aaron, Mrs. Jennifer	Bennett, Terence G Terry	1.8.500.2.East	49,920.00 USD	49,920.00	0.00	0.00	0	49,920.00	0.00	0	0		
Chase, Mr. Barry	Bennett, Terence G Terry	1.5.200.2.Central	50,000.00 USD	50,000.00	0.00	0.00	0	50,000.00	0.00	0	0		
Franklin, Mrs. Jennifer	Bennett, Terence G Terry	1.8.500.2.East	47,840.00 USD	47,840.00	0.00	0.00	0	47,840.00	0.00	0	0		
Kashman, Mr. Sherry	Bennett, Terence G Terry	1.8.500.2.East	49,200.00 USD	49,200.00	0.00	0.00	0	49,200.00	0.00	0	0		
Vaughan, Mr. Barry	Bennett, Terence G Terry	0.5.200.2.Central	50,000.00 USD	50,000.00	0.00	0.00	0	27,534.27	0.00	0	0		

Figure 1: Compensation Workbench Allocation Worksheet

## Assure Compliance with Company and Legislative Guidelines

Prevent an employee with a low performance rating from reaching a certain percentage above the mean salary for their job and location. Define target amounts and ranges to enforce compensation and budgetary policies. Guidelines can be based on any number of criteria including job, grade, length of service, performance rating, compa-ratio or range position. Rules are enforced as managers enter allocations so they may take immediate corrective action.

## Drive a Pay for Performance Culture

Use employee performance measures to drive compensation planning, budgeting and approval. Compensation administrators and managers can build allocation models that drive off performance ratings, or a combination of factors. Performance-based recommendations can be generated for managers making budget and compensation decisions. Managers see performance ratings and appraisal details as they enter and approve compensation changes and can drill into performance history. Guideline matrices can be created to easily manage compensation policies based on performance ratings and rankings.

## Gain Flexibility in Implementing Your Compensation Strategy

Compensation plans can be quickly created, modeled and rolled out to meet changing business needs. Eligibility for rewards may be based on any number of criteria including performance, completed training, rating, job, location or length of service. Define complex calculations to dynamically populate target amounts and other fields. Easily tailor views to improve usability and only show managers what is necessary.

You can perform compensation planning in tandem with your focal review process by entering performance ratings, rankings, and job changes/promotions along with compensation changes at the same time. You can also award compensation on an anniversary type basis such as Date of Last Salary Increase or Promotion, Date of Hire or any other reference point. Enter a unique award date for each employee at the same time as awarding their compensation or have the date determined for you according to your business rules.

**ORACLE COMPENSATION WORKBENCH**

**RELATED PRODUCTS**

For more information on related HCM Applications, please see product announcements and data sheets on the following:

- Oracle HR
- Oracle Self Service HR
- Oracle Performance Management
- Oracle iLearning
- Oracle Learning Management
- Oracle iRecruitment
- Oracle Succession Planning
- Oracle Payroll
- Oracle Incentive Compensation
- Oracle Advanced Benefits

**RELATED SERVICES**

The following services support Oracle Main Product:

- Update Subscription Services
- Product Support Services
- Professional Services

**Communicate Total Rewards**

Use Total Compensation Statement to communicate rewards and benefits to employees. Employees can view their total compensation through an easy-to-use self-service interface or receive their statement securely via email. Compensation administrators can configure the statement to display employer and employee costs as well as contributions to different types of compensation including earnings, bonuses, taxes, stock options, benefits, savings and retirement, perquisites, time-off, etc. Mass print capabilities for paper-based statements ensure every employee can realize the true value of his or her rewards either on or offline.

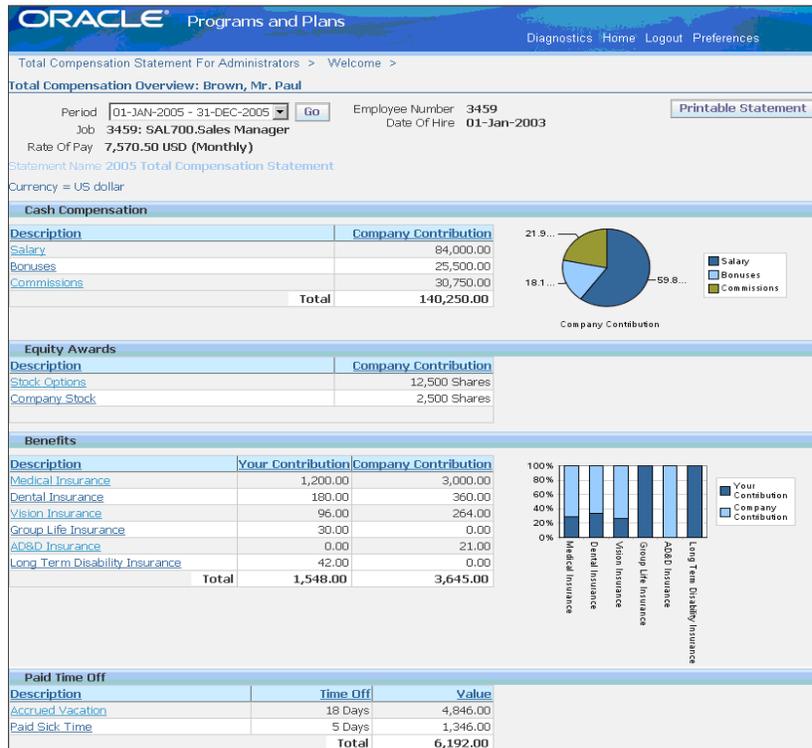


Figure 2: Employee's Total Compensation Statement

**CONTACT US**

For more information about Oracle Compensation Workbench, visit [oracle.com](http://oracle.com) or call +1.800.ORACLE1 to speak to an Oracle representative.



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**Hardware and Software, Engineered to Work Together**

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