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Enterprise eCompensation Manager Desktop 9.0

With eCompensation Manager Desktop, managers can review or verify the worker’s compensation history, view the total compensation for selected workers, and request a salary increase for a worker or group.

After a manager completes the ad hoc salary request, it is routed for approval. The levels of approval and the approvers are set up in the approval setup tables and listed on the Approval page. Managers can then view the status of ad hoc salary change requests submitted in the Request Ad Hoc Salary Change transaction. They can also request or perform a merit increase for a group of workers, based on the salary increase budget approved by the appropriate departments.

After the manager completes the salary change request, it is routed for approval. The levels of approval and approvers are set up in the approval setup tables and listed on the Approval page. Managers can then view the status of all salary change requests submitted in the Salary Change for Groups with an Allocated Budget.

Upon completion of this module you will be able to:
• Review worker compensation.
• Change worker salaries.
• Change budgeted salaries.

Reviewing Worker Compensation

Managers use the Worker Compensation module to review or verify a worker’s compensation history as well as their total compensation. The Worker Compensation module contains this information: employee job information, salary history, variable cash compensation, variable non-cash compensation, stock option details, and total compensation (includes base salary, regular bonus, seniority, stock, monetary awards, non-monetary awards, and ad hoc awards).

Upon completion of this lesson you will be able to view compensation history.

Viewing Compensation History

Managers use the Compensation History transaction to review or verify a worker’s compensation history.

In this example, you will:
• Select an employee to display compensation history information.
• View salary history.
• View salary change details.
• View variable cash compensation.
• View non-variable cash compensation.

Procedure
### Step 1
Begin by navigating to the **Compensation History** page.

Click the **Manager Self Service** link.

![Manager Self Service](image)

### Step 2
Click the **Compensation and Stock** link.

### Step 3
Click the **View Compensation History** link.

### Step 4
Use the **Compensation History - Select Employee** page to access an employee's compensation history.
5. Click an entry in the **Name** column.

   **Patsy Weatherford**

6. Use the **Compensation History** page to review or verify a worker’s compensation history.
7. Click an entry in the **Date of Change** column.

8. Use the **Salary Change Details** page to view details of the salary change.
### Step 9
Click the **vertical** scrollbar.

### Step 10
Click the **Return to Compensation History** link.
### Step | Action
--- | ---
11. | Click an entry in the **Award Date** column.  
   | **08/13/2003**
12. | Use the **Variable Cash Award Detail** page to view detailed information for a worker's specific cash award.
### Step 13

**Click the Return to Compensation History link.**

[Return to Compensation History](#)
Step | Action
--- | ---
14. | Click an entry in the **Award Date** column.  
   | **08/13/2001**
15. | Use the **Variable Non-Cash Award Detail** page to view detailed information for a worker's specific award, which does not involve cash.
Step | Action  
--- | ---  
16. | Click the **Return to Compensation History** link.  

---

**Return to Compensation History**
### Step 17

**Action**: Click the **Return to Select Employee** link.

*Return to Select Employee*
Step | Action
--- | ---
18. | Click the **Return To Manager Self Service** link.  
[Return To Manager Self Service](#)
19. | You have completed the procedure for viewing compensation history.  
**End of Procedure.**

**Changing Worker Salaries**

eCompensation Manager Desktop provides three self service transactions that improve the efficiency for changing workers’ salaries.

**Request Ad Hoc Salary Change** - When a manager accesses the **Request Ad Hoc Salary Change** page, the system displays a list of the manager’s direct reports as of the transaction effective date. The manager has the option of selecting one or more workers. After selecting a worker, the manager enters information about the salary change. Once the request is submitted, the system either updates compensation records or sends a notification to the approving manager.

**Approve Ad Hoc Salary Change** - When the approving manager accesses the **Approve Ad Hoc Salary Change** page, the manager can either approve or deny the salary change for one or more workers. Details of the salary change cannot be altered, but the approving manager can enter a comment.

**View Ad Hoc Salary Change Status** - Managers can review the status of the request using **View Ad Hoc Salary Change Status** page.
In addition to the three transactions listed above, administrators can review and update salary change request statuses on the Administer Request page.

Upon completion of this lesson, you will be able to:
• Request ad hoc salary changes.
• Approve ad hoc salary changes.
• View ad hoc salary change statuses.
• Update salary change requests.

Requesting Ad Hoc Salary Changes
When a manager accesses the Request Ad Hoc Salary Change page, the system displays a list of the manager's direct reports as of the transaction effective date.

The manager then has the option of selecting one or more workers. After selecting a worker, the manager enters information about the salary change.

Once the request is submitted, the system will either update compensation records or send a notification to the approving manager.

In this example you will:
• Select a group of employees for which you want to process ad hoc salary changes.
• Select an individual employee for which you want to process an ad hoc salary change.
• Enter salary change information.
• Calculate new salary information based on the proposed salary change.
• Submit the proposed salary change for approval.

Procedure
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Select Group</strong> page. Click the <strong>Manager Self Service</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Request Ad Hoc Salary Change</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Use the <strong>Select Group</strong> page to select a group of employees for which you want to process a salary change.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 4.   | Click an entry in the **Group ID** column.  
| 5.   | Use the **Select Employees** page to select one or more employees for whom you are requesting a salary change. |
6. **Step**: Click the **Select** option.

7. **Step**: Click the **Continue** button.

8. **Step**: Use the **Ad Hoc Salary Change** page to enter information about the salary change.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Click in the <strong>Change Percent (ex. 10.850%)</strong> field.</td>
</tr>
<tr>
<td></td>
<td>0.000</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the desired information into the <strong>Change Percent (ex. 10.850%)</strong> field. Enter &quot;10.000&quot;.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Calculate New Total</strong> button.</td>
</tr>
<tr>
<td></td>
<td>Calculate New Total</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
</tbody>
</table>
Step 13. Click the OK button.
Step | Action
--- | ---
14. | Release the mouse button.
15. | Click the **Return to Select Employees** link.
16. | You have completed the procedure to request ad hoc salary changes.

**Approving Ad Hoc Salary Changes**

The approving manager can use the **Approve Ad Hoc Salary Change** page to either approve or deny the salary change for one or more workers. The details of the salary change cannot be altered. However, the approving manager can enter a comment regarding the salary change.

In this example, you will:
- Select a transaction to approve.
- Approve a transaction for an individual employee.
- Submit the transaction to the next approver or to the human resources department.

**Procedure**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Approve Ad Hoc Salary Change** page.  
      | Click the **Manager Self Service** link. |
| 2.   | Click the **Approve Ad Hoc Salary Change** link. |
| 3.   | Use the **Select Transaction to Approve** page to view the statuses of transactions that have been processed and need your attention. To see details about the information that needs to be approved, click on one of the links displayed on the page. |
Step | Action
--- | ---
4. | Click the **vertical** scrollbar.
5. | Click the **Ad Hoc Salary Change 8** link. [Ad Hoc Salary Change 8]
6. | Use the **Approve Ad Hoc Salary Change** page to view and then approve or deny each worker’s salary change request and enter any relevant comments.
Step | Action
--- | ---
7. | Click the **Approve / Deny** list.
8. | Click the **Approve** list item.
9. | Click the **vertical** scrollbar.
10. | Click the **Save** button.
### Step 11

**Action:**

Click the **OK** button.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
12. | Click the **vertical** scrollbar.
13. | Click the **Return to Approval/Status List Page** link.
14. | You have completed the procedure to approve ad hoc salary changes. **End of Procedure.**

**Viewing Ad Hoc Salary Change Statuses**

Managers can use the View **Ad Hoc Salary Change Status** page to view the status of a salary change request, including change percentages, change amounts, and new monthly and annual totals. In addition a manager can view process details such as the name of the person who last processed a change, their role (for example, originator or manager), the process action, and the process action date.

In this example you will:
- View the statuses of ad hoc salary changes for two employees.
- View detailed change information for an individual employee.

**Procedure**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **View Ad Hoc Salary Change Status** page.  

Click the **Manager Self Service** link. |
| 2.   | Click the **View Ad Hoc Salary Chg Status** link. |
| 3.   | Use the **View Ad Hoc Salary Change Status** page to view the status of a salary change request. |
4. Click the Ad Hoc Salary Change 8 link.
   Ad Hoc Salary Change 8

5. Use the View Status of Request page to review the status of each transaction for a particular employee or group of employees.
Step | Action
--- | ---
6. | Click the **View Additional Salary Info** tab. *View Additional Salary Info*
7. | Click the **vertical** scrollbar.
8. | Click the **Return to Approval/Status List Page** link. *Return to Approval/Status List Page*
9. | You have completed the procedure for viewing ad hoc salary change statuses. **End of Procedure.**

**Updating Salary Change Requests**

In addition to managers having the ability to request, approve and view salary change information, administrators can use the **Administer Request** page to review and update salary change request statuses.

In this example you will:

- Search for a specific employee for which you want to update a salary change request.
- Approve a transaction and automatically update the database.

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Step | Action
--- | ---
1. | Begin by navigating to the **Administer Request** page. Click the **Workforce Administration** link.

2. | Click the **Self Service Transactions** link.

3. | Click the **Ad Hoc Salary Change Requests** link.

4. | Use the **Salary Change Requests** search page to locate employees for which you want to update salary change requests.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>Click an entry in the <strong>Name</strong> column.</td>
</tr>
<tr>
<td>7.</td>
<td>Use the <strong>Administer Request</strong> page to review and update the status (approve or cancel) salary change request statuses. Administrators who access this page can also add comments. This page is used mainly by HR administrators as opposed to department managers.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Automatically update the database</strong> option.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>
Changing Budgeted Salaries

eCompensation Manager Desktop enables managers to change their direct reports’ salary online. To change a budgeted salary the HR department must allocate and approve a salary increase budget for the group. The manager may then review the worker’s compensation history. If a salary change is required, the manager can enter the request and submit the request for approval. If approval is required, an approver can accept or reject the request. The manager can then review the status of the request.

Upon completion of this lesson, you will be able to:
• Enter budgeted salary change requests.
• Approve budgeted salary change requests.
• View the status of salary changes.

Entering Budgeted Salary Change Requests

Managers use the Request Budgeted Salary Change transaction to request or perform a merit increase for their direct reports. The manager selects a worker or a group and enters an increase for selected salary components.
For groups with allocated budgets, the manager can adjust the increases for individuals in the group and compare the results with the budget. When the changes are complete, the manager submits the requests for approval. The submitted requests are routed for approval.

In this example you will:
• Select a group to initiate a salary change request.
• Modify a proposed salary change.
• Modify a particular salary component.
• Calculate a proposed change to a worker's salary.
• Submit a salary change for approval.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Select a Group</strong> page. Click the <strong>Manager Self Service</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Compensation and Stock</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Request Budgeted Salary Change</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>Use the <strong>Select a Group</strong> page to select a group for which you want to enter budgeted salary change requests.</td>
</tr>
<tr>
<td>5.</td>
<td>Click an entry in the <strong>Group ID</strong> column.</td>
</tr>
<tr>
<td>6.</td>
<td>Use the <strong>Request Salary Change for Group with Allocated Budget</strong> page to change the proposed salary of an employee in the group.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
7. | Click the **Edit** button.
8. | Use the **Change Employee's Salary** page to view component salary details and modify the proposed salary increase for an individual worker.
Step | Action
--- | ---
9. | Click the **Edit** button.
10. | Use the **Change Salary Component** page to modify the proposed salary change amount for an individual component in the worker’s compensation package.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Enter the desired information into the Change Amount field. Enter &quot;1000&quot;.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the Calculate New Amount button.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the Continue button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>15.</td>
<td>Click the <strong>Continue</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>17.</td>
<td>Click the <strong>Submit for Approval</strong> button.</td>
</tr>
</tbody>
</table>
18. Click the **OK** button.

19. You have completed the procedure for entering budgeted salary change requests.

*End of Procedure.*

### Approving Budgeted Salary Changes

After the manager completes the salary change request, it is routed for approval. The levels of approval and approvers are set up in the approval setup tables and are displayed on the Approval page.

Only the next approver on the list has access to the page. After final approval is granted, an email notification is sent to the manager and a worklist or email is sent to HR as notification that the salary changes are approved and can be loaded to the workers’ job data.

In this example you will:

- Select a group to initiate a salary change approval.
- Approve a change to an employee's salary.

### Procedure
**Step** | **Action**
--- | ---
1. | Begin by navigating to the **Select a Group** page. 
   
   Click the **Manager Self Service** link.

2. | Click the **Compensation and Stock** link.

3. | Click the **Approve Budgeted Salary Change** link.

4. | Use the **Select a Group** page to select a group of employees for which you want to approve a budgeted salary change.
5. Click an entry in the **Group ID** column.

6. Use the **Approve Salary Change for Group with Allocated Budget** page to select specific employees and then either approve or deny the requested salary changes.
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Step | Action
--- | ---
7. | Click the **George MacGregor** option.
8. | Click the **vertical** scrollbar.
9. | Click the **Approve** button.
10. | You have completed the procedure for approving budgeted salary changes. **End of Procedure.**

**Viewing the Status of Salary Changes**

Managers use this transaction to view the status of salary change requests submitted in the Employee Salary Change Request transaction. This page is identical to the Approval transaction, except that the **Approve** and **Deny** buttons do not appear.

In this example you will:

- Select a group to view the status of a group salary change request.
- View the approval statuses of salary changes for groups with allocated budgets.

**Procedure**
Step | Action
--- | ---
1. | Begin by navigating to the **Select a Group** page.
   
   Click the **Manager Self Service** link.
   
   ![Manager Self Service](image)

2. | Click the **Compensation and Stock** link.

3. | Click the **View Budgeted Sal Chg Status** link.
   
   ![View Budgeted Sal Chg Status](image)

4. | Use the **Select a Group** page to view the status of salary change requests and then access a particular group to view detailed information regarding the proposed changes.
5. Click an entry in the **Group ID** column.

6. Use the **View Approval Status of Salary Change for Group with Allocated Budget** page to view proposed salary changes for a particular group.
7. Click the **vertical** scrollbar.

8. Click the **Return to list of Group Salary Change requests** link.  
   [Return to list of Group Salary Change requests]

9. You have completed the procedure for viewing the status of salary changes.  
   **End of Procedure.**