

# **2025 ANNUAL PAY REVIEW GUIDE FOR MANAGERS OUTSIDE OF USA/CANADA**



# PLANNING FOR PAY INCREASES



## Things to Keep in Mind:

- The pay increase budget should be used to truly differentiate performance and recognize employees who perform well.
- Understand which roles in the organization have the biggest impact on the Company's strategy and success.
- Great talent in critical positions provides the company with a competitive advantage. Recognize and reward great talent.
- All increases should be a reflection of each employee's performance and contributions to the company.
- This is your time to recognize and reward top performers, along with send a clear message to lower performers. Devote time to making these decisions properly.

## Pitfalls to Avoid:

- A pay increase should never be seen as a "given" or as a cost-of-living increase.
- Annual pay review conversations should not be a surprise to the employee. With regular feedback conversations, they should have a general expectation of how they are performing.
- Never give an "across the board" increase where everyone receives the same amount regardless of individual performance.

## A FEW QUICK NOTES



- Managers have been given the discretion to assign pay increases based on performance of each employee within the allotted merit budget pool available to their specific area—as previously shared pay increases should be used to truly differentiate performance and recognize employees who perform well.
- **When entering merit amounts please remember to enter zeroes “0” where applicable (e.g. for non-eligible employees)—please do not leave the merit amount blank.**
- Employees who were hired on or after October 1, 2024, or anyone who received a pay increase on or after October 1, 2024, will not be eligible for this increase
- **If you have an employee whose eligibility appears incorrect, contact your HR Business Partner**
- Increases will be effective the first full pay period in April 2025, and paid on the paycheck on April 25, 2025, or After (May 2, 2025, for the PSI Hourly pay cycle)

# REWARD BASED ON PERFORMANCE



## Outstanding Performers:

- Should receive the highest increases available.
- Identify employees strategically important to the company's success.
- Know who your “high flyers” are – recognize and reward them now before another company offers to!
- A higher increase communicates to the employee that they are valued by the organization. Make sure top performers know they are valued.

## Fully Competent Performers:

- Increases for employees who are performing well, but not exceeding expectations, should receive less than the budgeted amount.
- Use the increase to thank employees for their performance, but give feedback on how to further improve performance as well.
- Create a plan to help these employees grow and move from Good to Great.

## Lower Performers:

- Understand the reasons why an employee is not performing to expectations and be prepared to discuss.
- Do not debate with employees during these conversations, schedule time to follow up when both parties can collaborate to increase performance.
- Lower performers **should not receive any increase at all**. Consider delaying an increase to later in the year after performance is improved.
- Make a plan to improve the employee's performance, or exit the company.

# WORKFORCE COMPENSATION MODULE FOR MANAGERS OUTSIDE OF THE USA & CANADA



To start the process, follow the instructions below.

- To access the **Workforce Compensation Module**, please use the following web address: [HcmCompWorkbenchWorkarea - Workforce Compensation - Oracle Fusion Cloud Applications \(oraclecloud.com\)](https://HcmCompWorkbenchWorkarea - Workforce Compensation - Oracle Fusion Cloud Applications (oraclecloud.com)) which should take you to compensation module
- Next, click on the purple **Compensation** icon as shown below.

If you have any pending transactions, be sure to approve them first. Review your Worklist from the home page before starting this process to finalize any pending approvals.

Workforce Compensation: Student Manager

Viewing plan 1 of 1

Annual Salary Review 2025

Status	Last Approval Action	Access Level	Due Date
Submitted	None	No Updates Allowed	25-Mar-2025

Tasks

Compensation

Communicate

Models

View reports

# ENTERING PAY CHANGES



- Confirm the correct currency is selected in the upper right-hand side of the window. (Select worker local currency)
- A summary of your direct reports will populate, allowing you to view multiple rows of employee information simultaneously.
- Your available budget will calculate at the top right of the worksheet.
- Enter your employee's proposed increases as a percentage or flat dollar amount.

Ineligible employees will have an orange warning icon in the Alerts column. Click on the icon to view details. If you believe this is incorrect, contact your HR Business Partner before submitting for approval.

Use the Set Preferences link on the Settings and Actions menu to manage your preferred currency

Currency: Worker local currency

Worker local currency

GBP - Pound Sterling

USD - US Dollar

Annual Salary Review 2025

Employees hired or with a salary change on or after October 1, 2024, are Not Eligible

Important instructions to remember:

1. You must click Save in the top-right to retain any changes made
2. Use the "Team" filter on the worksheet to toggle between viewing Direct Reports and Entire Hierarchy
3. The information provided in the Summary table below only displays data for those included in the filter; adjust the worksheet filter to update accordingly

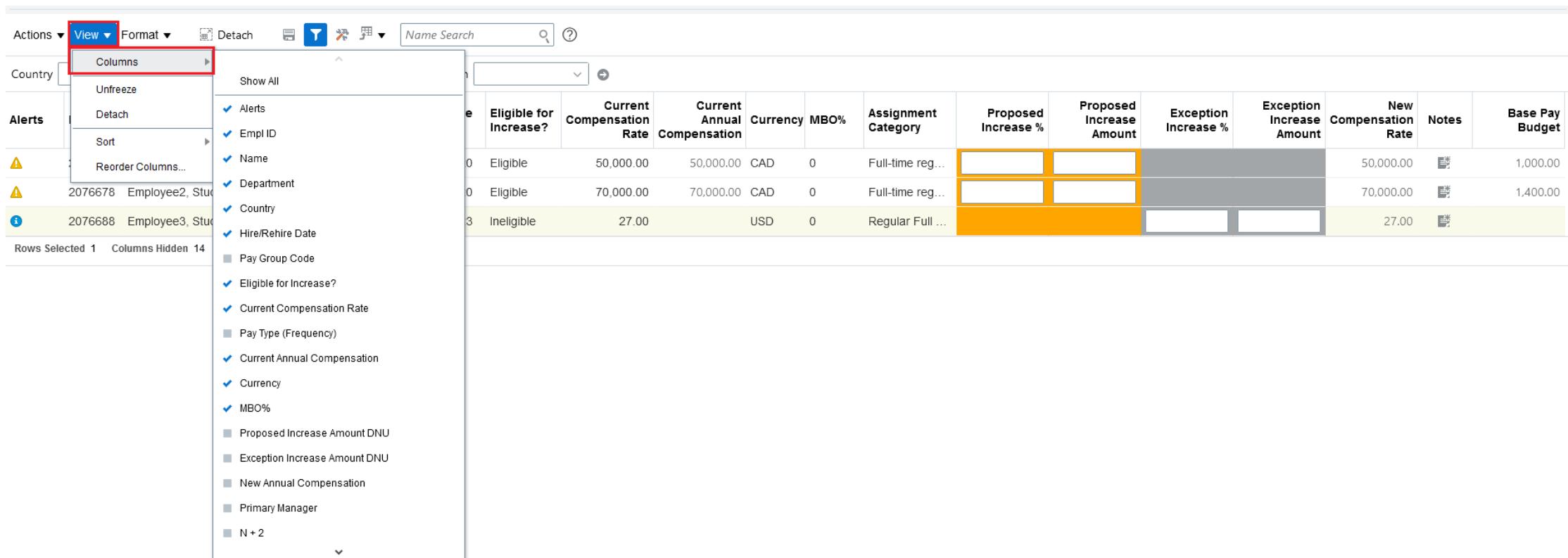
Component	Currency	Total Eligible Workers	Percentage of Workers Compensated	Total Eligible Salary	Total Compensation Amount	Compensation Percentage	Budget	Overall Budget Percentage	Available Budget
Base Pay	GBP	2	0	120,000.00	0.00	0.00	2,400.00	2.00	2,400.00
Total				120,000.00	0.00		2,400.00		2,400.00

Alerts	Empl ID	Name	Department	Country	Hire/Rehire Date	Eligible for Increase?	Current Compensation Rate	Current Annual Compensation	Currency	MBO%	Assignment Category	Proposed Increase %	Proposed Increase Amount	Exception Increase %	Exception Increase Amount	New Compensation Rate	Notes	Base Pay Budget
⚠	2076677	Employee1, Stud...	Building & Const...	CA	01-Jan-2020	Eligible	50,000.00	50,000.00	CAD	0	Full-time reg...					50,000.00	1,000.00	
⚠	2076678	Employee2, Stud...	Building & Const...	CA	01-Jan-2020	Eligible	70,000.00	70,000.00	CAD	0	Full-time reg...					70,000.00	1,400.00	
ℹ	2076688	Employee3, Stud...	Building & Const...	US	01-Jan-2023	Ineligible	27.00		USD	0	Regular Full ...					27.00		

# CHANGING YOUR DASHBOARD VIEW



- You can change your dashboard view by adding or removing worksheet columns, click View then Columns and click on the field names to hide or unhide, if the field has blue tick mark then it is visible in worksheet, if it has grey box then it is not visible in worksheet, you can click on the field to add and remove from worksheet



The screenshot shows a software interface for managing employee compensation data. On the left, there is a sidebar with various filters and alerts. The main area is a table with the following columns:

	Eligible for Increase?	Current Compensation Rate	Current Annual Compensation	Currency	MBO%	Assignment Category	Proposed Increase %	Proposed Increase Amount	Exception Increase %	Exception Increase Amount	New Compensation Rate	Notes	Base Pay Budget
0	Eligible	50,000.00	50,000.00	CAD	0	Full-time reg...					50,000.00		1,000.00
0	Eligible	70,000.00	70,000.00	CAD	0	Full-time reg...					70,000.00		1,400.00
3	Ineligible	27.00		USD	0	Regular Full ...					27.00		

The 'View' menu in the top left is highlighted with a red box, and the 'Columns' option is selected. A secondary sidebar on the left lists all available fields with checkboxes, where checked fields are visible in the main table and unchecked fields are not. The fields listed are: Alerts, Empl ID, Name, Department, Country, Hire/Rehire Date, Pay Group Code, Eligible for Increase?, Current Compensation Rate, Pay Type (Frequency), Current Annual Compensation, Currency, MBO%, Proposed Increase Amount DNU, Exception Increase Amount DNU, New Annual Compensation, Primary Manager, and N + 2.

# UNDERSTANDING YOUR BUDGET



- If you have a team of Managers that report to you, you will be able to view your team's budget and pay increase submissions.
- Your budget is based on eligible employees, excluding employees who were hired on or after Oct 1, 2024, or those who had a pay increase on or after Oct 1, 2024.
- **If you give a pay increase to an employee who is not eligible, you must add a note to provide justification for the increase.**
- **Please note, if you give a pay increase to an employee who is not eligible, this will reduce your budget accordingly which means you will need to offset the amount by giving less to an eligible employee to stay within budget.**

**Summary: Direct Reports**

Component								Currency	Total Eligible Workers	Percentage of Workers Compensated	Total Eligible Salary	Total Compensation Amount	Compensation Percentage	Budget	Overall Budget Percentage	Available Budget		
Base Pay								GBP	2	0	120,000.00	0.00	0.00	2,400.00	2.00	2,400.00		
<b>Total</b>															<b>120,000.00</b>	<b>0.00</b>	<b>2,400.00</b>	
															<b>2,400.00</b>	<b>2,400.00</b>		
Actions ▾ View ▾ Format ▾ <span>Detach</span> <span>Name Search</span> <span>?</span>																		
Country <span>▼</span>			Department <span>▼</span>			Location <span>▼</span>												
Alerts	Empl ID	Name	Department	Country	Hire/Rehire Date	Eligible for Increase?	Current Compensation Rate	Current Annual Compensation	Currency	MBO%	Assignment Category	Proposed Increase %	Proposed Increase Amount	Exception Increase %	Exception Increase Amount	New Compensation Rate	Notes	Base Pay Budget
⚠	2076677	Employee1, Stud...	Building & Const...	CA	01-Jan-2020	Eligible	50,000.00	50,000.00	CAD	0	Full-time reg...					50,000.00	50,000.00	1,000.00
⚠	2076678	Employee2, Stud...	Building & Const...	CA	01-Jan-2020	Eligible	70,000.00	70,000.00	CAD	0	Full-time reg...					70,000.00	70,000.00	1,400.00
ℹ	2076688	Employee3, Stud...	Building & Const...	US	01-Jan-2023	Ineligible	27.00		USD	0	Regular Full ...					27.00	27.00	

# ADDING A NOTE



If you are proposing an increase for someone who is not eligible, or any proposed increase that is **6%** or more, you must add a note.

1. Click on the **Notes** icon at the end of the applicable row
2. Next, click on the **+** symbol to add a new note
3. Click **OK** after completing your note.
4. Once the Proposed Increase is entered please save & submit for Approval

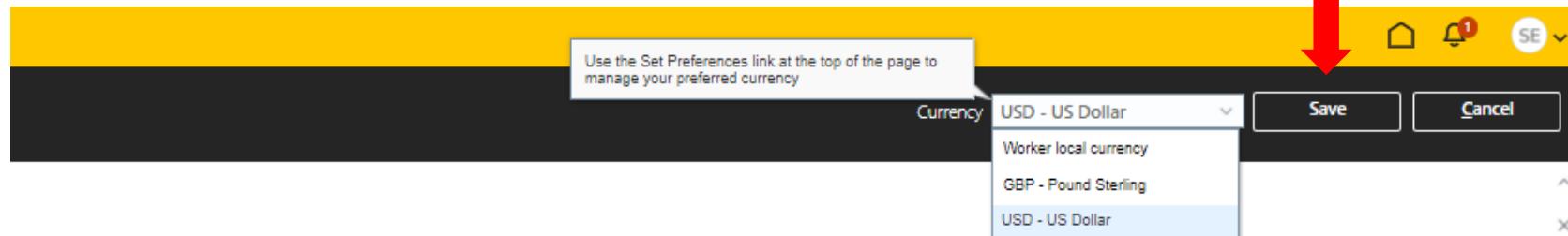
Annual Salary Review 2025																		
Employees hired or with a salary change on or after October 1, 2024, are Not Eligible																		
Important instructions to remember:																		
1. You must click Save in the top-right to retain any changes made																		
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3. The information provided in the Summary table below only displays data for those included in the filter; adjust the worksheet filter to update accordingly																		
Summary: Direct Reports																		
Component																		
Base Pay																		
<div style="display: flex; align-items: center;"> <span style="margin-right: 10px;">Actions ▾</span> <span style="margin-right: 10px;">View ▾</span> <span style="margin-right: 10px;">Format ▾</span> <span style="margin-right: 10px;">Detach</span> <span style="margin-right: 10px;">Name Search</span> <span style="margin-right: 10px;">?</span> </div>																		
<div style="display: flex; align-items: center;"> <span style="margin-right: 10px;">Country</span> <span style="margin-right: 10px;">Department</span> <span style="margin-right: 10px;">Location</span> <span style="margin-right: 10px;">Detach</span> <span style="margin-right: 10px;">Name Search</span> <span style="margin-right: 10px;">?</span> </div>																		
Alerts	Empl ID	Name	Department	Country	Hire/Rehire Date	Eligible for Increase?	Current Compensation Rate	Current Annual Compensation	Currency	MBO%	Assignment Category	Proposed Increase %	Proposed Increase Amount	Exception Increase %	Exception Increase Amount	New Compensation Rate	Notes	Base Pay Budget
<span style="color: red;">⚠</span>	2076677	Employee1, Stud...	Building & Const...	CA	01-Jan-2020	Eligible	50,000.00	50,000.00	CAD	0	Full-time reg...					50,000.00	<span style="border: 1px solid red; padding: 2px;"> </span>	1,000.00
<span style="color: red;">⚠</span>	2076678	Employee2, Stud...	Building & Const...	CA	01-Jan-2020	Eligible	70,000.00	70,000.00	CAD	0	Full-time reg...					70,000.00	<span style="border: 1px solid red; padding: 2px;"> </span>	1,400.00
<span style="color: blue;">ℹ</span>	2076688	Employee3, Stud...	Building & Const...	US	01-Jan-2023	Ineligible	27.00		USD	0	Regular Full...					27.00	<span style="border: 1px solid red; padding: 2px;"> </span>	

The screenshot shows a 'Create Note' dialog box. At the top left is the title 'Create Note'. On the top right are 'OK' and 'Cancel' buttons. The main area contains a 'Type' dropdown set to 'General', a 'Private' checkbox, and a toolbar with font selection ('Helvetica'), size ('2'), bold ('B'), italic ('I'), underline ('U'), superscript ('S<sub>2</sub>'), subscript ('S<sup>2</sup>'), and strikethrough ('S'). The toolbar also includes icons for alignment (left, center, right, full), lists (bullet, numbered), tables, and images. Below the toolbar is a preview area containing the text 'Test'. The bottom right of the dialog box has 'OK' and 'Cancel' buttons.

# SAVE OR SUBMIT FOR APPROVAL



- Once you have entered the proposed pay changes on the worksheet, click **Save** to review and make changes at a later time.



- Once all pay changes are entered and complete, click **Submit for Approval** to route them to your Manager for approval. Once a worksheet is “Submitted” you cannot make further edits.
- If you do not **Submit for Approval** the worksheet, the changes will not be able to be approved by your Manager.

# REVIEWING YOUR TEAM



If you have indirect line managers on your team, to see the budget, select the drop-down box to choose which view you want to see:

- All Workers
- Direct Reports
- 2+ Levels Down
- Indirect Reports

You can also use the search fields and search by Department (Business Line) or Location to view the data in another way.

The screenshot shows a Microsoft Dynamics 365 Compensation grid titled 'Summary: Direct Reports'. The grid displays data for 'Base Pay' with a currency of GBP, showing 1 total eligible worker, 0% compensated, 0.00 total eligible salary, and 0.00 total compensation amount. The 'Actions' bar includes 'View', 'Format', 'Detach', and a dropdown menu. The 'Country' and 'Department' dropdowns are highlighted with red boxes. A 'Direct Reports' dropdown menu is open, showing options: 'All Workers', 'Direct Reports' (which is selected and highlighted in blue), '2 Levels Down', '3 Levels Down', 'Indirect Reports', and 'Student Manager Team'. The grid has columns for 'Alerts', 'Empl ID', 'Name', 'Department', 'Current Compensation Rate', 'Current Annual Compensation', 'New Annual Compensation', 'Primary Manager', 'HR Manager', and 'Location'. A warning icon is visible in the grid.

# REVIEWING WORKSHEETS



For managers that have managers reporting to them, follow the instructions below to review and approve your team's worksheets.

1. Use the **Compensation** icon to review the detail for all pay proposals for your direct and indirect reports.
  - You may make edits to your indirect reports, but if you do be sure to notify their line manager for transparency.
2. Click on the **Review & Approve** icon, and then click on *Compensation Overview* to review the proposed pay proposals submitted for your approval.

The screenshot shows the 'Annual Salary Review 2025' interface. At the top, there are sections for 'Status' (Budget Available), 'Last Approval Action' (None), 'Access Level' (Updates Allowed), and 'Due Date' (25/03/25). Below this, there are four 'Tasks': 'Compensation' (purple icon), 'Review & Approve' (red icon, highlighted with a red box), 'Communicate' (green icon), and 'Models' (blue icon). The 'Review & Approve' task is expanded, showing a sub-section with a back arrow, the title 'Review & Approve', and a help icon. Below this is the 'Annual Salary Review 2025' page, which includes tabs for 'Approvals' (selected), 'Compensation Overview' (highlighted with a red box), and 'Alerts'. The 'Compensation Overview' tab shows a table with a single row for 'Manager' (with a blue background). The table has columns for 'Actions', 'View', 'Format', 'Freeze', 'Detach', 'Approve' (with a checked checkbox), 'Return for Correction', 'Request Information', and a help icon. The row for 'Manager' has a blue background and a blue arrow pointing to the right.



# SAVING AND CLOSING

- Click the Save button.
- Click the OK button on the “Confirmation” window.
- Finally Click Review & Approve back button to return to the Work Force Compensation Control screen.

Review & Approve Save

Annual Salary Review 2025

Approvals Compensation Overview Alerts

Actions ▾ View ▾ Format ▾ Freeze Detach  Approve ▾  Return for Correction  Request Information ?

Manager	Access Level	Manager Status	Team Status	Approvals		Due Date
				Approval Status	Action History	
...	Updates Allowed	Budget Available	<span>Not Started</span>	<span>Not Started</span>	<span>Not Started</span>	25/03/25
► Manager, Student	No Updates Allowed	Submitted	<span>Not Started</span>	<span>Not Started</span>	<span>Not Started</span>	25/03/25



# SUBMITTING FOR APPROVAL

- If you DO NOT have a Review & Approve option
- Click the Submit for Approval Button
- Finally Click the Submit button on the confirmation screen.

Annual Salary Review 2025				
Status	Last Approval Action	Access Level	Due Date	
Budget Available	None	Updates Allowed	25/03/25	<b>Submit for Approval</b>

## Tasks



## Submit for Approval

### Details

Submit your plan for approval. You won't be able to make changes unless the manager you report to returns it for correction or you withdraw the submission. Your subordinate managers also won't be able to make changes or withdraw their plans.

Plan **Annual Salary Review**

Next Approver

**Submit** **Cancel**

## **ANNUAL PAY REVIEW GUIDE FOR MANAGERS**

**Reviewing Submitted Proposals &  
Processing Approvals**



# REVIEWING PAY PROPOSALS FOR APPROVAL



There are sub-tabs on the **Review & Approve** page for additional analysis:

- Compensation Overview – review total budget breakdown by Manager
- Allocation Statistics – review how overall budget is distributed
- Target Analysis
- Alerts – review all employees with Alerts

< Review & Approve ⚡ ⓘ

Annual Salary Review 2025

Approvals | Compensation Overview | Alerts

Actions ▾ View ▾ Format ▾ ⚡ Freeze ⚡ Detach  Approve ▾ ⚡ Return for Correction ⓘ Request Information ⓘ

**Manager**

Manager, Student

Currency GBP - Pound Sterling ⚡ Save

< Review & Approve ⚡ ⓘ

Annual Salary Review 2025

Approvals | **Compensation Overview** | Alerts

Component Base Pay ⚡

Actions ▾ View ▾ Format ▾ ⚡ Freeze ⚡ Detach ⚡ Filter

Manager	Workers				Allocated			Budget		
	Eligible	Ineligible	Compensated	Percentage of Workers Compensated	Eligible Salary	Overall Compensation Amount	Compensation Percentage	Overall Budget	Overall Available Budget	Overall Budget Percentage
..	8	1	2	25	270,800.00	2,400.00	0.89	5,416.00	3,016.00	2.00
▶ Direct reports	3	0	0	0	120,800.00	0.00	0	2,416.00	2,416.00	2.00
▶ Manager, Student	2	1	2	100	120,000.00	2,400.00	2.00	2,400.00	0.00	2.00

# APPROVING PAY PROPOSALS



- Once you have completed reviewing, you can **Save and Close** to come back later, or
- Select the rows you want to approve and **click Approve**.
- Once you Approve, the pay proposals will route to your HR Business Partner for final approval.
- After you Approve, only the HR Business Partner may make any further changes.

A screenshot of a software interface titled "Review &amp; Approve" for an "Annual Salary Review 2025". The "Approvals" tab is selected. The main area shows a table with a single row labeled "Manager" and a status "Manager, Student". Above the table, there is a toolbar with "Actions", "View", "Format", "Freeze", and "Detach" buttons. To the right of the table, there is a "Selected Managers" button with a dropdown menu. The dropdown menu is highlighted with a red box and contains two options: "Selected Managers" (which is checked) and "All Managers". Other buttons in the toolbar include "Return for Correction", "Request Information", and a help icon.

## **ANNUAL PAY REVIEW GUIDE FOR MANAGERS**

**Viewing Compensation Statements –  
Manager Navigation**



# NAVIGATION FOR MANAGERS OUTSIDE OF THE USA & CANADA - REVIEWING COMPENSATION STATEMENTS FOR THEIR DIRECT/INDIRECT REPORTS

- To access the **Workforce Compensation Module**, please use the following web address: [HcmCompWorkbenchWorkarea - Workforce Compensation - Oracle Fusion Cloud Applications \(oraclecloud.com\)](https://HcmCompWorkbenchWorkarea - Workforce Compensation - Oracle Fusion Cloud Applications (oraclecloud.com))
- Next, click on the green **Communicate** link.
- Click on the **View or Print** icon next to the corresponding employee name.

SM

Workforce Compensation: Student Manager  

Viewing plan 1 of 1

Annual Salary Review 2025

Status <b>Submitted</b>  	Last Approval Action <b>None</b>	Access Level <b>No Updates Allowed</b>
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Tasks

 Compensation

 **Communicate**

Communicate  

Annual Salary Review 2025

View ▾ Format ▾  Direct Reports  

Worker Name	View or Print	Country
Employee1, Student		CA
Employee2, Student		CA
Employee3, Student		US

## **ANNUAL PAY REVIEW GUIDE FOR MANAGERS**

**Viewing Compensation Statements –  
Employee Navigation**



# NAVIGATION FOR **EMPLOYEES** REVIEWING COMPENSATION STATEMENTS



- From the Fusion home page, click on **Me**, and then click on **Compensation**.
- Next, click the **My Compensation** link.
- Under Compensation Change Statements click on the **Intertek Annual Salary Review Statement** for 2025.

The screenshot shows the 'Me' section of the Fusion interface. The 'Me' tab is selected and highlighted with a red box. Below the navigation bar, there are sections for 'Personal Info', 'Goals and Performance', and 'Compensation'. A red arrow points from the 'Compensation' section down to the 'Compensation Change Statements' link. The 'My Compensation' link is also highlighted with a red box. At the bottom, a red box highlights the 'Intertek Annual Salary Review Statement' link.

Me My Team Hiring Tools Others

← Show Less

Personal Info

Personal Details Document Records Contact Info Family and Emergency Contacts

Change Photo

Goals and Performance

Goals Performance

Compensation

My Compensation

Compensation Change Statements

Intertek Annual Salary Review Statement

Annual Salary Review Statement

intertek

Total Quality. Assured.