

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.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.

SM Workforce Compensation: Student Manager

Viewing plan 1 of 1

Annual Salary Review 2025	Last Approval Action	Access Level	Due Date
Status 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.

intertek

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

Home Notifications Settings

SM

< Compensation

Currency Worker local currency

Save

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

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
Total				120,000.00	0.00		2,400.00		2,400.00

Actions View Format Detach

Name Search

Country Department Location

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
ⓘ	2076688	Employee3, Stud...	Building & Const...	US	01-Jan-2023	Ineligible	27.00		USD	0	Regular Full ...					27.00		

Rows Selected: 1 Columns Hidden: 14 Columns Frozen: 3

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 dashboard interface with a 'View' menu open. The 'Columns' option is selected, displaying a list of fields. The 'Columns' menu is highlighted with a red box. The 'View' menu is also highlighted with a blue box. The 'Columns' list includes fields like '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', and 'Base Pay Budget'. The 'Columns' list is also highlighted with a red box. The 'View' menu is also highlighted with a blue box. The 'Columns' list is also highlighted with a red box.

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		

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
Total													120,000.00	0.00		2,400.00		2,400.00

Actions ▾	View ▾	Format ▾	Detach					Name Search <input type="text"/>		
Country <input type="text"/>	Department <input type="text"/>	Location <input type="text"/>								

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...	<input type="text"/>	<input type="text"/>			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...	<input type="text"/>	<input type="text"/>			70,000.00		1,400.00
	2076688	Employee3, Stud...	Building & Const...	US	01-Jan-2023	Ineligible	27.00		USD	0	Regular Full ...			<input type="text"/>	<input type="text"/>	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
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

Summary: Direct Reports

Component	Currency	Total Eligible	Percentage of Workers	Total Eligible Salary	Total Compensation Amount	Compensation Percentage	Budget	Overall Budget Percentage	Available Budget
Base Pay				100.00	0.00	0.00	2,400.00	2.00	2,400.00
				100.00	0.00		2,400.00		2,400.00

Notes

View **+** ✕ Date Type Visibility Sort By

No results found.

Done

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
	2076688	Employee3, Stud...	Building & Const...	US	01-Jan-2023	Ineligible	27.00		USD	0	Regular Full ...					27.00		

Create Note

Type: General

☐ Private

Helvetica 2

B I U S₂ S² S

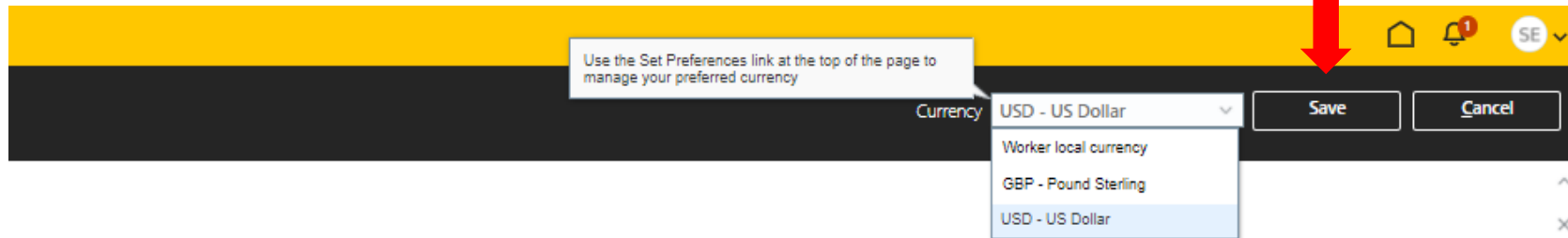
Test

OK Cancel

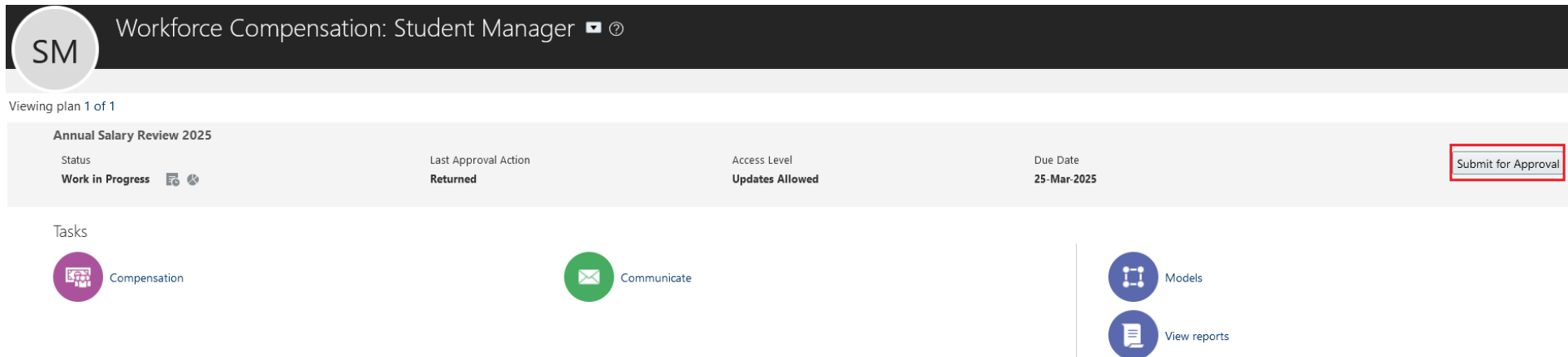
SAVE OR SUBMIT FOR APPROVAL



- 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.

Summary: Direct Reports

Component	Currency	Total Eligible Workers	Percentage of Workers Compensated	Total Eligible Salary	Total Compensation Amount
Base Pay	GBP	1	0	0.00	0.00
Total				0.00	0.00

Actions View Format Detach [Icons] Direct Reports [Dropdown] Name Search [Input] [Icon]

Country [Dropdown] Department [Dropdown]

Alerts	Empl ID	Name	Department	Country	Eligible for Release?	Current Compensation Rate	Current Annual Compensation	Currency	New Annual Compensation	Primary Manager	HR Manager	Location
[Warning Icon]	2063673	Manager, Student	Agricultural Servi...	US						Shaganti, Bh...		Albany Norm...

Columns Hidden 10 Columns Frozen 3

[Dropdown Menu: All Workers, Direct Reports, 2 Levels Down, 3 Levels Down, Indirect Reports, Student Manager Team]

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.

Annual Salary Review 2025

Status
Budget Available

Last Approval Action
None

Access Level
Updates Allowed

Due Date
25/03/25

Tasks

Compensation

Review & Approve

Communicate

Models

View reports

< Review & Approve

Annual Salary Review 2025

Approvals Compensation Overview Alerts

Actions View Format Freeze Detach Approve Return for Correction Request Information

Manager

Manager, Student

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

?

Currency GBP - Pound Sterling

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				25/03/25
▶ Manager, Student	No Updates Allowed	Submitted				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

Budget Available  

Last Approval Action

None

Access Level


Updates Allowed


Due Date


25/03/25


Submit for Approval


Tasks

 Compensation

 Review & Approve

 Communicate

 Models

 View reports

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

<

Review & Approve

?

Currency

GBP - Pound Sterling

Save

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.

Review & Approve

Annual Salary Review 2025

Approvals | Compensation Overview | Alerts

Actions View Format Freeze Detach Approve Return for Correction Request Information

Selected Managers

All Managers

Manager

Manager, Student

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://oraclecloud.com/HcmCompWorkbenchWorkarea-Workforce Compensation - Oracle Fusion Cloud Applications)
- 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
Submitted

Last Approval Action
None

Access Level
No Updates Allowed

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 Fusion home page navigation. At the top, the 'Me' tab is highlighted with a red box. Below it, the 'Compensation' link is highlighted with a red box, and the 'My Compensation' link is also highlighted with a red box. A red arrow points from the 'My Compensation' link to a box labeled 'Compensation Change Statements'. Below this, the 'Intertek Annual Salary Review Statement' link is highlighted with a red box.

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

intertek

Total Quality. Assured.