

# **2025 ANNUAL PAY REVIEW GUIDE FOR MANAGERS**





# 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:

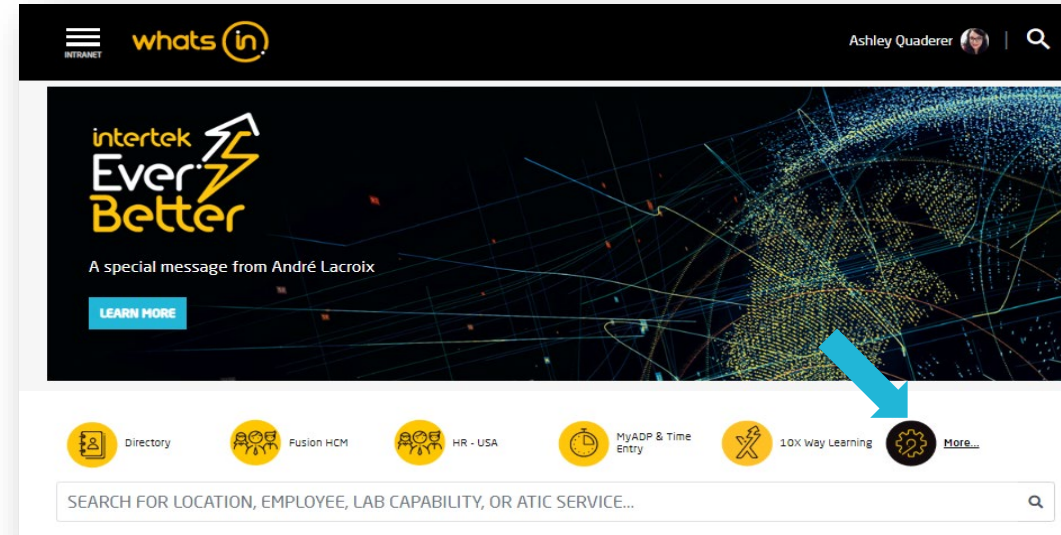
- Understand the reasons why an employee is not performing to expectations and be prepared to discuss.
- Do not debate with employees during these conversations, schedule time to follow up when both parties can collaborate to increase performance.
- Lower performers **should not receive any increase 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.

# ACCESS FUSION ON WHATSIN



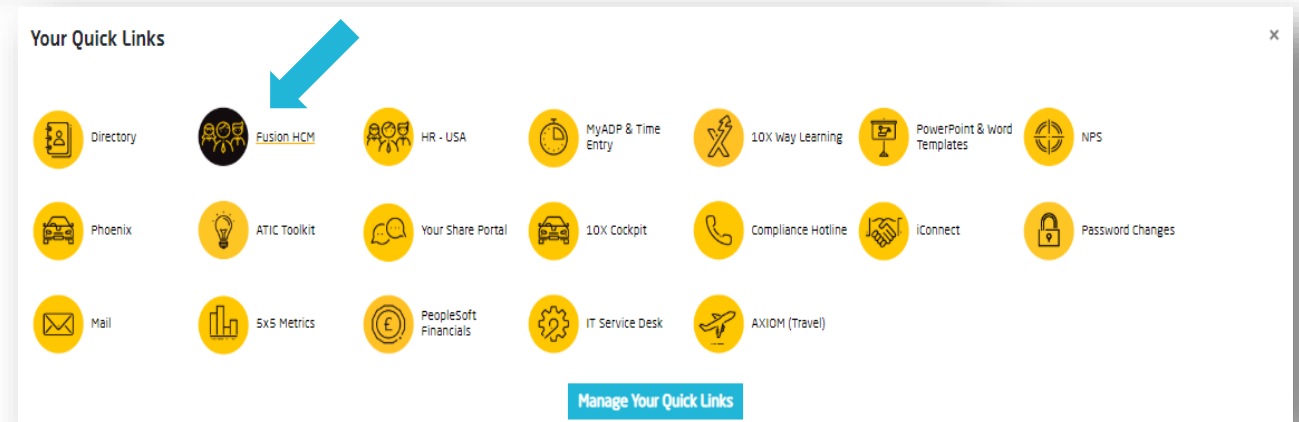
On the new WhatsIn landing page, you will need to locate the Fusion HCM icon in your Quick Links.

1. From Intranet homepage, select **More...** under Quick Links.
2. Find and click on the **Fusion HCM** Icon.



**TIP:** Add Fusion HCM to your Quick Links favorites for easier access.

<https://hcog.fa.em2.oraclecloud.com/hcmUI/faces/FuseWelcome>

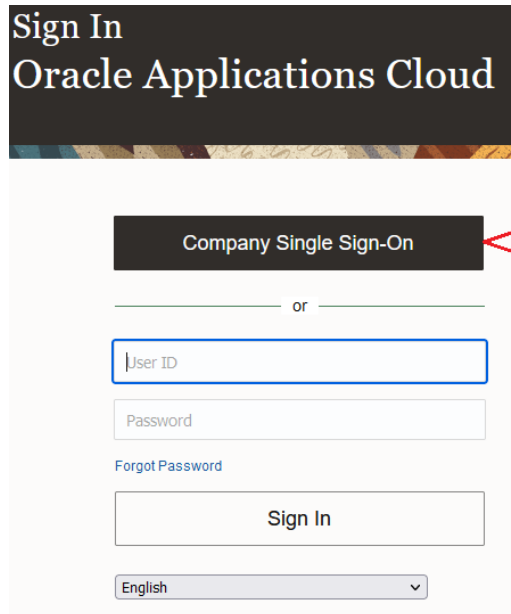


# LOGGING INTO FUSION

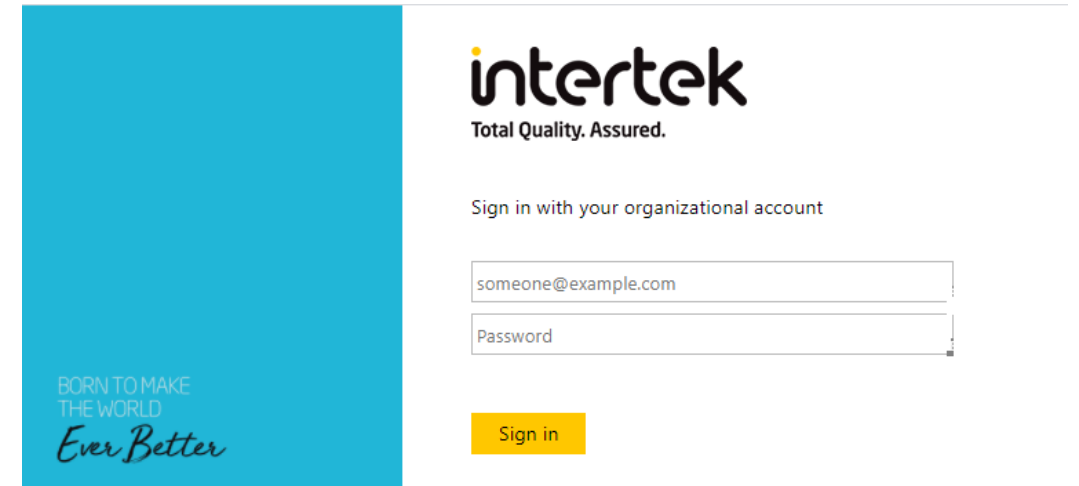
You will login to Fusion using Single Sign-On (SSO), which means that your login credentials are the same as your company network login and password.



- Select **company sign-in link (SSO)** from Oracle Applications Cloud sign-in page.
- Enter your network login user name and password and click “Sign In”.

The Oracle Applications Cloud Sign In page. It has a dark header with the text "Sign In Oracle Applications Cloud". Below the header, there is a "Company Single Sign-On" button. A red arrow points to this button with the text "Click Here & enter Intertek Network Credentials". Below the button, there is a "or" separator. Then, there are input fields for "User ID" and "Password". Below the password field is a "Forgot Password" link. At the bottom is a "Sign In" button and a language dropdown menu set to "English".

Click Here &  
enter Intertek  
Network  
Credentials

The Intertek Sign In page. It features the Intertek logo and tagline "Total Quality. Assured." at the top. Below that, it says "Sign in with your organizational account". There are input fields for "someone@example.com" and "Password". At the bottom is a yellow "Sign in" button. On the left side, there is a blue vertical banner with the text "BORN TO MAKE THE WORLD Ever Better".

# WORKFORCE COMPENSATION MODULE




To start the process, follow the instructions below.


- From the home page, click on **My Team**, and then on the **Workforce Compensation** icon.
- Next, click on the purple **Compensation** icon as shown below.

Good afternoon


Me **My Team** My Workforce Tools Configuration Others


QUICK ACTIONS


 Add Absence

 Existing Absences

APPS

 My Team Tasks

 My 10X Journey

 Workforce Compensation

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

Status

Submitted

Last Approval Action

None


Access Level


No Updates Allowed


Due Date


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 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 [Icons] 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

Actions ▾ View ▾ Format ▾ Detach [Icons] Name Search [?] [?]

Country [Country] Columns [Columns] [Show All]

Alerts [Alerts] [Unfreeze] [Detach] [Sort] [Reorder Columns...]

2076678 Employee2, Stud [2076678 Employee2, Stud] [2076688 Employee3, Stud] [2076688 Employee3, Stud]

Rows Selected 1 Columns Hidden 14

	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		

Columns menu:

- Show All
- ✓ 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
- 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
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...	<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	0.00	2,400.00		2,400.00

Actions View Format Detach [Icons] 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
ℹ	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 S<sub>2</sub> S<sup>2</sup> S

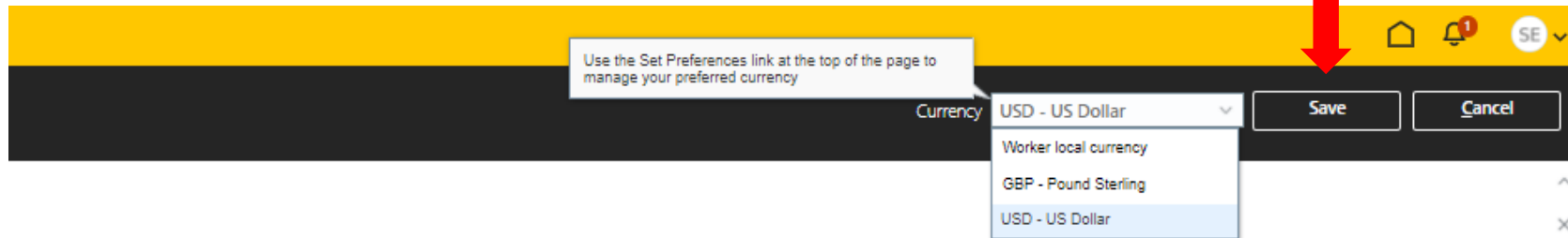
Test

OK Cancel

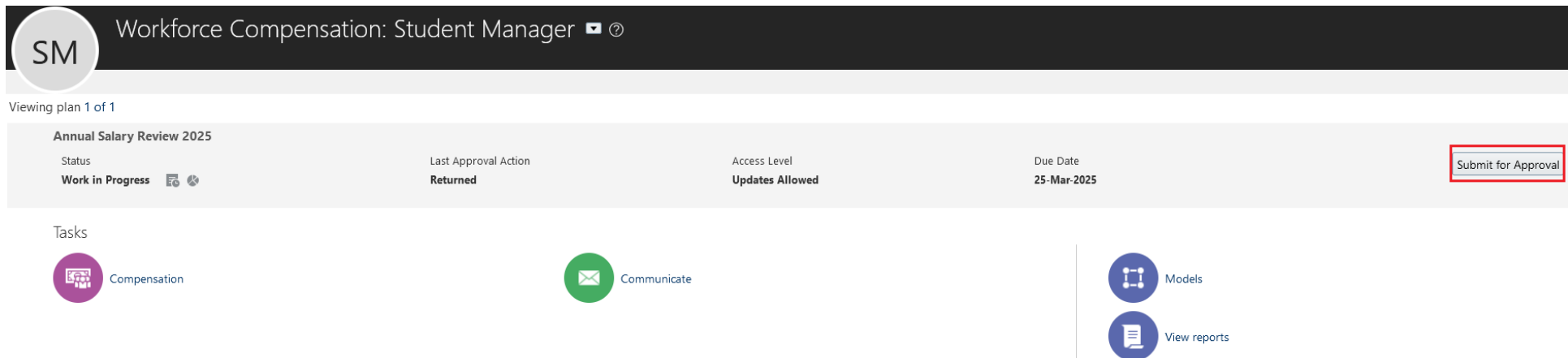
# SAVE OR SUBMIT FOR APPROVAL



- 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	Department	Alerts	Empl ID	Name	Department	Country	Current Compensation Rate	Current Annual Compensation	Currency	New Annual Compensation	Primary Manager	HR Manager	Location
			2063673	Manager, Student	Agricultural Servi...	US					Shaganti, Bh...		Albany Norm...

Columns Hidden 10 Columns Frozen 3

Direct Reports [Dropdown]

- 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**

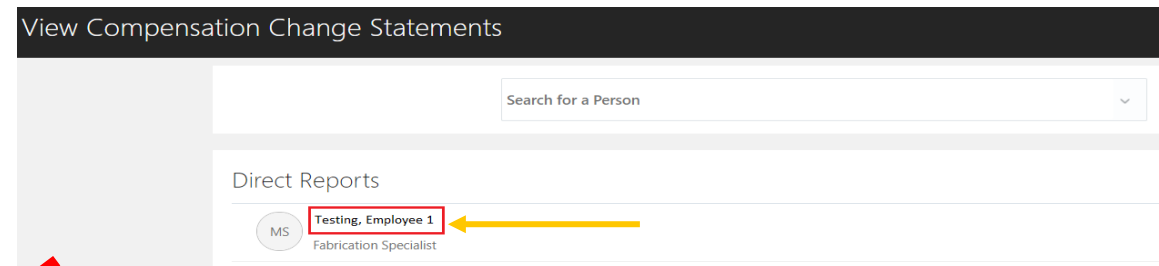
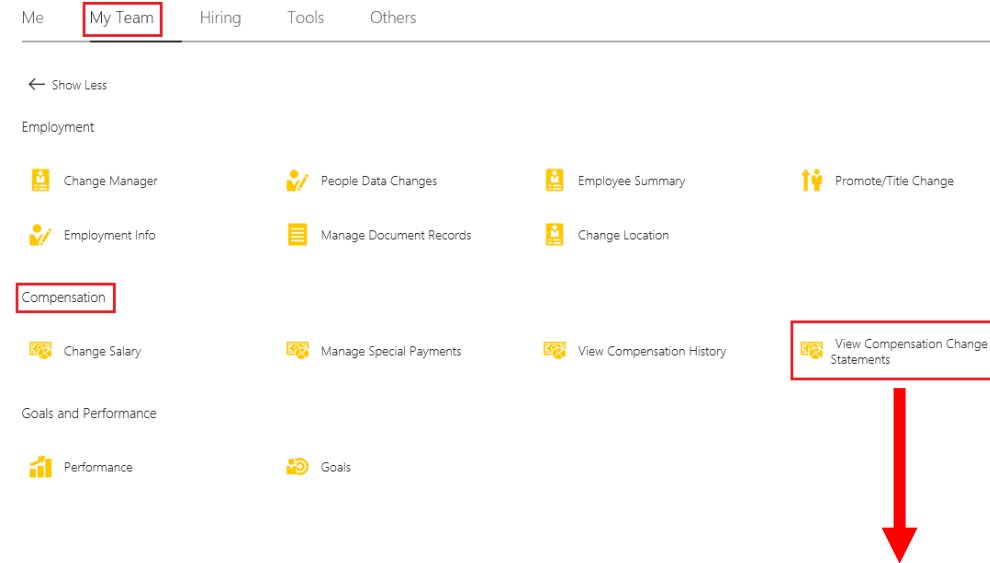
### **Viewing Compensation Statements – Manager Navigation**



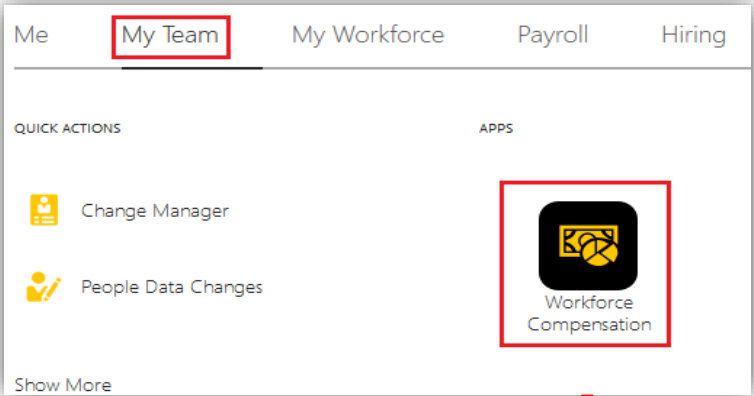


# NAVIGATION FOR MANAGERS REVIEWING COMPENSATION STATEMENTS FOR THEIR DIRECT/INDIRECT REPORTS – OPTION 1

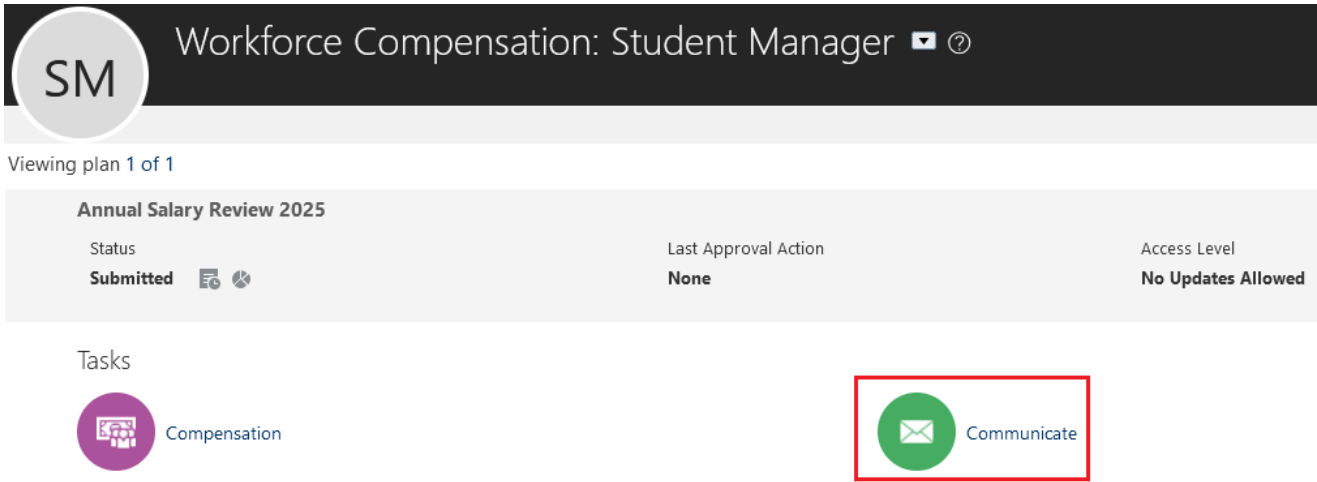
- From the Fusion home page, click on **My Team**, and then **Show More** then on **Compensation**.
- Next, click on **View Compensation Change Statements**.
- Select the Employee
- Then click on the **Intertek Annual Salary Review Statement**



# NAVIGATION FOR MANAGERS REVIEWING COMPENSATION STATEMENTS FOR THEIR DIRECT/INDIRECT REPORTS – OPTION 2



- From the Fusion home page, click on **My Team**, and then click on the **Workforce Compensation** icon.
- Next, click on the green **Communicate** link.
- Click on the **View or Print** icon next to the corresponding employee name.



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

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

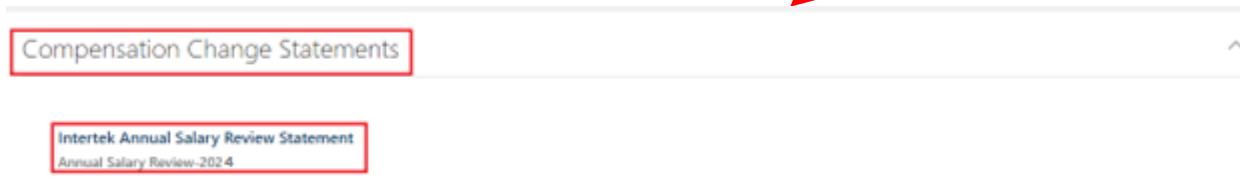
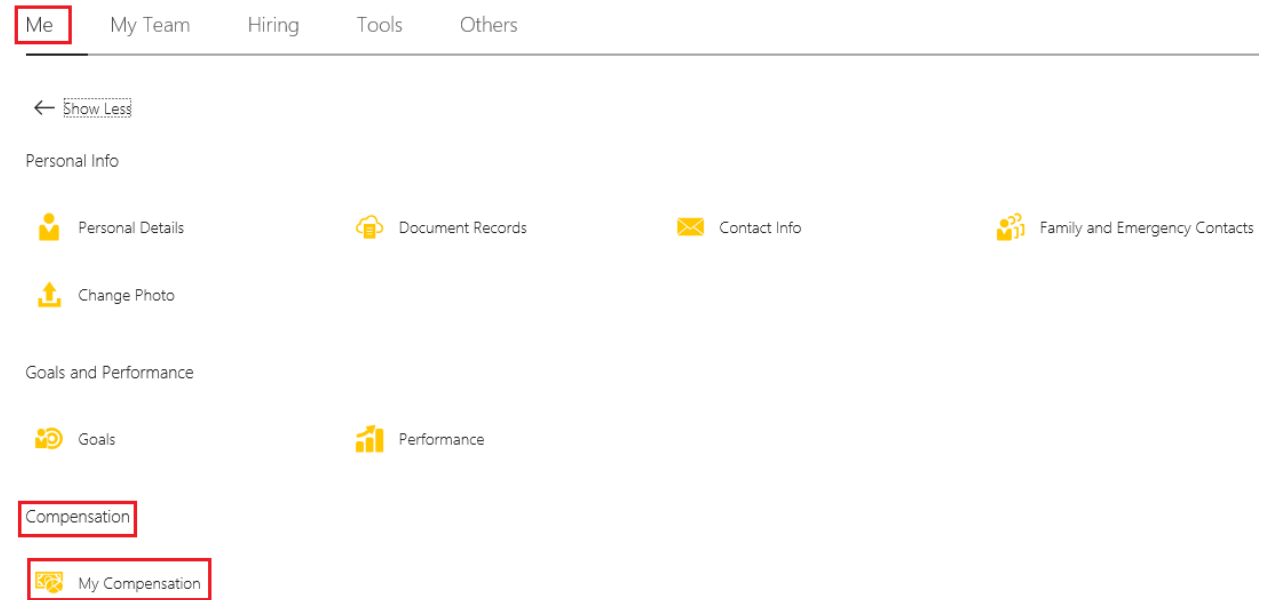
### **Viewing Compensation Statements – Employee Navigation**



# 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.





**intertek**

**Total Quality. Assured.**