

Compensation Planning:

ADMIN CONFIGURATION

OVERVIEW

HR Administrators can create a compensation plan and configure restrictions for the managers to make recommendations based on employee performance, market increase, cost of living, annual merit increases, etc.

Once these recommendations are complete, administrators will complete the compensation plan, finalizing the details, and putting the plan into effect.

The compensation changes will take effect on the date provided during the initial configuration.

To access this feature, you **must** have **one** of these roles:

- Company Administrator
- HR Administrator
- Manage Compensation Events
- Internal Admin

COMPENSATION PLANNING

Start a plan

- To access Compensation Planning:
 - Hover over the **Company** menu in **Perform** and choose **Compensation Planning**. This will take you into the compensation planning module.
 - You can click the icon under **Actions** to copy or delete the plan.
 - You can also update **Effective** date on this page.

Image on next page

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Compensation Planning

[Plans](#) [Bulk Pay Rate Updates](#)

Set up, track, and manage your company's compensation plans. [+ Start Plan](#)

Plan	Status	Due Date	Increase Effective Date	Payment Types	Employees in Plan	Actions
Yearly Bonus 2020	Assigned	10/1/2020	10/19/2020	Increase	All Employees	⚙️
Operations - Compensation Plan	Saved Draft	7/31/2020	8/17/2020	Increase, One-time Payment	All Employees	Copy Plan Delete Plan

- To create a new compensation plan, click **+ Start Plan** button.

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Compensation Planning

[Plans](#) [Bulk Pay Rate Updates](#)

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Plan	Status	Due Date	Increase Effective Date	Payment Types	Employees in Plan	Actions
No data to display.						

Complete the following steps. Keep in mind in order to proceed to the next step, you must use the **Next** button at the bottom of your screen.

Step 1: Plan Details

- Enter the plan details, including important dates.
 - Plan name = unique name that is easy to identify.
 - Due Date = the day reviewers must submit their recommendations.
 - Effective Date = the day employee pay-rate updates go into effect.
 - Pay Period = the time frame targeted for dispersing one-time payments.

Toggle the option whether to display the rating from the employee's last performance review.

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Start a Compensation Plan

1 Plan Details 2 Eligible Employees 3 Budgets & Limits 4 Save & Assign

Enter Plan Details

Reviewers will see the Plan Name and Due Date in the task they receive. After the Due Date, they can no longer submit salary recommendations.

Plan Name* Due Date*

Which payment types do you want to include in this plan? *

☐ Salary Increase
Reviewers will enter a percentage to increase employees' salaries.

☐ One-time Payment
Reviewers will enter a dollar amount to give employees a one-time payment.

Should reviewer see their employee's performance review rating? *

[Cancel](#) [Next](#)

Step 2 – Eligible Employees

- **All employees** are in the plan by default, but you can customize the selection by using the optional filters
 - Hire Date
 - Departments
 - Individual Employees

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Start a Compensation Plan

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Eligible Employees

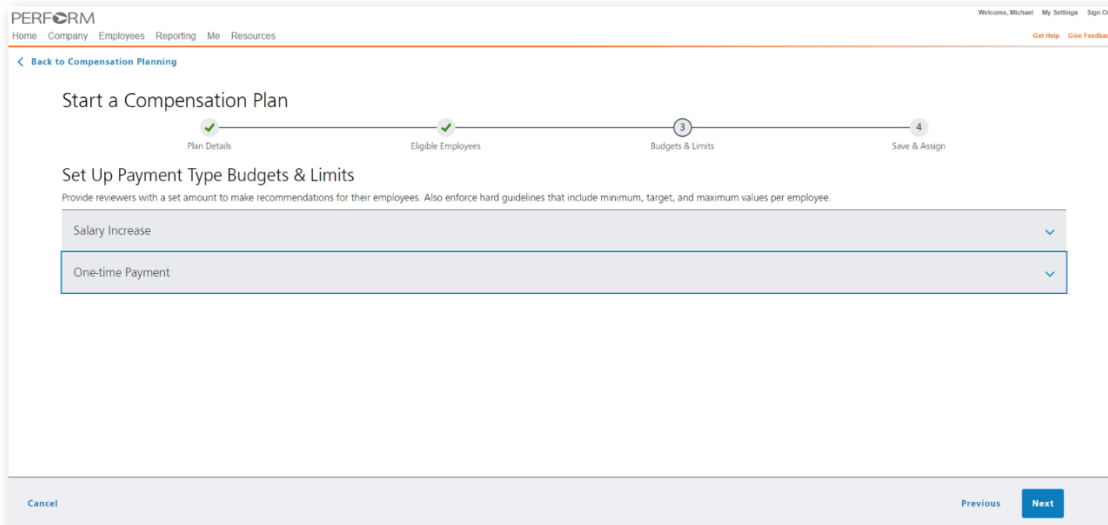
All employees are in the plan by default, but you can customize the selection below. Employee managers will make salary recommendations.

Optional Filters: [Hire Date](#) [Departments](#) [Individual Employees](#)

[Cancel](#) [Previous](#) [Next](#)

Step 3 – Budgets & Limits

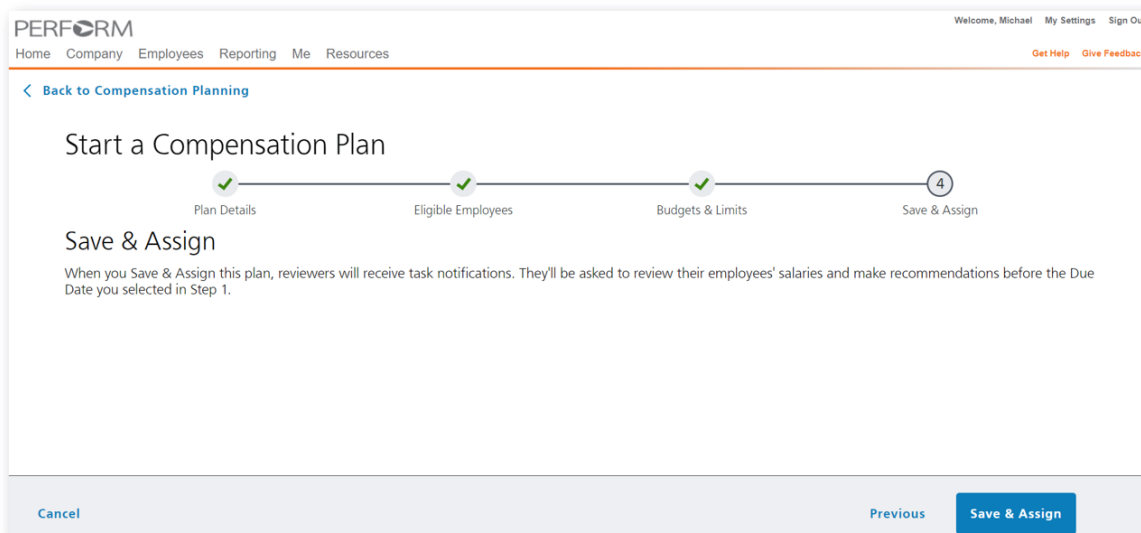
- Set Salary Increase and One-time Payment budgets and limits to guide reviewers.
- Set the reviewer budget requirements and the review limits.



The screenshot shows the 'PERFORM' system interface. At the top, there's a navigation bar with 'Home', 'Company', 'Employees', 'Reporting', 'Me', and 'Resources'. A user greeting 'Welcome, Michael' and links for 'My Settings' and 'Sign Out' are on the right. Below the navigation bar, a breadcrumb trail shows '< Back to Compensation Planning'. The main heading is 'Start a Compensation Plan'. A progress bar below it shows four steps: 'Plan Details' (completed with a green checkmark), 'Eligible Employees' (completed with a green checkmark), 'Budgets & Limits' (current step, marked with a circled 3), and 'Save & Assign' (marked with a circled 4). The section title is 'Set Up Payment Type Budgets & Limits', followed by a subtext: 'Provide reviewers with a set amount to make recommendations for their employees. Also enforce hard guidelines that include minimum, target, and maximum values per employee.' There are two input fields: 'Salary Increase' and 'One-time Payment', each with a dropdown arrow. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

Step 4 – Save & Assign

- Click Save & Assign
- Once the plan is complete, a notification will be sent to all reviewers and a task will be created on their Home page for them to submit their recommendations. You'll then come back to the Compensation Planning Plans tab where you can click on your plan name to review the configurations created.



The screenshot shows the 'PERFORM' system interface at the 'Save & Assign' step. The navigation bar and user greeting are the same as in the previous screenshot. The breadcrumb trail is '< Back to Compensation Planning'. The main heading is 'Start a Compensation Plan'. The progress bar now shows all four steps completed: 'Plan Details', 'Eligible Employees', 'Budgets & Limits', and 'Save & Assign' (all marked with green checkmarks, with 'Save & Assign' also having a circled 4). The section title is 'Save & Assign', followed by a subtext: 'When you Save & Assign this plan, reviewers will receive task notifications. They'll be asked to review their employees' salaries and make recommendations before the Due Date you selected in Step 1.' At the bottom, there are 'Cancel', 'Previous', and 'Save & Assign' buttons.

