eCompensation User Guide- Annual Remuneration Review Process 2024

Overview

The Annual Remuneration Review process includes all staff who are paid on an Individual Employment Contract (IEC).

The process is administered using the eCompensation module in PeopleSoft.

The following guide will help you review and submit the increases for your staff using the eCompensation module.

Key points:

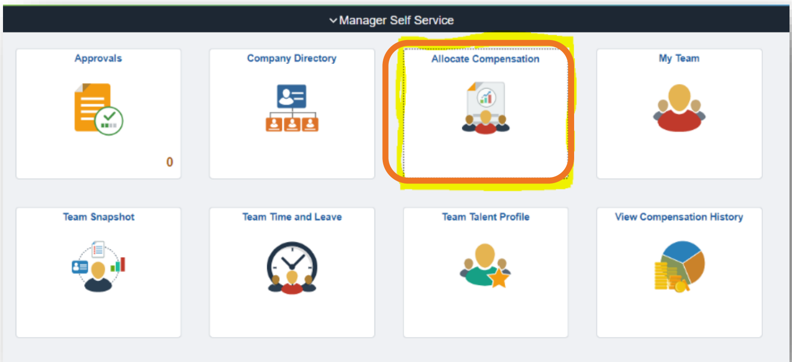
- Leaders will review their staff, check eligibility, and submit increases aligned to ***Remuneration Review Guidelines*** to their leaders for approval in Manager Self-Service (MSS) in PeopleSoft.
- Each Leader will approve their direct reports and then submit them for approval to their senior/executive leader.
- Leaders with indirect reports can also review and adjust/approve recommendations once they have been submitted by their direct reports. The Notes section must be completed should you make any changes.

Important: The data in the system will reflect current position structures as at 16 September 2024.

How to access PeopleSoft

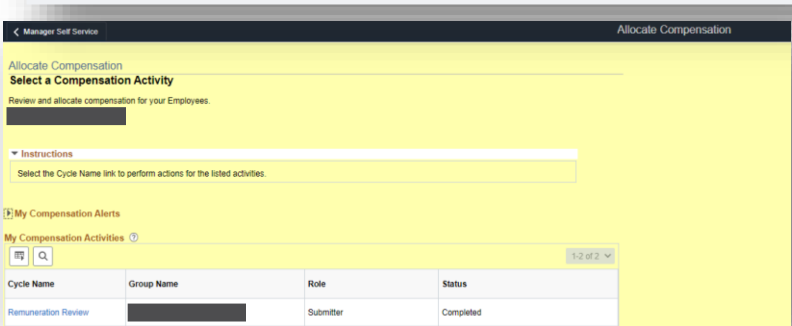
Log into PeopleSoft as you usually do and From Manager Self Service dashboard, select **Allocate Compensation.**

Reviewing and submitting Team increases for Approval



The **Allocate Compensation** page will show the compensation activities for the leader to action under *My Compensation Activities*.

Select **Remuneration FY24**



You will now see the details of all your employees who are included within the remuneration review cycle (IEC and Above Award people). There are three sections on this page.

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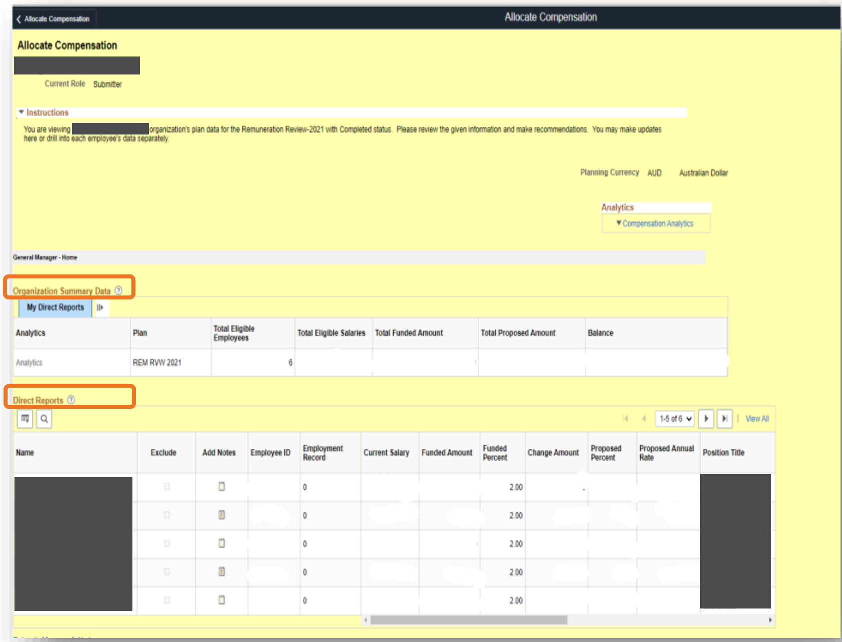
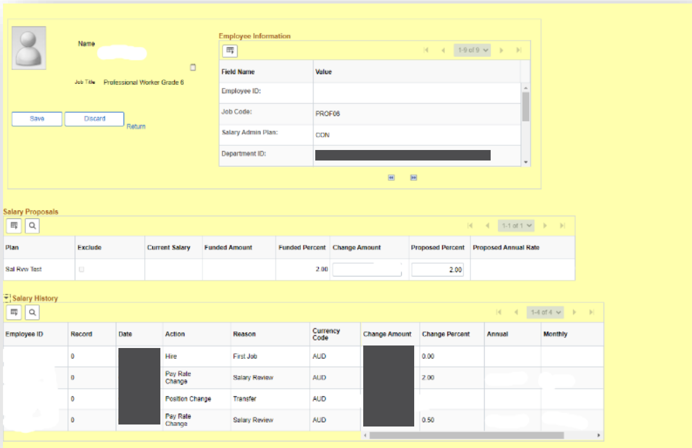
Organisation Summary Data – this provides a summary of all the salaries of direct and indirect reports of the leader and the proposed increase in $. If the proposed increases deviates from the recommended increases (based on cycle rules e.g., 0% for new starters), it will show in the Balance column.



Direct Reports – includes the remuneration data for each direct report. Leaders can update the proposed increase in either $ (Change Amount) or % (Proposed Percent).

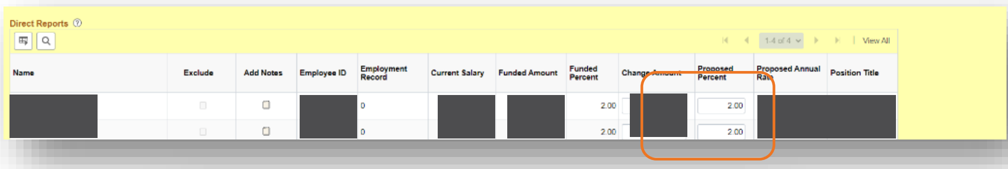
Leaders can select each direct report name which will open another screen to see more details on each person. It will show their employee information, the salary proposal for this cycle and their salary history (select the arrow next to salary history to expand the details).



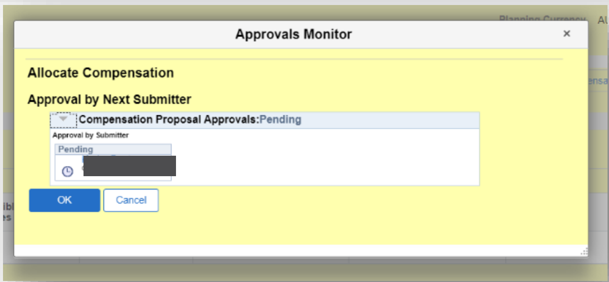
Indirect Reports – this will show a summary of all their indirect reports, and who the indirect reports report to. Leaders can select the position number and it will open a new screen showing the detail of the indirect reports.

Submitting proposed increases

From the Direct Reports section, **enter** the proposed increase into Change Amount ($) or Proposed Percent (%).



Note: A recommended % increase for applicable staff will be pre-filled based on Cycle Guidelines. If an increase differs to pre-filled %, you must add a note to justify your recommendation.



Adding a note

1. Select **Add Notes** next to the relevant employee.

2. On the next screen,

select **Add a New Note**.

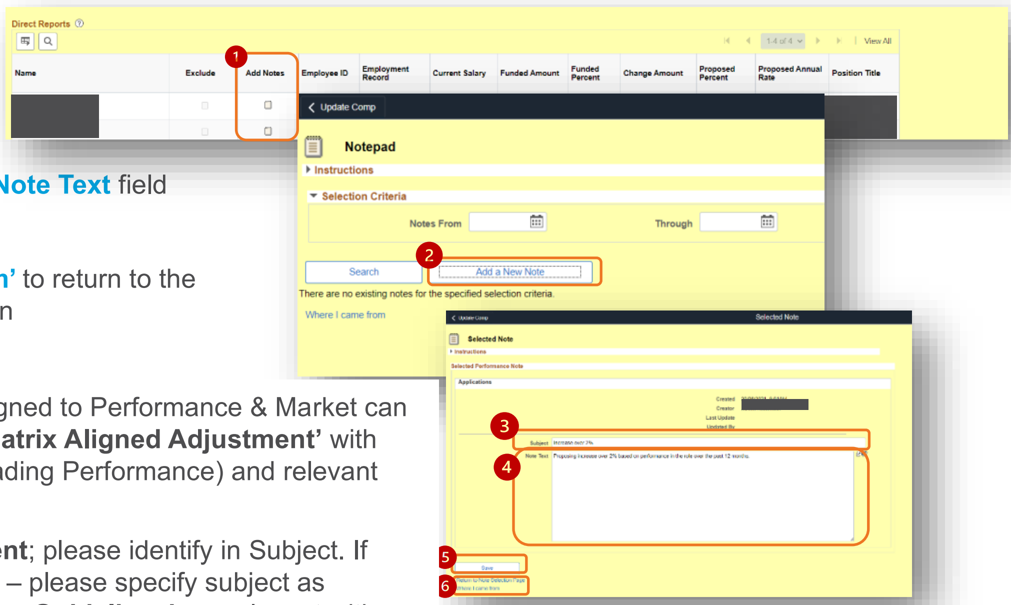
3. Add a **Subject**:

4. Add the justification in the **Note Text** field

5. Click **Save**

6. Select **'Where I came from'** to return to the *Allocate Compensation* screen

7. Repeat as necessary



Note: Recommendations aligned to Performance & Market can be identified with **Subject 'Matrix Aligned Adjustment'** with applicable category (e.g. Leading Performance) and relevant rationale in **Note** field

If proposing **One-Off-Payment**; please identify in Subject. If adjusting for different reason – please specify subject as **'Above Guidelines'** or **'Below Guidelines'**, as relevant with justification information in note text.

Submission

Once all proposed increases are entered in, you can select **Submit** which will send the approval request to your leader. Alternatively, you can leave it for now, if you want to review it again before submitting it to your leader for approval.

Note: your Manager will be able to review even if in **Saved** state, however they will need you to **Submit** for their approval based on the timelines to ensure the process is completed fully.

After submission

Once you select submit, you are no longer able to edit the proposed increase. You will however see an option on your *Allocate Compensation* screen that says **View Approvals Monitor** that allows you see what has been sent to your leader for approval.

Checking a submission status

Once submitted to your leader for approval it is a good idea to check regularly on the status of review. The **Status** of each review is located via *Allocate Compensation > My Compensation Activities* page.

My Compensation Activities

1-1 of 1

Cycle Name	Group Name	Role	Status
Remuneration Review	[redacted]	Submitter	Submitted

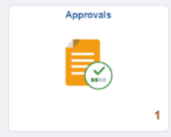
Submitting and approving proposed increases

I have direct and indirect reports: for leaders with both *direct* and *indirect* reports, you must action all indirect report approvals PRIOR to actioning direct report approvals.

I only have direct reports: Leaders with direct reports only, please refer to *Submitting proposed increases for direct reports* below.

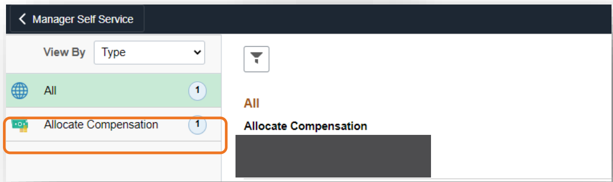
Indirect Reports – Submitting and approving proposed increases

1. From your *Manager Self Service Dashboard* select **Approvals**.

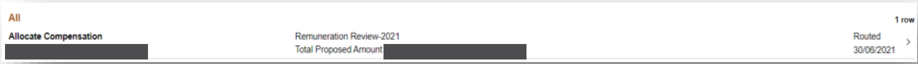


2. Select **Allocate Compensation** from the left-hand menu panel.

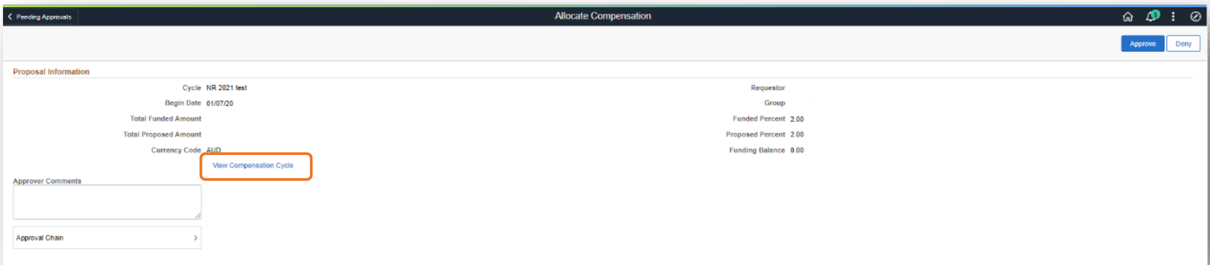
If you only have one group of indirect reports, you will see only one line to approve. If you have multiple groups of indirect reports, there will be a line for each group for you to approve.



3. Select the group to review details and approve it.



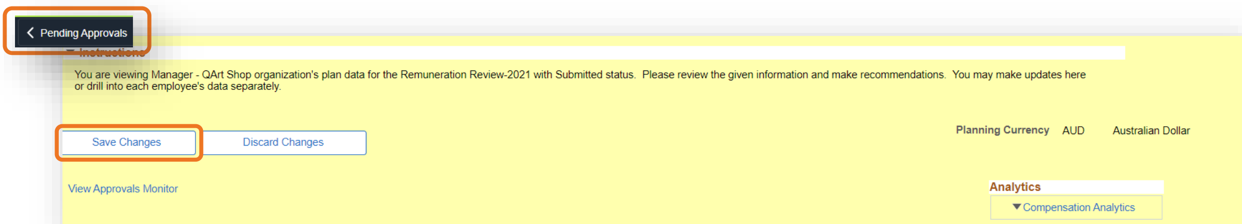
4. Select **View Compensation Cycle** to see details of what has been submitted for you to approve.



5. You can see what your direct report has submitted for their employee and you can approve it, or you can amend the proposed percent or change amount ($). You can view the notes included for people where relevant.

Important: if you wish to change a proposed increase for an indirect report, you must add a note as justification of your decision.

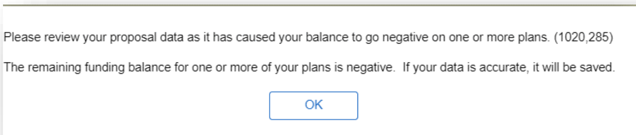
6. Once you have made changes, select **Save Changes** and then **Pending Approvals** (top left-hand side of Page).



7. Select **Approve** in top right-hand corner

Budget Considerations

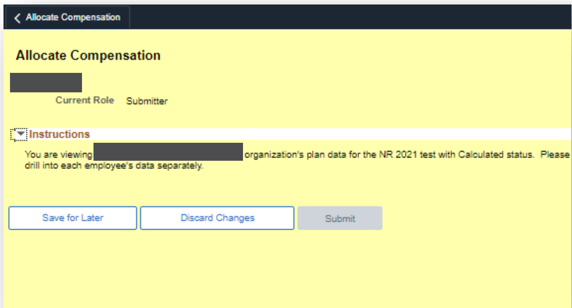
If a leader submits proposed increases that in total for their direct reports, is above the budget allocated for them (based on cycle rules e.g. 0% for new starters), it will display a warning message when they are either saving or submitting the proposal for approval.



Submitting proposed increases for indirect reports

Submitting an increase for indirect reports is the same process as for direct reports.

Remember: you cannot submit the proposed increases until all indirect reports (if applicable) are approved. If the submit button is greyed out as below then there is an indirect report which has not been submitted.



Outcome statements

Once all increases are approved by the CEO and loaded into PeopleSoft, statements will be available (late October 2024) confirming increases for employees. These statements can be a useful tool to use in the conversation with employee about their increases.

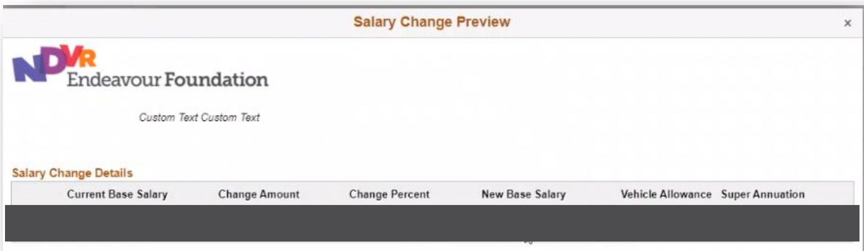
To view the statements, go through *Manager Self Service > My Team > select applicable employee > View Compensation Statements*

Instructions

Select the applicable remuneration review year.

Each statement will include:

- A summary of the current base salary
- Change amount $
- Change amount %
- New base salary
- Vehicle allowance (if applicable)
- Superannuation component



This should match what was approved in the cycle and enables leaders to have a conversation with their employee, prior to the increase being visible to employees in PeopleSoft. Leaders are able to view their direct reports statements.

Outcome Statements - visible for Employees

Employees will be sent an email statement advising them of any increase or reasons for no increase (eg recent new starter) via PeopleSoft from 29 October 2024. **You will need to have a conversation with your employees about their individual review outcome prior to this date.**

Note: There are small cohort of employees that will receive Statement outside of system, for example employees on secondments or receiving one-off-payments. These Statements will be sent via P&W Business Partner/Leaders to provide.