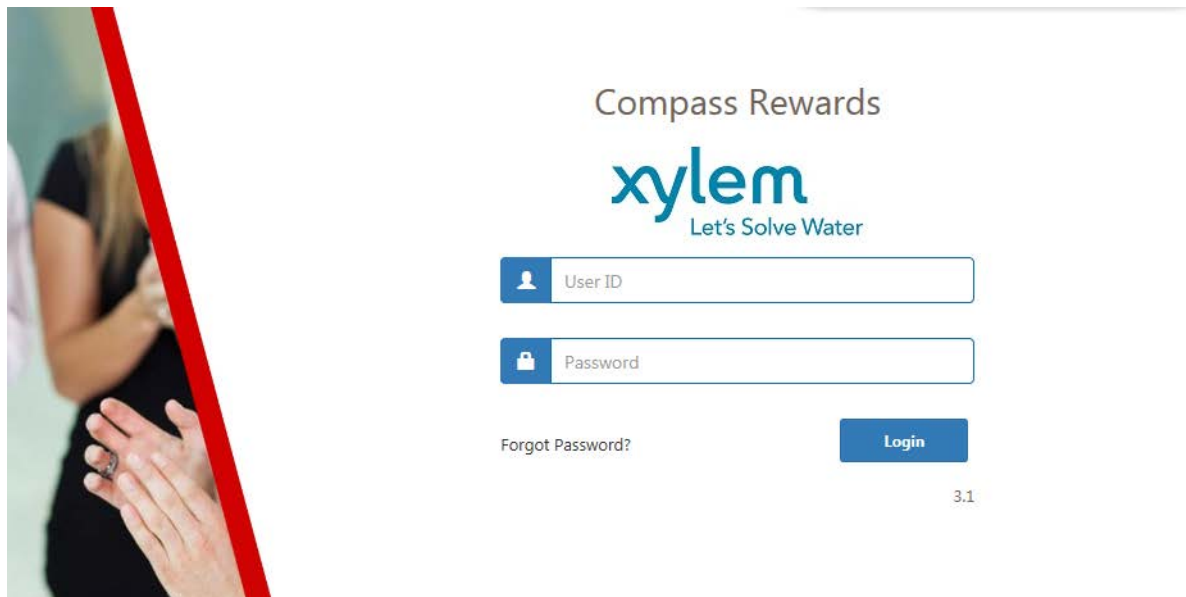


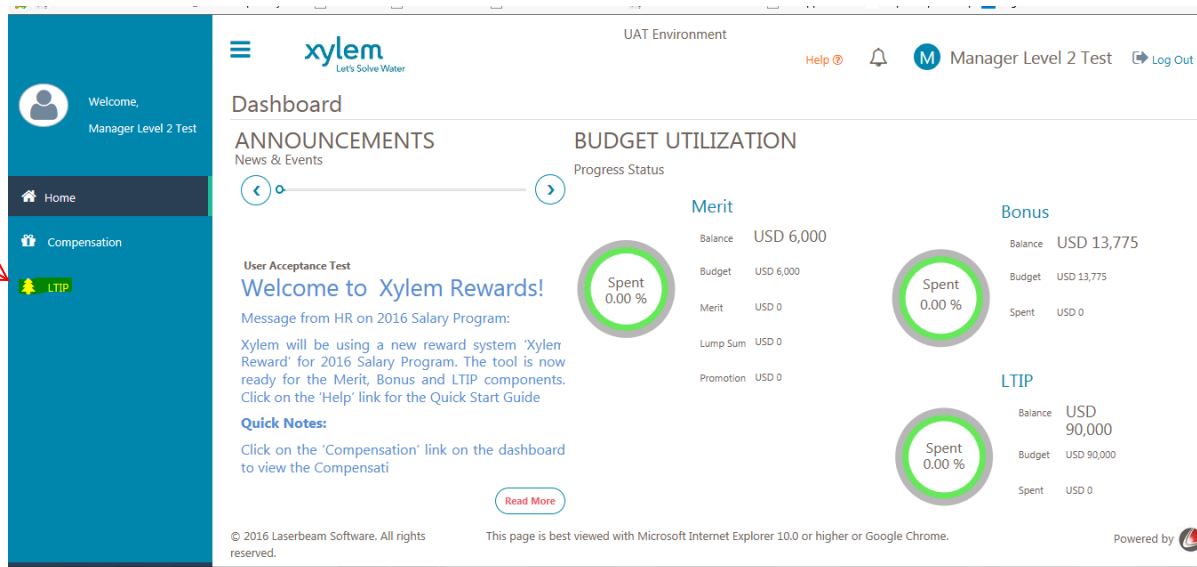
Laserbeam – Compensation Tool

1.1 LEVEL 1 MANAGER – TOOL LOGIN AND OVERVIEW:




- Log in to the Laserbeam Tool:




- When you log into Laserbeam, the Manager Home Page will appear.
- The home page will list the budget for all of your direct reports.
- Click on the “LTIP” link to view your employees who are eligible for an LTIP Bonus.





- The LTIP Screen will display your direct reports, the employee's current salary, and other data related to the employee's LTIP eligibility.






UAT Environment

Help ⓘ   Manager Level 2 Test [Log Out](#)

Make Recommendations

Show my Direct ☒ Rollup budget

TEST , Manager Level 2 (2)

More Actions 

Save

USD 90,000 Budget

USD 90,000 Balance

USD 0 Spent

<input type="checkbox"/>	Name	Job Title Hire Date	Grade Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input type="checkbox"/>	TEST , Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		<input type="text"/>	\$40,000	\$60,000	Comment
<input type="checkbox"/>	TEST , Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000		<input type="text"/>	\$50,000	\$75,000	Comment

1.2 TO INITIATE AN LTIP PROPOSAL:

- Enter an LTIP amount in the “LTIP Amt \$” field.
- The proposal **cannot exceed** the “LTIP Maximum \$” amount.
- The amount entered must be a **\$USD** amount
- The budget, balance, and spend are listed in the bar at the top of the screen.

UAT Environment

Help ⓘ

Manager Level 2 Test

Log Out

Make Recommendations

Show my Direct ☒ Rollup budget

TEST, Manager Level 2 (2)

More Actions

Save

<input type="checkbox"/>	Name	Job Title Hire Date	Grade Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input type="checkbox"/>	TEST, Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		\$50,000	\$40,000	\$60,000	Comment
<input type="checkbox"/>	TEST, Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000			\$50,000	\$75,000	Comment

- When finished entering the proposal, click “**SAVE**”.

UAT Environment

Saved Successfully

Help ⓘ

Manager Level 2 Test

Log Out

Make Recommendations

Show my Direct ☒ Rollup budget

TEST, Manager Level 2 (2)

More Actions

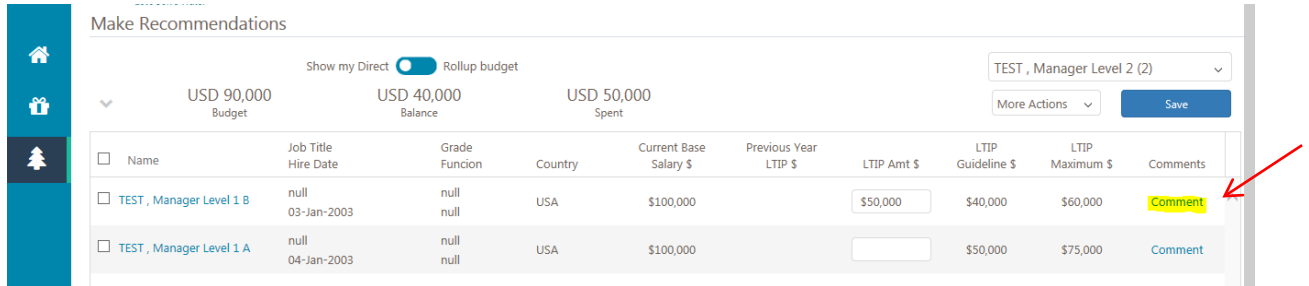
Save

<input type="checkbox"/>	Name	Job Title Hire Date	Grade Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input type="checkbox"/>	TEST, Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		\$50,000	\$40,000	\$60,000	Comment
<input type="checkbox"/>	TEST, Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000			\$50,000	\$75,000	Comment

- A “**Saved Successfully**” message should appear.
- The balance and spend will update accordingly.

1.3 ENTER COMMENTS (OPTIONAL):

- If desired, a comment may be entered for the LTIP proposal. Click on the “[Comment](#)” link.



Make Recommendations

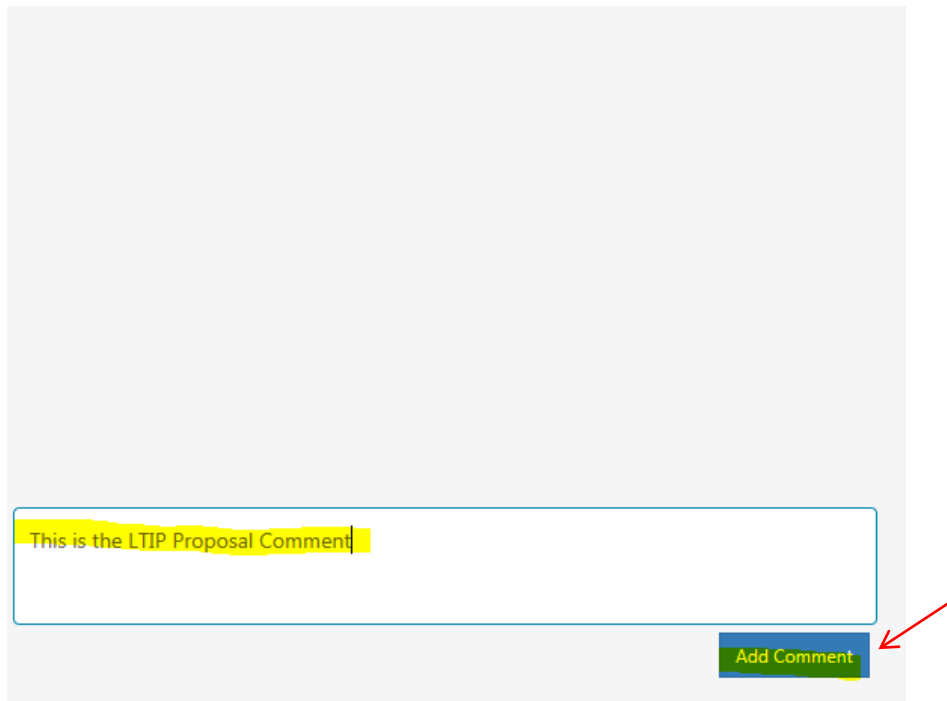
Show my Direct ☒ Rollup budget

TEST , Manager Level 2 (2)

More Actions Save

<input type="checkbox"/>	Name	Job Title Hire Date	Grade Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input type="checkbox"/>	TEST , Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		<input type="text" value="\$50,000"/>	\$40,000	\$60,000	Comment
<input type="checkbox"/>	TEST , Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000		<input type="text"/>	\$50,000	\$75,000	Comment

- A pop up box will appear. Enter a comment in the text box and click “**Add Comment**”.



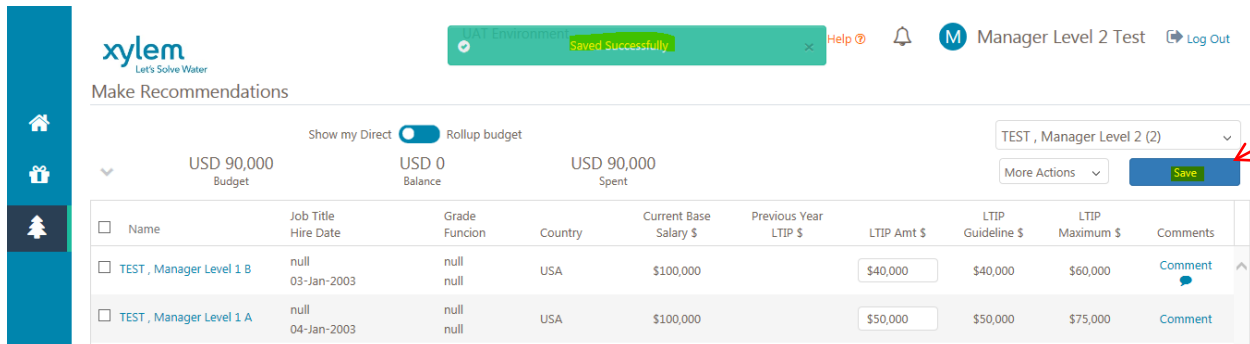
This is the LTIP Proposal Comment

Add Comment

1.4 SUBMIT LTIP RECOMMENDATIONS FOR APPROVAL:

When you finish making all of the LTIP recommendations for your employees, you will need to submit the proposals to the Next-Level Manager for final review and approval.

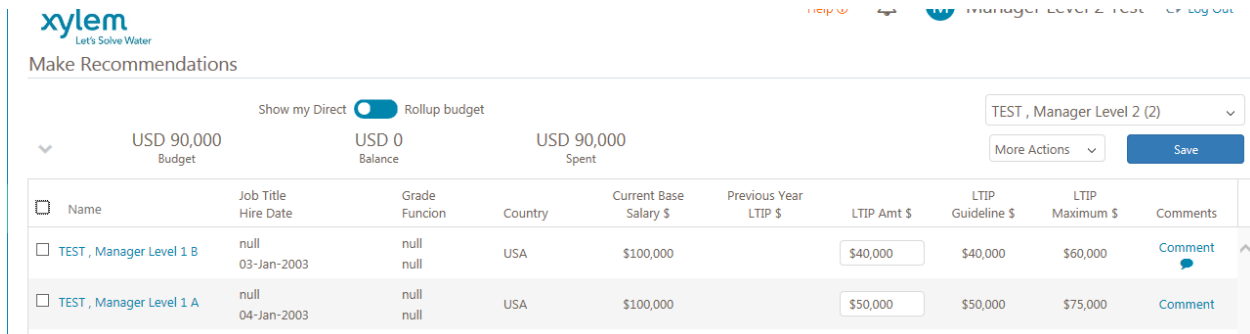
- To submit the LTIP proposals, please make sure you have saved all of your changes by clicking the **“Save”** button. A **“Saved Successfully”** message will appear after the data is saved.



The screenshot shows the Xylem 'Make Recommendations' interface. At the top, a green banner displays 'Saved Successfully'. Below the header, there are budget controls: 'Show my Direct' (checked), 'Rollup budget' (unchecked), and a dropdown menu set to 'TEST, Manager Level 2 (2)'. A red arrow points to the 'Save' button. The main table lists two employees with their LTIP recommendations.

<input type="checkbox"/>	Name	Job Title Hire Date	Grade Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input type="checkbox"/>	TEST, Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		\$40,000	\$40,000	\$60,000	Comment
<input type="checkbox"/>	TEST, Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000		\$50,000	\$50,000	\$75,000	Comment

- Select either the check box in front of the employee’s name to submit, or select the top box next to **“Name”** to select all direct reports ready for submission.



This screenshot shows the same Xylem interface, but with a red bracket on the left side highlighting the checkboxes for selecting employees. The 'Save' button is no longer highlighted.

<input type="checkbox"/>	Name	Job Title Hire Date	Grade Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input type="checkbox"/>	TEST, Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		\$40,000	\$40,000	\$60,000	Comment
<input type="checkbox"/>	TEST, Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000		\$50,000	\$50,000	\$75,000	Comment

- After you check the boxes, a “**Submit**” button will appear.
- Click “**Submit.**”

The screenshot shows the 'Make Recommendations' page in the Xylem UAT Environment. At the top, there's a header with the Xylem logo, 'UAT Environment', and user information 'Manager Level 2 Test'. Below the header, there's a section for 'Make Recommendations' with a toggle for 'Show my Direct' and 'Rollup budget'. A table lists employees with columns for Name, Job Title, Hire Date, Grade, Function, Country, Current Base Salary, Previous Year LTIP, LTIP Amt, LTIP Guideline, LTIP Maximum, and Comments. Two employees are listed: 'TEST, Manager Level 1 B' and 'TEST, Manager Level 1 A'. Both have checkboxes in the first column. A 'Submit' button is at the bottom right. Red arrows point to the checkboxes and the 'Submit' button.

<input checked="" type="checkbox"/>	Name	Job Title	Hire Date	Grade	Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input checked="" type="checkbox"/>	TEST, Manager Level 1 B	null	03-Jan-2003	null	null	USA	\$100,000		\$40,000	\$40,000	\$60,000	Comment
<input checked="" type="checkbox"/>	TEST, Manager Level 1 A	null	04-Jan-2003	null	null	USA	\$100,000		\$50,000	\$50,000	\$75,000	Comment

- A Pop Up box will appear allowing you to enter optional comments regarding the submissions. Enter any comments desired and click “**OK.**”

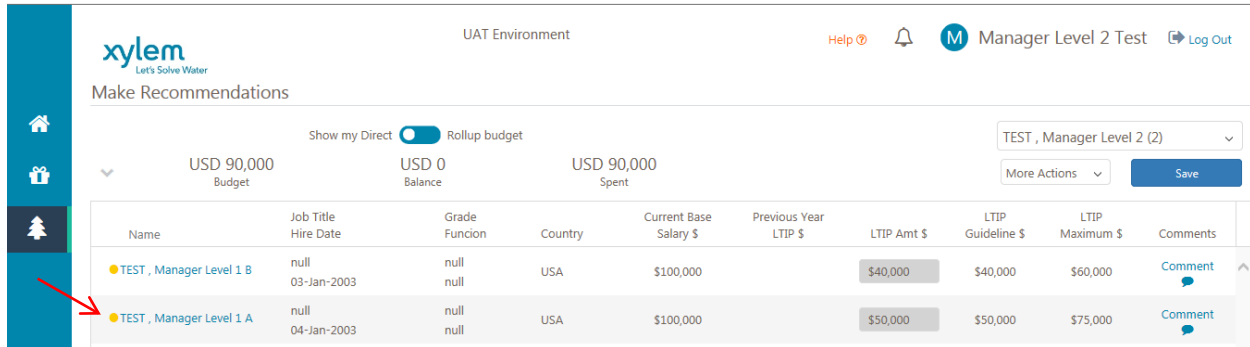
Comment

Optional: Comment will be included in the email to the next level approval

The screenshot shows a 'Comment' pop-up box. It has a 'Format' dropdown menu, a toolbar with bold, italic, underline, and list icons, and a large text area for entering comments. The text 'Optional Comment Text' is visible in the text area. At the bottom, there are 'OK' and 'Close' buttons.

- Once you click “**OK,**” a “**Submitted Successfully**” message will appear at the top of the screen.
- Once you have submitted to your Next Level Manager, you will be locked from making further changes to that employee’s record.

- Once the proposal is successfully submitted to the Next-Level Manager, a **YELLOW** circle will appear next to the employee's name.



xylem
Let's Solve Water

UAT Environment

Help ⓘ | 🔔 | **M** Manager Level 2 Test | 🔗 Log Out

Make Recommendations

Show my Direct ☒ Rollup budget

TEST, Manager Level 2 (2) ▼

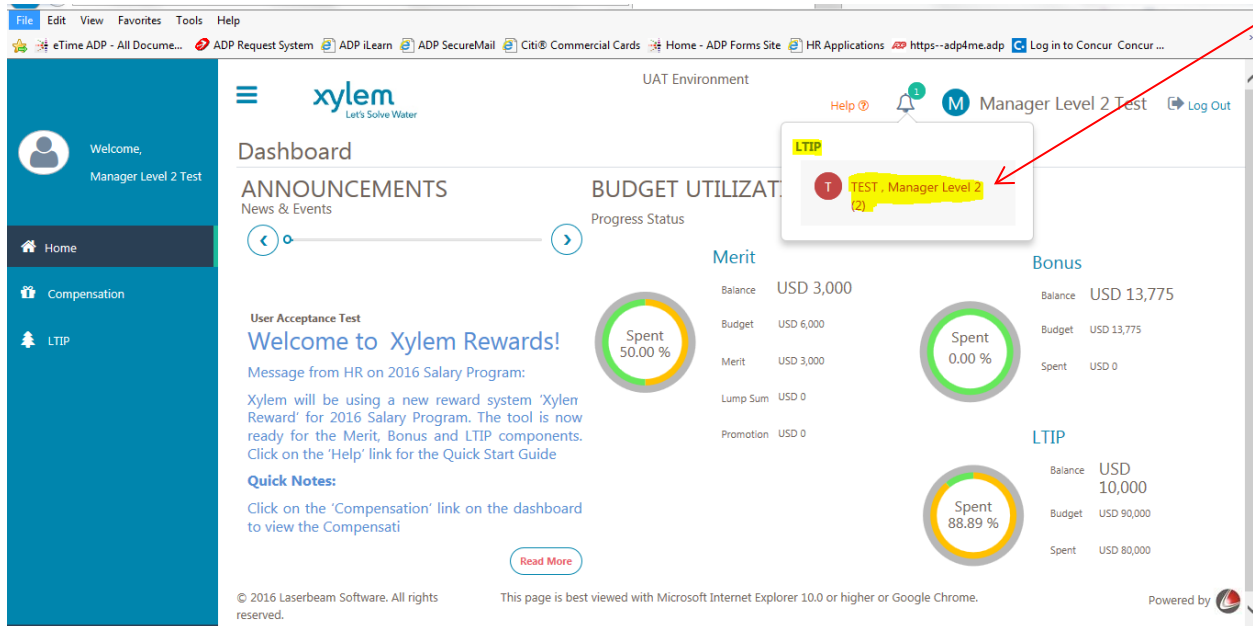
More Actions ▼ Save


Name	Job Title Hire Date	Grade Funcion	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
● TEST, Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		\$40,000	\$40,000	\$60,000	Comment
● TEST, Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000		\$50,000	\$50,000	\$75,000	Comment


- The proposals are now submitted to the Next-Level Manager.
- If the Next-Level Manager approves the proposal for the employee, there is no further action required.

1.5 REVISE/REVIEW REJECTED PROPOSAL:

- If the Next-Level Manager disagrees with a proposal, they have two options: they can change the proposal directly on the employee's record and attach comments, or they can reject the proposal and advise you to update the system.
- If the Next-Level Manager rejects the proposal, you will receive a notification to view an LTIP recommendation. Click on the bell at the top of the screen to see their comment.



- When you review the information for the rejected employee proposal, the circle next to the employee name will turn red, indicating you must take an action to update. 
- The boxes on the employee's record for LTIP will become unlocked to allow you to update the proposal based on the Next-Level Manager comment.


UAT Environment
Help
Notifications
Manager Level 2 Test
Log Out

Make Recommendations

▼

USD 90,000
Budget

Show my Direct

Rollup budget

USD 10,000
Balance

USD 80,000
Spent

TEST , Manager Level 2 (2)

More Actions

Save

<input type="checkbox"/>	Name	Job Title Hire Date	Grade Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input type="checkbox"/>	TEST , Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		\$40,000	\$40,000	\$60,000	Comment
<input type="checkbox"/>	TEST , Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000		\$40,000	\$50,000	\$75,000	Comment

- Update the proposal for the employee and then check the box next to the employee's name to resubmit the proposal to the Next-Level Manager. Select **"Submit."**

UAT Environment

Help ⓘ Manager Level 2 Test Log Out

xylem
Let's Solve Water

Make Recommendations

Show my Direct ☒ Rollup budget

USD 90,000 Budget (USD 5,000) Balance USD 95,000 Spent

TEST, Manager Level 2 (2)

More Actions Save

Submit

<input checked="" type="checkbox"/>	Name	Job Title Hire Date	Grade Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
<input checked="" type="checkbox"/>	TEST, Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		\$45,000	\$40,000	\$60,000	Comment
<input checked="" type="checkbox"/>	TEST, Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000		\$50,000	\$50,000	\$75,000	Comment

- After the proposal is submitted, enter a comment explaining the changes and click **"OK."**

Comment

Optional: Comment will be included in the email to the next level approval

Format

I modified the LTIP proposal.

- A **“Submitted Successfully”** message will appear and the proposal will be sent back to the Next-Level Manager for approval.
- The circle next to the employee will turn yellow.

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Test Environment Submitted Successfully

Help

Manager Level 2 Test Log Out

Make Recommendations

Show my Direct ☒ Rollup budget

USD 90,000 Budget (USD 5,000) Balance USD 95,000 Spent

TEST, Manager Level 2 (2)

More Actions Save

Name	Job Title	Hire Date	Grade	Function	Country	Current Base Salary \$	Previous Year LTIP \$	LTIP Amt \$	LTIP Guideline \$	LTIP Maximum \$	Comments
TEST, Manager Level 1 B	null	03-Jan-2003	null	null	USA	\$100,000		\$45,000	\$40,000	\$60,000	Comment
TEST, Manager Level 1 A	null	04-Jan-2003	null	null	USA	\$100,000		\$50,000	\$50,000	\$75,000	Comment

- The proposals are now re-submitted to the Next-Level Manager.
- If the Next-Level Manager approves the proposal for the employee, there is no further action required.