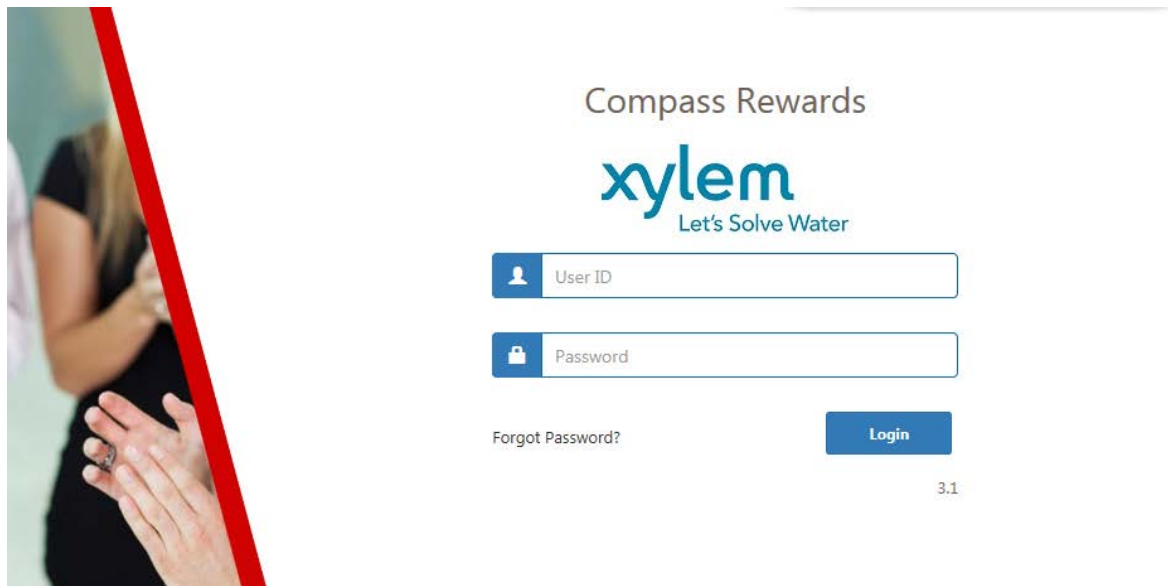


Laserbeam – Compensation Tool

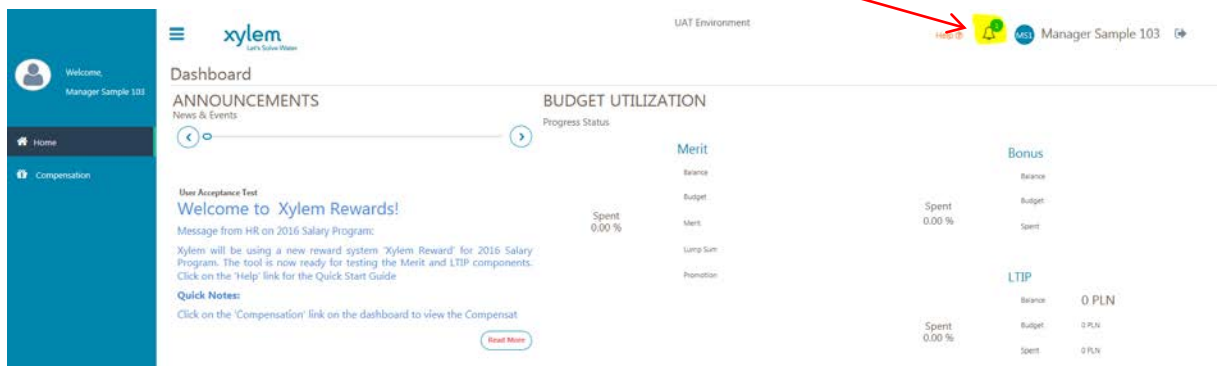
1.1 LEVEL 2 MANAGER – HOW TO REVIEW MERIT PROPOSALS

If you are a manager who reviews Merit/Bonus Proposals, you will need to approve or reject all proposal submissions made by your direct reports.

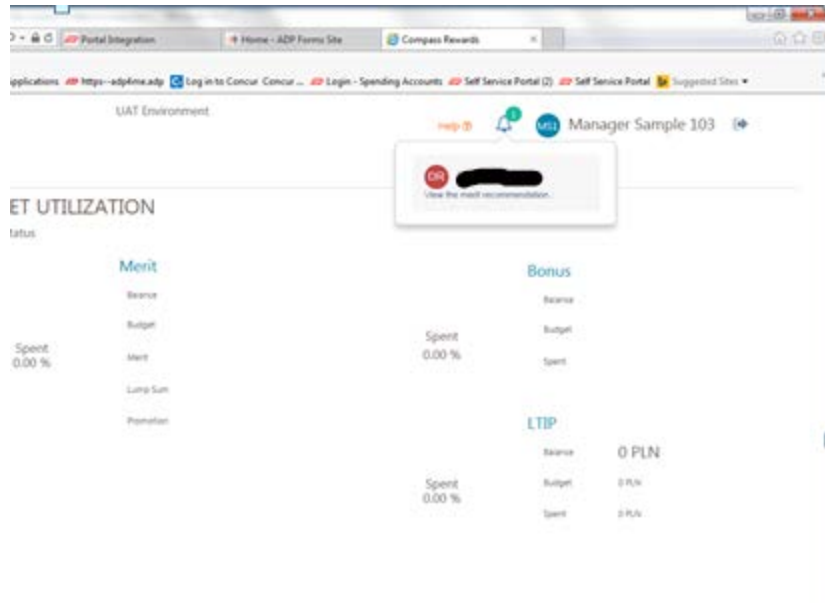
- Log in to the Laserbeam Tool: As a manager you will receive an email instructing you how to first log-in and set up your own password.



- On your homepage you will receive notifications that someone has submitted a proposal.



- Click on the “**Notification**” Icon



- The notification displays the name of the manager who submitted proposals for your review. Click on the link to **“View the merit recommendation”**.
- The link will open up the listing of employees for you to review. An **ORANGE** circle appears next to the employee names ready for review.

Make Recommendations

Show budget in USD

USD 9,000
Merit Budget

Show my Direct ☒ Rollup budget

(USD 9,000)
Balance

USD 8,969
Bonus Budget

(USD 231)
Balance

Start the tour

(3/3)

More Actions Save

<input type="checkbox"/> Name Employee ID	Job Title Hire Date	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Pro Pron
<input type="checkbox"/> ● [Redacted]	Bus Sys Sr. Analyst II 08-Sep-2010	16 Information Technology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -	
<input type="checkbox"/> ● [Redacted]	EA Process Architech 22-May-2000	17 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	Promotion Title	10.00% 10,000
<input type="checkbox"/> ● [Redacted]	Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -	

1.2 APPROVE SUBMISSIONS

- Review all the Merit and Bonus proposals.
- If you agree with the proposals and are ready to approve, select the check box next to the employee's name and click the **"Approve"** button.

Make Recommendations

Start the tour

Show budget in USD Show my Direct Rollup budget

USD 9,000 Merit Budget (USD 9,000) Balance USD 8,969 Bonus Budget (USD 231) Balance

More Actions Save Reject Approve

Name Employee ID	Job Title Hire Date	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Pro Pron
<input checked="" type="checkbox"/> [REDACTED]	Bus Sys Sr. Analyst II 08-Sep-2010	16 Information Technology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -	
<input type="checkbox"/> [REDACTED]	EA Process Architech 22-May-2000	17 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	Promotion Title	10.00% 10.00%
<input type="checkbox"/> [REDACTED]	Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -	

- An optional comment box will appear. Enter comments as desired and click **"OK"**.

Comment

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






Format B I U

I approve this proposal.

OK Close

- The comment will be listed under the Comments Section/Workflow Comments and will be included in an email to the employee's manager letting them know that the proposal has been approved.

- Once approved, the circle next to the employees' name will turn to yellow and the boxes to make proposals will be greyed out and locked.

  	Bus Sys Sr. Analyst II 08-Sep-2010	16 Information Technology	USA USD	3.00%	100,000	1	 <div>3.00%</div> <div>3,000</div>	- PROMOTE -	 <div></div> <div></div>
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Note: To make changes to any approved proposals, please contact your local HR Administrator for assistance.

1.3 CHANGE PROPOSAL DIRECTLY

- After reviewing the proposals, if you disagree with a recommendation, you can change the proposal and approve the changes you make.

MAKE RECOMMENDATIONS

USD 9,000 Merit Budget (USD 9,000) Balance | USD 8,969 Bonus Budget (USD 231) Balance

More Actions Save

Name Employee ID	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Promo. % Promo. Amt	New Salary	Lump Sum % Lump Sum Amt	Bonus Target % Bonus Target Amt	Tea
<input type="checkbox"/> [REDACTED]	100,000	1	0.00% 0	- PROMOTE -		100,000	5.00% 5,000.00	17% 17,000	

- Following the Manager Level 1 documentation, make any required updates to the employee's record.

For example, if you want to decrease the Lump Sum Amount, click on the Lump Sum % box and change the % given.

UAT Environment

xylem Let's Solve Water

Make Recommendations

USD 9,000 Merit Budget (USD 7,000) Balance | USD 8,969 Bonus Budget (USD 231) Balance

More Actions Save

Name Employee ID	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Promo. % Promo. Amt	New Salary	Lump Sum % Lump Sum Amt	Bonus Target % Bonus Target Amt	Tea
<input type="checkbox"/> [REDACTED]	100,000	1	0.00% 0	- PROMOTE -		100,000	1.00% 3,000.00	17% 17,000	

- Click "Save".
- You will see a "Successfully Saved" message appear.

xylem Let's Solve Water

Make Recommendations

USD 9,000 Merit Budget (USD 6,000) Balance | USD 8,969 Bonus Budget (USD 231) Balance

More Actions Save

Name Employee ID	Job Title Hire Date	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion
<input type="checkbox"/> [REDACTED]	Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -

- Once the changes are saved and updated, enter a comment to document the changes made. To do so, use the arrow on the bottom of the screen to scroll to the right.

Job Title Hire Date	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Pro Pron
Bus Sys Sr. Analyst II 08-Sep-2010	16 Information Technology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -	
EA Process Architech 22-May-2000	17 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -	
Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -	

1 - 3 of 3 items

- Click on **“Comment”**.

Make Recommendations

USD 9,000 Merit Budget		(USD 6,000) Balance		USD 8,969 Bonus Budget		(USD 231) Balance		More Actions		Save
Name Employee ID	% mt	New Salary	Lump Sum % Lump Sum Amt	Bonus Target % Bonus Target Amt	Team Score Team Amt	Employee Perf. Score Employee Bonus Amt	Final Bonus Amt	Total Cash	Comment	
		100,000	3.00% 3,000.00	17% 17,000	85 6,286	105 2,590	8,870	111,870	Comment	

- A pop up box will appear. Click on the relevant header section for your comment's topic:
 - General
 - Merit
 - Promotion
 - Workflow Comments

General Merit Promotion Workflow Comments

I changed the LS Merit % from 5 to 3% due to budget concerns.

Add Comment

- Enter your comments in the text box and click **“Add Comment”** to save.
- Next, select the box next to the employee's name and click **“Approve”**.

Show budget in USD Show my Direct Rollup budget

USD 9,000 Merit Budget (USD 6,000) Balance USD 8,969 Bonus Budget (USD 231) Balance

Start the tour

More Actions Save Reject Approve

Name	Employee ID	% mt	New Salary	Lump Sum %	Lump Sum Amt	Bonus Target %	Bonus Target Amt	Team Score	Team Amt	Employee Perf. Score	Employee Bonus Amt	Final Bonus Amt	Total Cash	Comment
[Red Arrow]	[Red Arrow]		100,000	3.00%	3,000.00	17%	17,000	85	6,286	105	2,590	8,870	111,870	Comment

- An optional comment box will appear. You may add any comments as necessary. Click “Ok” when complete.

Comment

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

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I approve this proposal with the changes I made.

Ok

Close

- Once approved, the circle next to the employee name will turn to yellow and the boxes to make proposals will be locked.

	Bus Sys Sr. Analyst II 08-Sep-2010	16 Information Technology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -	
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*Please note that if you make changes directly in the system and approve them, the first level manager will **NOT** receive a message that the initial proposals have been changed. Please inform the manager of the changes which they can then see by logging back into the Compensation module.

1.4 REJECT SUBMISSIONS:

- After reviewing the proposals, if you disagree with a recommendation you can also reject the proposal to send it back to the initial manager (versus making the change yourself).
- To reject the proposal, select the check box next to the employee's name and click the **"Reject"** button.

Start the tour

Show budget in USD Show my Direct Rollup budget

USD 9,000 Merit Budget (USD 9,000) Balance USD 8,969 Bonus Budget (USD 231) Balance

More Actions Save Approve

Reject

Name Employee ID	Job Title Hire Date	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Pro Pron
<input checked="" type="checkbox"/> [REDACTED]	EA Process Architect 22-May-2000	17 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	Promotion Title 10.00	10.00

- A **mandatory comment** box will appear. Detail the reason for the rejection and click **"OK"**.

Comment

Mandatory: Comment will be included in the email

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Required comment: Promotion amount too high.

Ok Close

- You will see a **“Rejected Successfully”** comment at the top of your screen.
- A rejection notification will be sent back to the employee’s manager notifying them to make a new proposal.
- The manager will receive an email notification with the comments detailing the reason for the rejection.
- The circle will disappear next to the employee’s name.
- This will re-start the proposal process for the individual employee and will require the first level manager to enter a new proposal to be approved.

The screenshot shows the Xylem 'Make Recommendations' interface. At the top, a green notification bar states 'Rejected Successfully'. Below this, the interface displays budget information: 'Show budget in USD', 'Show my Direct' (checked), and 'Rollup budget'. Budget details include 'USD 9,000 Merit Budget', '(USD 9,000) Balance', 'USD 8,969 Bonus Budget', and '(USD 231) Balance'. A 'Start the tour' button is in the top right. Below the budget section, there are 'More Actions', 'Save', 'Reject', and 'Approve' buttons. The main section is a table of employees with columns for Name, Employee ID, Job Title, Hire Date, Grade, Function, Country, Currency, Country Budget, Current Base Salary, Merit Proration Factor, Merit Incr. %, Merit Incr. Amt, Promotion, and Pro Prom.

Name	Employee ID	Job Title	Hire Date	Grade	Function	Country	Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. %	Merit Incr. Amt	Promotion	Pro Prom
[Redacted]	[Redacted]	Bus Sys Specialist	30-Apr-2012	18	Information Technology	USA	USD	3.00%	100,000	1	0.00%	0	- PROMOTE -	
[Redacted]	[Redacted]	Bus Sys Sr. Analyst II	08-Sep-2010	16	Information Technology	USA	USD	3.00%	100,000	1	3.00%	3,000	- PROMOTE -	
[Redacted]	[Redacted]	EA Process Architect	22-May-2000	17	Information Technology	USA	USD	3.00%	100,000	1	0.00%	0	Promotion Title	10.00%