Laserbeam FAQs

What is Laserbeam and what does it do?

Laserbeam software is a best-in-class compensation application that supports manager proposals for our year-end compensation cycle for merit increases, bonuses and Long Term Incentive proposals (LTIP's).

Will instructions and training be provided?

Yes. To ensure a smooth transition to the new system, managers will be provided with step-by-step instructions on how to access and use Laserbeam both directly in the tool and on the internal XLC site. Resources will also be available for additional assistance as needed. Please contact your local HR Business Partner for additional information if required.

Which employees will be in the Laserbeam system?

We are rolling out Laserbeam in phases. For this first phase that is going live beginning in December 2016, we are including as many employees in the system as possible. Certain groups are excluded from phase 1, including:

- Union employees, where compensation is purely determined by Collective Bargaining agreements
- Certain countries whose data was not available within the Phase 1 project timeline
- A number of employees whose timing of payouts or proposals did not meet the system requirements of the system during Phase 1.

What do I do if one of my employees is not showing in the system?

First, contact your HR Representative to ensure that the employee was not missed in the data gathering phase. If they were, HR can coordinate the addition of the employee into the system for your review and proposal. If they were not included in the system for another reason, you will likely follow the same compensation process (i.e., spreadsheets) as you have in the past until they are added to the system as part of a subsequent phase.

Will sales incentives be included in the system?

We do not currently calculate sales incentives through the Laserbeam system. These will continue to be calculated in the same manner as the past.

What is included in the Compensation budget?

The compensation budget is derived by country and through conversations with local HR and business management. The total budget shown for each individual must cover merit increases, promotions and lump sum amounts combined. As an example, if a country has been given a 3% budget for each of its' employees, we expect from an overall perspective that approximately 2.5% will go toward merit increases, with the remaining .5% being proposed due to promotions and lump sums where employees are already highly compensated in terms of salary. In addition, managers must remain within their overall budgets for proper costs control and compliance.

Who do I contact if I have a problem with the system or a question on how to make a proposal?

Your first contact should be your **local HR Business Partner**. If for some reason you are unable to contact local HR, please contact the Corporate Compensation team for help. The contacts in Corporate Compensation are:

- Carmen Dubuc-Valerio (Carmen.Dubuc-Valerio@xyleminc.com)
- Ed Dennerlein (Ed.Dennerlein@xyleminc.com)

I have an employee who has spent part of the year in one bonus plan and part of the year in a different plan. How will this be calculated?

This is considered a "split bonus". For Phase 1 the system will only show the current plan that you are in and will prorate the amount to be received based on the number of months you are in the plan. Your HR Representative will need to work with the former manager to determine the prorated amount to be provided from the former plan. This will be added together with what has been calculated in the system for the final total bonus amount. We expect to have the calculation built in the system for Phase 2. Please contact Corporate Compensation if you need any assistance.

Can I see which Bonus Plan my employee falls under?

Yes. Simply click on the amount found under the heading "**Final Bonus Amt**" and you will see the bonus plan the employee is eligible for.

I need to enter an Employee Performance Score for my employee in order to calculate the bonus. What is this and what is the range of scores?

The Employee Performance Score is a score given to determine the appropriate bonus amount to be paid based on the performance of the employee against the goals you set for them. The range that can be provided to an employee differs based on the plan the employee is eligible for. For each plan, a score of 100 would equate to an employee who has met all of the expectations set out at the beginning of the year by management or during performance discussions. The score of 100 would also be equal to receiving a full amount of the funding of the bonus plan allocated to that employee. A score above 100 would be proposed for employees who have exceeded expectations and below 100 would be for those who did not fully meet the goals set out for them. Please speak with your local HR Business Partner or the Corporate Compensation team if you have specific questions about the range for each plan.

Can I have someone else enter my proposals into the system?

We ask that each manager make their entries directly. As the Laserbeam system is web-based, you will have the opportunity to enter proposals from work or remotely if necessary.