

# Laird Technologies – Compensation tool

## Quick start guide

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**5** Henry Richard (0/20)

**6** Please enter merit percentages or amounts for your team members in the appropriate column

**7** New hire: Employee hired after October 1, 2015

**8** Comment

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Henry Richard's Budget							Henry Richard's Rollup Budget					
Type	Budget	Merit Spent	Promotion Spent	Balance	Market Spent		Type	Budget	Merit Spent	Promotion Spent	Balance	Market Spent
Increase	\$37,269	\$848	\$1,096	\$35,325	\$0		Increase	\$87,269	\$0	\$0	\$87,269	\$0

Name	Employee ID	Current Job Title	Hire Date	Currency	Type	Base Salary	Perf. Rating	Merit Guideline	Proration Factor	Merit %	Merit Amt	Promotion Request	Promotion %	Mkt Incr. %	Mkt Incr. Amt	Target Mkt	Promo. Target Mkt	New Salary	Current MR	Justification
Quintero Alcaraz	30001427	Mechanical Engineer II	11/02/2015	CNY		117,000	1		0.42			-TO NEW TITLE-						141,332	0.00%	Comment
Vu Alcorn	30001428	Mechanical Engineer I	05/31/2010	CNY		134,602	3	3%	1.00			-TO NEW TITLE-	5.00%		6,730	170,612		141,332	0.00%	Comment
Trinh Belcher	50000209	Mechanical Engineer II	10/26/2015	CNY		130,000	1		0.42			-TO NEW TITLE-							0.00%	Comment
Kaur Berlin	50000229	Process Engineer I	07/31/2006	CNY		130,221	4	3.5% - 4.5%	1.00	4.00%	5,209	-TO NEW TITLE-						135,430	0.00%	Comment

**10** Employee Info

EMPLOYEE INFO	CURRENT	PREVIOUS
Employee ID	30001427	30001427
Title	Mechanical Engineer II	Mechanical Engineer II
Location	Shenzhen	Shenzhen
Hire Date	11/02/2015	11/02/2015
Length of Service	0 Year(s) and 2 Month(s)	
Classification	IO	IO
Proration Factor	0.42	0.00
Currency Type	CNY	CNY
Salary (Local)	117,000	117,000
Performance Rating		
Merit PCT	%	%
Merit Amt (Local)		
Bonus Target PCT	%	
Bonus Target Amt (Local)	0	

**14** Add Comment

HENRY RICHARD @ 3/30/2015 07:00

Strong performance for the year

**9** Promotion List

Promote to: -TO NEW TITLE-



Comment

SPELL CHECK SAVE CLOSE

SPELL CHECK OK CLOSE

**NOTE: Supported Browsers required to accurately view the page are current versions of Chrome and Internet Explorer 10 or above.**

SECTION	DESCRIPTION
1.	<b>Manager Tree</b> - Displays Manager's tree structure, which can further be drilled down to any level. Number within brackets next to the manager's name - For example (0/9) indicates that the manager has completed the merit review for 0 out of 9 direct reports
2.	<b>Logged in as</b> - Displays logged in user's name
3.	<b>Employee Search dropdown</b> - Search an employee by Name or ID
4.	<b>Manager's Budget</b> - Displays direct reports budget, merit spent, promotion spent and balance (in USD). Displays market spent for HR managers. <b>Manager's Rollup Budget</b> - Displays Rollup budget, merit spent, promotion spent and balance (in USD). Displays market spent for HR managers.
5.	<b>Employee Data Grid</b> - Displays details of direct reports
6.	<b>Merit %</b> - Provide merit increase in % and the merit amount gets calculated <b>Note:</b> Manager will be prompted to provide mandatory comments on providing merit increase exceeding the mentioned merit guideline
7.	<b>New Hires</b> - Employees hired on or after Oct 1 <sup>st</sup> , 2015 would be highlighted in gray color with a tooltip. Performance rating would be displayed as 1 with a dropdown
8.	<b>Proration</b> - Employees prorated for merit would display proration symbol in new salary
9.	<b>Promotion list pop up</b> - Managers can promote the employees by clicking on the To new title link, selecting a new title from promote to dropdown and providing mandatory comments. The saved new title would display as a link in promotion request column
10.	<b>Employee name link pop up</b> - Displays employee information for current and previous year
11.	<b>Promotion %</b> - Textboxes will be editable only if promotion title has been selected for the employee. Manager can provide promotion increase in promotion % and the promotion amount gets calculated
12.	<b>Market increase</b> - Only HR managers can provide market increase and would be displayed for other managers in Read Only. The comments are mandatory. <b>Note:</b> Manager will be prompted to provide mandatory comments on providing any market increase
13.	<b>Current MR</b> = Base salary/Target market amount <b>New MR</b> = Base salary/Target market amount <b>Note:</b> If promoted target amount is shown, New MR = New Salary/Promoted target amount
14.	<b>Comment link</b> - Click on the Comment link to add comments. A sticky note icon will be displayed to represent that the comment has been entered for the employee
15.	<b>Save</b> - Click on save button to save completed merit increases/Promotion increases/market increases/promotion comments
16.	<b>Submit</b> - Click on submit button to submit merit recommendations to next level manager. <b>Note:</b> Submit will send an email to next level manager. Clicking on submit will also lock all the employee records and will be in read only.
17.	<b>Filter Employees</b> - Click on "More Actions" drop down and select <b>Filter &amp; Sort</b> . Select a column using <b>Filter/Sort By</b> dropdownlist, select either ' <b>Starts With</b> ' or ' <b>Contains</b> ' and provide values in the text box. Click on "OK" button <b>Sort Employees</b> - Select a column for sorting the employees on the grid using <b>Filter/Sort by</b>

SECTION	DESCRIPTION
	dropdownlist and click on Ascending  or Descending  icon
	<b>Clear Filter</b> - Select "Clear Filter" from the more action drop down to clear the filter condition
18.	<b>Export</b> - Select "Export" from the more actions drop down to export the complete team information in excel
19.	<p><b>Show in USD</b> - Select "Show in USD" from the more actions drop down to show the values in the grid in USD.</p> <p><b>Note:</b> When values are showing in local, only then this option would show in more actions drop down and when values are showing in USD, only Show in local would show in more actions drop down</p>
20.	<b>Home</b> - Click on the home link to direct to Dashboard screen
21.	<b>Logout</b> - Click to exit the application
22.	<p><b>My Team drop down</b> - Displays My team and Assigned group in the drop down. On selecting My team, employee data grid will be populated with direct reports. On selecting Assigned group, employee data grid will be populated with selected group's employee data.</p> <p><b>Note:</b> Assigned group will be displayed only if logged in user has been assigned groups. On selecting assigned group from the drop down, the manager tree drop down will be replaced with the groups in the drop down</p>
23.	<p><b>Target Market link</b> - On clicking the Target market link, the pop up displays the Target market information of the employee.</p> <p><b>Note:</b> If an employee is provided promotion there would be promoted target market amount showing up on the screen below the target market amount link</p>
24.	<b>New Salary</b> – Derived after providing the merit increase, promotion increase and market increase