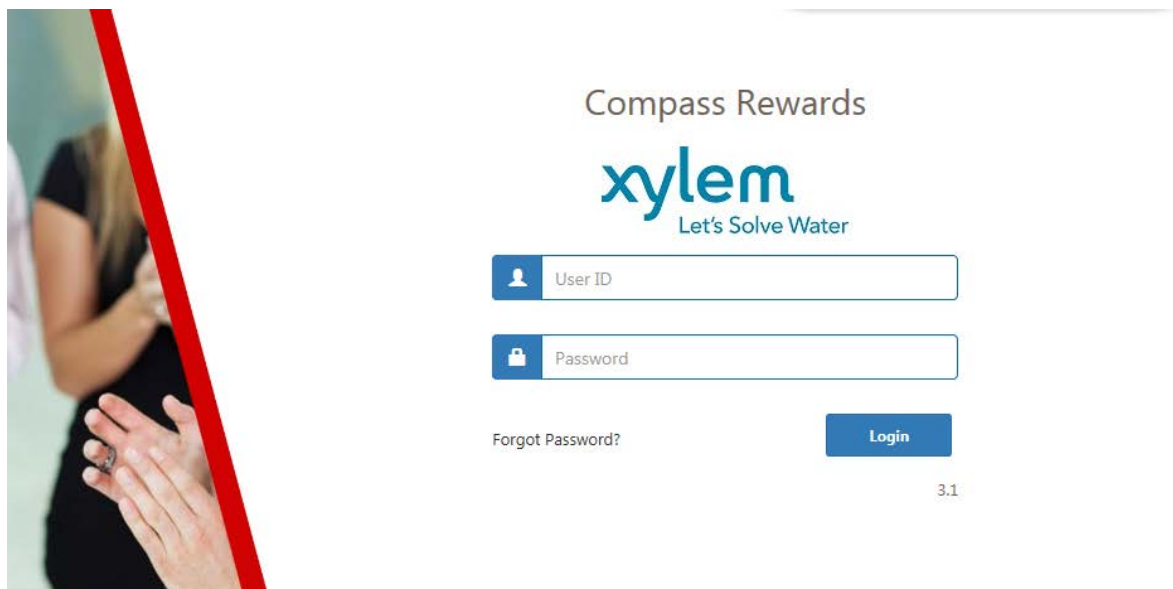


## Laserbeam – Compensation Tool

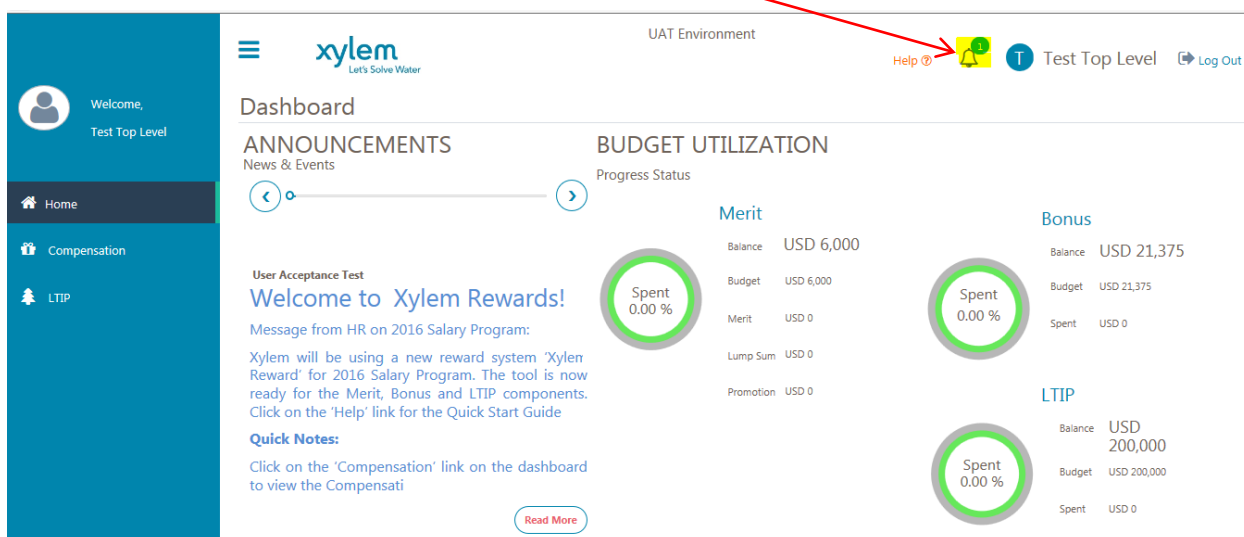
### 1.1 LEVEL 2 MANAGER – HOW TO REVIEW LTIP PROPOSALS

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

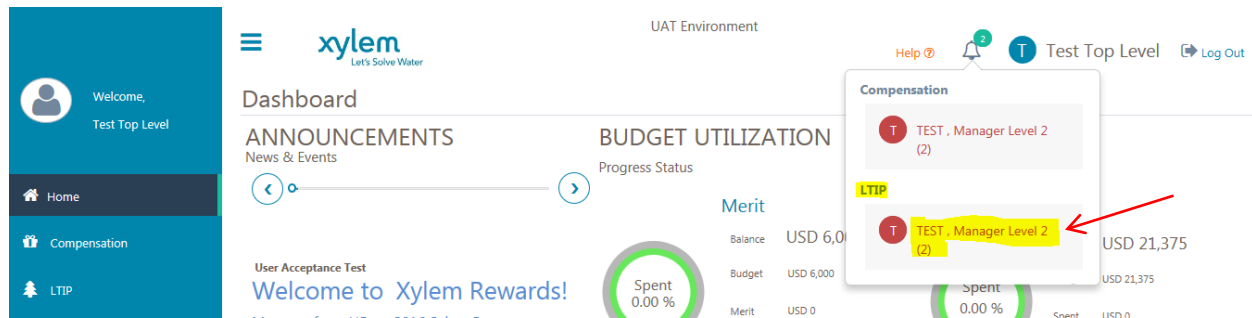
- Log in to the Laserbeam Tool:



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



- Click on the Notification Icon
- Links to review proposals for LTIP and Compensation (Merit, Promotion, and Bonus) will be stored under separate headings.
- To review LTIP proposals, select the link under the LTIP Section.



- The notification displays the name of the manager who submitted proposals for review. Click on the link to view the LTIP recommendations.
- The link will open up the listing of employees for review. An **ORANGE** circle appears next to the employee names ready for review.

The screenshot shows the 'Make Recommendations' page in the Xylem UAT Environment. It features a table 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, both with an orange circle icon next to their names, indicating they are ready for review. A red arrow points to the orange circle icon next to the first employee's name.

<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	<a href="#">Comment</a>
<input type="checkbox"/>	TEST, Manager Level 1 A	null	04-Jan-2003	null	null	USA	\$100,000		\$50,000	\$50,000	\$75,000	<a href="#">Comment</a>

## 1.2 APPROVE SUBMISSIONS

- Review the 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.

UAT Environment

Help Test Top Level Log Out

Make Recommendations

Show my Direct Rollup budget

USD 90,000 Budget USD 0 Balance USD 90,000 Spent

TEST, Manager Level 2 (2)

More Actions Save Reject Approve

<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

- 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 Bulleted List Numbered List Indent Left Indent Right Outdent

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 **green** and the boxes to make proposals will be greyed out and locked.

UAT Environment

Help Test Top Level Log Out

Make Recommendations

Show my Direct ☒ Rollup budget

USD 90,000 Budget    USD 0 Balance    USD 90,000 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 A	null 04-Jan-2003	null null	USA	\$100,000		<input type="text" value="\$50,000"/>	\$50,000	\$75,000	<a href="#">Comment</a>
<input checked="" type="checkbox"/>	TEST , Manager Level 1 B	null 03-Jan-2003	null null	USA	\$100,000		<input type="text" value="\$40,000"/>	\$40,000	\$60,000	<a href="#">Comment</a>

**Note: To make changes to any approved proposals, please contact your local HR Representative 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.

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 'Test Top Level'. Below the header, there are filters for 'Show my Direct' (checked) and 'Rollup budget'. A table displays employee data. A red arrow points to the 'LTIP Amt \$' column for the employee 'TEST, Manager Level 1 A', which shows a value of '\$50,000'.

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 A	null	04-Jan-2003	null	null	USA	\$100,000		\$50,000	\$50,000	\$75,000	Comment

- As indicated in the Manager Level 1 Documentation, make any updates to the employee's record you require.
  - For example, if you want to decrease the LTIP Amount originally proposed, click on the "LTIP Amt \$" box, change the amount and click "Save".

This screenshot shows the same interface as the previous one, but with a green 'Saved Successfully' message at the top. The 'LTIP Amt \$' field for 'TEST, Manager Level 1 A' now shows '\$40,000'. A red arrow points to the 'Save' button in the top right corner.

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 A	null	04-Jan-2003	null	null	USA	\$100,000		\$40,000	\$50,000	\$75,000	Comment

- Once the changes are saved and updated, enter a comment explaining the change.
- Click "Comment".

This screenshot shows the same interface, but now the 'Comment' button in the bottom right corner of the table row is highlighted with a red arrow. The 'LTIP Amt \$' field still shows '\$40,000'.

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 A	null	04-Jan-2003	null	null	USA	\$100,000		\$40,000	\$50,000	\$75,000	Comment

- A pop up box will appear.

Enter comment for TEST , Manager Level 1 A

General Workflow Comments

I lowered the LTIP proposal.

Add Comment

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

xylem Let's Solve Water

UAT Environment

Help Test Top Level Log Out

Make Recommendations

Show my Direct Rollup budget

USD 90,000 Budget USD 10,000 Balance USD 80,000 Spent

TEST , Manager Level 2 (2)

More Actions Save Reject Approve

<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 checked="" type="checkbox"/>	TEST , Manager Level 1 A	null 04-Jan-2003	null null	USA	\$100,000		\$40,000	\$50,000	\$75,000	Comment

- An optional comment box will appear. You may add a comment and click “Ok” when complete.

Comment

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

Format

B
I
U

I approve this proposal with the changes I made.

Ok
Close

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

xylem
Let's Solve Water

TEST Environment
Approved Successfully

Help

T
Test Top Level

Log Out

Make Recommendations

Show my Direct
Rollup budget

USD 90,000 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 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		\$40,000	\$50,000	\$75,000	Comment

- 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 **LTIP** screen.

**Note: To make changes to any proposals you have previously approved, please contact your local HR Representative for assistance.**

## 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.
- To reject the proposal, select the check box next to the employee's name and click the reject button.

UAT Environment

Help ⓘ 2 Test Top Level 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 Approve

☒ TEST, Manager Level 1 B null null USA \$100,000 \$45,000 \$40,000 \$60,000 Comment

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

### Comment

**Mandatory: Comment will be included in the email**

Format

Required comment: Promotion amount too high.



- You should see a **“Rejected Successfully”** message 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 showing 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 page title 'Make Recommendations' is visible. The interface includes a sidebar with navigation icons (Home, Gift, Tree) and a main content area. The main content area displays budget information: 'USD 90,000 Budget', '(USD 5,000) Balance', and 'USD 95,000 Spent'. A toggle for 'Show my Direct' is set to 'On', and a 'Rollup budget' option is present. A dropdown menu shows 'TEST, Manager Level 2 (2)'. Below this, a table lists employee data. The table has 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 rows are visible: 'TEST, Manager Level 1 A' and 'TEST, Manager Level 1 B'. Both rows have a 'Comment' link in the Comments column. A red arrow points to the 'TEST, Manager Level 1 B' row in the table, and another red arrow points to the 'Rejected Successfully' message at the top.

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 A	null	04-Jan-2003	null	null	USA	\$100,000		\$50,000	\$50,000	\$75,000	Comment
TEST, Manager Level 1 B	null	03-Jan-2003	null	null	USA	\$100,000		\$45,000	\$40,000	\$60,000	Comment