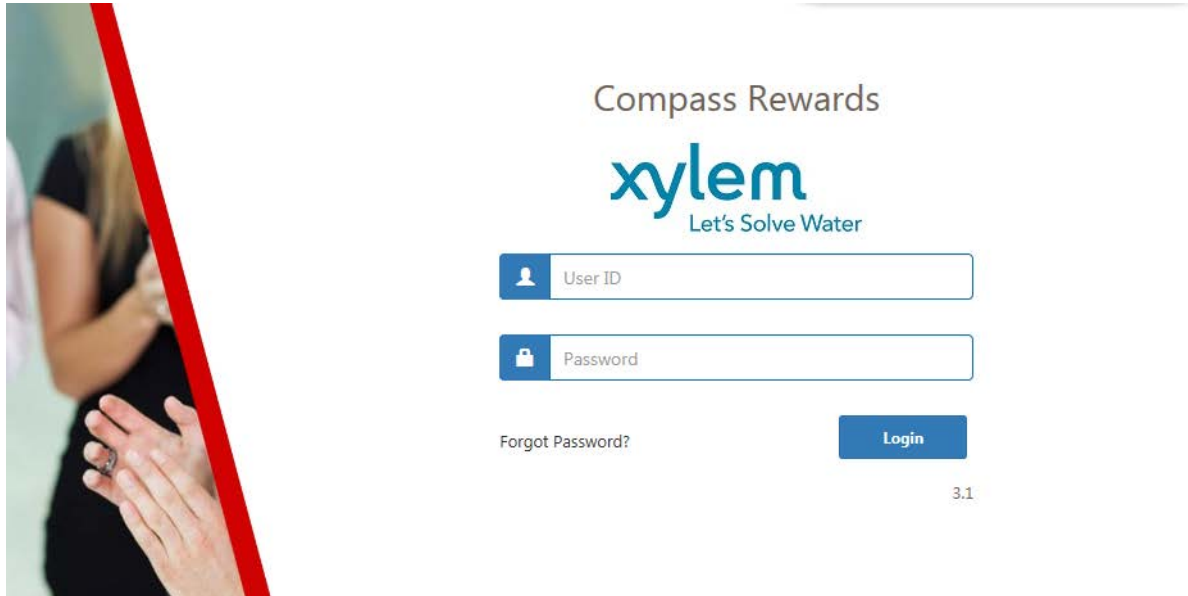


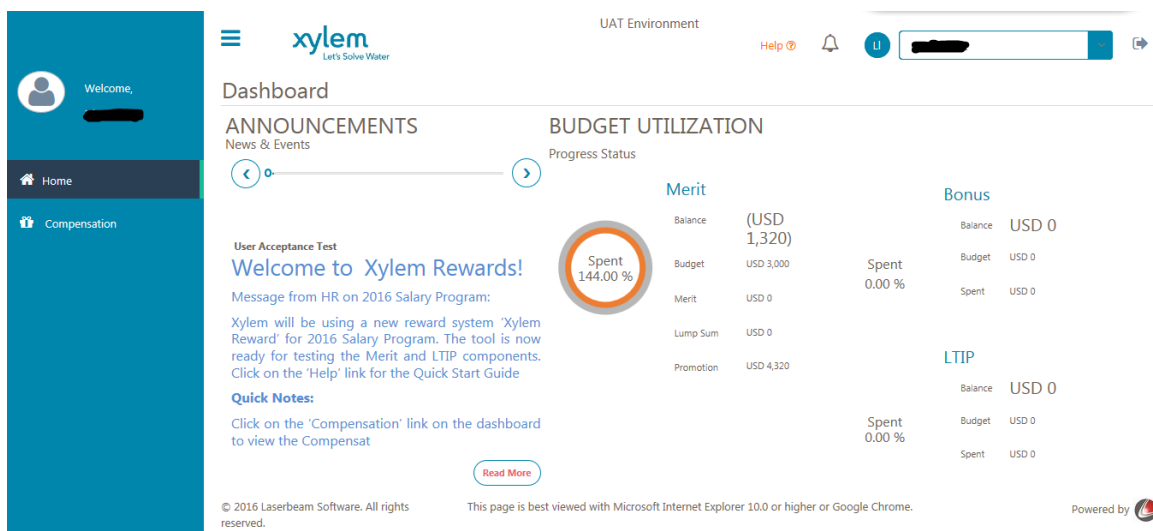
## Laserbeam– Compensation Tool

### 1.1 LEVEL 1 MANAGER – TOOL LOGIN AND OVERVIEW:

- 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.

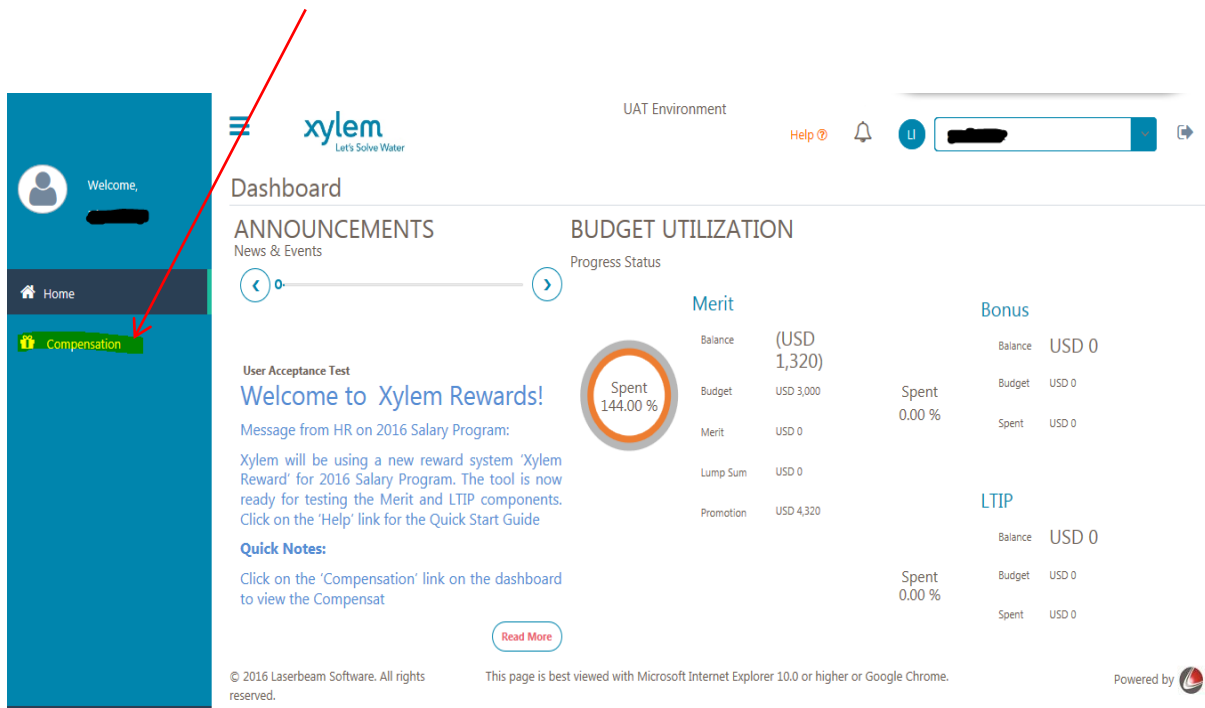


- When you log into Laserbeam, the manager home page will appear.



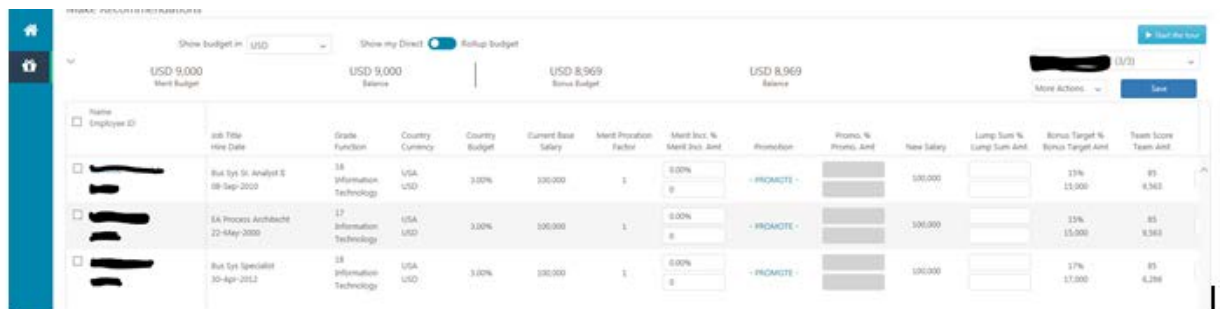
- The home page will show the total merit budget for all of your direct reports.

- Click on the “**Compensation**” link in the left-hand navigation bar to view your direct reports



The screenshot shows the Xylem dashboard interface. On the left, a blue navigation bar contains a 'Home' link and a 'Compensation' link, which is highlighted in green and pointed to by a red arrow. The main content area is titled 'Dashboard' and includes sections for 'ANNOUNCEMENTS' (with a 'Welcome to Xylem Rewards!' message), 'BUDGET UTILIZATION' (showing a 'Spent 144.00 %' gauge), and tables for 'Merit' and 'Bonus' data. The footer contains copyright information and a note about the browser used.

- The Compensation Screen will display your direct reports, their current salaries, and other relevant data.
- This is where managers can make Merit and/or Bonus recommendations.



Name Employee ID	Job Title Hire Date	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Promotion Factor	Merit Incr. % Merit Incr. Amt	Promotion	Bonus Target % Bonus Target Amt	Lump Sum % Lump Sum Amt	Team Score Team Amt
[Redacted]	Bus Sys Sr Analyst II 08-Sep-2020	16 Information Technology	USA USD	3.00%	\$30,000	1	0.00% 0	PROMOTE	15%	15,000	85 8,500
[Redacted]	EA Process Architect 22-May-2020	17 Information Technology	USA USD	3.00%	\$30,000	1	0.00% 0	PROMOTE	15%	15,000	85 8,500
[Redacted]	Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	\$30,000	1	0.00% 0	PROMOTE	17%	17,000	85 8,500

- Before you start using the tool, click the **“Start the tour”** button at the top right for a quick walk through of the Laserbeam system.

USD ▾ Show my Direct ☒ Rollup budget

(USD 500) Balance | USD 1,575 Bonus Budget | USD 1,575 Balance

More Actions ▾ Save

Start the tour

% 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
	103,500	0.00% 0.00	7% 7,000	85 4,463	0 0	4,460	107,960	Comment

- The tour will review the tool's functionality.

1,575  
ince

More Actions ▾ Save

Employee Perf.  
Score  
Employee Bonus Amt

Final  
Bonus Amt

Total Cash

Comment

0

4,460

107,960

Comment

Welcome to Compensation Tour!

Introduce users to compensation by walking them through it step-by-step.

Start the tour

« Prev Next » Pause End tour

Log Out

## 1.2 TO INITIATE A MERIT INCREASE:

- Enter a Merit % or a Merit Increase Amount.

Job Title Hire Date	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Enter Merit Increase as a %
Bus Sys Sr. Analyst I 29-Jul-2013	13 Information Technology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -

- Click the “Save” button.

USD 6,000 Balance	USD 8,969 Bonus Budget	USD 8,969 Balance	More Actions	Save
----------------------	---------------------------	----------------------	--------------	------

ide ction	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Promo. % Promo. Amt	New Salary
rmation hology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -		103,000
rmation	USA	3.00%	100,000	1	0.00%	- PROMOTE -		100,000

- A “Saved Successfully” message will appear at the top of the screen. If this is the only recommendation to be made for this employee, then move to your next direct report by clicking on the next recommendation area.

UAT Environment Saved Successfully

L (3/3) Log Out

USD 6,000 Balance	USD 8,969 Bonus Budget	USD 8,969 Balance	More Actions	Save
----------------------	---------------------------	----------------------	--------------	------

ie	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Pro Prom
Sr. Analyst II 2010	16 Information Technology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -	
ess Architect	17 Information	USA	3.00%	100,000	1	0.00%	- PROMOTE -	

- NOTE: If the merit increase proposed is beyond +/- 3% when compared to the individuals' merit budget, you will be prompted to enter an explanatory comment. Enter the comment and click "Add Comment."

You are outside of Incr. Range , please add comment for [REDACTED]

- After the comment is saved, the font color of the merit increase will change to red to indicate an increase above/below the recommended guideline. The increase can still be submitted to the Next Level Manager.

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	6.01% 6,010	- PROMOTE -	
	18					0.00%		

- Once a Merit Recommendation is saved, you will see a decrease to the Merit Balance.

For example, if your Merit Budget is \$9,000 and a manager recommends a \$3,000 increase for an employee, the balance should reflect the decrease and show the remaining amount, \$6,000.

Show budget in USD
Show my Direct ☒ Rollup budget
Start the tour

USD 9,000  
Merit Budget

USD 6,000  
Balance

USD 8,969  
Bonus Budget

USD 8,969  
Balance


3/3)




More Actions

Save

e 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
[REDACTED]	Bus Sys Sr. Analyst II 08-Sep-2010	16 Information Technology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -	

### 1.3 TO INITIATE A MERIT INCREASE FOR EMPLOYEES WITH A MERIT PRORATION:

- If an employee was hired within the year and is only eligible for a prorated merit increase, a symbol that looks like this:  will display next to the Merit Proration Factor field. This indicates the percentage of the merit increase the employee is entitled.
- For example, the employee below was hired in June. Thus he/she is eligible for 7/12 months, or 58% of a full-year merit increase. This factor is used to calculate the total merit increase allowed.

Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Promo. % Promo. Amt	New Salary	Lump Sum % Lump Sum Amt	B Bc
1	<input type="text" value="0"/>	PROMOTE 	<input type="text"/>	100,000	<input type="text"/>	
1	<input type="text" value="0.00%"/> <input type="text" value="0"/>	- PROMOTE -	<input type="text"/> <input type="text"/>	100,000	<input type="text" value="1.50%"/> <input type="text" value="1,500.00"/>	
0.58 	<input type="text" value="4.00%"/> <input type="text" value="2,320"/>	TOP HR 	<input type="text" value="6.00%"/> <input type="text" value="6,000.00"/>	108,320	<input type="text"/> <input type="text"/>	

**Note:** If you see a merit proration factor of “0” and/or a merit budget of 0%, the employee is ineligible for a merit increase.

## 1.4 TO INITIATE A PROMOTION INCREASE:

A Promotion Increase can be entered WITH or WITHOUT a Merit Increase.

- If a manager wants to make a promotion recommendation for an employee, move the horizontal scroll bar at the bottom of the screen to the right until the promotion information is displayed. A promotion is considered either when transferring an employee to a new role with greater responsibility, or increased responsibilities within the current role.

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

1 - 3 of 3 items

USD 6,000 Merit Budget		USD 6,000 Balance		USD 0 Bonus Budget		USD 0 Balance		<div>More Actions</div>		<div>Save</div>
<div>Submit</div>										
D	Promotion	Promo. % Promo. Amt	New Salary	Lump Sum % Lump Sum Amt	Bonus Target % Bonus Target Amt	Team Score Team Amt	Manager Perf. Score Manager Bonus Amt	Final Bonus Amt	Tc	
	- PROMOTE -				0.15% 150.00					
	- PROMOTE -				0.15% 150.00					

- Click on the “**Promote**” button to initiate the promotion action (or: proposal).

Promotion	Promo. % Promo. Amt	New Salary	Lump Sum % Lump Sum Amt	Bonus Target % Bonus Target Amt	Team Score Team Amt	Manager Perf. Score Manager Bonus Amt	Final Bonus Amt	Tc
- PROMOTE -	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.15% 150.00		<input type="text"/>		

- A comment box will appear **requiring** the manager to document the new business title and a comment regarding the promotion.
  - **PROMOTE TO:** Enter the new Business Title
  - **Text Box:** Enter a reason for the promotion.

Enter promotion comment for [REDACTED]

Promote to:

[Add Comment](#)

- Click **“Add Comment”** to save the information.
- Once the comment is saved, the promotion increase box will open and allow you to enter the percentage increase.
- Enter the increase and click **“Save.”**

(USD 4,000) Balance | USD 0 Bonus Budget | USD 0 Balance

[More Actions](#) | [Save](#) | [Submit](#)

Promotion	Promo. % Promo. Amt	New Salary	Lump Sum % Lump Sum Amt	Bonus Target % Bonus Target Amt	Team Score Team Amt	Manager Perf. Score Manager Bonus Amt	Final Bonus Amt	To
Promotion Title	10.00% 10,000.00	110,000		0.15% 150.00				
- PROMOTE -				0.15% 150.00				

Enter Promotion as a %



NOTE: The promotion increase will turn **red** if the percentage is more than 3% above the country budget guideline. This is to flag the increase for review; however, it does not indicate an error.

- The promotion increase will be subtracted from your merit budget and be reflected in the balance total.

Show budget in USD

Show my Direct ☒ Rollup budget

USD 9,000  
Merit Budget

(USD 4,000)  
Balance

USD 8,969  
Bonus Budget

USD 8,969  
Balance

C (3/3)

More Actions

Save

Employee ID	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Promo. % Promo. Amt	New Salary
93	16 Information Technology	USA USD	3.00%	100,000	1	<div>3.00%</div> <div>3,000</div>	- PROMOTE -	<div></div> <div></div>	103,000
78	17 Information Technology	USA USD	3.00%	100,000	1	<div>0.00%</div> <div>0</div>	Promotion Title	<div>10.00%</div> <div>10,000.00</div>	110,000

## 1.5 TO INITIATE A LUMP SUM INCREASE:

A Lump Sum Increase can be entered WITH or WITHOUT a Merit Increase. (Lump Sums may be considered where an employee is already compensated very high relative to other peers and/or market. In these cases a lump sum merit in lieu of a salary increase may be appropriate).

- If a manager wants to make a lump sum increase recommendation for an employee, move the horizontal scroll bar at the bottom of the screen to the right until the lump sum percentage information is displayed.

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

- Enter a percentage in the “Lump Sum %” field and click “Save.”

Balance		Bonus Budget		Balance		More Actions		Save
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	
103,000		7% 7,000	85 4,463		4,463	107,460	Comment	

- The Lump Sum Merit increase will be subtracted from your merit budget and be reflected in the balance total.

Show budget in USD

Show my Direct ☒ Rollup budget

USD 6,000  
Merit Budget

(USD 1,500)  
Balance

USD 0  
Bonus Budget

USD 0  
Balance

More Actions

Save

Submit

ID	no. % p. Amt	New Salary	Lump Sum % Lump Sum Amt	Bonus Target % Bonus Target Amt	Team Score Team Amt	Manager Perf. Score Manager Bonus Amt	Final Bonus Amt	Total Cash	Comment
				0.15% 150.00					Comment
			7.50% 7,500.00	0.15% 150.00				7,500	Comment

## 1.6 TO INITIATE A BONUS PROPOSAL:

A Bonus can be entered WITH or WITHOUT a merit increase.

- If a manager wants to make a bonus recommendation for an employee, move the horizontal scroll bar at the bottom of the screen to the right until the bonus information is displayed.

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	<input type="text" value="3.00%"/> <input type="text" value="3,000"/>	- PROMOTE -	
EA Process Architech 22-May-2000	17 Information Technology	USA USD	3.00%	100,000	1	<input type="text" value="0.00%"/> <input type="text" value="0"/>	- PROMOTE -	
Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	<input type="text" value="0.00%"/> <input type="text" value="0"/>	- PROMOTE -	

1 - 3 of 3 items

my Direct ☒ Rollup budget

500) | USD 1,575 | USD 1,575  
ice | Bonus Budget | Balance

More Actions Save

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
<input type="text" value="0.00%"/> <input type="text" value="0.00"/>	7% 7,000	85 4,463	<input type="text" value="0"/>	4,460	107,960	<a href="#">Comment</a>

- Enter an Employee Performance Score. This score represents either the individual objective (IO) score for Bonus plans requiring an IO, or a Discretionary Score for Mid-Management Incentive Plans (MMIP's) where bonus funding is based wholly on Team Scores.

USD 1,575  
Bonus Budget

(USD 5)  
Balance

More Actions

Save

Bonus Target % Bonus Target Amt	Team Score Team Amt	Employee Perf. Score Employee Bonus Amt	Final Bonus Amt	Total Cash	Comment
7% 7,000	85 4,463	90 1,580	6,040	109,540	Comment

- The final bonus amount will be rounded to the nearest \$10.00. This amount will be subtracted from the budget accordingly.

**\*\*Note** the bonus budget is determined based on the plan the employee is eligible for. For plans which require an Individual Objective portion, only the IO budget will be shown, as no management adjustment is made for the Team portion of the bonus. For those employees where the Team Amount represents 100% of the bonus funding, with management discretion scores for individual employees, the budget represents the total amount of the bonus funded.

- If an employee is not bonus-eligible for manager proposals in the Laserbeam system, there will be red asterisks within the bonus fields as listed below.

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		*	*	*	*	100,000	Comment
100,000	1.50% 1,500.00	*	*	*	*	101,500	Comment

## 1.7 GENERAL COMMENTS

- If a manager wants to enter a comment for an employee, scroll the horizontal bar to the end until you see the Comment Section.

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	<input type="text" value="3.00%"/> <input type="text" value="3,000"/>	- PROMOTE -	<input type="text"/>
EA Process Architech 22-May-2000	17 Information Technology	USA USD	3.00%	100,000	1	<input type="text" value="0.00%"/> <input type="text" value="0"/>	- PROMOTE -	<input type="text"/>
Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	<input type="text" value="0.00%"/> <input type="text" value="0"/>	- PROMOTE -	<input type="text"/>

1 - 3 of 3 items

- Click on “**Comment.**”

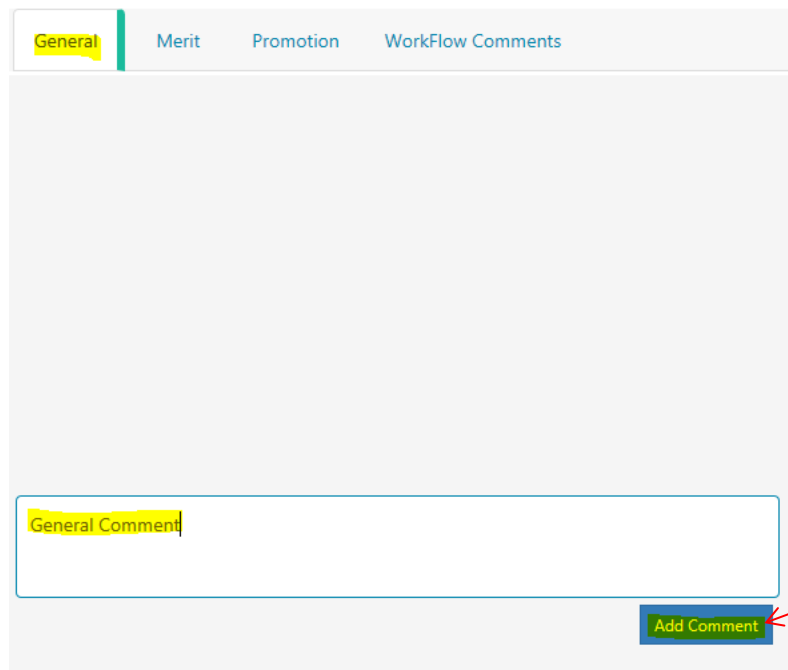
USD 0  
Balance

More Actions

Submit

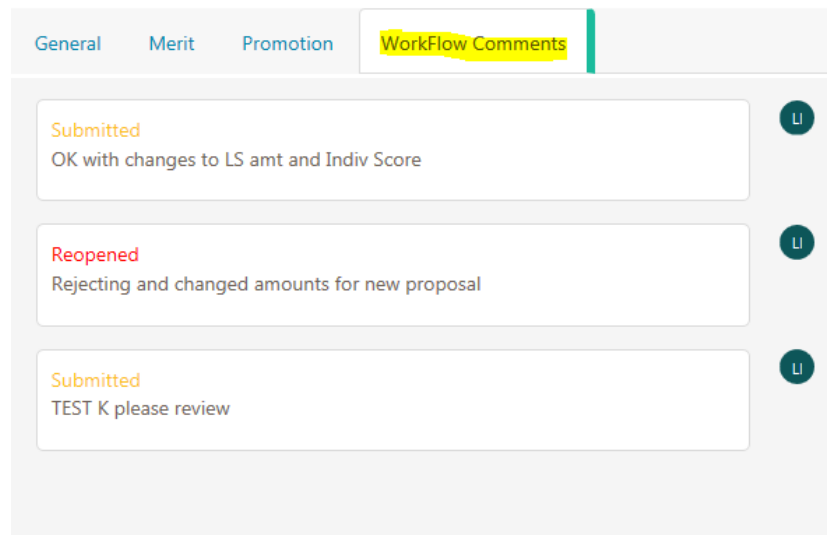
Bonus Target % Bonus Target Amt	Team Score Team Amt	Manager Perf. Score Manager Bonus Amt	Final Bonus Amt	Total Cash	Comment
0.15% 150.00		<input type="text"/>			<a href="#">Comment</a>
0.15% 150.00		<input type="text"/>			<a href="#">Comment</a>

- A pop up box will appear. Click on the relevant header section for your comment's topic:
  - General
  - Merit
  - Promotion
  - Workflow Comments
- Enter your comment in the text box and click **"Add Comment."**



A screenshot of a web form for adding a comment. At the top, there are four tabs: "General", "Merit", "Promotion", and "WorkFlow Comments". The "General" tab is selected and highlighted with a yellow background. Below the tabs is a large, empty text box. At the bottom of the form, there is a smaller text box containing the placeholder text "General Comment" and a blue button labeled "Add Comment". A red arrow points to the "Add Comment" button.

**Workflow Comments** – This section captures the back and forth comments between a manager and next-level manager for an employee's recommendations.

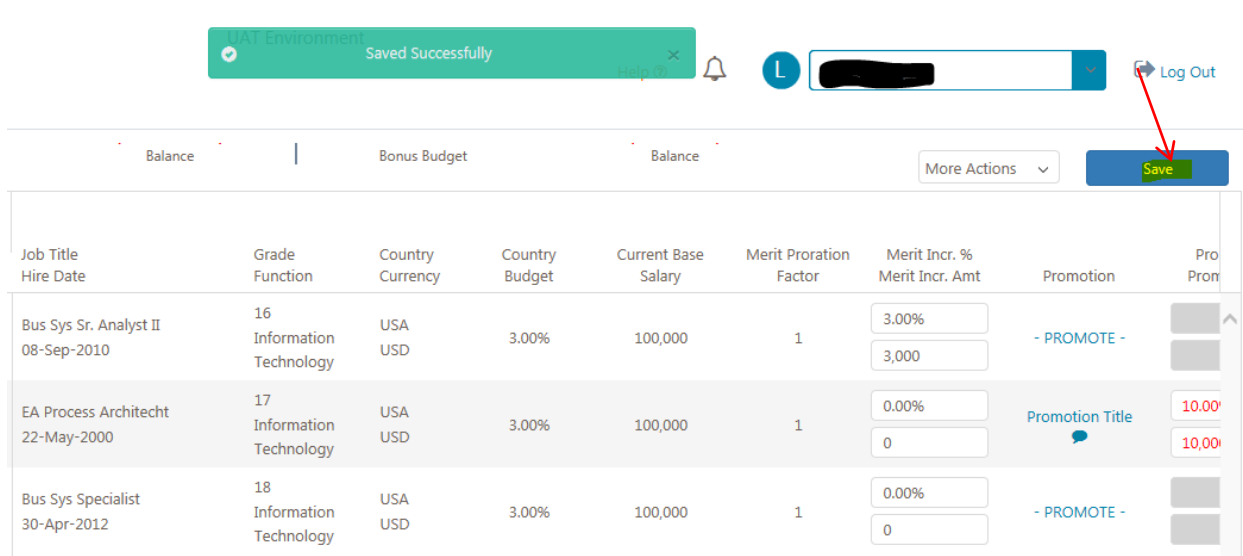


A screenshot of the "Workflow Comments" section. At the top, there are four tabs: "General", "Merit", "Promotion", and "WorkFlow Comments". The "WorkFlow Comments" tab is selected and highlighted with a yellow background. Below the tabs, there are three comment entries, each in a white box with a light gray border. Each entry has a status label in the top left corner and a text area. To the right of each entry is a circular icon with a vertical line through it. The first entry has a yellow "Submitted" status and the text "OK with changes to LS amt and Indiv Score". The second entry has a red "Reopened" status and the text "Rejecting and changed amounts for new proposal". The third entry has a yellow "Submitted" status and the text "TEST K please review".

## 1.8 SUBMIT RECOMMENDATIONS FOR APPROVAL:

When you finish making all of the compensation recommendations for your employees, you will need to submit the proposals to the next-level manager for final review and approval.

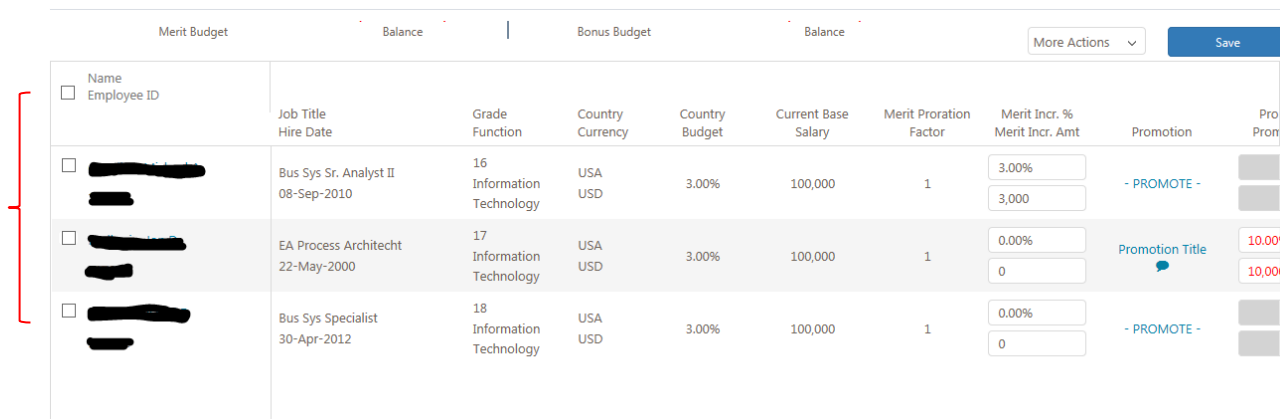
- To submit the proposals, make sure you have saved all of your changes by clicking the **“Save”** button. A **“Saved Successfully”** message will appear after the data is saved.



The screenshot shows a user interface for submitting compensation recommendations. At the top, a green banner displays 'UAT Environment' and 'Saved Successfully'. Below this, a navigation bar includes 'Balance', 'Bonus Budget', and another 'Balance' section, along with a 'More Actions' dropdown and a prominent blue 'Save' button. A red arrow points to the 'Save' button. The main table lists three employees with their job titles, hire dates, grades, functions, countries, currencies, budgets, current base salaries, merit proration factors, merit increase percentages and amounts, and promotion options. The first employee is 'Bus Sys Sr. Analyst II' (08-Sep-2010), the second is 'EA Process Architech' (22-May-2000), and the third is 'Bus Sys Specialist' (30-Apr-2012). All are in 'Information Technology' with a 'USA' currency and 'USD' budget. The first and third have a '3.00%' merit increase, while the second has a '0.00%' increase. The promotion options are '- PROMOTE -' for the first and third, and 'Promotion Title' for the second.

Job Title Hire Date	Grade Function	Country Currency	Country Budget	Current Base Salary	Merit Proration Factor	Merit Incr. % Merit Incr. Amt	Promotion	Pro Prom
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	Promotion Title	10.00% 10,000
Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -	

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



This screenshot shows the same table as the previous one, but with a red bracket on the left side indicating a selection area. The first column contains checkboxes for each employee, and a 'Name Employee ID' label is shown above the first checkbox. The table data is identical to the previous one, showing three employees with their respective compensation details and promotion options.

<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 Prom
<input type="checkbox"/>	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"/>	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"/>	Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -	



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

## Make Recommendations

Merit budget		Balance		Bonus budget		Balance		More Actions		Save
Submit										
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] [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 checked="" type="checkbox"/>	[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% 10,000
<input checked="" type="checkbox"/>	[REDACTED] [REDACTED]	Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -	

- 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

Format
B
I
U
[Icons]

Optional Comment Text

OK
Close

- UAT Environment Submitted Successfully       Log Out

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

- 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.

## 1.9 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 a merit 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.

UAT Environment

Make Recommendations

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

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 Pront
<input checked="" type="checkbox"/> [Red Circle]	EA Process Archtecht 22-May-2000	17 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	Promotion Title 9.00% 9,000	
<input type="checkbox"/>	Bus Sys Specialist 30-Apr-2012	18 Information Technology	USA USD	3.00%	100,000	1	0.00% 0	- PROMOTE -	
<input type="checkbox"/>	Bus Sys Sr. Analyst II 08-Sep-2010	16 Information Technology	USA USD	3.00%	100,000	1	3.00% 3,000	- PROMOTE -	

- The boxes on the employee's record for Merit, Promotion, Lump Sum and or Bonus will become unlocked to allow you to update the proposal based on the Next-Level Manager 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."**

Make Recommendations

USD 9,000 Merit Budget | (USD 3,000) Balance | USD 8,969 Bonus Budget | (USD 231) Balance

More Actions | Save

Submit

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	Team Teal
<input checked="" type="checkbox"/> [Red Circle]	100,000	1	0.00% 0	Promotion Title	6.00% 6,000.00	106,000		15% 15,000	9,

- 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

B

I

U

I lowered the promotion increase.

Ok

Close

- 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.

xylem

Let's Solve Water

Submitted Successfully

Log Out

Make Recommendations

USD 9,000

Merit Budget

(USD 3,000)

Balance

USD 8,969

Bonus Budget

(USD 231)

Balance

More Actions

Save

Submit

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	Team Total
<div></div>	100,000	1	3.00% 3,000	- PROMOTE -		103,000		15% 15,000	9,
<div></div>	100,000	1	0.00% 0	Promotion Title	9.00% 9,000.00	109,000		15% 15,000	9,
<div></div>	100,000	1	0.00% 0	- PROMOTE -		100,000	3.00% 3,000.00	17% 17,000	6,