



		RACI Matrix				
Frequency		Process description	Responsible	Accountable	Consulted	Informed
Monthly		M-01. Plans for new hires and delete and close retired plans	CFE Hub	CFE Hub	TA SOD	HP Operation
Semesterly (twice per year)	Before semester starts	S-11. Define and approve bonus & incentives scheme and weight/objectives for each role	TA SOD	Sales Heads	HP Operation, HR TR	HPLT, Labor Union
		S-12. Develop and validate plan details and load data to CompMAx	TA SOD	CFE Hub	TA SOD	HP Operation
		S-13. Publish cycle and validate plans	TA SOD	CFE Hub	TA SOD	Axtria/HP Operation
	Beginning of semester	S-21. Confirm and submit plan objectives	Plan owners	FLM	TA SOD	CFE Hub
		S-22. Plan objective approval by Managers and Skip Managers	FLM	SLM	TA SOD	CFE Hub
	After semester ends	S-31. Objectives score uploaded to CompMax	CFE Hub	CFE Hub	TA SOD	HP Operation
		S-32. Objectives score approval by Managers and Skip Managers	FLM	SLM	TA SOD	CFE Hub
		S-33. CompMAx automatically create final scores and payout percentage with ratings	Automatic process and calculation in CompMAx			
		S-34. Payroll Percentage final report shared with Payroll Team	TA SOD	TA SOD	HR	Payroll

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Personal Number	English Name	Local Department	Department Name	Employee classification	Employee Subgroup	Leader flag	Employee Class	(Direct supervisor) Employee number	(Direct Supervisor) English name	(Direct supervisor's manager) Employee number	(Direct Supervisor's manager) English name
22990095	Yasuhito Okawa	70008510	Area Development Expert Group 1, Area	C	Employee incl Execut	1	Field	22041427	Shunsuke Chihara	22930404	Hideyuki Sawaki
22080235	Takeshi Kai	70008510	Area Development Expert Group 1, Area	C	Real MR	0	Field	22990095	Yasuhito Okawa	22041427	Shunsuke Chihara


















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