

# Bulk Recognition of Performance Conditions

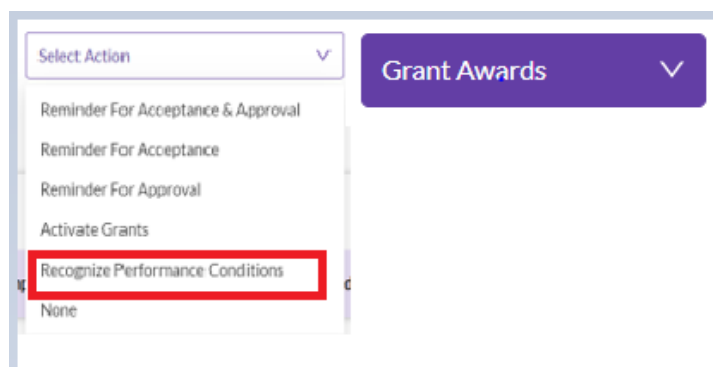
Modified on: Fri, 24 Feb, 2023 at 10:54 AM

When an employee is awarded performance-based vesting rights, the vesting schedule for that employee is manually updated to reflect this change. As a next step, the company has to recognize or approve the performance parameters as achieved, partially achieved or not achieved either at grant level or in bulk.

By doing this, the company can verify the performance against the vesting rights and approve the appropriate % of vesting. The remaining options get cancelled.

To recognize performance conditions in Bulk:

1. Click Equity Awards in the left menu, select **Grants**.
2. Click **Select Action** dropdown, select **Recognize Performance Conditions**.



The Performance Condition Recognition page is displayed.

## ← Performance Condition Recognition

Filter By (Please select at least one to proceed)

Performance Condition

Stakeholder

Grant ID

Vest Date

Status

Apply Filter

Status

Due x

Clear All

Options Due to Vest 1,250

Options Vested

Options Cancelled

<input type="checkbox"/> Grant	Vest Date	Condition Name	Status	Options Due to Vest	Recognition Date	Achieved	Payout %	Options Vesting	Options Cancelled
<input type="checkbox"/> ABC Test GT-OA-071 on Aug 01, 2022	Aug 18, 2022	Individual KPI Payout 0 - 100%	<div>!</div>	250	<div>Select Date</div>	<div></div>	<div>0.00</div>	<div>0</div>	-
<input type="checkbox"/> Shane Coates GT-OA-101 on Nov 14, 2022	Nov 14, 2022	Finance Lower Limit Payout 0 - 100%	<div>!</div>	1,000	<div>Select Date</div>	<div></div>	<div>0.00</div>	<div>0</div>	-

By default, the Status filter will be set to “Due” and this will display all the tranches that is due to be recognized. You can filter the grants that is associated with performance conditions. The filters available are:

- **Performance Condition:** search by a performance condition.
- **Stakeholder:** search by stakeholders
- **Grant ID:** search by grant ID
- **Vest Date:** search by vest date with a start date and end date, range is limited to 60 days.

- **Status:**

- Due** (Red Exclamation) - The default filter selected is Due. This will display all the tranches that is past its Vesting Date and not yet been recognized.
- Not evaluated (Grey Exclamation)** : This will display all the tranches that are not evaluated yet.
- Evaluated (Green Tick)**: This will display the tranches that has been successfully evaluated.

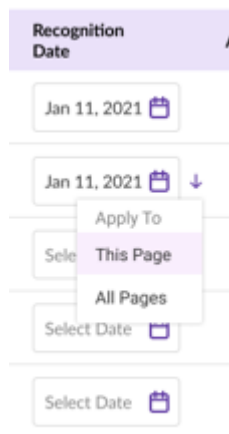
**Options Due to Vest:** Depending on the filters selected, displays the total count of the Options Due to Vest

**Options Vested:** Depending on the filters selected, displays the total count of the Options Vested

**Options Cancelled:** Depending on the filters selected, displays the total count of the Options Cancelled

### 3. Select the grants using the Check box.

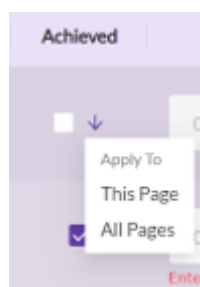
4. Select the **Recognition Date**. Cannot be before the Grant Date. This date is to specify that the performance condition is recognized on this date. You can use the Copy Down, drop-down - **Apply to - This Page and All Pages** will be displayed. From the selected Tranche for which the Copy Down is applied, the value will be copied down to all the below tranches on the same page or all the pages based on the option chosen (this page or all pages) from the drop down.



The screenshot shows a form field labeled "Recognition Date". Below the field, there is a date selector showing "Jan 11, 2021" with a calendar icon. A dropdown menu is open, showing the "Apply To" options: "This Page" (highlighted) and "All Pages". Below the dropdown, there is a "Select Date" button with a calendar icon.

5. Check the **Achieved** box. By default this box is selected. Unchecking this, it auto-populates the payout percentage as "0" and the options due to vest will move to the cancelled column.

Note: if you uncheck this box, you have an option to choose this selection for all the grants on the same page or all the pages.



The screenshot shows a form field labeled "Achieved". Below the field, there is a checkbox that is currently checked. A dropdown menu is open, showing the "Apply To" options: "This Page" and "All Pages" (highlighted). Below the dropdown, there is a "Select Date" button with a calendar icon.

6. Enter the **Payout Percentage** Value. The Percentage Value is depending on the Performance Criteria the employee meets. Value entered should be within the range specified in the Condition Column

7. **Options Vesting** is auto calculated based on the **Payout Percentage Value**.

**Example:**

Options due to Vest – 10000

Payout Percentage – 70%

Options Vested – 7000

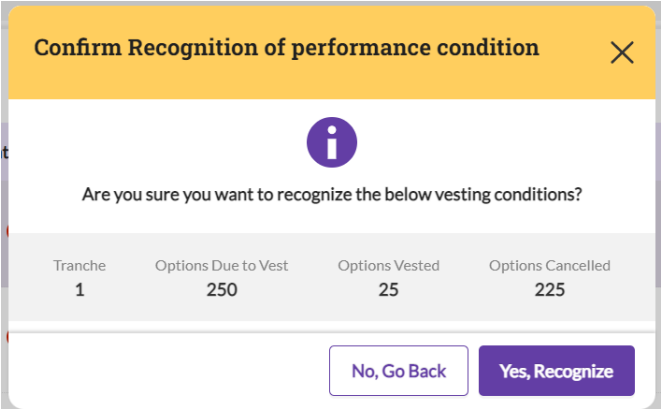
Options Cancelled – 3000

8. **Options Cancelled** is auto populated based on the Payout Percentage Value entered.

**Calculation:** Options due to vest - Options Vested

9. Click on **Recognize**. It will display a confirmation popup.

**Note:** If there are any errors, the Recognize filed will be disabled and it will be available when all the errors are validated.



10. Click on **Yes, Recognize**

**Note:** If the Performance Condition is successfully Evaluated, the grant status changes to Evaluated.