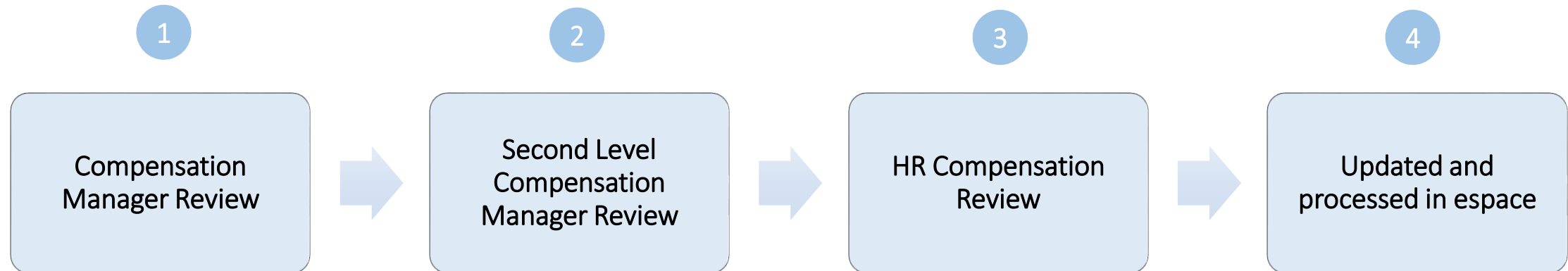


Quick Start Guide

This guide will get you started with managing employee compensation in espace*.

1. Workflow

Below is the workflow for the annual Compensation Management Process.

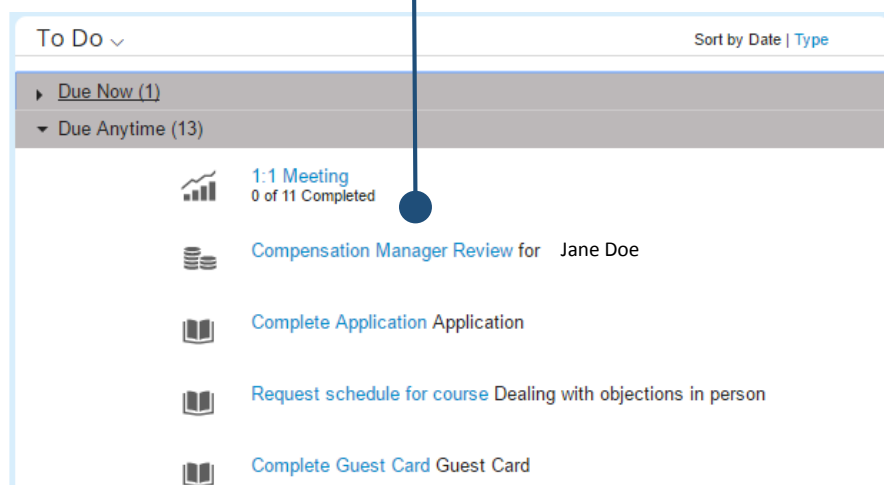


2. How to get Started

You can access the **Compensation Management Form** in two ways: (1) Select the form in the To Do tile or (2) Go to the Compensation page.

To Do tile

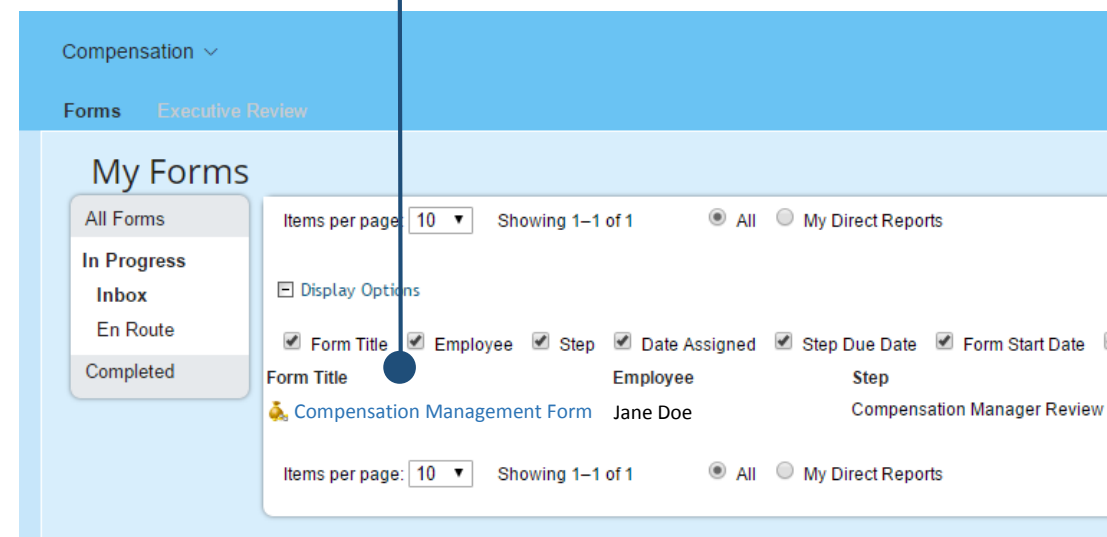
In the Home page, you will see a new task in your To Do tile. Click **Compensation Manager Review** to access the Compensation Management Form.



Compensation page

To access the Compensation Management Form in the Compensation page:

1. In the Home page, click **Home > Compensation**
2. Select the form in the Form Title column.





3. The Compensation Management Form

This is the main page where you can view your employees' compensation information.

Budget
The **Total Spent** and **Remaining Budget** columns are adjusted automatically each time you enter a Merit, Market Rate Adjustment, or Bonus amount.

Budget Tab
Click the **Budgets** tab to view the current budget for salaries and bonuses.

Name
You can view the employee name in this column. Click  to view the employee profile. Click the employee name to view their Compensation Profile.

Manager Last Name
You can view the employee's manager in this column. Click  to view the manager's profile.

Review Rating
You can view the employee rating in this column. Click the rating to view their Performance assessment form.

2018 Salary & 2017 Bonus

Salary

Effective Date: 01/01/2017

Budgets

Approvals

Instructions

Hide










Salary		Bonus		Market Adjustment	
CAD	Total	CAD	Total	CAD	Total
Budget	\$41,746.55 2.00%	\$41,746.55 2.00%	\$179,850.00 100.00%	\$10,000.00 100.00%	\$10,000.00 100.00%
Total Spent	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%
Remaining Budget	\$41,746.55 2.00%	\$41,746.55 2.00%	\$179,850.00 100.00%	\$10,000.00 100.00%	\$10,000.00 100.00%

Total number of employees: 38

Columns

Filter Options

Employee Local Currency

Employee Information									Current Salary					
Manager Last Name	Name	Department	Job Title	Employee Number	Hire Date	Review Rating	Employee Group	Annualized Salary	Hourly Rate	Annualized Hours	Currency	Salary Grade	Pay Range	
Doe	 Employee 1	5288 Noble Elk Campus, Joshua Tree, QC	Administrative Coordinator	12075	06/16/2015	3.14	Salary	\$36,987.60	\$18.97	1,950	CAD	2	\$19.23-\$32.05	
Smith	 Employee 2	4414 Colonial Concession, Nisqually, QC	Property Services Administrator	2217	04/02/2007	3.57	Salary	\$62,380.03	\$29.99	2,080	CAD	2	\$19.23-\$32.05	
Doe	 Employee 3	9103 Merry Crest, Tortolita, QC	Summer Student	11841	06/05/2015	unrated	Hourly	\$7,347.60	\$14.13	520	CAD		N/A	
Smith	 Employee 4	6454 High Byway, Glen Comfort, QC	Receptionist	11306	11/01/2012	3.14	Salary	\$37,739.73	\$18.14	2,080	CAD	2	\$19.23-\$32.05	
Doe	 Employee 5	6339 Silver Beacon View, New Moon, QC	Administrative Assistant	11312	11/01/2012	unrated	Hourly	\$11,019.71	\$13.67	806	CAD		N/A	
Smith	 Employee 6	4796 Dusty Ridge, Goodnews Bay, QC	Operations Manager 1	11018	09/05/2012	unrated	Salary	\$64,328.94	\$32.99	1,950	CAD		N/A	
Group Total:								\$2,087,327.28						

Items per page 20

Page 1 of 2

Send to Next Step

Cancel

Save

4. The Compensation Profile

In the Compensation Profile, you will make adjustments to salary amounts.

- a. How to access the Compensation Profile
- In the **Name** column, click the employee name.



- b. The Compensation Profile
- In the **Compensation Profile**, you can make adjustments to the following amounts:

- Merit
- Market Rate
- Car Allowance
- Bonus

Compensation Profile for Employee

Employee

Assistant Resident Manager

[40945] (1106)

Division

South Western Ontario Portfolio (40475)

Location

Ontario (ON)

Status

Active

Department

6 John St., Oakville, ON (40945)

Manager

Jane Doe

Hire Date

06/01/2004

► Salary Positioning

▼ Recommendations (CAD)

Salary

Department

6 John St., Oakville, ON

Job Title

Assistant Resident Manager

Employee Number

1371

Hire Date

06/01/2004

Review Rating

N/A

▼ Collapse all

Comment

Current Salary

Employee Group

Hourly

Annualized Salary

\$20,800.00

Hourly Rate

\$25.00

Annualized Hours

832

Currency

CAD

Salary Grade

Pay Range Min

N/A

Pay Range Max

N/A

Merit

Merit Increase (Hourly Rate)

\$0.00

\$0.25

0.00%

1.00%

Budgeted Increase 2018

N/A

Budgeted Increase 2018 Dollars

\$0.00

Increase Jan 2017

N/A

Market Rate Adjustment

Market Rate Adjustment

\$0.00

0.00%

Market Adj Budget (hrly)

\$0.00

Budget Market Adjustment

N/A

Final Salary

Final Salary Rate

\$25.00

Final Annualized

\$20,800.00

<< Previous

Next >>

Cancel

Save

You will work frequently with the Compensation Profile. Complete the sections as required and follow the Merit and Bonus guidelines.

If the car allowance amount does not equal to zero, enter the amount in the new Bi-weekly Car Allowance field even if it is not changing.

Entering an Amount

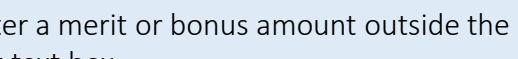
1. Double-click the text box.
2. Enter a dollar amount within the guideline (you can also enter a percent amount in the text box to the right).
3. Press **Tab**.
4. Click **Save**.

Understanding the Merit and Bonus Guidelines

When you enter a Merit or Bonus amount, you will see the guideline under the text box. This guideline will adjust according to the rating of the employee (**Note:** If the employee has **no rating**, the default guideline is displayed).

Entering an Amount Outside the Guideline

If you enter a merit or bonus amount outside the guideline, you must provide an explanation in the comment text box.



Merit Increase (Hourly Rate) \$0.87 \$0.35 2.50% 1.00% Click to open Comment text box

Guideline

*** If the merit increase is more than 4%, use the market rate adjustment field for the amount greater than the guideline.

Compensation Profile for Employee

Current Salary

Employee Group	Salary	Annualized Salary	\$62,380.03
Hourly Rate	\$29.99	Annualized Hours	2,080
Currency	CAD	Salary Grade	2
Pay Range Min	\$37,400.00	Pay Range Max	\$62,500.00

Merit

Merit Increase (Hourly Rate)	<input type="text" value="\$0.00"/> <input type="text" value="0.00%"/>	Budgeted Increase 2017	2.50%
Budgeted Increase 2017 Dollars	\$0.75	Increase Jan 2016	2.00%

Market Rate Adjustment

Market Rate Adjustment	<input type="text" value="\$0.00"/> <input type="text" value="0.00%"/>	Market Adj Budget (hrly)	\$0.00
Budget Market Adjustment	\$0.00		

Final Salary

Final Salary Rate	\$29.99	Final Annualized Salary	\$62,380.03
-------------------	----------------	----------------------------	--------------------

Car Allowance

Current Bi-weekly Car Allowance	\$0.00	2017 Bi-weekly Car Allowance	<input type="text" value="\$0.00"/>
------------------------------------	---------------	---------------------------------	-------------------------------------

Bonus

Bonus	<input type="text" value="\$0.00"/> <input type="text" value="0.00%"/>	Budget Bonus 2017	\$2,200.00
Bonus Paid 2016	\$2,000.00		

Current Salary Annualized (Hidden) **\$62,380.03**

6. Filtering the Compensation Management form

(a) Show/Hide Columns

You can filter columns in the form.

Show/Hide Columns
To filter columns on the form, click **Columns** in the middle menu bar.

ColumnsFilter OptionsEmployee Local Currency

> Current Salary	> Merit	> Market Rate Adjustment	> Final Salary	> Car Allowance	> Apartment Al
Employee Group	Merit Guidelines	Market Rate Adjustment	Final Salary Rate	Current Car Allowance (Annualized)	Cun
Salary	1.00%	\$ 0.00 0.00 %	\$25.00	\$0.00	
Salary	1.50%	\$ 0.00 0.00 %	\$25.00	\$0.00	

Sections
Select a section to be filtered. Each of these sections are in the Compensation Management form.

Show/Hide Columns

Sections

Current Salary (10)

Merit (5)

Market Rate Adjustment (3)

Final Salary (3)

Car Allowance (4)

Apartment Allowance (2)

Bonus (4)

Total Compensation (1)

Ungrouped (5)

Columns

☒ Select All

☒ Employee Group

☒ Annualized Salary

☒ Hourly Rate

☒ Annualized Hours

☒ Currency

☒ Salary Grade

☒ Pay Range

☒ Current Compa-ratio

☒ Pay Range Min

☒ Pay Range Max

Cancel

Reset

Apply

Columns
Once you select a section, deselect a column. By default, all columns are selected.

Click Apply
Once you select the sections and columns, click **Apply**.

Compensation

6. Filtering the Compensation Management form

(b) Filter Options

You can filter the form using specific categories.

Filter Options
To filter by categories, click **Filter Options** in the middle menu bar.

Columns Filter Options Employee Local Currency

> Current Salary	> Merit	> Market Rate Adjustment	> Final Salary	> Car Allowance	> Apartment Al
Employee Group	Merit Guidelines	Market Rate Adjustment	Final Salary Rate	Current Car Allowance (Annualized)	Cun
Salary	1.00%	\$ 0.00 0.00 %	\$25.00	\$0.00	
Salary	1.50%	\$ 0.00 0.00 %	\$25.00	\$0.00	

Define Population
You can define the population with Individual View and Team View.

Filter Options

Define Population

Individual View: Find User

Team View

Starting from: Myself Find User

Show Hierarchy Level: Direct Reports

HR Reports

Matrix Reports

Custom Manager

Other Filters

Only show users with recommendations outside of guidelines/salary range

Filter

<input checked="" type="checkbox"/> Division	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> Salary Grade	<input checked="" type="checkbox"/> Route Step	<input checked="" type="checkbox"/> Job Level
<input checked="" type="checkbox"/> Calgary Portfolio (20471)	<input checked="" type="checkbox"/> 1304 11 ST. SW, Calgary, Alberta (21304) <input checked="" type="checkbox"/> 135 Lynnvie Rd. SE, Calgary, AB (21135) <input checked="" type="checkbox"/> 4501 37th St. NW, Calgary, AB (20050) <input checked="" type="checkbox"/> 501 40th Ave. NW, Calgary, AB (20140) <input checked="" type="checkbox"/> 5300 Rundlehorn Drive, Calgary, AB (25300) <input checked="" type="checkbox"/> 9100-9220 Bonaventure Dr., Calgary, AB (20944) <input checked="" type="checkbox"/> 912 6th Ave, Calgary, AB (21912) <input checked="" type="checkbox"/> 924 7 Ave. SW, Calgary, AB (20928)	<input checked="" type="checkbox"/> Alberta (AB)	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Completed <input checked="" type="checkbox"/> Originator <input checked="" type="checkbox"/> Reviewer	<input checked="" type="checkbox"/> Employee

<input checked="" type="checkbox"/> Employee Type	<input checked="" type="checkbox"/> Employee Group	<input checked="" type="checkbox"/> Employee Category
<input checked="" type="checkbox"/> Permanent Full Time	<input checked="" type="checkbox"/> Hourly	<input checked="" type="checkbox"/> Site
<input checked="" type="checkbox"/> Permanent Full Time (non standard hours)	<input checked="" type="checkbox"/> Salary	
<input checked="" type="checkbox"/> Permanent Part Time		

Cancel

Reset

Apply Filter

Filter
You can filter by different categories:

- Division
- Department
- Location
- Salary Grade
- Route Step
- Job Level
- Employee Type
- Employee Group
- Employee Category

Click Apply
Once you filter the form, click **Apply**.

Once you make all the adjustments to the form and have saved it, send the form to your manager for approval.

Notes

- The system will not let you go to the next step if the form is incomplete.
- If your manager approves the form, the form will be sent to HR.
- If your manager needs to make changes, the form will be sent back to you for editing. Your manager is unable to edit the form.

1

Click Save
Once you make all the individual adjustments, click **Save**.

2

Click Send to Next Step
Click **Send to Next Step** to send the form to your manager for approval.