

Success Bonus Calculation Tool

User Manual
for non-Sales, Marketing and Distribution (SMD) employees / managers

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1. What is the Success Bonus Calculation Tool?

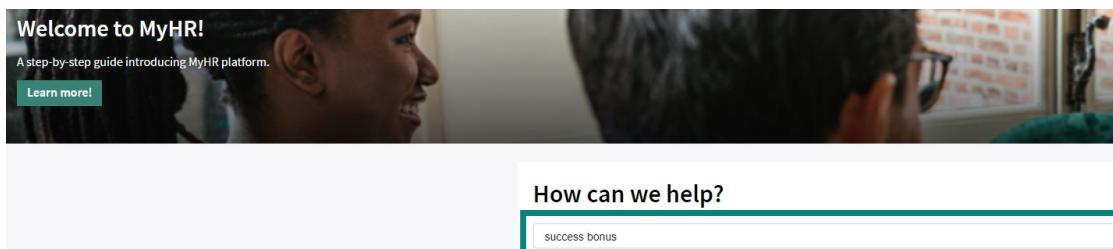
The Success Bonus Calculation Tool is a global tool incorporated into MyHR. The tool has been designed to administrate, manage and calculate Infineon's global Success Bonus – the predominant variable compensation/incentive scheme for Infineon employees.

The Success Bonus Calculation Tool in particular

- provides individualized **visualization of an employee's target structure** as outlined in the Bonus Policy (i.e. which targets apply to whom based on which weights). This also considers any personal and organizational changes during the year which may have an impact on the Success Bonus and its payout at the end of the fiscal year (e.g. change of Division, change of working time, increase of Success Bonus target amount, etc.).
- ensures the **automatic calculation of the employees' actual Success Bonus payout amounts** based on the final year-end target achievements communicated to employees by the Infineon Management Board.
- provides an **illustration and a documentation of the actual calculation method/logic** to ensure maximum transparency for the employee.

2. Logging on and Navigation

- The Success Bonus Calculation Tool can be accessed via [MyHR](#)
- Within [MyHR](#), type in *success bonus* in the search bar:



- Clicking on *requests*, you will find the tiles for Annual Success Bonus:

All (112) Requests (18) Articles (85) Most relevant ▾

Filters

- Topics
- Rewards
- Absence
- Training
- HR Data Management
- My Data

Suggested result

Success Bonus Overview
Access the respective tool for success bonus overview

Go to link

Human Resources Catalog | Compensation

Success Bonus Overview
Access the respective tool for success **bonus** overview
https://sapphrf5.intra.infineon.com/sap/bc/webdynpro/sap/z_boca_wd_display?sap-client=100#

Human Resources Catalog | Team

Success Bonus - Team Overview
Access the respective tool to view your team's **bonus**
https://sapphrf5.intra.infineon.com/sap/bc/webdynpro/sap/z_boca_wd_mss_overview?sap-client=100#



Please note that access to MyHR is only possible from within the Infineon IT network. Please contact the **Infineon IT User Help Desk** if you have any specific questions on your IT setup.

Depending on whether

- you are a manager and want to see the Success Bonus information of your subordinated employees or
- you are an employee and want to see your own Success Bonus information

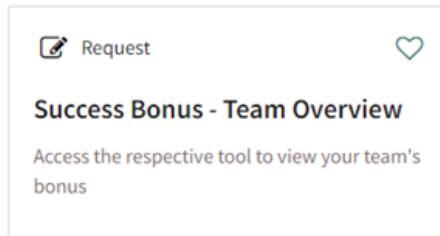
you either need to choose the tile *Success Bonus - Team Overview* or the tile *Success Bonus Overview*:

Success Bonus - Team Overview
Access the respective tool to view your team's **bonus**

Success Bonus Overview
Access the respective tool for success bonus overview

3. Success Bonus - Team Overview (for managers)

- Click on the tile *Success Bonus - Team Overview* in MyHR:



- The Team Overview shows all the employees you are responsible for based on the legal organizational structure:

 Success Bonus Team Viewer for MSS

Directly subordinated employees ▾

Display only employees with Success Bonus

Employee Information					Success Bonus Information	
Global ID	Personnel no.	Last name	First name	Organizational Unit	Annual Suc...	Cur...
		Employee	One	IFAG SMD	1.234,00	EUR
		Employee	Two	IFAG	9.500,00	EUR
		Employee	Three	IFAG	1.000,00	EUR
		Employee	Four	IFAG	15.250,00	EUR
		Employee	Five	IFAG	5.300,00	EUR

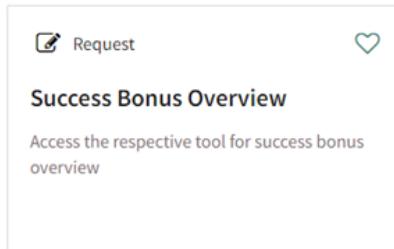
- All employees or only Directly subordinated employees will be displayed. By selecting an employee, the detailed individual Success Bonus information for this employee will be shown below the Team Viewer. This information is the same data that is visible to the employee in the Success Bonus Overview section.
- The Team Viewer shows your employees' current Success Bonus Amounts at 100% target achievement.



Please note that the payout calculation process can only be started as soon as the final target achievements have been measured, approved by the Management Board and communicated globally. This happens only after the Infineon fiscal year results have been communicated publicly.

4. Success Bonus Overview

- Click on the tile *Success Bonus Overview* in MyHR:



- Your individual Success Bonus details will then be displayed in the main window of the screen. The screen there is divided into several separate windows containing information on your Success Bonus. Please refer to the following sections on the different views:

4.1 Choice of Fiscal Year

- On the top of the page you can choose the respective fiscal year:

Fiscal Year: Please select a fiscal year for Success Bonus information to be displayed

- You can navigate between several fiscal years by selecting the requested year in the drop-down menu
- Please note that at the beginning of a fiscal year, the tool will show the previous fiscal year by default. As of January (i.e. after the payout of the previous fiscal year has usually been processed), the default view will be changed to the current fiscal year. A manual change, however, is possible at any time
- Historical data of previous fiscal years is available.



The current fiscal year's data will be displayed after the new Annual Success Bonus Target Functions have been communicated and the new target functions are public.

4.2 Success Bonus Masterdata

- The *Success Bonus Masterdata* displays a set of relevant master data (e.g. your name, your local and global personnel numbers, your current organizational unit, your current Success Bonus Amount at 100% target achievement, etc.). This data is directly retrieved from the SAP HR system:

Success Bonus Masterdata			
Last Name	Employee	Organizational Unit	IFAG
First Name	Seven	Legal Manager	John Sample
Person ID	IF0000	Personnel Area	IFX Munich
Personnel Number	0000	Personnel Subarea	Mch CAMP
Annual Success Bonus (ASB) (100%)		6.000,00	EUR

- Here you can also download a copy of the current *Target Functions* setting the terms and conditions for the Success Bonus as well as a copy of this *User Manual*.

4.3 Target Structure and Target Details

- Below the master data you will see a chart visualizing the target structure that is applicable to you based on the terms and conditions outlined in the current Target Functions: Each individual target is symbolized by a bar whereas the x-axis of the chart depicts the full fiscal year.
- At the beginning of a fiscal year this will usually result in a graph like the following – with a set of targets assigned to you for the full fiscal year and depending on the organizational unit you are in:

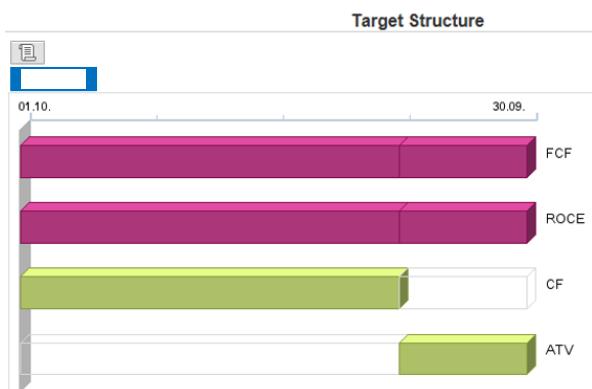


- Company targets are displayed in berry, Division/Central Function targets in green. Mouse-hovering over the bars will display the start and end dates of the targets – here from October 01st to September 30th for all targets.

- The additional *Target Details* at the right provides further information on the targets (e.g. the full target name, the applicable start and end date, the target weight, an additional downloadable reference file, etc.) and can be activated by clicking on one of the bars in the *Target Structure*:

Target Details	
<i>Please click on a target in Target Structure for target details</i>	
Start Date	01.10.2016
End Date	31.12.2016
Target Name	Return on Capital Employed
Target Weight (in %)	25,00
Reference File	Click here to view...
Achievement (in %)	120,00
Target ID:	000
	changed by Admin

- The *Target Details* will eventually also display the final target achievement calculated and communicated after the end of the fiscal year.
- As the year progresses and as personal and organizational changes may occur, the *Target Structure* gets updated and adjusted to those changes: Targets get delimited and potentially replaced by others depending on the nature of the changes.
- This may lead to a chart like the following – resulting from an organizational change of the employee from one Division/Central Function to another:



- If an employee transfers from one Infineon legal entity to another (e.g. local transfer, international assignment, etc.) during one fiscal year, the *Target Structure* will display two or more tabs above the chart which show each period of the fiscal year and the applicable targets based on each of the employee's local personnel number as separate time slices:



- The tool also provides a log that displays all changes to the target structure that results from the addition or deletion of targets, individual changes to the target weights or other manual adjustments (e.g. by a tool administrator from Human Resources).
- A respective *Target Assignment History* table showing the details will open upon clicking on the history symbol . The table shows all targets that have been assigned and changed throughout the fiscal year.
- If no adjustments have been made to the originally assigned targets, the table will contain no data. It can be closed again by clicking the symbol.

Target Assignment History											
	Log Date	Log Time	User	Operation	Target ID	Short Name	Start Date	End Date	Target Weight (in %)	Achievement (in %)	OVERRULED
The table does not contain any data											

4.4 Calculation Basis / Changes

For a better overview of the base data and the potentially occurred changes that are being used for the Success Bonus payout calculation at the end of the year, the *Calculation Basis / Changes* summarizes this data in a simple spreadsheet view:

- The first line of the spreadsheet is the base data at the beginning of the fiscal year. For every change with an impact on the Success Bonus calculation a new line is added and the change will be considered on a pro-rata basis in the bonus calculation:

Calculation Basis / Changes

Start Date	End Date	Annual Success Bonus (ASB) (100%)	Currency	Employment %	Division/CF	Status
01.10.2016	31.12.2016	3.928,31	EUR	100.00%	CENT.DEPT.	Active
01.01.2017	31.03.2017	5.428,80	EUR	100.00%	CENT.DEPT.	Active
01.04.2017	30.09.2017	5.538,03	EUR	100.00%	CENT.DEPT.	Active

- The data shown in the *Calculation Basis / Changes* is also directly retrieved from the SAP HR system.

4.5 Bonus Calculation / Payout

Eventually, all relevant data (i.e. master data, applicable targets, personal and organizational changes and the target achievements) will be used to calculate the final Success Bonus payout amount. The *Bonus Calculation / Payout* gives you an overview of the detailed calculation steps for each target and – if applicable – for each period resulting from a Success Bonus-relevant change.

- The tool provides lower sums for the payout amounts of the various periods (shown in several tabs next to each other) as well as a final payout amount and the total target achievement:

Bonus Calculation / Payout

Payout Month
 December January

Final Payout Amount: - EUR

01.10.2016 - 31.12.2016		01.01.2017 - 31.03.2017		01.04.2017 - 30.09.2017		Target Achievement %	Calculated Payout Amount	Currency
Target Name	Period %	Target Weight %	ASB (100%) – pro rata	Employment %	ASB (100%) - pro rata/employment			
FCF	25,2055%	25,00%	247,54	100,00%	247,54			EUR
ROCE	25,2055%	25,00%	247,54	100,00%	247,54			EUR
CF/OP	25,2055%	50,00%	495,08	100,00%	495,08			EUR

Note: All monetary amounts rounded to two digits after the decimal place

- During the fiscal year, the *Bonus Calculation / Payout* will not display any data on target achievements or payout amounts. As soon as targets get evaluated after the end of the fiscal year, data will be added. The final payout amount and the total target achievement, however, will only be displayed when all targets have been evaluated.

							Final Payout Amount:	3.812,00 EUR	
							Total Target Achievement:	100,4 %	
01.10.2015 - 31.12.2015		01.01.2016 - 31.05.2016		01.06.2016 - 30.06.2016		01.07.2016 - 11.09.2016		12.09.2016 - 30.09.2016	
Target Name	Period %	Target Weight %	ASB (100%) – pro rata	Employment %	ASB (100%) - pro rata/employment	Target Achievement %	Calculated Payout Amount	Currency	
FCF	25,1366%	25,00%	227,79	100,00%	227,79	88,20%	200,91	EUR	
ROCE	25,1366%	25,00%	227,79	100,00%	227,79	109,60%	249,66	EUR	
CF/OP	25,1366%	50,00%	455,58	100,00%	455,58	101,80%	463,78	EUR	
		100,00%	911,16			911,16			914,35

Note: All monetary amounts rounded to two digits after the decimal place

- Clicking on next to *Final Payout Amount* and *Total Target Achievement* will open a pop-up window with a detailed explanation on the calculation logic of these values.



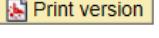
Please note that in general the payout calculation process can only be started as soon as the final target achievements have been measured, approved by the Management Board and communicated globally. This happens only after the Infineon fiscal year results have been communicated.

- The *Bonus Calculation / Payout* also shows the month in which the Success Bonus will be paid out. Depending on local legal requirements and company practice, this is either a fixed month (i.e. December or January) or a selection of two months (i.e. December and January) whereby one month is set as the default payout month. In the latter case, you can change the payout month by choosing the preferred month and confirming by clicking on the button.

Payout Month December	Payout Month <input checked="" type="radio"/> December <input type="radio"/> January	
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Please note that in those countries where employees have the right to choose the respective payout month for their individual Success Bonus payout, the choice resp. change is only possible up to a certain date (i.e. depending on the local payroll cut-off date). After that date the functionality will be disabled and a choice/change is no longer possible. The default value resp. the last month of choice will be used for the payout. The exact date will be communicated to employees and managers by local Human Resources upon the start of the payout process.

- It is also possible to generate a printable overview of the *Bonus Calculation / Payout* for later filing. As soon as a *Final Payout Amount* has been calculated and displayed, a  button appears that will eventually open a pop-up window with such an overview as PDF document. You can save the document to your computer or print it directly from the pop-up screen. During the fiscal year, the  button will not be displayed.

5. Support

- In case you will be facing any **technical issues** (e.g. difficulties with the logon process, etc.) please contact the Infineon IT User Help Desk for further assistance.
- In case you have **questions regarding the content** displayed in the Success Bonus Calculation Tool, please reach out via [goto/MyHR](#).