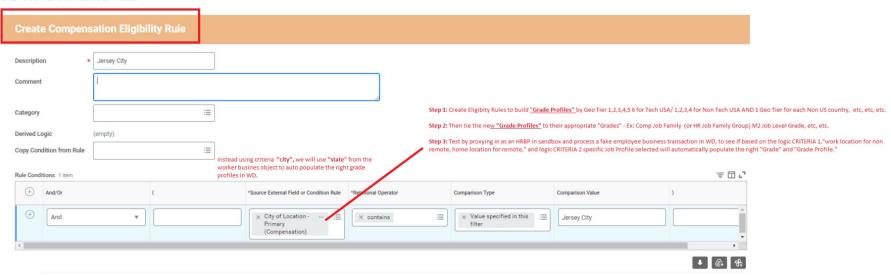
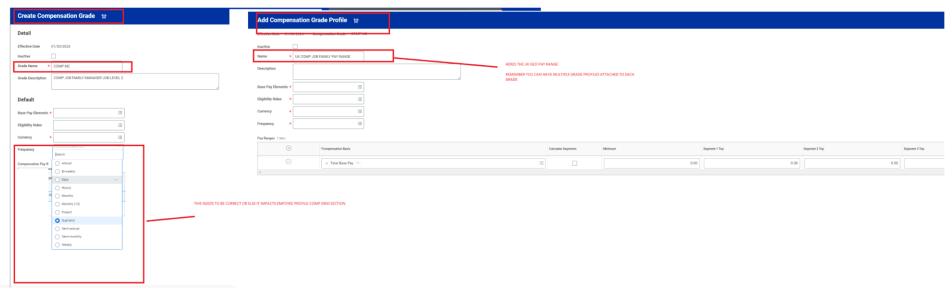
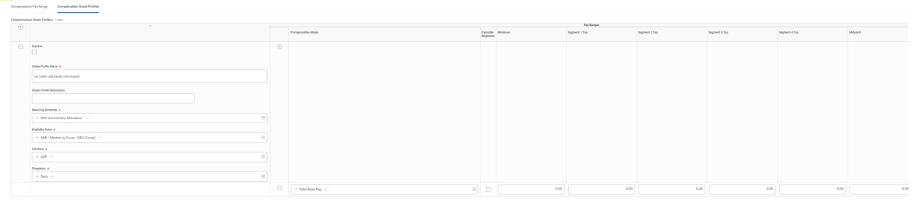
## STEP 1: TYPE "CREATE COMPENSATION ELIGIBILITY RULES"



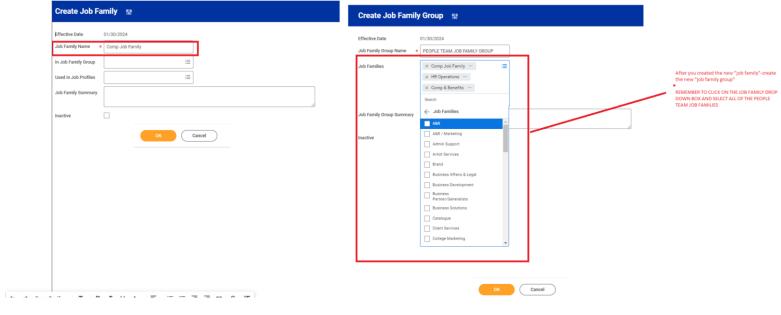
STEP 2: AFTER CREATING THE "COMP GRADE" AND "GRADE PROFILE", CLICK ON THE DROP-DOWN BOX AND SELECT THE NEW ELIGIBILITY RULE YOU JUST CREATED.



## STEP 3: WHEN YOU DRILL INTO EACH COMP GRADE, YOU WILL SEE ALL THE GRADE PROFILES.



STEP 4. FYOU HAVEN'T DONE SO ALREADY, CREATE YOUR NEW JAJOB FAMILY GROUPS. THEN, TYPE "CREATE JOB FAMILLY" TO ADD JOB FAMILES WITHIN THOSE GROUPS. REMEMBER TO SELECT THE CORRECT JOB FAMILY "DROP-DOWN BOX. THIS ENSURES DATA FLOWS INTO EMPLOYEE PROFILES (when job profiles are selected) DURING BUSINESS TRANSACTIONS.



III.P.E. (If you haven't set up your new JA job profiles yet, go ahead and create them by entering "CREATE JOB PROFILE." When filling out the backend job profile forms, ensure you complete all the required fields such as grades. FLSA status, pay type, EEOC classifications, worker comp codes, etc. This is crucial for the information to automatically populate in the worker's profiles during business transactions. Create Job Profile 101 Profile Details Job Classification Effective Date 01/30/2024 Job Classifications Job Profile Name \* SENIOR COMP ANALYST Job Codes are unique identifers to job profiles-similar to how EEIDs are unique identifiers to employee Job Profile Summary Job Code **\*** 123456 Job Description Format ∨ B I <u>U</u> A ∨ :≣ % Include Job Code in Name EEOC USA mandated government reporting Job Title Default Additional Job Description Format  $\lor$  B I  $\underline{U}$   $\underline{A}$   $\lor$  |  $:\equiv$  |  $\otimes$ = Restrict to Country Management Level × Senior Professional ··· make sure to fill out all the fields Job Level ∷≡ × Comp Job Family ··· ≔ Job Family Company Insider Type ≔ ≔ Referral Payment Plan Work Shift Required Inactive ਭ⊞ਾ Pay Rate Types 0 items USA FLSA exempt status \*Country \*Pay Rate Type Cananda exempt status No Data Characteristics Difficulty to Fill select one Critical Job 1 job profile can only have 1 grade Compensation Compensation Grade \*Country / Country Region

OK Cancel

× United States of America 🗵

mpensation Grade Profile

Impacted Eligibility Rules

Unions

I - A&R / Marketing Group - FRA

I - A&R / Marketing Group - GBR

I - A&R / Marketing Group - USA
I - A&R Group - DEU

I - A&R Group - FRA

1 job profile can contain more than one grade profile

benefits worker comp codes