Create Compensation Eligibility Rule

Description	* Jersey City
Comment	
Category	☰
Derived Logic	(empty)
Copy Condition from Rule	☰

Step 1: Create Eligibity Rules to build **"Grade Profiles"** by Geo Tier 1,2,3,4,5 6 for Tech USA/ 1,2,3,4 for Non Tech USA AND 1 Geo Tier for each Non US country, etc, etc, etc.

Step 2: Then tie the new **"Grade Profiles"** to their appropriate **"Grades"** - Ex: Comp Job Family (or HR Job Family Group) M2 Job Level Grade, etc, etc.

Step 3: Test by proxying in as an HRBP in sandbox and process a fake employee business transaction in WD, to see if based on the logic CRITERIA 1,"work location for non remote, home location for remote," and logic CRITERIA 2 specific Job Profile selected will automatically populate the right "Grade" and "Grade Profile."

instead using criteria **"city"**, we will use **"state"** from the worker busines object to auto populate the right grade profiles in WD.

Rule Conditions 1 item

	And/Or	(	*Source External Field or Condition Rule	*Relational Operator	Comparison Type	Comparison Value	)
⊕	And ▾		City of Location - Primary (Compensation) ✕	✕ contains	✕ Value specified in this filter	Jersey City	

Create Compensation Grade

Detail

Effective Date	01/30/2024
Inactive	☐
Grade Name	* COMP M2
Grade Description	COMP JOB FAMILY MANAGER JOB LEVEL 2

Default

Base Pay Elements	* ☰
Eligibility Rules	☰
Currency	* ☰
Frequency	

Search
○ Annual
○ Bi-weekly
○ Daily
○ Hourly
○ Monthly
○ Monthly (13)
○ Project
● Quarterly
○ Semi-annual
○ Semi-monthly
○ Weekly

Compensation Pay R

THIS NEEDS TO BE CORRECT OR ELSE IT IMPACTS EMPOYEE PROFILE-COMP GRID SECTION

Add Compensation Grade Profile

Effective Date   01/30/2024   Compensation Grade   COMP M2

Inactive	☐
Name	* UK COMP JOB FAMILY PAY RANGE
Description	
Base Pay Elements	* ☰
Eligibility Rules	* ☰
Currency	☰
Frequency	* ☰

HERES THE UK GEO PAY RANGE

REMEMBER YOU CAN HAVE MULTIPLE GRADE PROFILES ATTACHED TO EACH GRADE

Pay Ranges 1 item

	*Compensation Basis	Calculate Segments	Minimum	Segment 1 Top	Segment 2 Top	Segment 3 Top
⊖	✕ Total Base Pay ☰	☐	0.00	0.00	0.00	

Compensation Pay Range   Compensation Grade Profiles

Compensation Grade Profiles   1 item

		Pay Ranges						
	*Compensation Basis	Calculate Segments	Minimum	Segment 1 Top	Segment 2 Top	Segment 3 Top	Segment 4 Top	Midpoint

Inactive ☐

Grade Profile Name ★
UK COMP JOB FAMILY PAY RANGE

Grade Profile Description

Base Pay Elements ★
✕ 60th Anniversary Allowance ⋯

Eligibility Rules ★
✕ A&R / Marketing Group - DEU (Comp) ⋯

Currency ★
✕ ADP ⋯

Frequency ★
✕ Daily ⋯

| ✕ Total Base Pay ⋯ | ☐ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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

Create Job Family

Effective Date   01/30/2024
Job Family Name ★ Comp Job Family
In Job Family Group
Used in Job Profiles
Job Family Summary

Inactive ☐

OK   Cancel

Create Job Family Group

Effective Date   01/30/2024
Job Family Group Name ★ PEOPLE TEAM JOB FAMILY GROUP

Job Families
✕ Comp Job Family ⋯
✕ HR Operations ⋯
✕ Comp & Benefits ⋯

Search
← Job Families
☑ A&R
☐ A&R / Marketing
☐ Admin Support
☐ Artist Services
☐ Brand
☐ Business Affairs & Legal
☐ Business Development
☐ Business Partner/Generalists
☐ Business Solutions
☐ Catalogue
☐ Client Services
☐ College Marketing

Job Family Group Summary

Inactive

OK   Cancel

After you created the new "job family"-create the new "job family group"

REMEMBER TO CLICK ON THE JOB FAMILY DROP DOWN BOX AND SELECT ALL OF THE PEOPLE TEAM JOB FAMILIES

STEP 6: 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

Profile Details

Effective Date	01/30/2024
Job Profile Name *	SENIOR COMP ANALYST
Job Code *	123456
Include Job Code in Name	☐
Job Title Default	
Restrict to Country	
Management Level	✕ Senior Professional
Job Level	
Job Family	✕ Comp Job Family
Company Insider Type	
Referral Payment Plan	
Work Shift Required	☐
Inactive	☐
Public Job	☐

Job Codes are unique identifers to job profiles-similar to how EEIDs are unique identifiers to employee names

make sure to fill out all the fields highlighted in red

Job Classification

Job Classifications	
Job Profile Summary	
Job Description	Format B I U A ☰ 🔗
Additional Job Description	Format B I U A ☰ 🔗

EEOC USA mandated government reporting

Pay Rate Types 0 items

	*Country	*Pay Rate Type
⊕		
	No Data	

Characteristics

Difficulty to Fill	select one ▼
Critical Job	☐

Compensation

Compensation Grade	
Compensation Grade Profile	I - A&R / Marketing Group - DEU
Impacted Eligibility Rules	

Compensation Grade Profile dropdown:
- ☐ I - A&R / Marketing Group - DEU
- ☐ 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 only have 1 grade

1 job profile can contain more than one grade profile

Unions

USA FLSA exempt status

Cananda exempt status

Job Exempt	Worker's Compensation Codes	Certifications	Values	Education	Languages	Responsibilities	Skills	Training	Work Experience

benefits worker comp codes

Job Exempt 1 item

	*Country / Country Region
⊕	
⊖	✕ United States of America 🔗

[OK] [Cancel]

[OK] [Cancel]