CWB Introduction

This section summarizes the basic information required to understand the performance-based pay process and compensation system. This section contains:

✓CWB Definition ✓Director Tasks for CWB ✓OHR Merit Guidelines

CWB Definition

CWB stands for Compensation Workbench. It is an Oracle module used to manage various forms of compensation.

- Payroll uses CWB to issue GWA, GSS Longevity, MLS Pay for Performance, Merit increases and Lump Sum payments.
- Directors use CWB to allocate MLS Pay for Performance Merit increases and Lump Sum payments
- OHR & the CAO use CWB to evaluate and approve proposed allocations submitted by Department Directors.

CWB integrates with Workforce Performance Management (WPM). WPM ratings from performance appraisals are sent to CWB to determine eligibility for and set allowable allocation limits for MLS Pay for Performance.

Note: Depending on the year, the General Wage Adjustment (GWA) may or may not be projected into the MLS Pay for Performance calculations. OHR will communicate specific details each year as appropriate.

Director Tasks

1. Allocate merit increases and/or Lump Sum Payments in CWB for all eligible MLS in your department
2. Submit pay Allocations to the CAO for review and approval
3. Communicate allocations to employees following CAO approval

Column Definitions

The pay allocation page within CWB has a series of columns that display information you may require to make informed pay recommendations to the CAO. Therefore, this section includes:

✓ Column Definitions for the CWB *Compensation Allocation* page

Column Name	Definition
Employee Name	Name of the MLS employee
Grade	Pay grade
Fiscal Year Performance Rating	Overall Rating on the employee's performance evaluation for the current fiscal year
Base Salary	Base salary with the June 18, 2023 GWA projected as part of the salary
Min-Max Salary for Assigned Grade	Pay band for the next fiscal year
Pay Band Penetration	Percentage of employee's salary within the pay band at the time of the allocation
Merit Guideline	The maximum percentage, including both Base Pay and Lump Sum, which can be awarded to the employee.
Maximum Dollar Amount Increase Allowed to Base	The maximum (by dollar amount) that can be awarded to the employee as a base pay increase.
Next Year Fiscal Year Base Increase %	An editable field where Directors indicate, by percentage, what portion of the employee's Merit Guideline they choose to apply toward a base pay increase. Default is 0. NOTE: Any allocations entered are not final until approved by the CAO.
Next Fiscal Year Base Increase Amount	This field will auto calculate if a dollar amount is entered into the 'Next Fiscal Year Base Increase Amount' field.
Next Fiscal Year Revised Base Salary	The base pay amount is recalculated based on your base pay allocations. It includes the employee's current base pay and any allocations you entered for base pay increase. If no base pay increase is allocated, the amount in this field will match the 'Base Salary' column
Next Fiscal Year Projected Pay Band Penetration	The next fiscal year's projected salary penetration percentage of each pay band.

Column Name	Definition
	This column correlates with the 'Next Fiscal Year Projected Min-Max Salary for Assigned Grade' column after any increases to base are awarded.
Lump Sum %	Editable field where Directors indicate, by percentage, what portion of the employee's Merit Guideline they choose to apply toward a one-time, Lump-Sum payout. Default is 0. This field will auto calculate if a dollar amount is entered into the 'Lump Sum Amount' field. NOTE: Any allocations entered are not final until approved by the CAO.
Lump Sum Amount	Editable field where Directors indicate, by dollar amount, what portion of the employee's 'Merit Guideline' they choose to apply toward a one-time, Lump-Sum payout. Default is 0. This field will auto calculate if a percentage is entered into the 'Lump Sum %' field. NOTE: Any allocations entered are not final until approved by the CAO.
Remaining Amount Available for Allocation	Based on the Merit Guideline, this field indicates the dollar amount still available that can be allocated.
Total Award	By percentage, the combined total Base Pay Increase (Merit) that will be applied to the employee's base pay if the CAO approves
*Total % Increase to Base (Merit Increase)	The combined total, by percentage to the employee's base pay.
*Total % Increase (Merit + Lump Sum)	The combined total of any base pay and/or lump sum allocations.
Department Director or Approver	Name of the Department Director or Approver.
Organization	The organization or department sub-section to which the employee is assigned.
Process Error Message	Usually blank, this field will display an error message if an attempt is made to save an allocation that exceeds the employee's Merit Guideline.
History	The icon in this column opens a page that displays a history of pay changes the employee has received. It includes the date, change amount and frequency of the changes.

*Note: Calculations in the asterisked (*) rows above will vary per year, depending on the GWA effective date.

Allocate and Submit Pay Awards

As indicated previously, Directors have 3 tasks to complete. Two of these occur prior to CAO pay award approval. The tasks are:

✓Allocate performance-based pay for eligible MLS employees
✓Submit pay recommendations to the CAO

As the director, you will allocate performance-based pay for all eligible MLS in the department. What follows a4re the step-by-step instructions.

For greater ease and convenience, the steps in these instructions are divided into sections:

- Navigate to the Compensation Allocation page
- Enter and Save Pay Allocations
- Submit Pay Recommendations

STEP-BY-STEP INSTRUCTIONS

Navigate to the Compensation Allocation page

Step 1 Log in through Oracle eBusiness (EBS/ERP) and navigate to your Oracle Homepage.

Step 2 Click the MCG Compensation Workbench for Managers link located in the 'Navigator' section.

Step 3 Click the Compensation Workbench link that now displays below. Once clicked, the *Compensation Workbench Home* page opens.

Step 4 Locate MCG MLS Performance Pay for the current date range in the Task section.

Step 5 Click the Go to Task icon to the far right of the sub-task 'Allocate Pay Increases'.

Task	Access	Last Updated	Status	Go To Task
MCG MLS Performance Pay w/o GWA (Jul-17 - Jun-18)				
Allocate Pay Increases	Read Only	21-Jul-2018	✓	
Approve Pay Increases	Read Only	21-Jul-2018	✓	
Submit Allocations for Approval	Read Only	21-Jul-2018	✓	
View Employee Statements	Read Only	21-Jul-2018	✓	

Step 6 The Compensation Allocations page opens where all MLS employees in the department display. There are four (4) action buttons on this page:

1. Cancel - Cancel any changes and/or return to the *Compensation Workbench Home* page. Cancel does not undo any changes that have been saved.
2. Recalculate - Recalculates all changes and updates the 'Compensation Summary – Team' section. The 'Recalculate' button does not save. Since it does not save changes, it can be used to test "what if" scenarios.
3. Save - Saves the current work and remains on the page.
4. Finish - Saves the current work, updates the Compensation Summary – Team section and exits the page.

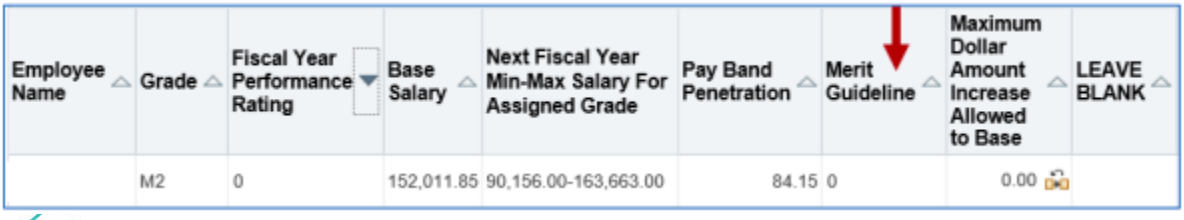
Enter and Save Pay Allocations

Step 7 Locate the desired Employee in the 'Employee Name' column at the far left.

NOTE: If you have a lot of employees, you may use the 'Find Name' field and 'Go' button to search.

Employee Name	Grade	Fiscal Year Performance Rating	Base Salary	Next Fiscal Year Min-Max Salary For Assigned Grade	Pay Band Penetration	Merit Guideline	Maximum Dollar Amount Increase Allowed to Base	LEAVE BLANK
	M2	0	152,011.85	90,156.00-163,663.00	84.15	0	0.00	

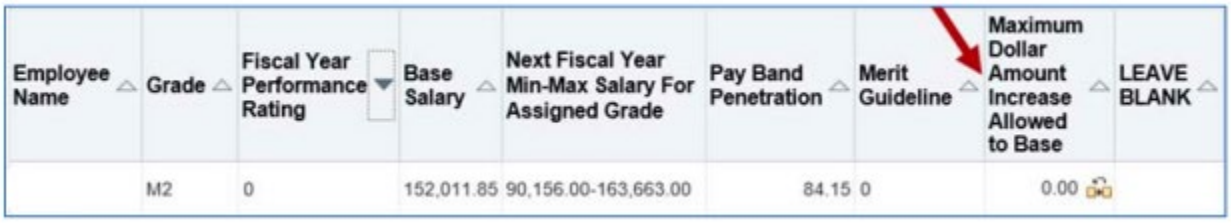
Step 8 Locate the Merit Guideline column for the employee. This field specifies the maximum combined total of base pay and lump sum that can be allocated to this employee. NOTE: An attempt to save an amount that exceeds the guideline will cause an error to display.



Employee Name	Grade	Fiscal Year Performance Rating	Base Salary	Next Fiscal Year Min-Max Salary For Assigned Grade	Pay Band Penetration	Merit Guideline	Maximum Dollar Amount Increase Allowed to Base	LEAVE BLANK
	M2	0	152,011.85	90,156.00-163,663.00	84.15	0	0.00	

Step 9 Locate the Maximum Dollar Amount Increase Allowed to Base field for this employee. This column displays the maximum amount that can be awarded for a base pay increase.

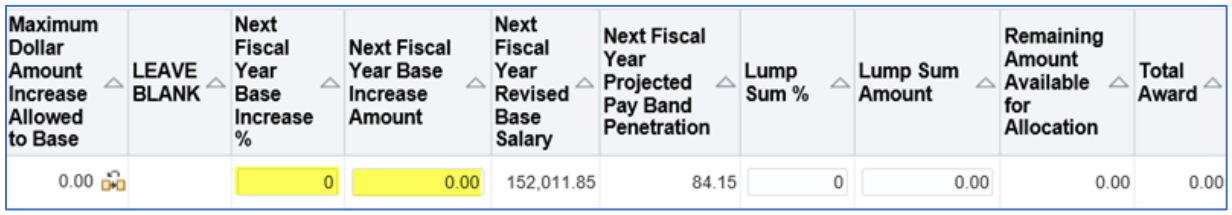
Step 10 If you wish to allocate the maximum amount allowed for a base pay increase to the employee. Click the Gold Icon in the 'Maximum Dollar Amount Increase Allowed to Base' column, then skip to step 13. Otherwise, proceed to step 11.



Employee Name	Grade	Fiscal Year Performance Rating	Base Salary	Next Fiscal Year Min-Max Salary For Assigned Grade	Pay Band Penetration	Merit Guideline	Maximum Dollar Amount Increase Allowed to Base	LEAVE BLANK
	M2	0	152,011.85	90,156.00-163,663.00	84.15	0	0.00	

Step 11 Enter the desired Base-Pay Increase:

A. By percentage, use the 'Next Fiscal Year Base Increase %' field
B. By dollar amount, use the 'Next Fiscal Year Base Increase Amount' field



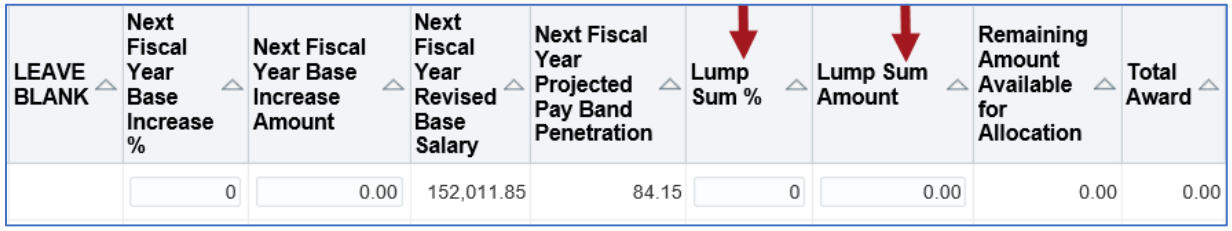
Maximum Dollar Amount Increase Allowed to Base	LEAVE BLANK	Next Fiscal Year Base Increase %	Next Fiscal Year Base Increase Amount	Next Fiscal Year Revised Base Salary	Next Fiscal Year Projected Pay Band Penetration	Lump Sum %	Lump Sum Amount	Remaining Amount Available for Allocation	Total Award
0.00		0	0.00	152,011.85	84.15	0	0.00	0.00	0.00

IMPORTANT: This entry combined with any Lump Sum award may not exceed the Merit Guideline. The allowable base pay increase may be limited if the employee is toward or at the top of their pay band.

Step 12 Press the [Tab] key on your keyboard to accept your entries. NOTICE: A number of other columns recalculate in response to your entry.

Step 13 Enter any desired Lump Sum award:

A. By percentage using the 'Lump Sum %' field or
B. By dollar amount using the 'Lump Sum Amount' field



LEAVE BLANK	Next Fiscal Year Base Increase %	Next Fiscal Year Base Increase Amount	Next Fiscal Year Revised Base Salary	Next Fiscal Year Projected Pay Band Penetration	Lump Sum %	Lump Sum Amount	Remaining Amount Available for Allocation	Total Award
	0	0.00	152,011.85	84.15	0	0.00	0.00	0.00

IMPORTANT: This entry combined with any Base Pay increase may not exceed the Merit Guideline.

Step 14 Press the [Tab] key on your keyboard to accept your entries. NOTICE: Several other columns recalculate in response to your entry.

Step 15 Repeat Steps 7-14 until pay allocations have been entered for all intended employees.

NOTE: You may use the 'Save' button at any time. You may also click 'Save' and then 'Cancel' to exit and finish later.

Step 16 Click the Recalculate button. This will ensure that all calculations and the 'Compensation Summary' section at the top of the page are updated but does NOT save any work entered.

IMPORTANT: Re-click the 'Recalculate' button whenever changes are made.
WARNING: The 'Recalculate' button **Does Not** save your work.

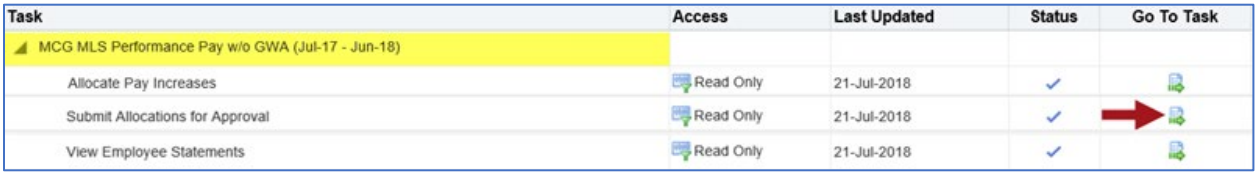
Step 17 Click the Finish button to complete your pay allocations and return to the *Compensation Workbench Home* page.

Step 18 You've returned to the *Compensation Workbench Home* page. The task to allocate pay increases is now complete. Now, on to the next task.

Submit Pay Recommendations

Step 19 Locate Submit Allocations for Approval in the Task list under 'MCG MLS Performance Pay (date range)'.

Step 20 Click the Go to Task icon at the far right for 'Submit Allocations for Approval'.



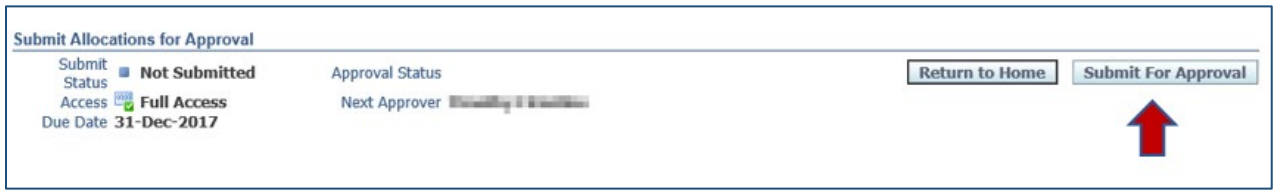
Step 21 Once clicked, the *Submit Allocations for Approval* page opens. There are three (3) actions buttons on this page:

- **Return to Home -** Navigates back to the *Compensation Workbench Home* page.
- **View Details -** Opens the *Compensation Allocation* page where you may review your allocations in detail and/or make any changes. Be sure to click the 'Recalculate' and 'Save' buttons if you make any changes, and then click the 'Return' button to return to the *Submit for Approval* page when done.
- **Submit for Approval -** Submits your pay recommendations to the CAO.

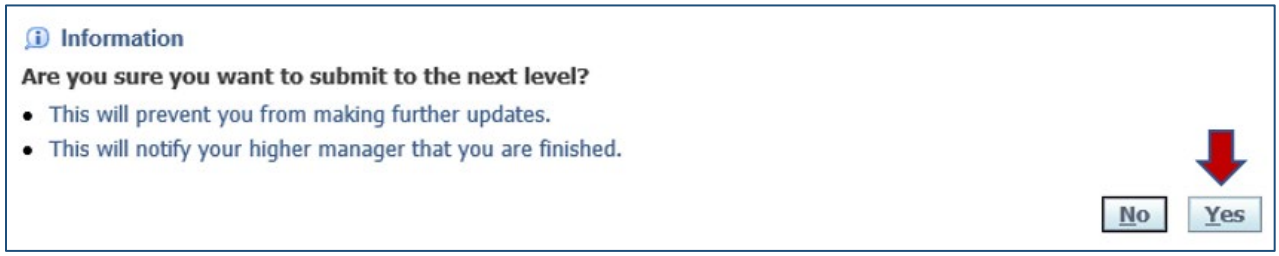
Step 22 Review your entries prior to final submission:

- Scroll down this page to review in summary
- Use the 'View Details' button to review or even edit your allocations. Click the 'Save' button and then the 'Return' button when done.

Step 23 Click the Submit for Approval button.

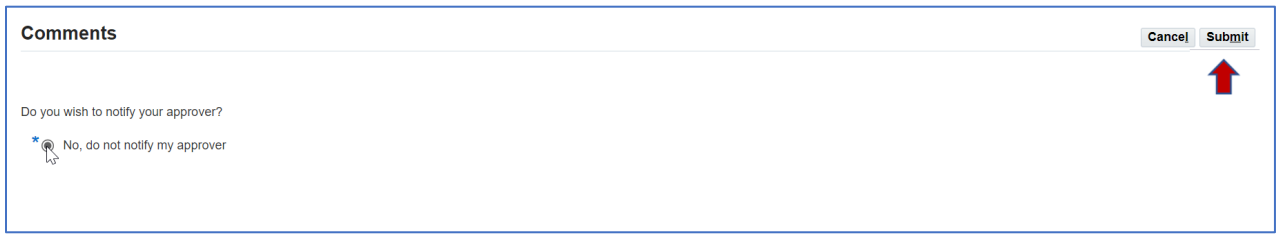


Step 24 Click the Yes button on the submit confirmation page.



Step 25 Select NO as to whether you want to send an Oracle worklist notification to the CAO alerting of your submission. It does not impact the transfer of your submission.

OPTIONAL: Complete the survey that displays below the confirmation message.



Your pay recommendations have now been submitted.

Employee Statements

Following CAO approval of pay awards, Directors will want to communicate this information to the employee. To facilitate this intention, CWB contains employee statements that can be exported. Included in this section:

- ✓ Two methods for exporting Employee Statements
- ✓ Step-by-Step instructions on how to perform each method.

NOTE: Employee Statements will not be made available until the CAO has approved recommended allocations.

Methods for Exporting Employee Statements

There are two (2) methods for exporting statements:

- Export employee statements as separate files: In this method, each employee statement is selected and exported individually. The result is one statement per each pdf file. Once exported each file can be saved, printed, or emailed as desired. The advantage to this method is its flexibility, especially as relates to distribution. Of course, one disadvantage is the initial time investment if there are many statements to export.

- Export multiple employee statements as one file: In this method, all statements you want to export are selected at once and then exported into one, consolidated pdf file. The file is formatted such that each page is a separate employee statement. The advantage of this method is the initial time savings and fewer files to manage. The disadvantages are in the additional steps required to distribute the pages as individual statements and in the future should you ever wish to retrieve a specific statement from within the consolidated file.

Which option, or even both, that you elect to use depends on several factors, including the number of employee statements you have, how you ultimately want to distribute them to the employees and just plain personal preference.

Once you've decided which method you prefer, the step-by-step instructions are below.

STEP-BY-STEP INSTRUCTIONS

Export Employee Statements as *Separate* files

IMPORTANT: It is your responsibility to protect the confidentiality of employee statements.

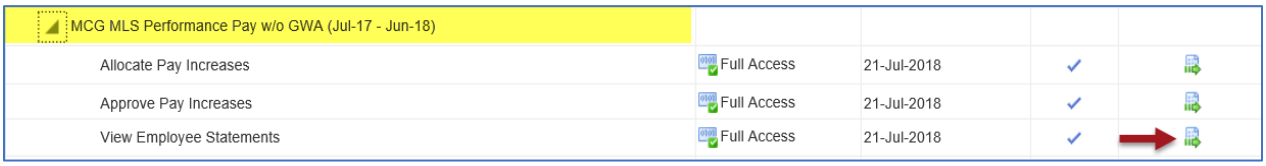
Step 1 Log in thought Oracle Self Service and navigate to your Oracle Homepage.

Step 2 Click the MCG Compensation Workbench for Managers link located in the 'Navigator' section.

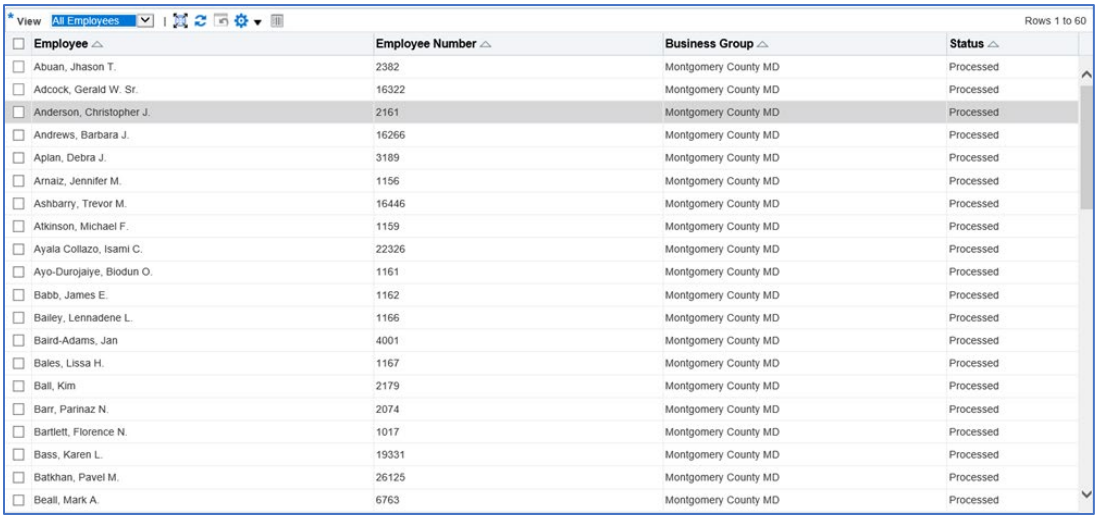
Step 3 Click the Compensation Workbench link that now displays below. Once clicked, the *Compensation Workbench Home* page opens.

Step 4 Locate MCG MLS Performance Pay in the Task section.

Step 5 Click the Go to Task icon to the far right of the sub-task 'View Employee Statements'. Once clicked, the Employee Selection page opens.

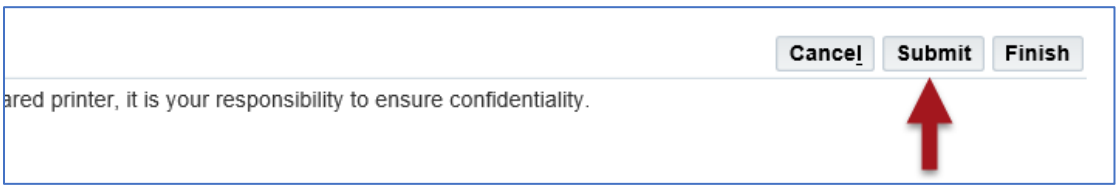


Step 6 Click the Select checkbox to the left of the desired employee name.



Employee	Employee Number	Business Group	Status
Abuan, Jhason T.	2382	Montgomery County MD	Processed
Adcock, Gerald W. Sr.	16322	Montgomery County MD	Processed
Anderson, Christopher J.	2161	Montgomery County MD	Processed
Andrews, Barbara J.	16266	Montgomery County MD	Processed
Aplan, Debra J.	3189	Montgomery County MD	Processed
Arnaiz, Jennifer M.	1156	Montgomery County MD	Processed
Ashbarry, Trevor M.	16446	Montgomery County MD	Processed
Atkinson, Michael F.	1159	Montgomery County MD	Processed
Ayala Collazo, Isami C.	22326	Montgomery County MD	Processed
Ayo-Durojaiye, Biodun O.	1161	Montgomery County MD	Processed
Babb, James E.	1162	Montgomery County MD	Processed
Bailey, Lennadene L.	1166	Montgomery County MD	Processed
Baird-Adams, Jan	4001	Montgomery County MD	Processed
Bales, Lissa H.	1167	Montgomery County MD	Processed
Ball, Kim	2179	Montgomery County MD	Processed
Barr, Parinaz N.	2074	Montgomery County MD	Processed
Bartlett, Florence N.	1017	Montgomery County MD	Processed
Bass, Karen L.	19331	Montgomery County MD	Processed
Batkhan, Pavel M.	26125	Montgomery County MD	Processed
Beall, Mark A.	6763	Montgomery County MD	Processed

Step 7 Click the Submit button. Once clicked, a file output option bar will display at the bottom of your screen.



Step 8 Select an Option:

- **Open** Opens the statement in pdf format where it can be viewed, printed or saved.
- **Save** Immediately saves (but does not display) the statement as a pdf file to your hard drive with a default filename to a default location. Once saved, it can be managed like any other pdf document.
- **Save As** - Selected from the 'Save' drop down list, this option allows you to immediately rename the file and save in pdf format to whatever location you choose. It can then be managed like any other pdf document.

Step 9 Repeat Steps 6-8 for each additional statement you wish to export.

You have now exported employee statements as individual documents.

Export Multiple Employee Statements as *One* File

IMPORTANT: It is your responsibility to protect the confidentiality of employee statements.

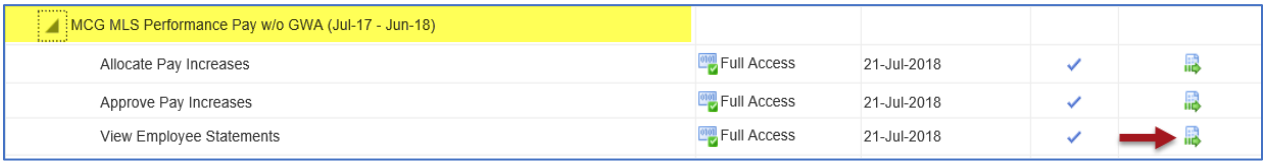
Step 1 Log in thought Oracle Self Service and navigate to your Oracle Homepage.

Step 2 Click the MCG Compensation Workbench for Managers link located in the 'Navigator' section.

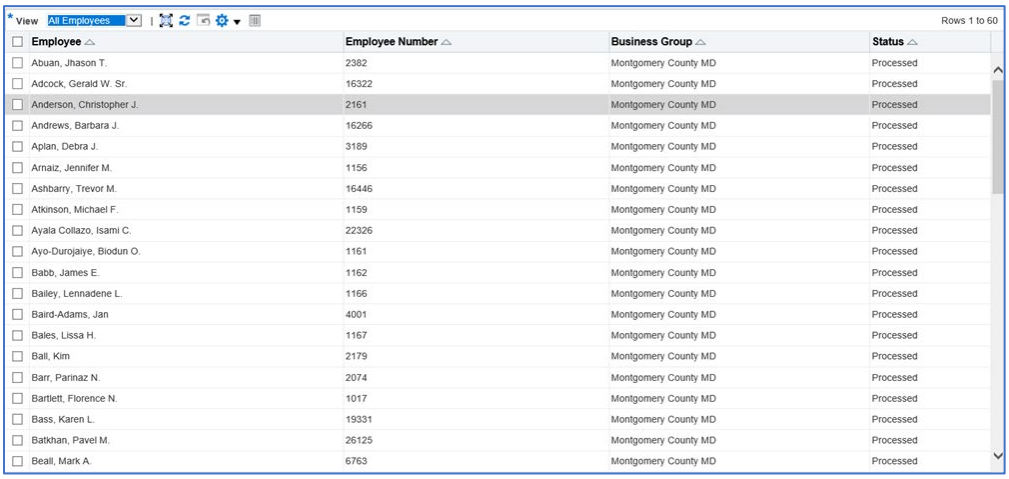
Step 3 Click the Compensation Workbench link that now displays at right. Once clicked, the *Compensation Workbench Home* page opens.

Step 4 Locate MCG MLS Performance Pay in the Task section.

Step 5 Click the Go to Task icon to the far right of the sub-task 'View Employee Statements'. Once clicked, the *Employee Selection* page opens.



Step 6 Click the Select checkbox to the left of each desired employee name. Alternatively, you can select all employees at once by clicking the 'Select All' link.



Employee	Employee Number	Business Group	Status
Abuan, Jhason T.	2382	Montgomery County MD	Processed
Adcock, Gerald W. Sr.	16322	Montgomery County MD	Processed
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Andrews, Barbara J.	16266	Montgomery County MD	Processed
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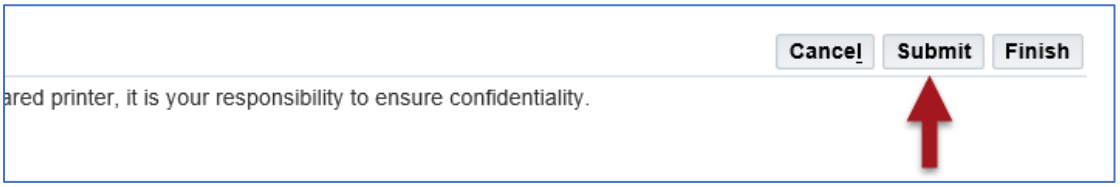
Bass, Karen L.	19331	Montgomery County MD	Processed
Batkhan, Pavel M.	26125	Montgomery County MD	Processed
Beall, Mark A.	6763	Montgomery County MD	Processed

Step 7 Click the Submit button.



Step 8 Select an Option:

- **Open** Opens the statement in pdf format where it can be viewed, printed or saved.
- **Save** Immediately saves (but does not display) the statement as a pdf file to your hard drive with a default filename to a default location. Once saved, it can be managed like any other pdf document.
- **Save As** - Selected from the 'Save' drop down list, this option allows you to immediately rename the file and save in pdf format to whatever location you choose. It can then be managed like any other pdf document.

You have now exported multiple employee statements as one file where each page is a separate statement.