

Wage change

Click on „Manage My Team“ tile in My Team section on your homepage.

The screenshot shows a user's homepage dashboard. At the top, there is a navigation bar with a home icon, a search bar, and the user's name 'Tomáš Marry'. Below the navigation bar, there are several sections: 'To-Do' with five tiles for 'Review Performance' (3 Reviews), 'Recruiting Approvals' (2 Approvals), 'Conduct 1:1 Meetings' (3 People), 'Take Courses' (18 Courses), and 'Learning Approvals' (1 Approval). Below 'To-Do' is a 'News' section with 'Quick Links'. The 'My Team' section is highlighted, and the 'Manage My Team' tile is circled in red. It shows 3 Reports (3 Direct) and 3 require attention. Other tiles in 'My Team' include 'Team Summary' (4 Metrics Available), 'Org Chart' (3 Direct Reports), 'Compensation' (0 Favorites), and 'Reports' (0 Favorites). A 'JP REC Candidate Sources' chart is also visible.

Choose required employee to whom you want to change the salary. Click on „Take Action“:

The screenshot shows the 'My Team' page for Anna jsem Fialová. On the left, there is a list of direct reports: Anna jsem Fialová (Assistant), Jana Včerejší (Driver), and Zato Nemůžu (Recruitment Specialist). On the right, there is a profile card for Anna jsem Fialová, Assistant, with contact information and a 'Take Action' button highlighted in red. Below the profile card, there is a 'To-Do Items' section with 11 overdue or due soon items, including 'Complete online course Presentation skills', 'Complete online course Stres Management', and 'Complete online course Training of OHS and Fire Prevention for IL Employees'. A 'Nudge' button is also present. A 'Close' button is at the bottom right.

Pick „Change Job and Compensation Info” option there.

The screenshot shows the myFOX interface for the user 'Anna jsem Fialová'. On the left, there is a 'My Team (3)' section with three team members: Anna jsem Fialová (Assistant), Jana Včerejší (Driver), and Zato Nemůžu (Recruitment Specialist). The main profile area for Anna jsem Fialová includes her name, title 'Assistant', location 'Central/Administration With holidays (CZ00) (7:33 PM Europe/Prague)', email 'afialova@zkouska.cz', and phone number '+420 466 056 111x12345'. Below this is a 'To-Do Items' section with 11 items, including 'overdue or due soon' and several online courses. A 'Take Action' menu is open on the right, listing options like 'Take Action', 'Change Job and Compensation Info' (highlighted with a red box), 'Extra bonus', 'Jump To', 'Personal Information', 'Employment Information', 'Payroll', 'Talent Profile', 'Pending Requests', '2020 Performance', 'Goal Plan', 'Development Plan', 'Activities', 'Achievements', and 'Learning'. A 'Close' button is visible at the bottom right of the menu.

Tick the „Compensation Information” and date box will be opened.

The screenshot shows the 'Change Job and Compensation Info - Anna jsem Fialová' form. At the top, there is a section titled 'Choose what you want to change' with two checkboxes: 'Job Information' (with a sub-note 'Change employee's job data, time information, and other information.') and 'Compensation Information' (with a sub-note 'Change the salary, bonus, eligibility for benefits, and other information.'). The 'Compensation Information' checkbox is selected and highlighted with a red box. At the bottom right, there are 'Cancel' and 'Save' buttons.


Write the date when the changes should take effect from – be careful, the date **has to be always from the first day of the future month.**


Change Job and Compensation Info - Anna jsem Fialová

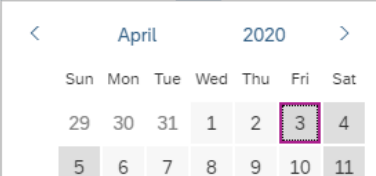
▼ Choose what you want to change

Job Information
Change employee's job data, time information, and other information.

Compensation Information
Change the salary, bonus, eligibility for benefits, and other information.

*When would you like your changes to take effect?
MMM dd, yyyy 

*When would you like your changes to take effect?
MMM dd, yyyy 



Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

You can find the date in the calendar.


More fields will appear but you scroll down.

Change Job and Compensation Info - Anna jsem Fialová

▼ Choose what you want to change

Job Information
Change employee's job data, time information, and other information.

Compensation Information
Change the salary, bonus, eligibility for benefits, and other information.

*When would you like your changes to take effect?
May 01, 2020 

Compensation Information

Annualized Salary (AnnualizedSalary)
252,000 CZK

Compa Ratio
89.362%

*Pay Group
FOX - Empl. (F0)

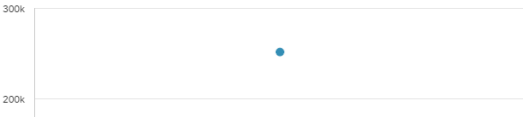
Pay Grade
Grade 11 (11)

Pay Range Name
Pay range for grade 11 (11)

Pay Range
Min 18800 - Mid 23500 - Max 28200

Pay Tercil
T1


Total Compensation History



300k

200k

Cancel Save



You can edit the salary in white fields.

The screenshot shows the 'Change Job and Compensation Info - Anna jsem Fialová' interface. At the top, there is a 'Total Compensation History' chart with a y-axis from 0 to 300k and an x-axis showing 'Nov 7 2019'. Below the chart is a table for 'Pay component recurring' with columns: *Pay Component, *Amount, *Currency, *Frequency, and Change Reason. The table contains one row: 'Monthly base salary (IL) (0200)' with an amount of 21,000, currency CZK, frequency Monthly (1), and change reason No Selection. There are 'Add', 'Cancel', and 'Save' buttons.

You can use the offered calculator to find the right amount I want to enter

The first screenshot shows the 'Change Calculator' dialog box open over the 'Pay component recurring' table. The 'Increased by' field is empty, and the 'Total' is 21,000. A red box highlights the 'Amount' field in the table, which contains 21,000. The second screenshot shows the same dialog box with 'Increased by' set to 2,100 and 'Increased by percent' set to 10. The 'Total' is now 23,100. The 'Amount' field in the table now shows 21,000.

After adjusting the salary, it is necessary to select the reason for the change.

The screenshot shows the 'Change Job and Compensation Info' interface with the 'Change Reason' dropdown menu open. The table now shows an amount of 32,400. The dropdown menu lists several reasons, with 'Merit (standard yearly increase)' selected. The 'Change Reason' field in the table also shows 'Merit (standard yearly increase)'. There are 'Add', 'Cancel', and 'Save' buttons.

More detailed information on the individual reasons for the changes you can find in the table below. If you are unsure of the right reason, contact your HRBP. If you enter the wrong reason for the salary change, the workflow will be returned.

Change reason	Use
Starting salary (new hires only)	it is entered only by the HR department when the employee starts
After probation period (pre-approved)	only if it is really a probation period of a new employee, in case of employment in a new position, it is not a probation period. A salary increase after the probation period must always be agreed and approved before the employee is hired.
Merit (standard yearly increase)	it is charged automatically during the annual salary review after publishing the data from the Compensation module
Promotion (change to higher grade)	whenever a change in salary is associated with a transfer to a position in a higher grade. If multiple steps of increment have been approved, select Promotion for each of these changes
Lateral movement (change to same grade)	transfer to another position in the same grade, if the salary adjustment would be divided into several steps, select Lateral movement for each of these steps
Demotion (change to lower grade)	transfer to a position in the lower grade, if the salary adjustment has been divided into several steps, select Demotion for each of these steps
Off cycle (extraordinary salary increase)	only if it is a change of basic salary without a change of position
FTE change (salary changed due to FTE)	only if it is a change of employment and the salary is adjusted on the basis of the conversion of the salary to a new employment without other changes. If the position changes at the same time, the reason for the change will be Promotion / Lateral movement / Demotion
Allowancies (change of allownacies)	any adjustments to the allownacies in accordance with the rules
Car value (change of car value)	in case that the car lease value changes (specified as wage type 0001) - entered by the HR department, or the change in the basic salary is associated with a change in the car lease value benefit (the employee decides for a company car and the salary is adjusted). If the change in salary occurs at the same time as the change in position, it is a Promotion / Lateral movement / Demotion
Return to active status (return from maternity leave, ...)	enters the HR department when returning to the active state

The Percentage of increase will appear after new amount is entered. Now save by „Save button“:

Pay component recurring

*Pay Component	*Amount	*Currency	*Frequency	Change Reason
Monthly base salary (IL) (0200)	23,100 10.00% 21,000	CZK	Monthly (1)	Promotion (change to higher ...)

You can check a new C/R at the top part of the window.

Change Job and Compensation Info - Anna jsem Fialová

▼ Choose what you want to change

Job Information
Change employee's job data, time information, and other information.

Compensation Information
Change the salary, bonus, eligibility for benefits, and other information.

*When would you like your changes to take effect?
May 01, 2020

Compensation Information

Annualized Salary (AnnualizedSalary)
277,200 CZK

Compa Ratio
98.298%

*Pay Group
FOX - Empl. (F0)

Pay Grade
Grade 11 (11)

Pay Range Name
Pay range for grade 11 (11)

Pay Range
Min 18800 - Mid 23500 - Max 28200

Pay Tercil
T1

Start the change by pressing „Save“ button.

Pay component recurring

*Pay Component	*Amount	*Currency	*Frequency	Change Reason
Monthly base salary (1L) (0200)	23,100	CZK	Monthly (1)	No Selection

Cancel Save

WF approval starts, **please do not forget to describe the reason of change** for all approvers and history records.

Please confirm your request

Submitting Data Change request for Anna jsem Fialová.

Enter your comment here

Show workflow participants

Cancel Confirm

Recommendation: check all approvers by pressing „Show workflow participants“.

Please confirm your request

Submitting Data Change request for Anna jsem Fialová.

Enter your comment here

[Hide workflow participants](#)

Approvers

- 1  **Evžen Pařík**
HR Business Partnering Manager
- 2  **[REDACTED]**
Compensation and Benefits Coordinator
-  **[REDACTED]**
Compensation and Benefits Specialist
-  **[REDACTED]**
Compensation and Benefits Manager
-  **[REDACTED]**
Compensation and Benefits Specialist
- 3  **Prokop Dveře**
HR Manager

CC

-  **[REDACTED]**
HR Supervisor
-  **[REDACTED]**
HR Specialist
-  **[REDACTED]**
HR Administrator

Cancel Confirm

Then just send WF by „Confirm” button.


Please confirm your request



Submitting Data Change request for Anna jsem Fialová.



pre approved salary increase after probation period, all condition fulfilled



[Hide workflow participants](#)



Approvers


1  **Evžen Pařík**
HR Business Partnering Manager

2  
Compensation and Benefits Coordinator



 
Compensation and Benefits Specialist



 
Compensation and Benefits Manager



 
Compensation and Benefits Specialist

3  **Prokop Dveře**
HR Manager

CC

  HR Supervisor

  HR Specialist

  HR Administrator

Cancel **Confirm**

Control of the change

Press „Quick Links” tile on your homepage.

The screenshot shows a user's homepage dashboard. At the top, there is a navigation bar with a home icon, a search bar, and the user's name 'Tomáš Marry'. Below the navigation bar, there are several sections: 'To-Do' with five tiles for 'Review Performance' (3 reviews), 'Recruiting Approvals' (2 approvals), 'Conduct 1:1 Meetings' (3 people), 'Take Courses' (18 courses), and 'Learning Approvals' (1 approval). Below 'To-Do' is a 'News' section with a 'Quick Links' tile highlighted by a red box. At the bottom is a 'My Team' section with six tiles: 'Manage My Team' (3 reports), 'Team Summary' (4 metrics), 'Org Chart' (3 direct reports), 'Compensation', 'Reports' (0 favorites), and 'JP REC Candidate Sources' (a donut chart showing sources like Job Board, Corporate Site, Forwarded, and Internal Referred).

Choose „Pending Requests“ :

The screenshot shows the 'Quick Links' menu. At the top, there is a dark blue header with the text 'Quick Links'. Below the header, there are two tabs: 'Favorites' and 'Available'. Under the 'Available' tab, there is a list of links, each preceded by a yellow star icon. The links are: 'Org Chart', 'Company Structure Overview', 'Pending Requests', 'myFoxconn', 'Position Org Chart', 'Directory', and 'HR Pending Hires'. The 'HR Pending Hires' link is highlighted with a red box.

All pending request will appear. The ones you have started are at the right top quadrant, so you just find the one you need.

Back to: Home Page

Pending Requests





Requests Waiting for My Approval

There are no workflow requests

Requests Still In Progress that I Approved

There are no workflow requests

My Requests Waiting for Approval

-  **Data Change , Anna jsem Fialová - effective 05/01/2020**
Initiated on 04/03/2020 (Currently with HR Business Partner (31001445))
-  **Bonus for extraordinary performance in Cafeteria for Anna jsem Fialová - effective 04/01/2020**
Initiated on 04/03/2020 (Currently with Evžen Pařík)
-  **Data Change , Jana Včerejší - effective 04/01/2020**
Initiated on 03/30/2020 (Currently with HR Business Partner (31001445))
-  **Create Position (Buyer) - effective 11/27/2019**
Initiated on 11/27/2019 (Currently with Prokop Dveře)

My Notifications Last Month ▾

There are no workflow requests


All activities are at right part.

Back to: Pending Requests Page

Workflow Details

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Post comments or Withdraw request.



Data Change for Anna jsem Fialová
Initiated by Tomáš Marný on April 3, 2020
Effective Date May 1, 2020
[View Workflow Participants](#)


Compensation Information

Compa Ratio **98.298%** ~~89.362%~~

Annualized Salary (AnnualizedSalary) **277,200 CZK** ~~252,000 CZK~~

Pay component recurring	Amount	Currency	Frequency	Change Reason
Monthly base salary (IL) (0200)	23,100 23,000	CZK	Monthly (1)	


Comment

 Write a comment


[Post](#)

[Withdraw](#)

Activity

 Initiated by Tomáš Marný on April 3, 2020.
"pre approved salary increase after probation period, all condition fulfilled"

Profile Summary:

 **Anna jsem Fialová**
Assistant
Central/Administration With holidays (CZ00)
No Direct Reports

„View Workflow Participants” will show you who already approved and who is next.

The screenshot displays a web interface for a workflow request. The main page is titled "Workflow Details" and shows a request for a "Data Change for Anna jsem Fialová" initiated by Tomáš Marný on April 3, 2020, with an effective date of May 1, 2020. A red box highlights the "View Workflow Participants" link. A modal window titled "Workflow Participants" is open, showing a list of approvers and CC roles.

Workflow Participants

Approvers

- 1 **Evžen Parťák**
HR Business Partn...
- 2 Compensation and... Compensation and...
 Compensation and... **Prokop Dveře**
HR Manager
- 3 **Prokop Dveře**
HR Manager

Cc Roles

- HR Supervisor
- HR Specialist
- HR Administrator

[Close](#)


You can post more comments for all approvers.

Back to: Pending Requests Page

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Data Change for Anna jsem Fialová
Initiated by Tomáš Marný on April 3, 2020
Effective Date May 1, 2020
[View Workflow Participants](#)

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Annualized Salary (AnnualizedSalary) **277,200 CZK** ~~252,000 CZK~~

Pay component recurring

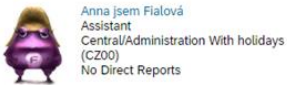
Pay Component	Amount	Currency	Frequency	Change Reason
Monthly base salary (IL) (0200)	23,100 23,000	CZK	Monthly (1)	

Comment


 Write a comment

[Post](#)

[Withdraw](#)



Activity

 Initiated by Tomáš Marný on April 3, 2020.
"pre approved salary increase after probation period, all condition fulfilled"


All comments are posted at right part in „Activity“ section.

Back to: Pending Requests Page

Workflow Details

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Post comments or Withdraw request.



Data Change for Anna jsem Fialová
Initiated by Tomáš Marný on April 3, 2020
Effective Date May 1, 2020
[View Workflow Participants](#)

Compensation Information


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Pay component recurring


Pay Component	Amount	Currency	Frequency	Change Reason
Monthly base salary (IL) (0200)	23,100 23,000	CZK	Monthly (1)	

Comment


 Write a comment


[Post](#)

[Withdraw](#)



Activity

 Commented by Tomáš Marný on April 3, 2020:
"Do you need any additional information?"

 Initiated by Tomáš Marný on April 3, 2020.
"pre approved salary increase after probation period, all condition fulfilled"