Equity Planning

If you are an **Equity Planner,** you will have an additional tab and corresponding budget when the Compensation Planning task (Salary & AIP Planning) is pushed to your **Workday inbox.** You will need to complete the steps below.

View the Equity Planning Grid

1. From your Workday homepage, navigate to your **Workday inbox** and select the **Salary Planning: 2020 Compensation Planning** inbox item item. The action item includes three tabs where you will enter allocations for Salary, AIP and Equity Planning.

   Note: Equity Planners with **executives** reporting to them will receive **two** inbox action items; the three tabs (Salary, AIP and Equity) will need to be completed for each inbox task.

2. Your **Overall Budget and Spend** including the percent and dollar amounts allocated will appear at the top of the action item. This will update automatically so you can track your progress against total budget as you allocate equity awards to employees.
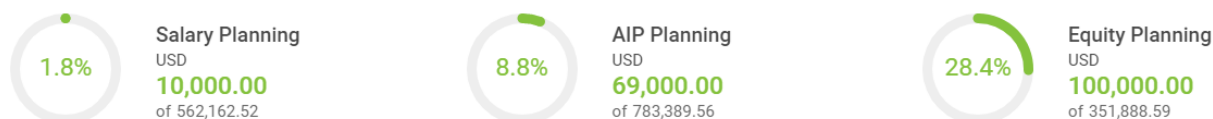
   IMPORTANT: If you do not have subordinate organizations please skip to **Step 5.**

3. If you have subordinate organizations, you will have the following options to view your organization or begin making allocations:

   ● **Sub Orgs** - Allows you to view and drill into all subordinate organizations.

   ● **View** or **Search Employees** - Allows you to view specific employee data and filter it in various ways.

   ● **Propose** - Allows you to enter equity awards for your organization.

4. Select the pencil icon under **Propose** to begin making allocations.

   Note: You will be able to use the propose functionality and start editing allocations for your direct reports right away. You will have to wait until your subordinate orgnizations have submitted their salary and AIP planning grids before you can start editing allocations for indirect reports.

Navigate the Equity Planning Grid

5. Adjust gridlines by hovering between columns and dragging the column.

6. To filter data or sort by column, click on the column header and use the drop-down options to adjust.
Note: The option to filter or sort on employee name is not available in the current Workday release.

Tip: Equity Planners with large organizations can sort on **Total Equity Target % or Funded $** columns by **Sort Descending** to view employees with equity targets that have funded the pool at the top of the Equity Planning grid.

| 34 items							Salary Planning	AIP Planning	**Equity Planning**		
~Employee~	Job Title	Current Performance Rating	Prior Year Performance Rating	Warnings and Errors	Management Level	Key Position, Critical Market, Crucial Person	Total Equity Target %	Total Equity Funded $	Total Equity Allocated %	Equ	
Employee Name | ID # 000124	Process Improvement Consultant	3.5	AA		Individual Contributor		↑ Sort Ascending				
Employee Name | ID # 000125	Liaison Project Manager Sr	3.8	AA		Individual Contributor		↓ Sort Descending				
Employee Name | ID # 000126	Technical Specialist Staff	3.6	AAH		Individual Contributor		✕ Remove Sort				
Employee Name | ID # 000127	Supv Operations	3.6	AAH		Supervisor	Critical Market	Filter Condition * = ▼				

Value *

Filter

7. You can view additional information for each employee by selecting the row of the employee you want to view. A **smart panel** will appear at the for right and displays important compensation and role information to help you with making equity allocation recommendations.

Employee
John Doe

2019 Total Funded - Total...
22,000 - 15,000

TB RSUs Vesting 2020-2...
16,198 - 13,416 - 0

Total TB RSUs Vesting @...
29,614

Cash Retention 2020-20...
0 - 0 - 0

Total Cash Retention
0

Ladder Level
M2

Allocate Budget Dollars

Before you begin, review the **help text** located at the top of the screen in orange font color.

8. To allocate equity awards, enter the dollar amount in the **Equity Planning Amount** column.

38 items					Salary Planning	AIP Planning	**Equity Planning**	
~Employee~	Job Title	Current Performance Rating	Prior Year Performance Rating	Warnings and Errors	Total Equity Target %	Total Equity Funded $	Total Equity Allocated %	Equity Planning Amount
Employee Name | ID # 000128	Technical Specialist Staff	3.6	AE	⚠ 1	10.00%	14,000	10.12%	14,000.00

Note: As you make allocations please add comments in the **Equity Notes** column. You can also view prior year comments in the **Prior Year Notes** column. Comments will flow with the business process to the next level Equity Planner if applicable. Comments are not visible to employees.

Equity Amount	Warnings and Errors	Equity Notes	3 Year Equity Target %	3 Year Equity Target Amount	Prior Year Notes
7,500.00		Comment	45.00%	78,000.00	

9. Review any warnings and/or error messages that appear in the **Warnings and Errors** column.

~Employee~	Job Title	Current Performance Rating	Prior Year Performance Rating	Warnings and Errors	Key Position, Critical Market, Crucial Person	Total Equity Target %	Total Equity Funded $	Total Equity Allocated %	Equity Planning Amount	Warnings and Errors
Employee Name | ID # 000129	Technical Specialist Staff	3.6	AE	⚠ 3		10.00%	14,000	0.00%	0.00	WARNING: Employee that has funded your pool has an equity allocation of $0. Please review to ensure this is correct.
Employee Name | ID # 000130	Technical Specialist Staff	3.2	AAH	◆ 3		10.00%	14,000	0.72%	1,000.00	ERROR: You have allocated an equity amount below the allowed minimum of $5,000. While grant amounts between $5,000 and $7,500 are acceptable, it is recommended that grant amounts be $7,500 or greater.

- **Warnings -** Warnings **will not** prevent you from submitting your allocations. Review the message to ensure the data entered is correct before proceeding.

- **Errors -** Errors **will** prevent you from submitting your allocations. Review the message and correct the error indicated.

10. Once you have entered all equity allocations, reviewed all warnings, and corrected any errors, you need to **Submit** the Equity Planning grid.

11. If you have subordinate organizations, first select **Continue** at the bottom of the screen.

12. You will need to review allocations your subordinate Equity Planners have submitted for their organizations before you can submit for your overall organization.

   a. Select **Sub Orgs**.

   b. Under the Status column, **Awaiting Action** will display along with the **magnifying glass** under the View column when Equity Planning grids for subordinate organizations **have not** been submitted.

   c. Under the Status column, **Submitted** will display along with the **pencil icon** under the View column when Equity Planning grids for subordinate organizations **have** been submitted.

   d. Select the **pencil icon** to review/edit equity allocations that have been submitted for that subordinate organization.

Organization	Sub Orgs	View	Activity	Status
Operations Org – (John Doe)	⛓	✏️	💬	Submitted
Operations Org -2 (James Smith)		🔍	💬	Awaiting Action
Operations Org – 3 (Jane Doe)		✏️	💬	Submitted

13. Ensure all your subordinate organizations have submitted their equity, AIP and salary planning grids and you have addressed all warnings and/or errors. Select **Submit** on the next page to submit for your overall organization.

Organization	Sub Orgs	View	Activity	Status	Positions	Errors	Salary Planning	AIP Planning	Equity Planning	Actions
Employee Name | ID # 000135		✏️	💬	Awaiting Action	4		100.00%	100.00%	100.00%	Actions ▾
Employee Name | ID # 000136	⛓	🔍 💬		Sent Back	70		100.00%	100.00%	100.00%	Actions ▾

Submit

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose
Overall Operations Org	⛓	🔍	✏️

Submit   Search Employees

Complete on Behalf (for top-level Equity Planner only)

If there is an Equity Planner reporting to you that is not available during the Compensation Planning process, you can allocate equity increases for their organization via the **Complete on Behalf** functionality.

Note: once an organization with multiple subordinate orgnizations is pulled forward, you can only send it back one level. Use the Complete on Behalf functionality carefully.

1. Select **Sub Orgs** on the main screen of your inbox action item.

Note: If at any time you need to go back to the top-level organization you can select the back button in your browser or select **Return to Top Level** at the bottom of the screen.

2. Select the **Actions** drop-down from the Actions Column of the subordinate organization you would like to allocate allocations for.

3. Select **Complete on Behalf** from the drop-down menu.

4. Review the **Important Information** message, then select the check box next to **Confirm** and provide a brief description in the **Comment** section. Select **Complete on Behalf**.

5. Select **Done** on the next screen.

6. A **pencil icon** will now display instead of a magnifying glass in the **View** column. **Manually Advanced** will also display in the **Status** column. These indicate that you can now make edits to that subordinate organization's Equity Planning grid.

7. To begin making allocations select the **pencil icon** under the View column.

8. Once you have made all allocations, you can either **Submit** with your overall organization OR **Send Back** to the Equity Planner for review and/or additional edits.

   IMPORTANT: You may choose to **Submit** with your overall organization rather than sending back if an Equity Planner is absent during the equity planning process period. Before submitting for your overall organization at the top level, you will need to wait until all of your subordinate organizations have submitted their AIP, Salary and Equity Planning grids. Note: If you use the Send Back tool and the organization you are returning to the manager has a subordinate organization, all organizations for this org will only go back one level and any subordinate organizations will not return to the original manager.

9. If you need to send back to the subordinate organization's Equity Planner for review, select **Actions** and then **Send Back** from the drop down.

10. Provide a brief description in the **Comment** section and select **Send Back**.

11. Select **Done** on the next screen.

A **magnifying glass** will now display instead of a pencil icon in the **View** column and **Sent Back** will display in the **Status** column. These indicate that edits to the Equity Planning grid can now be made by the Equity Planner of that subordinate organization.