

## Equity Planning

If you receive a Workday Inbox item for Equity Planning, you are an **Equity Planner** and should complete the steps below.

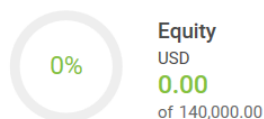
### View the Equity Planning Grid

- From your **Workday homepage**, navigate to your **Workday inbox** and select the **Equity Planning** inbox item. The action item includes an Equity Planning Grid where you will enter equity allocations.

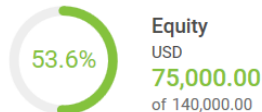
Note: Equity Planners with executives reporting to them will receive **two** inbox action items; both Equity Planning Grids will need to be completed.

- 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.

#### Overall Budget and Spend



#### Overall Budget and Spend







**IMPORTANT:** If you do not have subordinate organizations please skip to **Step 5**.

- 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.

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose
 Operations Org (John Doe)			

Submit

Search Employees

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

% of Pool Summary 1 item


Organization	Sub Orgs	View	Propose
 Operations Org (John Doe)			

Submit

Search Employees

## Navigate the Equity Planning Grid

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

46 items								
Equity								
~Employee~	Current RWRR	Prior Year RWRR	Management Level	Key Position, Critical Market, Crucial Person	Current Year Total Equity Target %	Current Year Total Equity Target \$	Current Year Total Equity Allocated %	Equity Amount
 Employee Name   ID # 000123	AA	AA	Director		35.00%	69,000	0.00%	0.00

- To filter data or sort by column, click on the column header and use the drop-down options to adjust.

5 Items

~Employee~	Job Title	Current RWRR	Previous RWRR
Employee Name   ID # 000123	↑ Sort Ascending ↓ Sort Descending		AA
Employee Name   ID # 000456	Filter Condition *		AAH
Employee Name   ID # 000789	contains		AA
Employee Name   ID # 0001011	Value *		AA
			AAH

Filter

- You can view additional information for each employee by selecting the row of the employee you want to view. A **smart panel** will display important compensation and role information to help you with allocation decisions.

Compa-Ratio	0.906
Annual Rate/Mid-point	96,074/106,000
2018 Total Target - Total Allocated	0 - 0
TB RSUs Vesting 2020-2021-2022	0 - 0 - 0
Total TB RSUs Vesting	0
Cash Retention 2020-2021-2022	0 - 0 - 0
Total Cash Retention	0
Ladder Level	P3


## Allocate Budget Dollars

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

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

69 items

Equity

~Employee~	Current RWRR	Prior Year RWRR	Management Level	Key Position, Critical Market, Crucial Person	Current Year Total Equity Target %	Current Year Total Equity Target \$	Current Year Total Equity Allocated %	Equity Amount
<div><div></div><div>Employee Name   ID # 000123</div></div>	AA	AA	Supervisor		10.00%	14,000	4.91%	<div>7,500.00</div>

**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
<input type="text" value="7,500.00"/>		<input type="text" value="Comment"/>	45.00%	78,000.00	

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

~Employee~	Current RWRR	Prior Year RWRR	Management Level	Key Position, Critical Market, Crucial Person	Current Year Total Equity Target %	Current Year Total Equity Target \$	Current Year Total Equity Allocated %	Equity Amount	Warnings and Errors
 Employee Name   ID # 000123	AA	AA	Supervisor		10.00%	14,000	0.00%	<input type="text" value="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 # 000456	AAH	AAH	Individual Contributor		10.00%	14,000	0.07%	100.00	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.

~Employee~	Current RWRR	Prior Year RWRR	Management Level	Key Position, Critical Market, Crucial Person	Current Year Total Equity Target %	Current Year Total Equity Target \$	Current Year Total Equity Allocated %	Equity Amount
 Employee Name   ID # 000123	AA	AA	Supervisor		10.00%	14,000	0.00%	<input type="text" value="0.00"/>
 Employee Name   ID # 000456	AAH	AAH	Individual Contributor		10.00%	14,000	0.07%	100.00

Submit

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





~Employee~	Current RWRR	Prior Year RWRR	Management Level	Key Position, Critical Market, Crucial Person	Current Year Total Equity Target %	Current Year Total Equity Target \$	Current Year Total Equity Allocated %	Equity Amount
 Employee Name   ID # 000123	AA	AA	Supervisor		10.00%	14,000	0.00%	<input type="text" value="0.00"/>
 Employee Name   ID # 000456	AAH	AAH	Individual Contributor		10.00%	14,000	0.07%	100.00

Continue

12. Select **Submit** on the next page to submit for your overall organization.

**IMPORTANT:** If you have Equity Planners reporting to you, you will have to wait until their Equity Planning Grids have been submitted before you can submit your overall organization.

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose
 Operations Org (John Doe)			

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 Equity Planning process, you can allocate equity increases for their organization via the **Complete on Behalf** functionality.

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

% of Pool Summary 1 item








Organization	Sub Orgs	View	Propose
 Operations Org (John Doe)			

Submit Search Employees












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.

Return to Top Level

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

Organization	Sub Orgs	View	Activity	Status	Positions	Equity	Actions
 Operations Org (John Doe)				Awaiting Action	2	0.00%	Actions ▾
 Operations Org -2 (James Smith)				Awaiting Action	67	0.00%	Actions ▾

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

Organization	Sub Orgs	View	Activity	Status	Positions	Equity	Actions
 Operations Org (John Doe)				Awaiting Action	2	0.00%	Actions ▾
 Operations Org - 2 (James Smith)				Awaiting Action	67	0.00%	Actions ▾
 Operations Org - 3 (Jane Doe)				Awaiting Action	20	0.00%	View All Employees Search Employees Complete on Behalf

- 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**.

**Organization Summary Subordinates**

Important Information!

1 item

Organization	Planner	Status	Employees
Operations Org - 2 (James Smith)	James Smith	Awaiting Action	4

Important Information I understand this action will bring award planning up to my level so I may edit. All planners in subordinate organizations will be locked out as a consequence. After this action, I can only send back to the planner(s) directly below my organization.









Confirm ☒

Comment

Complete on Behalf

Cancel

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

Organization	Sub Orgs	View	Activity	Status	Positions	Errors	Equity	Actions
 Operations Org (John Doe)				Awaiting Action	2		0.00%	Actions ▼
 Operations Org -2 (James Smith)				Manually Advanced	67	 68	0.00%	Actions ▼

- To begin making allocations select the **pencil icon** under the View column.
- Once you have made all allocations, you can either **Submit** the Equity Planning Grid 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 Equity Planning Grids.

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.

Organization	Sub Orgs	View	Activity	Status	Positions	Errors	Equity	Actions
Operations Org (John Doe)				Awaiting Action	2		0.00%	Actions ▾
Operations Org - 2 (James Smith)				Manually Advanced	67	67	0.99%	Actions ▾
Operations Org - 3 (Jane Doe)				Awaiting Action	20		0.00%	View All Employees View Employees with Errors Search Employees
Operations Org - 4 (Susie Jones)				Awaiting Action	9		0.00%	Send Back

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

### Organization Summary Subordinates

1 Item

Organization	Planner	Status	Employees
Operations Org - 2 (James Smith)	James Smith	Manually Advanced	4

Comment \*

Send Back

Cancel

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

12. 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.

Organization	Sub Orgs	View	Activity	Status	Positions	Errors	Equity	Actions
Operations Org (John Doe)				Awaiting Action	2		0.00%	Actions ▾
Operations Org - 2 (James Smith)				Sent Back	67	67	0.99%	Actions ▾