



Workscope Manager Self-Service (MSS)

An easy-to-use, workflow-driven manager self-service application that automates year-round compensation, organization, and employee status changes for shorter approval timeframes and better budget control

Name	Total Count	Employee Local...	Annual Salary	Spot Amt.	Merit Amt.	Promotion Amt.	Promotion %	Equity Amt.
David, Victor	11	CAD	857,804	0	0	0	0.00	
Stacie, Marc	4	JPY	852,218	0	0	0	0.00	
Lincoln, Alison	32	EUR	4,363,650	0	0	0	0.00	

Promotion

Request: 331,218

Allocated: 0

Pending: 0

Available: 331,218

Direct Reports: 4 CAD

Totals: 31 CAD

Available Budgets in Planner Currency (CAD)

Equity Adjustment	Merit	Perform. Stock	Spot	Stock
3,610	0	0	0	12,225

The Solution

Workscope Manager Self-Service (MSS) is a workflow-driven manager self-service application that shares a common platform and common infrastructure elements, such as budgets, user hierarchies, groups and eligibility rules, with other applications in the Workscope Total Rewards suite. This Web-based enterprise application enables managers to quickly process organizational or compensation changes throughout the year. In addition, it enables managers to configure any type of event, such as an employment status update, an employee bonus recommendation, or an employee transfer to a new manager, location, or department.

Workscope MSS eliminates manual paper forms and streamlines review and approval processes to save time and ensure accuracy. It supports configuration of individual workflows per transaction type to mirror your existing business processes — whether you are performing a lateral transfer, a promotion, spot bonus, or any other transaction.

Featuring an easy-to-use, Adobe® Flex®-based interface, Workscope MSS supports a wide range of compensation elements and automatically enforces HR policies and budgetary guidelines for compensation transactions. Guidelines, budget levels, and business rules are visible and automatically enforced to ensure that managers have all the information they need to make the right decision based upon department, location, award type or other factors.

The Challenge

Changes in reporting structures, work locations, and employee compensation happen throughout the year in response to shifts in strategic direction, market conditions, or even competitor maneuvers. Manager-initiated compensation activities that take place year round — and their associated reviews and approvals — simply add to the workload of your HR team. Paper forms and emailed spreadsheets and word processing documents lead to lost time, inconsistent data, and lack of visibility into what is happening throughout the organization.

These challenges are even more important to address when managers request promotions, bonuses, or salary increases that will come from a shared budget. It is critical that managers follow proper approval processes and adhere to corporate budgets and guidelines in order to keep year-round compensation changes on track. Otherwise, you run the risk of budget overruns, employee dissatisfaction, and even regulatory non-compliance.

The Advantages

Increase Management Effectiveness

Workscope MSS provides managers with the on-demand ability to react to necessary organizational shifts. Managers can update direct reporting relationships, location, and full-time/part-time status changes in seconds. Workscope MSS automatically routes those changes to approvers — based on configurable workflows — before updating the system of record.

Better Control your Compensation Spend

Surveys show that many large organizations overspend their budgets by one to two percent per compensation cycle — a practice that can add up to hundreds of thousands of dollars annually.

Workscope MSS can reduce these overspends to zero by carefully tracking all compensation changes that occur throughout the year and automatically alerting users of potential problems. Visual indicators flag any recommendations that fall outside of recommended guidelines.

Support Global Requirements

Designed to support the needs of organizations ranging from regional companies to large, global enterprises, Workscope MSS can be deployed from any of Workscope's four data centers located in Boston, Massachusetts, Atlanta, Georgia, Frankfurt, Germany, and Hong Kong, China. Workscope MSS provides out-of-the-box support for all UI elements in 10 languages.

Reduce Administration Costs

By automating the initiation of workflow-enabled manager transactions, Workscope MSS allows managers to spend less time on administrative activities and more time on effectively managing their workforce.

Meet Stringent F100 IT Requirements

Workscope MSS provides high availability, full redundancy, robust security, and real-time monitoring through a hosted SaaS delivery model. Users can rely on 24x7 access with confidence that valuable employee data is protected. What's more, Workscope's hosting sites and procedures have passed the rigorous audits of global F100 firms.

Product Highlights

Support for Multiple Transactions including:

- Job change with a salary adjustment
 - Promotion
 - Demotion
 - Lateral
- Status change
 - Intern/employee, part-time/full-time
- Separation
 - Voluntary
 - Involuntary
 - Location change
- Organization change
- Manager change
- Salary change
 - Merit increases
 - Market adjustments
- Promotion/job changes
- Lump sum awards
- Short-term incentive awards
 - Manager-driven
 - Peer-driven
- Long-term incentive awards (stock)

Flexible Workflows per Transaction Type

Workscope MSS supports individual workflows for each type of transaction. The application prompts and guides users through the transaction process, ensuring they take the right steps and enter the right information. Then it automatically routes transactions to the right people in the approval process.

Dynamic Decision Support Tools

Dynamic, visual decision support tools enable managers to make decisions quickly and easily — based on formula-driven guidelines — when processing a compensation award. These tools help ensure that compensation decisions adhere to established policies and budgets and that exceptions are highlighted and explained before moving forward through the approval process.

Decision support tools include:

- Quick-click award recommendations
- Visual budget pie charts
 - Budgeted
 - Spent
 - Pending expenditures
- Award percentage
- Visual sliders
 - Guidelines
 - Integrated market data
 - Integrated compensation range penetration data

Powerful Reporting Capabilities

Robust analytic capabilities provide HR, managers, and executives with strategic real-time reporting and a full transaction audit trail for compliance purposes.

Scalable, Secure Technology

Workscope solutions leverage an open and scalable service-based architecture delivered from hosting centers that support ISO 27002 security standards and the needs of large and medium-sized enterprises. Because Workscope provides certified, secure hosted solutions, clients enjoy peace of mind that their applications are always available and their employee data is always safe.