

HR05 Salaries Information Maintenance

Objective and scope

Objective: This document establishes the procedure for inserting the salary and the reference bonus (if applicable) in the HR system as the steps to follow in order to ensure high-quality information in the systems.

The goal of this procedure is to ensure the updating of the compensation & benefits information in the HR SAP application, as well as to ensure the update of the salary, the reference bonus (when applicable) in all applications where this data appears.

Scope: This procedure applies to all HR departments from all Business Units being the local HR Director responsible of its fulfillment, or whoever is assigned by him/her.

Summary

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 - 1.2. Assign salary & reference bonus and prepare information to be loaded
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1 Operative

1.1 Identification of salary & reference bonus

Responsible: *HR Responsible Compensation & Benefits*

Each year after the salary review process (or after the CLA increase) the salary & reference bonus (if applicable) of each employee has to be loaded correctly in SAP. Therefore the new salary has to be identified; whether the reviewed salaries during the salary review process or applying the corresponding CLA increases.

1.2 Assign salary & reference bonus and prepare information to be loaded

Responsible: *HR Responsible Compensation & Benefits*

Once the salary & reference bonus (if applicable) has been identified for each employee the information has to be uploaded in the system.

The salary and the reference bonus will be uploaded manually or via a mass upload.

1.2.1 Concerning the salary upload, the following has to be taken into account:

The salary to be uploaded shall be the gross salary by CLA or the gross salary that the company has agreed with the employee, that is, the salary in the labour contract, corresponding to 100% of the hours worked and not taking into consideration any temporary reductions. This salary should be the same as the sum of the salary uploaded under the concept "regular salary" in the Datamart.

1.2.2 Concerning the reference bonus, the following has to be taken into account:

The reference bonus is the gross amount that the employee will receive if he/she meets 100% of the objectives set by Management by Objectives. Reference bonuses which are different from the MBO, for example the bonuses of Department Heads, should also be uploaded.

This amount corresponds to 100% of the workday (1Fte).

- I. The salary and the reference bonus, if applicable, are introduced at the time of hiring each employee.
- II. It should be updated with the date "01.01.YEAR", regardless of whether the salary has suffered any change or not. This upload will be made once the salary review of the company has finished; that is, in the first quarter of each year.
- III. If the salary changes during the year, for example due to any CLA increase, it should be updated with this new date.

1.3 Uploading information in the system

Responsible: HR Responsible Compensation & Benefits

The HR Responsible of Compensation & Benefits or the person assigned by him/her will upload (manually or via mass upload) the information in the system.

Manually the upload will be done employee by employee in the HR SAP application. The mass upload will be done via an upload file.

For updating salaries information manually, the *Global Change* action → reason *Changing Salary* is executed, which triggers Infotype IT0008, and allows the user to modify the salary.

Once done, corporate HR will be informed.

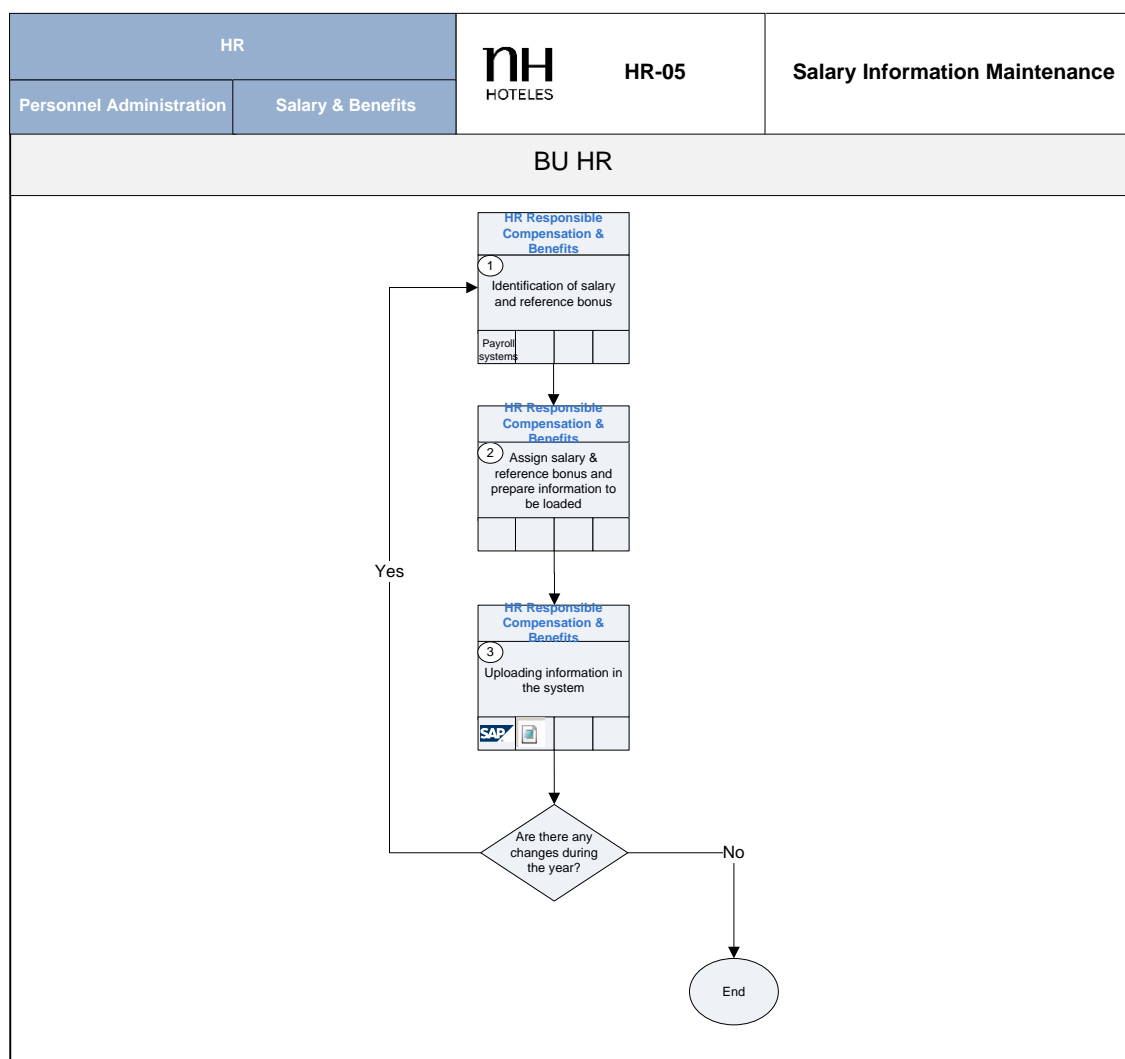
- If there are any changes during the year, go back to the task 1.
- If not, end the process.

2 Related documents

3 Templates and file

Code	Template or document	Responsible	File period

4 Flowchart



5 Procedure validation

Version	Corporate Area	Approved by		Approval date
1	Operations (Process Owner)	Operations Control Director Chief Operations Officer		Month-Year
	Internal Audit	SVP Internal Audit		
	Resources	SVP Human Resources		
	Strategy & Development	SVP Quality & Competition		
	Management Committee			