

A man with a beard, wearing a dark blue checkered suit jacket, a white shirt, and a purple and white striped tie, is smiling and looking towards the camera. He is standing in front of a whiteboard that displays several charts, including a bar chart with blue and green bars and a line graph. The background is slightly blurred, showing the backs of two people's heads in the foreground, suggesting a meeting or presentation setting.

Zellis Compensation Management.

The annual pay and bonus review is one of the most important HR processes of the year.

An effective pay review is key to retaining, recruiting, and engaging with employees.

Compensate enables organisations to design effective reviews and manage them efficiently.



What is **Compensate**.

Compensate enables organisations to effectively plan and manage their annual pay and bonus reviews.

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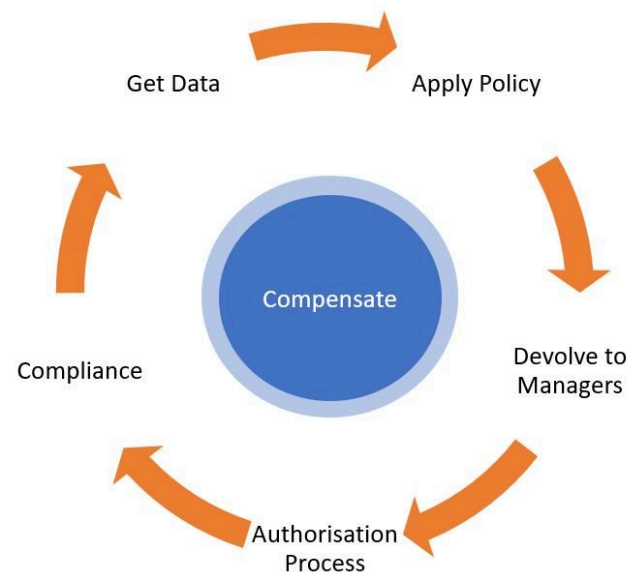
Key benefits

- Model pay scenario's through pay matrices
- Delegate responsibilities to different levels enabling Line Managers to effectively engage with the pay review process
- Provides Line Managers with all data to make informed decisions
- Ensure compliance with company pay review guidelines by creating rules within Compensate
- Enables improved monitoring and control of the process
- Easy to create reports, analysis and letters

Compensate Pay Planning Stages

Get Data

- Initial upload of Post & Employee data
- Data cleanse opportunity
- Pay review approval hierarchy changes



Apply Policy

- Model different Pay Scenarios and Modules
- Determine award criteria, matrix, values and rules

Devolve to managers

- Activate and delegate to the line managers
- Managers have the option to delegate to their subordinates
- Manage budget and make informed decisions

Authorisation process

- Central co-ordination and monitoring of the whole review process
- Approve / Reject proposals
- See 'real time' totals and variations

Compliance

- Final approval
- Letter creation
- Upload to HR / Payroll



Zellis Compensate better compensation management software.

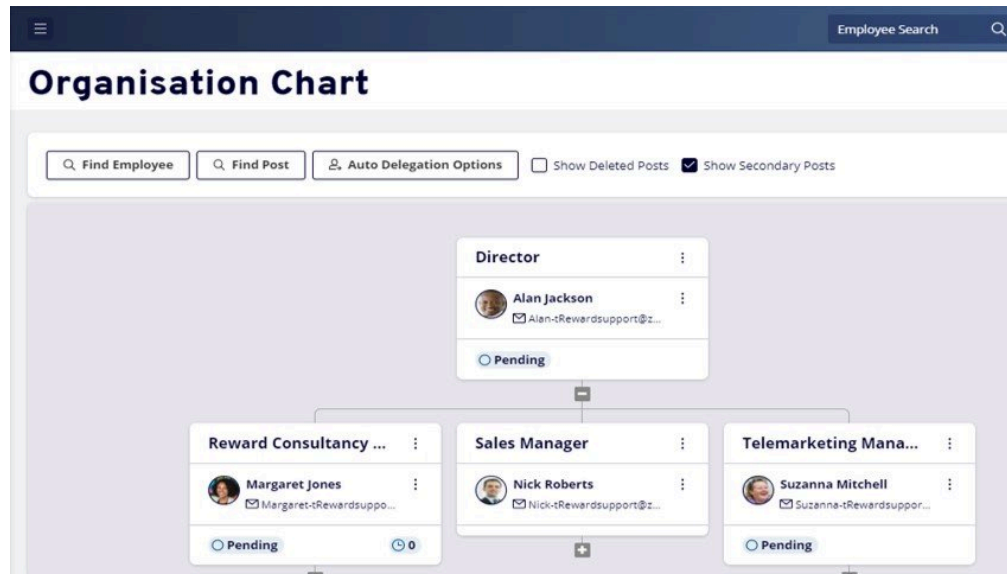
Build a consistent, data-driven, efficient approach to compensation management

Employee Data

Compensate creates the hierarchy for the pay review and uses the structure to create a 'Task' for individual managers.

Employees can be moved to a different manager for the purpose of the review.

Tasks can be reallocated if a Manager is unavailable during the review period and HR Business Partners can be allocated a 'Secondary Role' so they can support their Line Managers as required.



Pay Modelling

Compensate allows the Reward Manager to model different scenarios and approaches to the pay review.

This can include multiple elements, e.g. specific uplifts to target groups, an overall increase in base pay taking account of individual performance, market position or location in the organisation.

Multiple scenarios can be applied to an individual to create the overall review

The screenshot shows the 'Annual Pay Review' interface. At the top, there is a search bar labeled 'Employee Search'. Below it, there are three search filters: 'Find Employee', 'Find Post', and 'Auto Delegation Options'. There are also two checkboxes: 'Show Deleted Posts' (unchecked) and 'Show Secondary Posts' (checked). The main content area is divided into two columns. The left column is titled 'Attached Pay Modules' and contains three items: 'Base pay award', 'Uplift Base for Support Engineer (Customer Service)', and 'Bonus Award'. The right column is titled 'Unused Pay Modules' and contains a message: 'All pay modules in the system are currently assigned to the selected pay scenario.' Below this message is a '+ Add' button. At the bottom of the interface, there are two buttons: '+ Add Pay Matrix' and '+ Edit Pay Elements'.

Pay Matrix

The Pay Matrix enables organisations to define percentage increases based on the criteria used for the pay review.

In this example, different increases can be applied based on performance, market position and division.

The Reward Manager can model different awards and also create rules such as the maximum and minimum increase.

Pay Matrix

Base pay award on perf/market banding/division

← Base pay award | Name | Base pay award c | Tools - | Recommended | Filter: None

	N/A				Low				Competent				Excellent						
	[NULL]	Low	Middle	High	[NULL]	Low	Middle	High	[NULL]	Low	Middle	High	[NULL]	Low	Middle	High			
N/A	0	3.5	3	2.75	3	0	1.1	0.75	0.95	0.75	0	3.5	3	2.75	3	0	5	4.5	2.5
Customer Services	0	3.5	3	2.75	3	0	1.1	0.75	0.95	0.75	0	3.5	3	2.75	3	0	5	4.5	2.5
Professional Services	0	3.5	3	2.75	3	0	1.1	0.75	0.95	0.75	0	3.5	3	2.75	3	0	5	4.5	2.5
Sales & Marketing	0	3.5	3	2.75	3	0	1.1	0.75	0.95	0.75	0	3.5	3	2.75	3	0	5	4.5	2.5

Recommended: %

Initial: %

Maximum: %

Edit Rules | Employees

0 employees in 1 cell(s) Total: £0.00 Proposed: £0.00 Save Data

The Line Manager View

The Pay Matrix will have been applied so they can see the recommended award and make adjustments based on the rules created in the system.

The system shows position against budget in real time.

All the information needed to make a decision is here. Other employee data can be accessed by clicking on the employee.

Reviews are then submitted to their Senior Manager

Annual Pay Review

Post: Reward Consultancy Manager | Pay Review | Within target | Files

Deadline: 31/07/2022

	Division	Performance	Base Pay				Linked Supplement	Status
			Original	Actual	Target	Salary Range		
Bruce Taylor	Professional Services	Competent	£42,000.00	£ 43155.00	2.7500 %	£43,155.00 - £46,000.00	£ 840.00	Pending
Len Thompson	Professional Services	Competent	£35,000.00	£ 36050.00	3.0000 %	£36,050.00 - £40,000.00	£ 875.00	Pending
Sarah Wilkinson	Professional Services	Competent	£40,000.00	£ 41400.00	3.5000 %	£41,400.00 - £40,000.00	£ 1200.00	Pending
Tim Smith	Professional Services	Low	£50,000.00	£ 50550.00	1.1000 %	£50,550.00 - £55,000.00	£ 1500.00	Pending
Variance			£371,000	£630 under (0.17%)		£380,000		

Q Filter | Fullscreen

Accept Task | Cancel Task

Reporting

A series of standard reports is ready built in the system. Other reports will be identified and built as part of the system implementation.

Reports can be downloaded as required.

The Reward Manager can also monitor the process of the review by running the Pay Review Task Report. This shows the progress of each Line Manager.

Create reports and monitor progress

Example Report

Reports can be created to provide an overall analysis of the review.

These can be used as part of any final calibration review and incorporated into reports for the Executive and the Remuneration Committee.

Filters can also be created to enable a review of specific parts of the organisation or based on specific criteria.

Average Base Pay Increase

		Employee Count	Basic Pay : Increase [Average]	Basic Pay : % Increase [Average]
Male	Low	1	£550.00	1.10%
	Competent	18	£1,562.50	4.18%
	Excellent	3	£897.56	2.33%
Female	Low	1	£500.00	2.08%
	Competent	10	£1,083.10	3.60%
	Excellent	4	£2,662.50	8.80%
Gender	Performance	37	£1,417.60	4.23%

Employee Letters

Once the review is completed reports are created to upload into HR/ Payroll.

Compensate also enables organisations to create employee letters. The system enables filters to be created so the correct letter is produced for each employee.

Create a suite of letters to easily inform employees of the outcome of the review

The screenshot displays the 'Annual Pay Review' interface. At the top, there is a navigation bar with 'Employee Search' and a search icon. Below this, the main header reads 'Annual Pay Review' with sub-tabs for 'Details', 'Within target', 'Profiles', and 'Document Sets'. The 'Document Sets' section shows a dropdown menu for 'Pay Review Letters'. The 'Documents' section lists several document types with their respective counts and icons: 'Disciplinary' (2 / 37), 'Excellent Rating' (6 / 37), 'Competent Rating' (27 / 37), and 'Low or N/A Rating' (2 / 37). A 'Show Available Tokens' button and an '+ Add Document' button are also present. The 'Preview' section shows a preview of an employee letter from 'zellis'. The letter includes a header with the company logo and contact information, a confidentiality notice, and a salutation 'Dear [Employee First Name]'. The main body of the letter begins with 'Hi: Annual Pay Review' and mentions that the company's salary review process is complete.

Employee Search

Annual Pay Review

Details Within target Profiles Document Sets

Document Sets

Pay Review Letters

Documents

Document Type	Count	Actions
Disciplinary	2 / 37	Filter, Edit, Copy, Delete
Excellent Rating	6 / 37	Filter, Edit, Copy, Delete
Competent Rating	27 / 37	Filter, Edit, Copy, Delete
Low or N/A Rating	2 / 37	Filter, Edit, Copy, Delete

? Show Available Tokens + Add Document

Preview

Pick Employee

zellis

zellis UK Ltd
111 Station Street
Alderley Edge
Cheshire
M52 4EP

STRICTLY PRIVATE & CONFIDENTIAL

[Name]
[Employee Name]
[Employee Address Line 1]
[Employee Address Line 2]
[Employee Postcode]

Delivered via Email

Dear [Employee First Name],

Hi: Annual Pay Review

We have now completed the Company's salary review process. This year we have based our review of salaries across the business against performance in the role for the past year, which will have been discussed with you at your recent annual performance review.

Save Complete Pay Review Cancel Pay Review Export



Expert Reward Consultancy

Alongside Compensate Zellis has a range of services that can empower your managers, standardise your processes, and boost efficiency across the board.

Expert reward consultancy

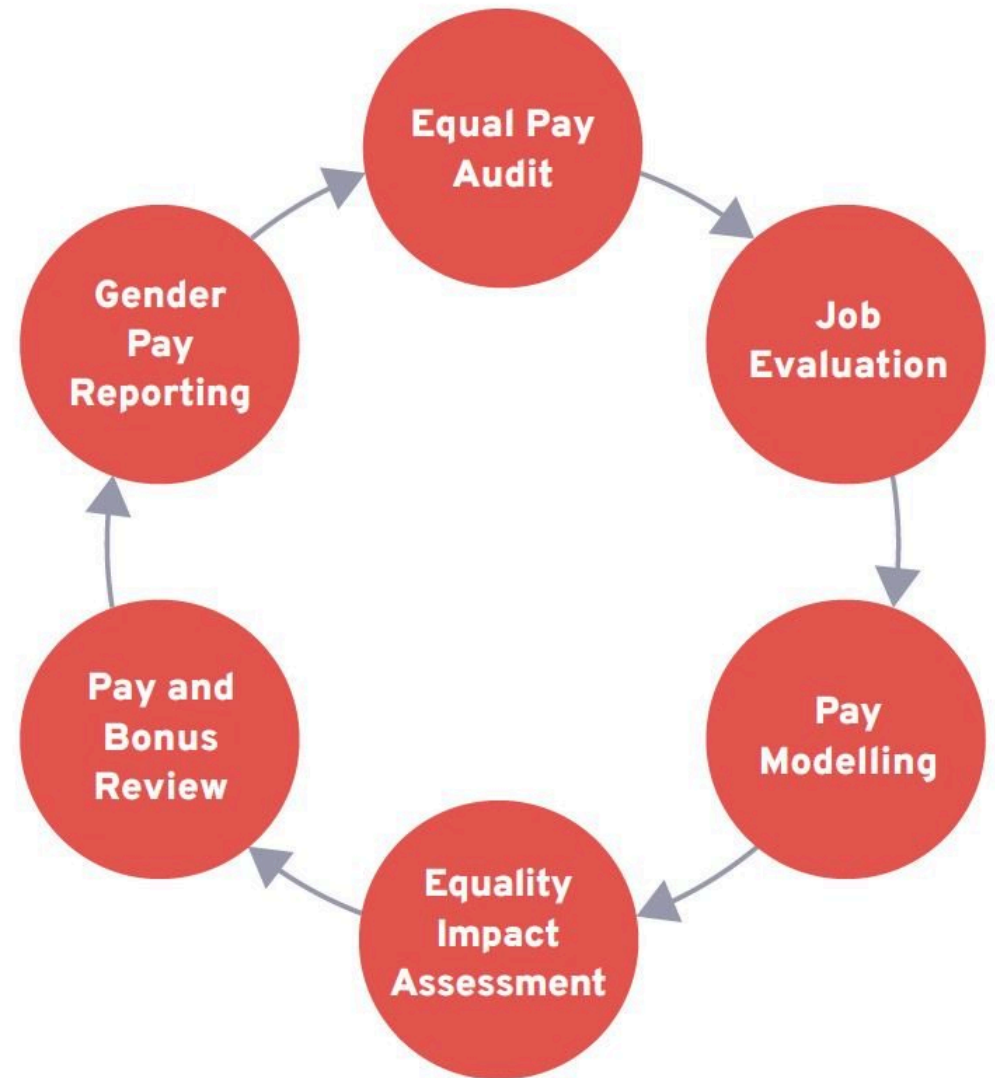
Drawing from a range of well-established software, expertise and experience, our reward consultants provide insight, guidance, and support with:

- Pay structure design
- Equal pay audits
- Gender pay reporting
- Equality impact assessments
- And so much more

Wherever you are in the Reward Cycle, we can help you.

Our Reward Consultancy Team provide a range of analytical and advisory services using a blend of bespoke software and consultancy for

- Equal pay audits
- Job evaluation
- Pay modelling
- Equality impact assessments
- Pay and bonus review
- Gender pay reporting



We can also provide an annual support package to assist with regular reward projects which can include any of the additional specific reward projects.

Expert Services

Our Team of Reward Consultants have worked with a wide range of organisations implementing and enhancing the end-to-end process for job evaluation.

We are dedicated to providing support and guidance you need to introduce and maintain an efficient, structured and fair approach to pay and reward.

Our reward experts can provide evaluation services as part of the initial implementation of a new scheme or provide additional support when required, which could include:

- Benchmarking representative roles to assist in developing evaluation rules
- Designing data collection procedures
- Creating manager and employee communication tools
- Providing system and scheme training
- Offering quality assurance and moderation
- Supporting with appeals procedures



For more information on Zellis Compensation Management, please contact your account manager or email us

Zellis Compensate,
here to help.

Email: tellmemore@zellis.com