Incentive Pay

The HR Partner works directly with the assigned HRCS team member to formulate the request and document the plan. The assigned HRCS team member approves incentive/bonus plans, in consultation with the Compensation Manager.

Once approved, HRCS provides notification back to the requesting HR Partner. The HR Partner ensures communication to impacted staff and submits the request for processing through payroll.

Retention, Project-based and other Variable Pay plans

The HR Partner works directly with the Compensation Manager to develop an Incentive/Bonus Plan document. The plan document includes discussion of the Plan Objectives, Approach, Eligibility, and Structure. The Compensation Manager ensures consideration of all needed plan implementation details.

- The Compensation Manager approves Retention, Project-based and other Variable Pay plans.

Once approved, the Compensation Manager, provides notification back to the requesting HR Partner. The HR Partner ensures communication to impacted staff and submits the request for processing through payroll.

Maintenance of Recruitment, Retention, Project-based and other Variable Pay

Typically, Recruitment, Retention and Project-based and other Variable pay incentives continue according to the approved plan document. HR Partners are provided with a report annually listing the Recruitment, Retention, Project-based and other Variable Pay incentives approved for their organization. Proposals payouts for established plans are submitted by the HR Partner to the HRCS Management for approval. Proposed payouts are documented on a spreadsheet which includes employee names, numbers and amounts of proposed payment. The Variable Pay document is also attached to the e-mail requesting payout. The HRCS Management approves the payouts and notifies the HR Partner that they may proceed with payroll changes.

Monitoring of Recruitment, Retention, Project-based and other Variable Pay occurs as a part of the HRCS oversight process, and periodic requests for confirmation of the continued business need for the Recruitment and Retention Bonus(es) may be made to the HR Partner.