

# Advanced Compensation Services Offering

**At Kognitiv we understand that your Advanced Compensation journey does not end once you “go-live” and click the launch button.**

**Getting your tenant ready for go-live is only step 1 in what is actually a 3 step process.**

✔ **Before:**

Configure Workday® according to your requirements and Launch your Comp Process.

✔ **During:**

Manage your process while it is in-flight.

✔ **After:**

Closing your process, managing Comp Statements, and auditing your worker history to ensure all payments are made correctly, and on the right date.



## Step 1 - Configure Workday®

There is nothing more important in a Compensation Cycle than getting the math right. We start by configuring the plans, as well as the related scorecards, matrices, proration rules, grace periods, rounding rules, eligibility, and all the other bells and whistles available on your merit, bonus, stock, and one time payment plans. We help manage those plan assignments, as well as deploy pre-configured audit reports to help ensure you are dealing with the correct population of employees.

We then turn our attention to your grid, which ultimately creates the “user experience” for your planning population. The grid then helps us dictate the starting point for your reports. You want to make sure that you are using the same fields in your reports as your grid to ensure consistency, and avoid confusion.

Once we have the configuration in place for your plans, and your grid, you can now kick off and start testing. Moving to things like validation rules, help text, notifications, custom security groups, and of course finalizing your reports/dashboards.

**Contact us about our advanced compensation services offering**

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Contact us

## Step 2 - Manage your Process

Almost all clients, as well as most consultants, only think about step 1 in this process, configuring Workday®. And in most cases that really is where the heavy lifting takes place. However, managing an open process can at times be a LOT of work, especially if there are more than one open process in your tenant at the same time, and even more so if using participation rules. Overlooking this step in the process leads to panic since the team has not tested, or even seen some of the screens needed to manage an open process.

## Step 3 - Closing

Much like step 2, the final step of closing the process is also often overlooked.

- Do you need Compensation Statements?
- Will you use the Workday® delivered, or will you need something more custom using BIRT?
- Where do you want those delivered, to who, and when?
- Does audit need reports showing approvals, as well as final comp changes as evidence of a transparent, and untampered process?
- Who should have visibility into the history and data created by this compensation process, and when should that visibility start?

If you wait until you actually need to close the process to answer these questions you are WAY too late. There are times where the compensation statements are complicated enough that more time gets spent on those than the actual compensation configuration, so you do not want to overlook this early on in the process.