

**Compensation Cycle Preperation Cheat Sheet**

ORGANIZATION NAME

**4/1/2014**

Contact Customer Success

[**Compensation Quick Answers**](https://community.successfactors.com/t5/Compensation-Quick-Answers/bd-p/Comp_Quick_Answers)

Monitored by Customer Support for simple how to questions

**Full Reference Guides Available Online at:** [**Admin Reference Guide**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Admin_Guide_-_Preparing_for_a_New_Cycle)**s**

* Create an [overall project timeline](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Admin_Guide_to_Starting_a_New_Process_Part_1_-_Timeline_and_Checklists) that meets your companies go-live
* Create/[copy new template](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Admin_Tools_-_Copy_Plan_-_How_to_clone_your_existing_template)
* Create [New Currency Conversion Table](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Currency_-_Manage_Currency_Conversion_Rate_Tables) & link to your new template
* Create [New Pay Matrix](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Manage_Data_-_Manage_Salary_Pay_Matrices_-_Attribute_Based_Pay_Matrix) & link to your new template
* Create [New Lookup tables](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Manage_Data_-_Manage_Lookup_Table) (if configured) & link
	+ Update any references in template and formulas that reference the looup tables
* **Plan Setup >** [**Settings Screen** – Check common settings](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Worksheet_Design_-_Compensation_Plan_Setup_Optimize_Template_Settings)
	+ Enable Guideline Optimization
	+ Select NEW Currency table
	+ Select NEW Pay matrix
	+ If using [proration adjust dates](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Manage_Data_-_Salary_Proration) for your fiscal year
* **Update** [**Rating Sources**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Worksheet_Design_-_Rating_Sources)**:** Either..
	+ link to new PM template
	+ or if using Import Key link to new field and update rating scale
* Update/Create/ and Apply [**Eligibility Rules**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Eligibility_Engine_-_Eligibility_Rules) as needed
* Update/Create [**Guidelines**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Manage_Data_-_Guideline_Matrix_Editor) as needed
* Verify Columns, labels and table references in formulas
	+ Check individual field formulas
	+ Create new [Import Key](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Manage_Data_-_Reloadable_fields_and_Import_Keys) fields unique for this cycle and update on template
* Update or verify [**budget**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Budget) information.
	+ Has your % of Salary value changed this year?
	+ Do your budget groups need to be updated?
* Update [Instructional text](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Worksheet_Design_-_Plan_Instruction) on each screen as needed
* Validate and import planner/manager hierarchy data (Tip: Use [Read only HBA](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Worksheet_Workflow_-_Hierarchy_Based_Approvals_(HBA)))
* Import [compensation data files](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Manage_Data_-_Admin_101_Importing_Comp_Data)
* Update and verify your Job Code and Pay Grade Map data as needed if using [**Promotion tool**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Promotions_Job_Selector)**.**
* Confirm your linked route map has desired steps for this cycle
* [**Group Management**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Permissions_-_Compensation_Groups): If used for guidelines or budgets make sure groups are updated
* Optimize your template’s [**Advanced Settings**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Worksheet_Design_-_Compensation_Plan_Setup_Optimize_Template_Settings)
* Check[**Planner permissions, executive review permission,** and **reporting permissions**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Permissions_-_Admin_Guide_to_Managing_Permissions)
* [**Update Statements**](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Statements_-_Personal_Compensation_Statements)to support any design changes in your templates
* Test entire program including; [detail report](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Reports_-_Detailed_Report_(Rollup_Report)), [YouCalc widgets](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Reports_-_Report_Widgets_(YouCalc)), [comp aggregate export](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Reports_-_Aggregate_Export_Report), [ad hoc reports](https://hekp.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Reports:_Ad_Hoc_Reports_-_20__Standard_Compensation_Reports_You_Can_Have)
	+ Some report options will need updating
* **Worksheets not creating?** See [troubleshooting solutions](https://help.successfactors.com/?title=3Knowledge_Base/Compensation_%26_Variable_Pay/Compensation:_Admin_101_-_Top_10_Reasons_Why_Worksheets_Do_Not_Create_and_Troubleshooting_Tips)