ENCOMPASSING VISIONS
Job Evaluation and Talent Management Software

Client Customization Checklist
A Checklist for Application Customizations Performed Within the Software
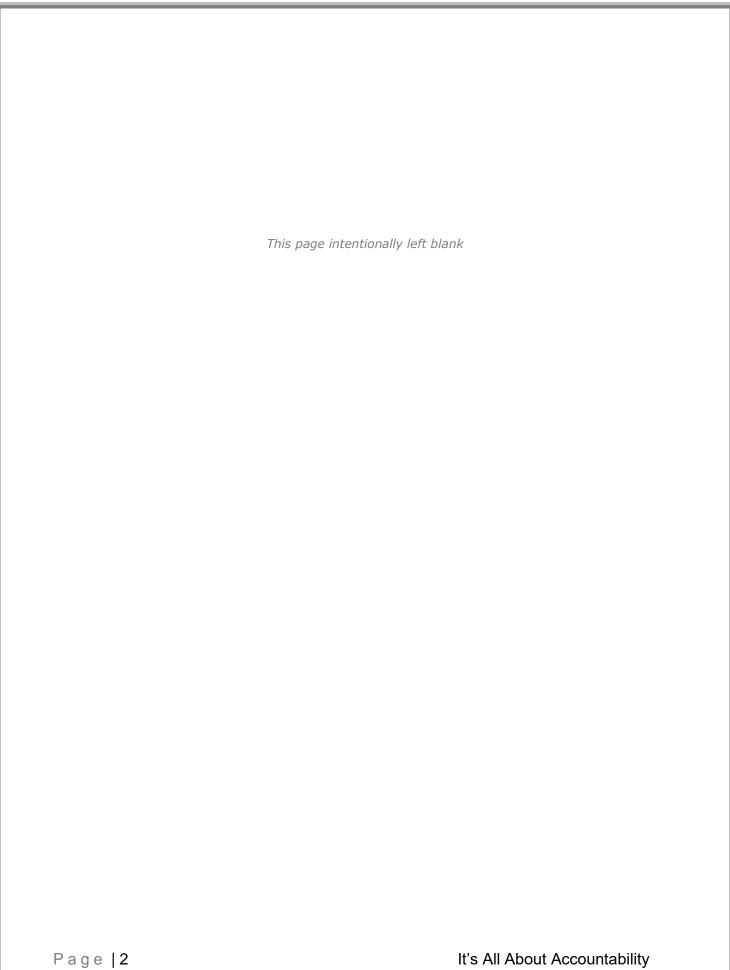
Version 2024

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CLIENT CUSTOMIZATION CHECKLIST

INTRODUCTION

This purpose of this checklist is to aid in the implementation and setup of Encompassing Visions software. It outlines all of the user customizations that can take place. Additional information relating to each topic area can be found in the **Application Customization Guide**.

This document assumes that the application is already installed, and the appropriate constraints are applied.

SYSTEM POLICIES

Policy	Default Value	JE	L&E	Location	Notes
Suspend User Access	No	✓	✓	*Admin.>System Settings>Security*	Set only when doing maintenance.
What is the start of your Fiscal Year?	01/01		✓	*Employee Settings>Core Table>Reviewer Type*	
Enable E-Mail Reminders & Notifications?	No		✓	*Admin>System Settings>Email*	IT must configure for email notifications. Used for review notifications and training plans emails.
What is the server address for sending outgoing email?	smtp.mailgun.org	✓	✓	*Admin>System Settings>Email*	In order to enable outbound email, set this to your outgoing SMTP server.
What is the port to use for contacting the outgoing SMTP server.	587	✓	✓	*Admin>System Settings>Email*	Common values are 25 for an unencrypted connection and 587 and 465 for an encrypted connection.
What is the SSL/TLS encryption to communicate with the email server?	YES	✓	✓	*Admin>System Settings>Email*	Set to true to require an encrypted connection to the SMTP server
What is the username to use for sending email?	encompassingvisions@mg.encv.com	✓	✓	*Admin>System Settings>Email*	Leave blank to attempt connecting to the server using no username or password.
What is the email address to use for sending outgoing emails?	noreply@encv.com	✓	✓	*Admin>System Settings>Email*	Users receiving emails will see it as from this address. They may try to reply to this address. This should typically be a valid email domain and address even if nobody receives emails.
What is the	Encompassing	✓	✓	*Admin>System*	The human-readable

description for From Address field. E.g. 'Encompassing Visions Administrator'?	Visions Notifications			*Settings>Email*	friendly name for the From email address.
What is the password to use for sending email?		✓	✓	*Admin>System Settings>Email*	Will be sent to the server is a username is set. (This value is stored in encrypted format.)
What constitutes a strength in your organization?	4 or 8		✓	*Employees>Employee Settings>Review*	How many response options do you use in Employee Learning and Growth Reviews (5/10)?
Do you want to have User Passwords expire & password expiry interval?	No 90 days	✓	✓	*Admin.>System Settings>Security>Passw ords*	Use of this will depend on implementation of Active Directory links.
Show Employee ID on non-admin screens and reports?	No	✓	✓	*Employees>Employee Settings>Reports>Learni ng and Growth Reports*	
Use Logo on Reports?	No	✓	✓	*Employees>Employee Settings>Reports>Logo* *Jobs>Job Settings>Reports Logo* *Admin.>System Settings>Reports>Logo*	In order to include your logo on admin reports, job reports and learning and growth reports, you need to insert your logo into the source code location on the server. Instructions are in the document 'Applying a Custom Logo'.
What Menu Scrolling Message do you want to display?	Your message			*Admin.>System Settings > User Interface*	

ALTERNATE TERMS

Alternate terms allow you to customize Encompassing Visions default terminology to match your organization. Consideration should be given to how each of the fields in each of the modules is going to be used.

Notes:

- Alternate terms are listed in the order they are shown in the system.
- Default Value matches Visions term unless otherwise noted.

Term	JE	L&E	Location	Notes
Job Family	✓	✓	*Jobs>Job Settings > Alternate Terms*	Can link to jobs and employees
Job Group	✓	✓	*Jobs>Job Settings > Alternate Terms*	Can link to jobs and employees

Job Level	✓		*Jobs>Job Settings > Alternate Terms*	Calculated by Job Evaluation and optionally displayed on Learning and Growth Report
Work Unit	✓		*Jobs>Job Settings > Alternate Terms*	Jobs
Benchmark	✓		*Jobs>Job Settings > Alternate Terms*	Jobs
Importance Rating	✓	✓	*Jobs>Job Settings > Alternate Terms* *Employees>Employee Settings> Alternate Terms*	Calculated by Job Evaluation and displayed on Learning and Growth Report
Business Objective		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Professional Development Plan		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Objective		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Level of Importance		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Degree of Difficulty		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Resource		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Resource Category		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Baseline		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Target		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Goal		✓	*Employees>Employee Settings > Alternate Terms Alternate Terms*	Work Plans function
Stretch		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Bonus Eligible		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Actions		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Employee Actions		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function

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Lead Actions		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Due Date		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Percentage Weighting		✓	*Employees>Employee Settings > Alternate Terms*	Work Plans function
Job Description	✓		*Jobs>Job Settings> Alternate Terms*	Job Reports function
General Accountability	✓		*Jobs>Job Settings> Alternate Terms*	Jobs
Specific Accountability	✓		*Jobs>Job Settings> Alternate Terms*	Jobs
Technical Requirements	✓		*Jobs>Job Settings> Alternate Terms*	Jobs
Nature of the Work	✓		*Jobs>Job Settings> Alternate Terms*	Turned off by default
Selection (in Selection Interview Guide)	✓		*Jobs>Job Settings> Alternate Terms*	Recommend 'Behavioural Descriptive' instead of default; Used in Jobs/Job Reports and Interview Guide text admin report

CORE COMPETENCIES POLICIES

These policies typically dictate how many competencies are displayed on 'top n' lists or used in the calculation of organizational performance.

They are also used in the Competency Alignment Survey.

Policy	Default Value	JE	L&E	Location	Notes
Do you use Core Competencies?	?		✓	*Strategic Alignment>Strategic Alignment Settings> Strategic Alignment> Competency Alignment*	This policy will determine if Core Competency Alignment surveys are available.
Core Competencies are defined by which Job Group?	Executive			*Strategic Alignment>Strategic Alignment Settings> Strategic Alignment> Competency Alignment*	Competency Alignment Survey function
Number of Competencies to display in the Survey Results (1-38)	10	✓	✓	*Strategic Alignment>Strategic Alignment Settings> Strategic Alignment> Competency Alignment*	
Behavioral Competencies in Job Reports; Behavioural/Technical Development	5	✓	✓	*Employees> Employee Settings>Competencies*	This Policy controls the maximum number of important competencies to be

Opportunities in Employee Learning and Growth Report					included in Job-related reports (Job Description, Job Posting and Selection Interview Guide). It also controls the maximum number of competencies identified as significant Development Opportunities in Learning and Growth-related reports for individual employees and organizational work units.
Number of Behavioral Competencies in Organizational Learning and Growth Reports (1-38)	10		✓	*Analysis>Analysis Settings>Competencies*	Organizational Learning and Growth Module
Show Inactive competencies in competency alignment survey	No		✓	*Strategic Alignment>Strategic Alignment Settings> Strategic Alignment> Competency Alignment*	Competency Alignment Survey function

ORGANIZATIONAL OBJECTIVES POLICIES

These policies are used only in the Organizational Objectives function and can be ignored if that function is not being utilized.

Policy	Default Value	Location	Notes
Do you track objective type with your organizational Objectives?	No	*Strategic Alignment>Strategic Alignment Settings>Strategic Alignment>Strategic Planning*	Used for balance scored or organizational analysis
Frequency that Organizational Objectives are updated	Annually	*Employee>Employee Settings>Core Tables>Review Type*	For setting default dates
Do you want to keep memo notes confidential to the team?	No	*Strategic Alignment>Strategic Alignment Settings>Strategic Alignment>Strategic Planning*	
Do you want to keep employee assignments confidential to the team?	No	*Strategic Alignment>Strategic Alignment Settings>Strategic Alignment>Strategic Planning*	Only required if linking employees to objectives

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JOB DEFINITION

These policies are used on the Jobs module only.

Policy	Default Value	Location	Notes
Do you use the financial questions (20-22) in the Job Questionnaire?		*Jobs>Job Settings>Job Questionnaire*	Been removed in version 2024.
Ignore gaps in Job Level List	No	*Jobs>Job Settings>Job Levels*	Should always be set at no
Used Enhanced Averaging for questions 6.0, 7.0, 12.0 and 13.0?	Yes	*Jobs>Job Settings>Job Questionnaire*	Yes, rounds up at .25, No uses regular rounding rules
Use Client Job Approval Process	Yes	*Jobs>Job Settings>Approval*	If on,' only' approved jobs can be linked to employees
Enable the Benchmark Job Processing?	No	*Jobs>Job Settings>Benchmark*	Setting this policy to yes means that you want the ability to ripple job evaluation changes from a job identified as a benchmark job to all of the jobs that have been copied from that job. It enables a benchmark indicator field and a benchmark job reference field in the Maintain Jobs Function. Leaving the default of no will disable these functions.
Prompt Justification Notes for Skill questions	No	*Jobs>Job Settings>Justifications*	Set to yes only if you want to force Justification of Job Questionnaire choices
Prompt Justification Notes for Effort questions	No	*Jobs>Job Settings>Justifications*	Set to yes only if you want to force Justification of Job Questionnaire choices
Prompt Justification Notes for Responsibility questions	No	*Jobs>Job Settings>Justifications*	Set to yes only if you want to force Justification of Job Questionnaire choices
Prompt Justification Notes for Working Conditions questions	No	*Jobs>Job Settings>Justifications*	Set to yes only if you want to force Justification of Job Questionnaire choices

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Do you use Nature of the Work in your job descriptions?	No	*Jobs>Job Settings>Job Description*	Turn on only if you need this field
Do you want to include ties when printing the list of Competencies for a Job in the Job Reports?	Yes	*Jobs>Job Settings>Reports*	
What text do you wish to print at the end of the job description?	ENCV text	*Jobs>Job Settings>Job Description*	Disclaimer that job description may be out of date if printed
What Auto Questionnaire instructions do you want to display?	ENCV text	*Jobs>Job Settings>Job Questionnaire*	May want to customize to your own terminology and instructions (Been removed for Ver. 2024)

TECHNICAL SKILLS POLICIES

These policies are used in the evaluation of employee Technical Skills and in the display of Technical Skill Evaluation information in the Organizational Learning and Growth function.

Policy	Default Value	Location	Notes
Enable Skills Analysis (of Strengths and Development Opportunities)	No	*Analysis>Analysis Settings> Skills*	Turns on skills analysis in the Organizational Learning and Growth function
Number of Technical Skills in Organizational Learning and Growth reports (1-38)	38	*Analysis>Analysis Settings>Skills*	
Behavioral Competencies in Job Reports; Behavioural/Technical Development Opportunities in Employee Learning and Growth Report; Behavioral Competencies in Organizational Learning and Growth Reports	5	*Jobs>Job Settings>Reports* *Employees>Employee Settings>Reports* *Analysis>Analysis Settings>Competencies*	This Policy controls the maximum number of important competencies to be included in Job-related reports (Job Description, Job Posting and Selection Interview Guide). It also controls the maximum number of competencies identified as significant Development Opportunities in Learning and Growth-related reports for individual employees and organizational work units.

PERFORMANCE MANAGEMENT POLICIES

Policy	Default Value	Location	Notes
Allow Clients to perform skill assessments?	No	*Employees>Employee Settings>Employees*	Only turn on if you use reviewer role 'Clients', you have Technical Skills assigned to the jobs and you want client reviewers to evaluate technical skills.
Allow Subordinates to perform skill assessments?	No	*Employees>Employee Settings>Employees*	Only turn on if you use reviewer role 'Subordinates', you have Technical Skills assigned to the jobs and you want subordinate reviewers to evaluate technical skills.
What percentage of the overall score will be made up of the Competency Review?	100	*Employees>Employee Settings>Reports>Learning and Growth Report*	
What percentage of the overall score will be made up of the Business Objectives review?	0	*Employees>Employee Settings>Reports>Learning and Growth Report*	
What percentage of the overall score will be made up of the Professional Development review?	0	*Employees>Employee Settings>Reports>Learning and Growth Report*	
Frequency of Competency reviews for employees?	Annually	*Employee>Employee Settings>Core Tables>Review Type*	Used for defaulting review dates (with fiscal year start)
Enable Competency Characteristic Reviews	Yes	*Employees>Employee Settings>Reviews*	
Use default characteristics (sub-review questions) if there are none specified for job group?	Yes	*Employees>Employee Settings>Reviews*	
Competency Characteristics Threshold	7	*Employees>Employee Settings>Reviews*	

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How many response options do you use in characteristic reviews?	10 or 5	*Employees>Employee Settings>Reviews*	
Do you wish to show tool tips for characteristics in performance reviews?	Yes	*Employees>Employee Settings>Reviews*	
Justify High/Low comments must be entered to make review complete?	No	*Employees>Employee Settings>Reviews*	
How many days after completion should performance reviews be locked?	30	*Employees>Core Tables>Review Type*	
When printing Learning and Growth reports, only include reviews included in the last "nn" days	90	*Employees>Employee Settings>Employees> Reports >Learning and Growth Reports*	This sets date filtering in the Print Learning and Growth Reports screen
When printing Learning and Growth reports, what additional text do you want to include?		*Employees>Employee Settings>Employees> Reports >Learning and Growth Reports*	Used for any additional signatures or text that the employee is agreeing to by signing the review
Do you want supervisors to be default reviewers for competency reviews?	Yes	*Employees>Employee Settings>Reviews*	
Do you want supervisors to be default reviewers for business objectives reviews?	Yes	*Employees>Employee Settings>Business Objective*	
Do you want supervisors to be default reviewers for professional development reviews?	Yes	*Employees>Employee Settings>Professional Development*	
Do you want to allow supervisors to copy their employee's incumbent review?	No	*Employees>Employee Settings>Reviews*	
Do you want incumbents to be default reviewers for competency reviews?	Yes	*Employees>Employee Settings>Reviews*	
Do you want incumbents to be default reviewers for business objectives reviews?	Yes	*Employees>Employee Settings>Business Objective*	
Do you want incumbents to be default reviewers for professional development reviews?	Yes	*Employees>Employee Settings>Personal Development Objective*	

WORK PLANS POLICIES

These policies are used in the Work Plans function.

Policy	Default Value	Location	Notes
Enable Business Plans	Yes	*Employees>Employee Settings>Business Objective*	
Enable Professional Development Plans	Yes	*Employees>Employee Settings> Personal Development Objective*	
Enable Bonus Goals in Business Objective Work Plans?	No	*Admin.>Objective Field Configuration>Lower Table>Edit*	
Do you require employees to approve their Work Plans?	Yes	*Employees>Employee Settings>Business Objective*	Only approved work plans can be reviewed; if this policy is on then both employee and supervisor have to approve, if off only the supervisor.
Do you use level of importance in evaluating your Business Objectives?	Yes	*Admin.>Objective Field Configuration>Lower Table>Edit*	Set to no to hide this field in the work plan
Do you use level of importance in evaluating your Professional Development Objectives?	Yes	*Admin.>Objective Field Configuration>Lower Table>Edit*	Set to no to hide this field in the work plan
Do you record resources required for your Business Objectives/Professional Development Objectives?	Yes	*Admin.>Objective Field Configuration>Lower Table>Edit*	Set to no to hide Resource screens/fields
Do you use Baseline in your work plans?	Yes	*Admin.>Objective Field Configuration>Lower Table>Edit*	Set to no to hide this field in the Business Objectives work plan
Do you use Target in your work plans?	Yes	*Admin.>Objective Field Configuration>Lower Table>Edit*	Set to no to hide this field in the Business Objectives work plan
Do you use Goal in your work plans?	Yes	*Admin.>Objective Field Configuration>Lower Table>Edit*	Set to no to hide this field in the Business Objectives work plan
Do you use Stretch in your work plans?	Yes	*Admin.>Objective Field Configuration>Lower Table>Edit*	Set to no to hide this field in the Business Objectives work plan
Do you evaluate Stretch in your work plan reviews?	No	*Admin.>Objective Field Configuration>Lower Table>Edit*	

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Do you use Objective Type in your objectives?	Yes	*Admin.>Objective Field Configuration>Lower Table>Edit*	Set to no to hide this field in the work plans
What is your default annual review period for work plans?	Annual	*Employee Settings>Core Tables>Review Type*	Used to set default dates (with fiscal year start)

NOTIFICATION POLICIES

Policy	Default Value	JE	L&E	Location	Notes
Enable E-Mail reminders and notifications from the application	Yes			*Admin>System Settings>Email*	**Important:** Do not enable this option unless you are sure that SQL Mail or DBMail has been set up on your server. Contact your Technical Support Staff for further information.
Port to use for contacting the outgoing SMTP server	587			*Admin>System Settings>Email Server*	Common values are 25 for an unencrypted connection and 587 and 465 for an encrypted connection.
Use SSL/TLS encryption to communicate with the email server.	Yes			*Admin>System Settings>Email Server*	Set to true to require an encrypted connection to the SMTP server
Server address for sending outgoing email	smtp.mailgun.org			*Admin>System Settings>Email Server*	In order to enable outbound email, set this to your outgoing SMTP server
The username to use for sending email	encompassingvisions@mg.encv.com			*Admin>System Settings>Email Server*	Leave blank to attempt connecting to the server using no username or password.
The email address to use for sending outgoing emails.	Encompassing Visions Notifications			*Admin>System Settings>Email Server*	The human-readable friendly name for the From email address.

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USERS

Default Users

There are three default user IDs established at system setup:

- Admin1
- Admin2
- Admin3

The passwords match the user ID. These passwords should get changed immediately upon setup of the system.

Additional User IDs

Additional User IDS should be added for those who will be doing initial setup. Review the profiles to determine what level of access your users require. If the predefined profiles do not suite your needs and you want assistance creating others, contact *en*Compassing Visions for assistance.

Linking Users to Jobs

The system does allow specific user IDs to be able to access specific Jobs in the jobs table. This is done through the Link Users to Jobs administrative function. The setup of this can be very tedious and requires that all of the jobs be established in the system first (which is not conducive to using the copy job function). But it can be used as a means of limiting which users see what after Job Evaluation is complete.

For more information about this feature, contact Encompassing Visions for assistance.

ORGANIZATION STRUCTURE

The organization structure is only required if Learning and Growth reviews are to be completed. The organization structure determines who the supervisor is for each employee.

The organization structure can be built and utilized for Job Evaluation if Organization Unit is one of the fields you want to group report information by. Encompassing Visions does not use the organization unit linked to a job for anything other than report filtering and does not provide organization structure reporting based on job information.

The organization structure is where the system gets your organization name from, so you must update the Organization Unit 'XYZ Inc' to your company name in order for the correct name to appear on reports.

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Other notes:

- Build your organization structure from top to bottom (the 'sub-unit of' field identifies the structure)
- Organization level is information only and does not define structure

EMPLOYEES

Employees do not need to be established in the system unless you are doing Learning and Growth Evaluations or the Competency Alignment Survey.

- Enter Employee e-mail addresses if you are going to send e-mail reminders and review notifications.
- Link employees to the appropriate Organization Unit.
- Identify leaders.
  NOTE: When identifying leaders, you need to start from the bottom and work up placing the leaders in the same organization unit as their direct reports. This may not be the physical organization structure but it provides the infrastructure Encompassing Visions requires in determining supervisory reviewers.
- Link employees to the appropriate Job Group if they are to participate in the Competency Alignment Survey

JOB/LEARNING AND GROWTH REPORT OPTIONS

The report options define what information is printed on the Work Reports and Learning and Growth Report.

We recommend that you make your selections (with an Administrative ID) so that other users do not have the ability to turn on and off sections in their personal preferences.

E-MAIL MESSAGE DEFAULTS

The message defaults are used when generating e-mails reminding users to complete reviews. The defaults can be customized to suit the terminology of your organization and the Administrator can also provide additional text at the time the message is sent.

This menu item only appears if the policy to enable e-mail reminders and notifications is turned on – in other words, only if your IT has set up the use of e-mail from the application.

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JOB QUESTIONNAIRE

When considering customizations to the Job Questionnaire, it is imperative that the initial intent of all questions is retained in order to keep the mapping between Job Questionnaire Questions and the Competencies relevant.

Customizations include:

- Job Questionnaire questions and responses – you can change responses but not remove any
- Weightings assigned to each response (this impacts the points calculation and is not recommended without guidance form Encompassing Visions support staff)
- Job description text associated with each response option

COMPETENCIES

When considering customizations to the Competencies it is imperative that the initial intent of the competency is retained in order to keep the mapping between Job Questionnaire Questions and the Competencies relevant. Contact Encompassing Visions support staff regarding customized mapping if you are merging or removing competencies.

Customizations include:

- Making competencies inactive
- Updating the competency name
- Updating the competency definition
- Updating the describing excellence text
- Updating the Interview Guide questions
- Applying Organizational Bias (this should only be done with the guidance of your Encompassing Visions support contact)

COMPETENCY CHARACTERISTICS

The sub-review questions that are asked about each competency can also be customized:

- Inactivate questions not required
- Add more questions

NOTE: *If inactivating the characteristics beginning with 'PT', then you should turn off the 'Work Style Analysis' section of the performance report. The 'PT' questions are used to create this section.*

LEARNING AND GROWTH RATINGS

The learning and growth ratings are the overall learning and growth evaluation ranges for the Learning and Growth Report. The weights establish the high and low point scores (not customizable) for each of the definitions.

- Update the headings or descriptions to match your organization's needs.

CHARACTERISTIC TOOL TIPS

If turned on (see learning and growth management policies) these tool tips help the user to select the appropriate response in the sub-review (characteristic) questions. Update the 5- or 10-point scale (depending on your learning and growth management policy for responses) to match any modifications that you make to the competency evaluation options and language that suits your organization.

REFERENCE FILES

These tables have to be populated before information can be linked to jobs or employees.

Core Tables

Table	JE	L&E	Notes
Category		✓	Used in Organizational Objectives and Employee work plan objectives
E-mail Message Defaults		✓	Is used to view and customize the base text for the messages
Employment Equity			EE Codes are linked to employees and can be used to filter employees in various reports
Job Family	✓	✓	Can be linked to both employees and jobs and used to filter and sort information
Job Group	✓	✓	Can be linked to both employees and jobs and used to filter and sort information
Location	✓	✓	Can be linked to both employees and jobs and used to filter and sort information
Reviewer Type		✓	Used to manage when a review can be completed
Resource Category		✓	Used in Work plans
Reviewer Roles		✓	Used for reviews
Skill Type	✓	✓	Used for Skills maintenance and when linking skills to jobs and/or employees
Work Unit	✓		Used for filter and sort of job information

Skills & Certifications

The Skills and Certifications library has to be pre-populated if you want to link skills to Jobs and/or Employees. Skills are organized by Category and Sub-category to make retrieval of skills simpler.

NOTE: *Skills can be added to the job AFTER evaluation is finished.*

Job Levels

We recommend that you build the Job Level table after you have completed Job Evaluation to see where all of the jobs fall out in terms of points. The job levels are bands of points that you can link to existing compensation scales if desired.

- Delete the default job level provided
- Add the levels required for your organization
- Determine the Job Level Groups for your organization (if required).

Job Level Groups

Enable multiple Pay Band Groups?	Yes	*Jobs>Job Settings>Job Levels*	Selecting YES will allow you to assign different pay bands to jobs.

ENCV enables organizations to manage multiple pay lines within the software. In the Job Levels table, several different and distinct point band tables can now be created to accommodate unique stakeholder demands and market realities. With one approach to job evaluation in ENCV, results get tracked into the point band table corresponding to the job being evaluated. This new functionality will increase efficiency and understanding by having one common 'measuring stick' to evaluate all jobs across the organization. It will enable organizations to maintain each of the separate pay structures they currently manage, but now more easily because they are all in one place. There will be no change or impact on employee compensation based on the pay band group their job description is attached to, unless the job evaluation result suggests a change is appropriate. It will enable organizational management the option and flexibility to explore moving towards a common pay line for all job families over time. NOTE: This multi-pay band feature is enabled by Policy.

CHECKING YOUR WORK

- Use the Incomplete Job Information and Incomplete Employee Information Reports to ensure that you've entered all the information you need.
- Print the organization structure to check for accuracy.
- Use the 'View Linked Employees' and 'View Linked Jobs' functions from the Core Tables function to ensure that you have all the jobs and employees linked to the job family, job group, EE Code, location and work unit desired.

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