

The *HR Now for people leaders* was originally designed as an .htm document. It is presented here in Word to maintain formatting across browsers.

HR Now for people leaders: What you need to know. What you need to do.



## What You Need to Know

### ● Key 2013 Year-End Performance and Compensation Processes Launched

As you saw in the last *HR Now* the Performance Process is under way for the 2013-2014 cycle. Today the compensation portal will be available where you can enter your incentive scores and merit increases.

The *Performance and Compensation Year-End Checklist for Managers* ([English](#), [Spanish](#), [French](#), [Chinese](#)) will guide you through the process and help you prepare for final Performance reviews and Compensation decisions.

Additional year-end process information can be found on the [myHR.hersheys.com](http://myHR.hersheys.com) Performance Process Review and Reward pages ([English and Chinese](#), [Spanish](#), [French](#)). Global Broadband salary ranges have been provided.

### ● Changes Since Last Year

The following changes have been made to the Performance process for the 2013-2014 cycle:

- The Performance category of "Very Successful" has been added for a total of five categories now available to assess performance.
- Performance against goals drives overall performance ratings.
- Performance ratings are now linked to individual incentive payout ranges.
- The Values modifier has been removed.
- Leadership behavior ratings have been introduced, but do not count towards performance ratings or pay.

### ● Add Performance Process Reminders to Your Calendar

You can add reminders for the November 11 through December 13 and February 27 through March 7 Year-End Performance Process and Compensation deadlines to your Outlook calendar by clicking on the "Add Reminders to Your Calendar" button below. When you add the reminders, they are displayed at the top of your calendar and appear as "Free" time.

Add Reminders to Your Calendar

### Directions

Click on the button > Open. > Yes to add.

## What You Need to Do

- Complete the Year-End Performance and Compensation processes for your salaried employees
  - Enter performance ratings in the [Performance System](#) prior to your scheduled calibration.
  - All calibrations must be completed **by December 6** (non-GLT).
  - All final performance related comments must be documented in the [Performance System](#) **by December 13**.
  - Enter corresponding incentive scores and merit increases in the [Compensation Portal](#) **by 4:30 p.m. ET, on December 13**.

The reminders read as follows:

- 11/11/13-12/13/13: In SuccessFactors, managers rate employees' overall Goal accomplishments and provide brief comments in the Goal Comment Box, and rate Global Leadership Behaviors and provide brief comments in the Global Leadership Behaviors Comment Box. Managers attend Calibration and adjust any Performance Ratings in SuccessFactors before 4:30 p.m. ET, on December 13. An additional comment box will be available for managers to provide supplementary performance documentation after December 13.

Also before 4:30 p.m. ET, on Friday, December 13, in the compensation portal, managers must award merit and the individual portion of the One Hershey Incentive Program.

- 2/27/14-3/7/14: Managers meet with employees for Year-End Performance and Compensation discussions.

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Your feedback is always welcome. Send your suggestions and comments to [myHR@hersheys.com](mailto:myHR@hersheys.com).

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