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Data Quality Audit for ACR

How to Guide

October, 2022

Objectives



Complete the HR Data Quality Audit to prepare the ACR Campaign:

- ✓ Perform an analysis of data for my scope (Compensation, Organization, FTE...)
- ✓ Correct the data needed in iPeople for my scope

Agenda

01 How to audit my data

02 How to access to the Compensation History for a worker?

03 How to correct the data for my scope?

How to Audit my data ?



You can access to those reports in the “Data Audit” section of the “HR Dashboard” Worklet available in your iPeople Homepage.

1. Use the following reports to identify gaps and take corrective actions:

- [Ipsen - Compensation Data Audit](#): Allows you to access to the all the Compensation data
- [Ipsen – Compensation Data Checks](#): Allows you to only access to the data identified with the following errors:
 - FTE equal to 0 or FTE superior to 100
 - Gender field is empty
 - Last base pay increase higher than 15% or Last base pay increase less than 0%
 - CompaRatio less than 75% but not equal to 0 (=no grade profile range) or CompRatio greater than 150%
 - Worker Salary plan Frequency is not Annual nor Hourly
 - Total Base Pay equal to 0
 - Bonus plan is not empty and bonus target % is 1 or 0
 - Grade Profile « S » without Sales Bonus or Sales Bonus without Grade Profile « S »

2. Ensure iPeople data are consistent with local payroll data.

How to access to the Compensation History for a worker?

1. From a worker file click on the « Actions » button
2. Go to > Compensation
3. Then > View Compensation History

The page below is displayed. The entire compensation history of the worker is available.

The screenshot shows the iPeople interface for a worker's profile. The left sidebar contains navigation icons for various sections. The main content area shows the worker's profile information, including location and cost center. A dropdown menu is open under the 'Actions' button, with 'Compensation' selected. The 'View Compensation History' option is highlighted in blue, and a red circle with the number '3' is placed over it. A red arrow points from this option to the 'Compensation History' page shown in the next screenshot.

The screenshot shows the 'Compensation History' page. The page header includes the worker's profile picture and the title 'Compensation History'. Below the header, there are tabs for 'Compensation Events' and 'Compensation History from Previous System'. The 'Compensation Events' tab is active, showing 11 items. A table displays the compensation events, with columns for Effective Date, Business Process, Status, Position, Reason, Type, Name, Current, and Proposed.

Effective Date	Business Process	Status	Position	Reason	Compensation Changes			
					Type	Name	Current	Proposed
01/03/2019	Merit Compensation Change	Successfully Completed		Merit > Merit > Merit Increase	Salary	Base Salary	33.083,00 EUR Annual	34.009,00 EUR Annual
01/01/2019	Ad-hoc Compensation Change	Successfully Completed		Request Compensation Change > Conversion > Conversion	Bonus	Short Term Incentive France		2,5% Annual

How to correct my data ? (1/4)

Compensation Change Process

On the Compensation History ;

1. Click on the related actions button on the row you need to correct
2. Click on « Business Process »
3. Click on « Correct »

Compensation partner, HR Adm & Site HR can correct the request compensation change.

No one can correct a request one-time payment. If any correction needs to be done: relaunch the process

Compensation Events One-Time Payments

Compensation Events 12 items

Effective Date	Business Process	Status	Position	Reason	Compensation Changes	
					Current	Proposed
01/03/2019	Merit Compensation Change				172.800,00	181.267,00
01/01/2019	Ad-hoc Compensation Change				0,00% Annual	0,00% Annual
01/01/2019	Ad-hoc Compensation Change					0,00% Annual
02/03/2018	Ad-hoc Compensation Change			Change > Other Compensation Change	144.000,00	172.800,00
29/01/2018	Ad-hoc Compensation Change	Successfully Completed		Request Compensation Change > Compensation Change > Other Compensation Change	Merit	Romania
08/01/2018	Ad-hoc Compensation Change	Successfully Completed		Request Compensation Change > Compensation Change > Other Compensation Change	Merit	Romania

Package	Grade	Grade Profile
Package: Ipsen Compensation Package	Grade: GN	Grade Profile: D11
Package: Ipsen Compensation Package	Grade: GN	Grade Profile: D11

Event Compensation Change: [blurred]

Initiated On: 03/04/2018 15:07:04

Due Date: 10/04/2018

Effective Date: 02/03/2018

Actions: Business Process (2), Correct (3), Test Rule, View Remaining Process

How to correct my data ? (2/4)

Compensation Change Process

You have a warning page displayed ; click on OK.

Then the process is displayed, scroll until you reach the data you need to correct :

1. Click on « Edit »
2. Change the data you need to correct
3. Click on « OK »
4. Enter a comment to describe the correction reason
5. Click on submit

Guidelines

Total Base Pay Range
117.000,00 - 156.000,00 - 195.000,00 Annual

Compensation Package *
X Ipsen Compensation Package

Grade *
X GN

Grade Profile
search D12

Step
[]

Progression Start Date
JJ / MM / AAAA []

Correcting data example []

Submit 5 Cancel

Your change is done, you can review the Compensation History, the BP is marked as « Corrected » :

02/03/2018	Ad-hoc Compensation Change	Successfully Completed (Corrected)		Request Compensation Change > Compensation Change > Other Compensation Change	Guidelines		Package: Ipsen Compensation Package Grade: GN Grade Profile: D11	Package: Ipsen Compensation Package Grade: GN Grade Profile: D12
					Salary	Base Salary	144.000,00 Annual	172.800,00 Annual

How to correct my data ? (3/4)

Change %FTE

Not Compensation partner.
Only HR Adm & Site HR

Position Change History 7 items

Business Process	Initiated On	Effective Date	Status	Reason
Data Change: [blurred]	04/07/2019	01/07/2019	Successfully Completed	Data Change > Dat

Actions

- Business Process
- Favorite

Position Change Event [blurred]

- Correct
- Rescind
- Test Rule
- View Remaining Process

Initiated On: 04/07/2019 12:32:52 PM

Change %FTE: Launch Change job

1. Select the reason 'Data change'
2. Enter the effective date
3. Go on 'Location' Tab:
 - Update the 'Scheduled weekly hours' field
4. Go on Details
 - The %FTE field has been updated
5. Go on compensation Tab
 - The salary has been prorated

How to correct %FTE, after launching the change job ?

On the Worker history > Category 'Staffing > Section: 'Position Change History'

1. As from the 'Data change' with the reason 'Data Change': Click on the related actions button on the row you need to correct
2. Click on « Business Process »
3. Click on « Correct »
4. Edit the field 'Scheduled Weekly hours'
5. Insert a comment for your correction

Your change is done: the BP is marked as « Corrected » you can review the worker's profile.

Job Details

Position [blurred]

Job Profile * X [blurred]

Job Title [blurred]

Business Title [blurred]

Location * X Basking Ridge [blurred]

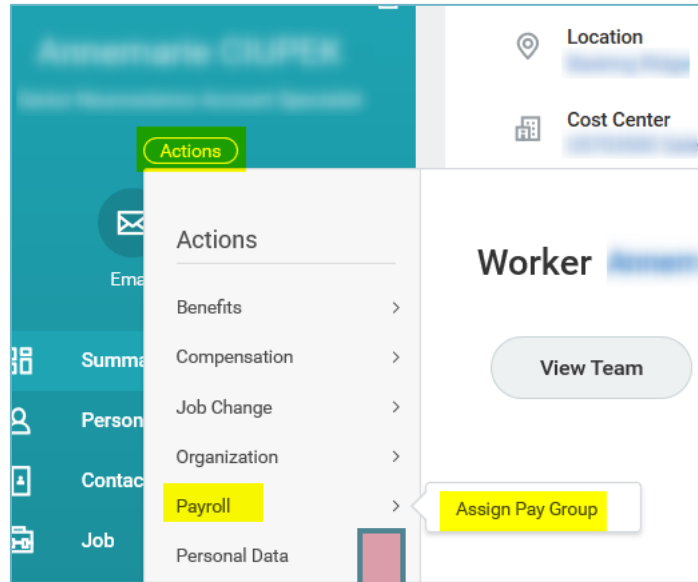
Scheduled Weekly Hours 35

Work Shift [blurred]

How to correct my data ? (3/4)

Assign Pay Group

Not Compensation partner
only: HR Adm, Site HR, Payroll



Assign paygroup

1. As from Actions > Payroll > Assign paygroup
2. Enter the effective date
3. Enter the new paygroup

How to correct paygroup, after launching 'assign paygroup'?

You have to redo the same step as below. Correct is not allowed as from the worker history.

A screenshot of the 'Assign Pay Group' form. The title bar shows a back arrow and 'Assign Pay Group' with an 'Actions' button. The form contains the following fields:

- Position: [Redacted]
- Supervisory Organization: [Redacted]
- Effective Date: 01/07/2019
- Current Pay Group: [Redacted]
- Proposed Pay Group: * [Redacted]

Your change is done: the BP is marked as « Successfully completed» and you can review the worker's profile (Category Job > Organization Tab)

THANK YOU

