ICONIXX
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WORKFLOW AUTOMATION

Iconixx manages your company's workflow from assignment to review and approval

WHY AUTOMATE YOUR WORKFLOW PROCESS?

Salary and compensation processes extend beyond one department. Managing workflow between field representatives, HR, Management, Sales Operations, Finance and Executives is crucial. In an automated workflow environment, communications between business units are improved.

Integrated workflow allows for:

Maintenance: Users can easily setup and maintain custom approval hierarchies, groups, email notifications, status, escalation, file attachments, and other custom functions

Subject Types: Users can apply stock features "out-of-the-box" or create custom features for managing Worksheets, Document approvals, and HR actions

Security: Integrate processes with overall auditing and reporting, so Sarbanes-Oxley compliance can be easily managed

Enhanced Buy-In from Stakeholders: Stakeholders can see their merit compensation plans, how performance rewards are calculated, and their potential payouts

Setting Parameters and Rules: Companies can set rules and parameters for multiple performance and reward structures, as well as establish the timelines for the merit period

While a spreadsheet approach keeps departments in their "silos", an automated solution integrates the workflow on a common platform providing access, alerts and visibility for all stakeholders.

COMMON WORKFLOW SCENARIOS

PAYROLL APPROVAL:

Takes the generated payroll file and incorporates it into a worksheet attached to a workflow. The workflow can then be initiated automatically or by the comp admin for any designated request path, usually sales management, to collect the necessary approvals and comments before being submitted to a payroll provider.

DISPUTE RESOLUTION/INQUIRY:

Payees may initiate inquiries or disputes regarding the sales they get credit for, or the payments they receive, based on their dashboards, reports or their paycheck.

SET OBJECTIVES:

Allows payees and/or managers to set, comment upon and/or adjust Objectives for MBO and KPI processes.

MANAGE MBO'S:

Collects MBO or KPI information and/or comments to be used in calculating Bonuses against a plan then allows Bonuses to be adjusted, approved, and commented upon and/or balanced against a budget or allocation before being paid.

RECORD ACHIEVEMENTS:

Provides a process and a database for individual and team achievements to be recorded for Bonus and/or Merit processes within organizations.

COMP PLAN ACCEPTANCE:

Facilitates distribution and acceptance by payees of their Comp Plan and/or any Comp Plan changes so that management has a database record that the payee has read and acknowledged the new Compensation Plan or Plan change.

CREDIT ADJUSTMENTS:

Allows managers or comp administrators to evaluate and adjust credits that do not meet certain defined requirements or business rules, or to add credits that for any reason the system has not generated such as one-off splits or sales outside of a defined territory (that may not meet quota crediting requirements).

TRANSACTION APPROVALS:

Allows managers or comp administrators to easily deal with exceptions by evaluating and approving transactions that are unusual, one-off or do not meet the standard business rules defined in the ICM system. Examples might be splits where both payees get 100% credit, reassignment of a transaction outside its normally defined territory or to a different payee, or above or below defined thresholds.

PAYMENT/BONUS APPROVALS:

Allows managers or comp administrators to easily deal with payment or Bonus exceptions by evaluating and approving Bonuses or payments that are unusual, one-off or do not meet the standard business rules defined in the ICM system. Examples might be splits where both payees get 100% payment, reassignment of a payment to a different payee outside their normally defined territory, or above or below defined thresholds.