GLOBAL MOBILITY JOB AID

EDIT POSITION

Use this job aid **Edit Position** to execute an ad hoc modification to the following elements:

- Employee Type
- International Job Classification

1. Navigate to the Employee’s worker profile by typing in the employee name or number from the search field.

2. Click **Enter**. Select the employee to navigate to the profile.

3. From the **Job** tab, navigate to the **Job Details** sub-tab.

4. From the **Job Details** tab, navigate to the **Position** field. From the new menu, select **Edit Position**.

5. Enter the **effective date** of the change.
6. To edit the **Employee Type**, select the desired value from the dropdown menu.
7. To edit the **International Job Classification**, scroll to the **Additional Information** toggle and open to edit. See **Appendix A: Employee Type** for additional details on the construct and downstream impacts.

8. Select the **International Classification BAH** option and select **Submit**.
9. From the new dropdown, select the desired classification value. See the Appendix B: International Job Classification for background on the construct and values.

APPENDIX A: EMPLOYEE TYPE

Employee Type is an attribute used as a condition rule in much of Workday configuration to drive assignment, eligibility and routing rules.

Prior to Workday, Booz Allen recognized two employee types in the HRIS—Regular and Temporary. With the transition to Workday, there are now eleven types (see below):

- Executive Advisor (EA)
- Fellow
- Fixed Term Contract
- Intern – Paid
- Intern – Unpaid
- Long Term Assignee (LTA)
- Regular
- Senior Executive Advisor (SEA)
- Short Term Assignee (STA)
- Surviving Spouse
- Temporary
From an international perspective, employee type is used to drive condition rules in the following areas:

<table>
<thead>
<tr>
<th>FUNCTIONALITY</th>
<th>EMPLOYEE TYPE</th>
<th>CONDITION RULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Contracts</td>
<td>EA/SEA</td>
<td>Route to BAH Exec Services for task completion</td>
</tr>
<tr>
<td></td>
<td>LTA/STA</td>
<td>Route to Global Mobility for task completion</td>
</tr>
<tr>
<td></td>
<td>Regular</td>
<td>Route to aligned HRBP for task completion; location outside of the US</td>
</tr>
<tr>
<td>Probation Period</td>
<td>Regular</td>
<td>Route to aligned HRBP for task completion; location outside of the US</td>
</tr>
<tr>
<td>Benefits eligibility</td>
<td>Regular</td>
<td>If location is US, benefits ineligible; all else benefits eligible</td>
</tr>
<tr>
<td></td>
<td>LTA/STA</td>
<td>If location is outside of US, benefits eligible</td>
</tr>
<tr>
<td></td>
<td>Fixed Term Contract</td>
<td>If location is Indonesia benefits eligible; all else benefits ineligible</td>
</tr>
</tbody>
</table>

**NOTE:** With respect to benefits eligibility, there are additional conditions based on the int’l job classification designated. They are omitted here to focus on employee type.

**NOTE:** In the event fixed term contract workers are added to a country outside of Indonesia, please contact Total Rewards to facilitate benefits eligibility configuration updates.
APPENDIX B: INTERNATIONAL JOB CLASSIFICATION

INTERNATIONAL JOB CLASSIFICATION BACKGROUND

The international job classification was created to track the attributes of special statuses assigned to overseas employees that drive exemptions to payroll, tax and benefits for workers outside of the US.

Examples of special statues include but are not limited to:

- Status of Forces (SOFA) Status
- SOFA Dependent Status
- FMS
- Contract driven exemptions

In combination with employee type, the classification drives automated assignment rules for absence and benefits eligibility. However, it does not drive assignment rules for payroll and tax (i.e. the former is driven by company code). Given that it drives absence and benefits eligibility, all workers outside of the US are required to have an int’l job classification designation. Conversely, when a worker transfers or repatriates to the US, the int’l job classification must be removed from the worker record to mitigate absence and benefit eligibility issues.

INTERNATIONAL JOB CLASSIFICATION VALUES AND DEFINITIONS

The designation consists of three elements: payroll, tax and employment laws. Please see below for a definition of each element:

- **Payroll** - whether or not the employee is on the US Payroll managed by ADP (i.e. Company Code 631, or company codes that roll into ADP per configuration); please consult Payroll as part of the designation process

- **Tax** - Intended to capture whether the employee is subject to local taxes (i.e. Host country taxes). It is assumed that tax treatment is governed by the employment laws by which the employee is covered.
  - The exception to that rule is for the US Payroll, Local Tax, US Employment Laws designation. This maps to SOFA Dependent status---based on the agreement, assignees are subject to host taxes even though they follow US employment laws.
  - Where a country does not have local taxes, but the assignee follows a local agreement, the tax designation should be “Local” to reflect that they would be subject to local taxes if they existed
It is assumed that all assignees continue to be subject to Home country taxes (i.e. given US centric construct, we see the options as US vs. Local, rather than Home vs. Host).

- **Employment Laws** – defined in the terms of the assignment/employment agreement, this designation specifies whether the worker is covered by US employment laws or a local agreement.

Please see below, for the valid values, definitions and examples of employee profiles that align to each classification:

<table>
<thead>
<tr>
<th>CLASSIFICATION VALUE</th>
<th>EMPLOYEE PROFILE</th>
<th>PAYROLL</th>
<th>TAX*</th>
<th>BENEFITS</th>
<th>ABSENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celero Direct Payroll – Local Tax – Local Agreement</td>
<td>Permanent lateral codes 85/15 Split</td>
<td>Assignment driven by company code; classification does not drive assignment rules in Workday</td>
<td>Subject to local tax due to coverage by local agreement</td>
<td>Country specific benefit groups who have rates quoted in local currency (e.g. Cigna Int’l Firm Paid plans)</td>
<td>Local leaves</td>
</tr>
<tr>
<td>Local Payroll – Local Tax – Local Agreement</td>
<td>Regular hires (i.e. local hires) Tax equalized employees on local payroll (also required to add TEQ custom ID)</td>
<td>Assignment driven by company code; classification does not drive assignment rules in Workday</td>
<td>Subject to local tax due to coverage by local agreement</td>
<td>Country specific benefit groups who have rates quoted in local currency (e.g. Cigna Int’l Firm Paid plans)</td>
<td>Local leaves</td>
</tr>
<tr>
<td>Local Payroll – Local Tax – Local</td>
<td>Strategic placeholder for new market entry where benefits</td>
<td>Assignment driven by company code; classification does not drive assignment rules in Workday</td>
<td>Subject to local tax due to coverage</td>
<td>Interim Benefit Group to include both firm paid and cost share</td>
<td>Global leaves</td>
</tr>
<tr>
<td>Agreement – Interim Benefits</td>
<td>have not been setup</td>
<td>not drive assignment rules in Workday</td>
<td>by local agreement plans; rates will be in USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
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<td>--------------------------------------</td>
<td>---------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Payroll – Local Tax – Local Agreement</td>
<td>Teleworkers**</td>
<td>Int’l on US payroll (non-SOFA status)</td>
<td>Local leaves</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abu Dhabi USG Lateral Workers</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Kuwait USG Lateral Workers</td>
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</tr>
<tr>
<td></td>
<td>Project Quincy Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Payroll – Local Tax – US Employment Laws</td>
<td>SOFA Dependent</td>
<td>Assignment driven by company code; classification does not drive assignment rules in Workday</td>
<td>Subject to local tax due to coverage by local agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-SOFA tax equalized employees on US payroll (also required to add TEQ custom ID)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assignment driven by company code; classification does not drive assignment rules in Workday</td>
<td>Subject to local tax due to coverage by local agreement</td>
<td>US Monthly/Semi-Monthly and BTS Monthly/Semi-Monthly cost share plans in USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Payroll – US Tax – US Employments</td>
<td>SOFA</td>
<td>Subject to US tax only (i.e. status or agreement exempts from local taxes)</td>
<td>US Monthly/Semi-Monthly and BTS Monthly/Semi-Monthly cost share plans in USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Others covered by bilateral agreements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teleworkers**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Classification does not drive assignment rules in Workday; where a country does not have local taxes, but the assignee follows a local agreement, the tax designation should be “Local” to reflect that they would be subject to local taxes if they existed

**Teleworker designation must be evaluated on a case by case basis; the terms of the telework agreement will dictate whether the classification
HANDLING SCENARIOS

Scenario 1: Assignee in transition, awaiting completion of paperwork

- The designation should reflect the treatment of the employee once all transition paperwork is complete.
- Based on immigration needs, please consult with Payroll on initial company code designation (i.e. which is part of the organization designation in the business process).
- Changes to the company code, to reflect the completion of transition, will be managed by Payroll.

Scenario 2: Repatriation to the US

- Once an employee has repatriated to the US, the int’l job classification must be removed from the employee’s record.

INT’L JOB CLASSIFICATION - STAKEHOLDERS TO CONSULT

Whether designating the classification for employees who fit within existing profiles or identifying the designation for new profiles in and existing or new country, there are several groups to consult when determine the int’l job classification. Given its impact to employees, it is critical to ensure each group is consulted to ensure accuracy of the designation. See below for details on key stakeholders and their role in the designation process.

Global Mobility – For Assignees, specify employment laws by which the worker is covered; responsible to designate the classification for all employee types across the Int’l population

Recruiter – For new hires, specify employment laws by which the worker is covered

Payroll – Specifies payroll/pay group alignment and taxes the worker is subject to

HRBP – For Regular employees, specify employment laws by which the worker is covered

Int’l Job Class

ESG IO – as new contracts/countries are entered ESG IO will lead due diligence w/Stakeholders to determine: if a new designation is required (highly discouraged) and which designation employees will follow

Total Rewards Benefits – Determines benefit offerings, define absence and benefits eligibility rules; advise on benefits configuration requirements for Workday