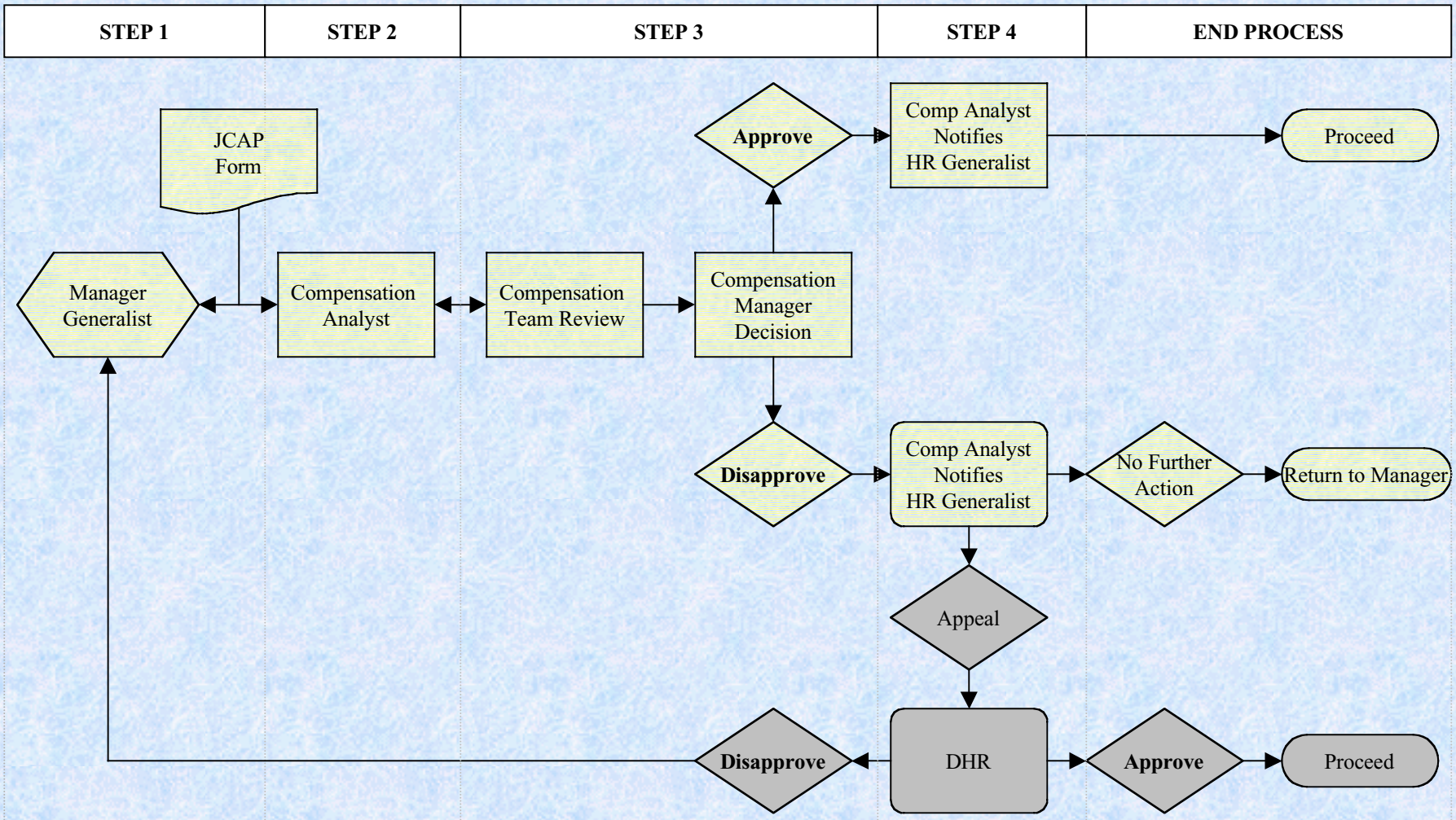

STEP 1	STEP 2	STEP 3	STEP 4	END PROCESS
-Manager and Generalist complete JCAP Form -Generalist assures validity of action -Desk audit done by Gen./ Comp Analyst as needed -Generalist seeks review for use of benchmarks	-Comp Analyst reviews form, recommends changes if needed -Prepares for presentation -Forwards case to Comp Team	-A Generalist or Manager may be invited to present their case to the Comp Team -Compensation Team reviews for consistency -Comp Team will recommend approval, disapproval or table the case pending additional information if Info. is lacking -Final approval or disapproval is made by the Compensation Manager -Approval/disapproval notes are recorded	-Comp Anal. contacts Generalist with decision -Generalist can decide to appeal to HR-DO on disapproved actions	-PA is cut to complete action -or- -Action is terminated and returned to Manager after disapproval -or- -HR-DO approves action on appeal -Report of approved and disapproved actions sent to Team Leaders/ Generalists quarterly