

Seattle Annual 'Good Faith' Estimate Instructions

Step 1: Manager

- 1) Log into Talent Luxottica with your username and password

Note: Employees with a username and password different from your Network Credentials, please click [HERE](#).

⚠ Please enter your login information below. Your password is case sensitive.

Username:

Password:

If you need assistance please contact the support listed below for your respective region.

- 2) Go to the 'home' drop down and select 'Performance'



- 3) In your inbox click on the Annual Good Faith Estimate for Existing Employees for the current year

Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
2018 Annual Good Faith Estimate for Existing Employees for Mike Miller	Mike Miller (M)	Manager	07/18/2018		01/01/2018	12/31/2018	01/14/2019	07/19/2018	Talent Luxottica System Administrator	
2018 Annual Good Faith Estimate for Existing Employees for Mike Miller	Mike Miller (M)	Manager	07/16/2018		01/01/2018	12/31/2018	01/14/2019	07/16/2018	Talent Luxottica System Administrator	

- 4) Manager reviews instructions and completes information as directed. When completed, manager will send the form to employee for review. All comment boxes have to be completed in order to send the form to the employee.

Back to: Inbox

2018 Annual Good Faith Estimate for Existing Employees for Mike Miller

Mike Miller

Employee Information Manager Instructions Notice and Acknowledgment of Shift/Hours for Annual Good Faith Estimate

Employee Information

Last Name	Miller	First Name	Mike
Current Job Title	Regional Manager	Hire Date	12/26/2004
Employee ID	mimmm	Source Data	LRNA
Manager	Felicia Ford	Division	TEST
Department	Test		

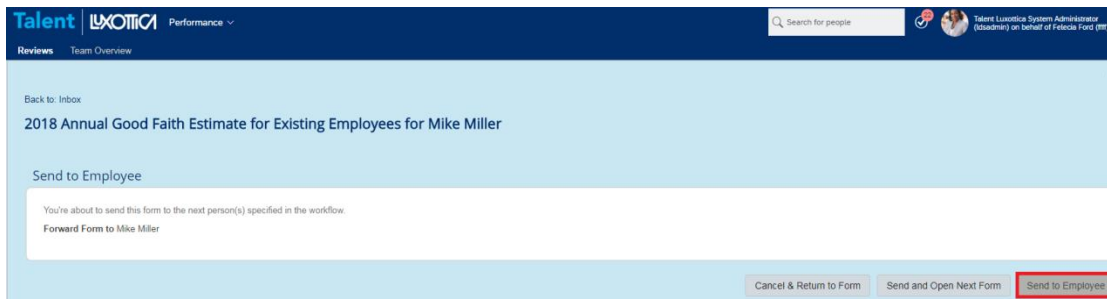
Manager Instructions

1. Please complete information below. This will be your best 'good faith' estimate of average hours per week over the course of a year (by quarter). You will also need to indicate if the employee will be working on-call shifts.
2. When you are finished, click the 'Send to Employee' button at the bottom of the screen to route the form to your employee.
3. Please ask the employee to log into Talent Luxottica to review the information you entered and electronically sign the Employee Acknowledgment portion of the notice after you are done.

Notice and Acknowledgment of Shift/Hours for Annual Good Faith Estimate

Managers: Complete all comment boxes below. Please enter the average number of hours per week over the course of a year into quarters.


For purposes of this form, a year runs from July 2018 to June 2019.



Step 2: Employee

- 1) Employee logs into Talent Luxottica to review form and electronically acknowledge.

Note: Employees with a username and password different from your Network Credentials, please click [HERE](#).

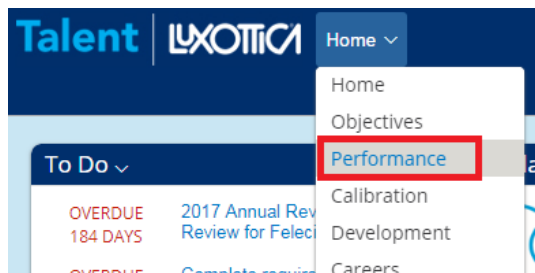
 Please enter your login information below. Your password is case sensitive.

Username:

Password:

If you need assistance please contact the support listed below for your respective region.

- 2) Go to the 'home' drop down and select 'Performance'



- 3) In your inbox click on the Annual Good Faith Estimate for Existing Employees

The screenshot shows the Talent Luxottica interface. The 'My Forms' section is visible, displaying a table of forms. The table has columns: Form Title, Employee, Step, Date Assigned, Step Due Date, Form Start Date, Form End Date, Form Due Date, Last Modified, and Sent From. The first row is highlighted in red.

Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
2018 Annual Good Faith Estimate for Existing Employees for Mike Miller	Mike Miller (83)	Manager	07/18/2018		01/01/2018	12/31/2018	01/14/2019	07/18/2018	Talent Luxottica System Administrator	
2018 Annual Good Faith Estimate for Existing Employees for Mike Miller	Mike Miller (83)	Manager	07/16/2018		01/01/2018	12/31/2018	01/14/2019	07/16/2018	Talent Luxottica System Administrator	

- 4) Employee reviews instructions and information manager provided. Employee will not be able to add comments. Once employee reviews all information, employee selects 'submit'

Talent LUXOTTICA Performance

2018 Annual Good Faith Estimate for Existing Employees for Mike Miller

Mike Miller

Employee Information

Last Name	Miller	First Name	Mike
Current Job Title	Regional Manager	Hire Date	12/26/2004
Employee ID	mmmm	Source Data	LRNA
Manager	Felecia Ford	Division	TEST
Department	Test		

Manager Instructions

- Please complete information below. This will be your best 'good faith' estimate of average hours per week over the course of a year (by quarter). You will also need to indicate if the employee will be working on-call shifts.
- When you are finished, click the 'Send to Employee' button at the bottom of the screen to route the form to your employee.
- Please ask the employee to log into Talent Luxottica to review the information you entered and electronically sign the Employee Acknowledgment portion of the notice after you are done.

Notice and Acknowledgment of Shift/Hours for Annual Good Faith Estimate

Managers: Complete all comment boxes below. Please enter the average number of hours per week over the course of a year into quarters. For purposes of this form, a year runs from July 2016 to June 2019.

3rd Quarter Hours (ex. 25 hours)

Subjects Comments: Comments not provided

Ratings from Others

Managers Comments: 25 hours

4th Quarter Hours (ex. 25 hours)

Subjects Comments: Comments not provided

Ratings from Others

Managers Comments: 7 hours

1st Quarter Hours (ex. 25 hours)

Subjects Comments: Comments not provided

Ratings from Others

Managers Comments: 45 hours

2nd Quarter Hours (ex. 25 hours)

Subjects Comments: Comments not provided

Ratings from Others

Managers Comments: 3 hours

On-Call Shifts (Yes or No)

Subjects Comments: Comments not provided

Ratings from Others

Managers Comments: NO

Employee Acknowledgement and Signature

By clicking 'Submit', I understand that this is a 'good faith' estimate and the hours/shifts may vary due to business needs.

Cancel Save and Close Submit

Forgot your password? Click on *Forgot Password* link and password reset email will be sent to your Luxottica email address. If you do not have a Luxottica email address, please contact Store Systems Support at 1-877-589-8253 or email at talentluxottica@luxotticaretail.com