## Seattle Annual 'Good Faith' Estimate Instructions

## Step 1: Manager

1) Log into Talent Luxottica with your username and password

Note: Employees with a userr	ame and password different from your Network Credentials, please click HERE
🔥 Please enter yo	ur login information below. Your password is case sensitive.
Username: Password:	
	Login

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

Talent 🗠	OTTIC Performance ~						Q Sear	ch for people	đ	Talent Luxottice System (Idsedmin) on behalf of	Administrator Felecia Ford (IIII)
Reviews Team Overv	ew										
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My Forms											
All Forms	Items per page: 50 V Showing 1-6 of 6 ® All © s	My Direct Reports									
In Progress	Display Options										
En Route	Z Form Title Z Employee Z Step Z Date Assigned Z St	ep Due Date 🕑 F	orm Start Date	Form End Date	Porm Due	Date 🗹 Last M	odified 🗹 Sent	From			
Completed Form Status	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 Mitter	Mike Miller 🖽	Manager	07/18/2018		01/01/2018	12/31/2018	01/14/2019	07/18/2018	Talent Luxottica System Administrator	0
	2018 Annual Good Faith Estimate for Existing Employees for Mike Miller	Mike Miller (£5)	Manager	07/16/2018		01/01/2018	12/31/2018	01/14/2019	07/16/2018	Talent Luxottica System Administrator	0

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.

Talent 🗠	Performance ~		Q. Search for people	# 🍪 🕏	nt Luxottica System Administrator sdmin) on behalf of Felecia Ford (1111)
Reviews Team Over	view				
Back to: Inbox 2018 Annual Mike Mille Employee Informatio Employee Informatio	Good Faith Estimate for Existing Employees for Mike Miller ar Manager Instructions Notice and Acknowledgment of Shift/Hours for Annual Good Faith Estimate mation			<sup>8</sup> Actions	ⓒ History 중 명
Last Name Current Job Title Employee ID Manager Department	Miller Regional Manager mmmm Felecia Ford Test	First Name Hire Date Source Data Division	Mika 1226/2004 LRNA TEST		
Manager Instru	ictions				
<ol> <li>Please complete in</li> <li>When you are finis</li> <li>Please ask the em</li> </ol>		Less			
Notice and Ack	nowledgment 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 qu	arters.			
For purposes of this for	orm, a year runs from July 2018 to June 2019.				
					Less

3rd Quarter Hours	
(ex. 25 hours)	
* Managers Comments	
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4th Quarter Hours	
(ex. 25 hours)	
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(ex. 25 hours)	
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2nd Quarter Hours	
(ex. 25 hours)	
* Managers Comments	
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On Call Shifts (Veg or No)	
* Managers Comments	
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5) Once manager completes all fields, the manager will click 'Send to Employee'



6) The manager will then receive a notification that the form is being sent to employee. Manager will then have to click 'Send to Employee' again.

Talent WOTTIC Performance ~	Q. Search for people	Jalent Luxo (kisadmin)	etica System Administrator on behalf of Felecia Ford (1111)
Reviews Team Overview			
Back to: Inbox			
2018 Annual Good Faith Estimate for Existing Employees for Mike Miller			
Send to Employee			
You're about to send this form to the next nerson(s) snecified in the workflow			
Forward Form to Mike Miller			
	Cancel & Return to Form	Send and Open Next Form	Send to Employee

## 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.

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

Username: Password:		
	Login	

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

Talent WOTH Performance ~								ch for people	3	Talent Luxottice System (Idoschmin) on behalf of	Administrator Felecia Ford (1111)
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All Forms	Items per page: 50 V Showing 1-6 of 6 C All C &	My Direct Reports									
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Completed Form Status	Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
Charterbarre	2018 Annual Good Fath Estimate for Existing Employees for Mike Miller	Mike Miller 🖽	Manager	07/18/2018		01/01/2018	12/31/2018	01/14/2019	07/18/2018	Talent Luxottica System Administrator	0
	2018 Annual Good Faith Estimate for Existing Employees for Mike Miller	Mike Miller (£5)	Manager	07/16/2018		01/01/2018	12/31/2018	01/14/2019	07/16/2018	Talent Luxottica System Administrator	0

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 🛛	OTTIO Performance ~			Q Search for people	<i>.</i>	Telent Luxottice System (Idsedmin) on behalf of B	Administrator Felecia Ford (IIII)	~
Reviews Team Over	Nview -							
Back to: Inbox 2018 Annual	Good Faith Estimate for Existing Employees for Mike Miller					Actions () History	# G	
Mike Mill							• 0	
	e1					9	upporting	
Employee Informatio	m Manager Instructions Notice and Acknowledgment of Shift/Hours for Annual Good Faith Estimate	ŧ						
Employee Info	mauon	First Name	10.5					
Current Job Title	Miler Regional Manager	Hire Date	12/26/2004					
Employee ID Manager	mmmm Felecia Ford	Source Data Division	LRNA TEST					
Department	Test							Suj
Manager Instru	uctions							port
1. Please complete i	nformation below. This will be your best 'good faith' estimate of average hours per week over the course of a ye	ar (by quarter). You	will also need to indicate if	the employee will be working o	on-call shifts.			
<ol><li>When you are finit</li></ol>	shed, click the 'Send to Employee' button at the bottom of the screen to route the form to your employee.							
<ol><li>Please ask the en</li></ol>	ployee to log into Talent Luxottica to review the information you entered and electronically sign the Employee A	knowledgment porti	on of the notice after you a	re done.			Less	
Notice and Ack	nowledgment 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 q	uarters.						
For purposes of this f	form, a year runs from July 2018 to June 2019.							
							Less	
3rd Quarter	Hours							
(ex. 25 hours)								
Subjects Con	mments		Rating	gs from Others				
Comments not	provided							
			Manag 25 hou	ers Comments rs				
	the second s							5
4th Quarter (ex. 25 hours)	Hours							
Subjects Cor	mments		Rating	as from Others				
Comments not	provided							
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			7 110018	,				
1st Quarter	Hours							
(ex. 25 hours) Subjects Co	omments		Ratin	as from Others				
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(ex. 25 hours)	n riours							
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On-Call Sh								
Subjects Co Comments not	omments i provided		Rating	gs from Others				
			Manag	ers Comments				
			NO					
Employee	Acknowledgement and Signature							
Desire and	hand the sharehold has been been at failed and the state of the state							
By clicking 'Su	omit , i understand that this is a 'good faith' estimate and the hours/shifts may vary (	que to business	needs.					
								5
					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 <u>talentluxottica@luxotticaretail.com</u>