

Quick Survey

ESPP Administration

October 2013

1. When is your cut-off for enrollment in your ESPP?

Total Responses: 199

Responses		
Percentage	Count	
11.1%	22	The day the offering begins
25.1%	50	The day before the offering begins
8%	16	Two to seven days before the offering begins
9%	18	One week before the offering begins
25.6%	51	Two weeks before the offering begins
21.1%	42	Other*

* Among respondents that indicated "Other," seven specified a cut-off of one month and eight specified a cut-off of ten days.

An Important Note About This Survey Data

NASPP Quick Surveys are intended to be a quick, informal snapshot of current trends and practices. While minimal steps are taken to eliminate duplicate and invalid responses, the data is not subject to the level of scrutiny that a more formal survey would be subject to. We cannot prevent multiple people at the same company from taking the survey nor are we able to verify that the people completing the survey are appropriate respondents. Please keep this in mind when making decisions based on this data.

2. When is the last day employees can choose to withdraw from a purchase under your ESPP?

Total Responses: 189

Responses		
Percentage	Count	
10.1%	19	The actual purchase date
21.2%	40	The day before the purchase
15.9%	30	Two to seven days before the purchase
7.9%	15	One week before the purchase
22.8%	43	Two weeks before the purchase
7.9%	15	One month before the purchase
9.5%	18	Other*
4.8%	9	We do not allow withdrawals

* Among respondents that indicated "Other," nine specified that the last day to withdraw is ten days before the purchase.

3. When participants make changes to their contribution rates, how soon are the changes effective?

Total Responses: 186

Responses		
Percentage	Count	
21%	39	In the payroll period in which the change is made
40.9%	76	In the payroll period after the period in which the change is made
2.7%	5	In the second payroll period after the period in which in the change is made
26.9%	50	At the start of the next offering/purchase period
8.6%	16	Other*

* Among respondents that indicated "Other," six specified that changes are effective as soon as possible.

4. Do you withhold contributions through the end of the last payroll period before your purchase?

Total Responses: 199

Responses		
Percentage	Count	
90.5%	180	Yes
7.5%	15	No, we stop withholding one pay period before the purchase (contributions from payroll periods after the cutoff are applied to the subsequent purchase)
2%	4	No, we stop withholding more than one pay period before the purchase (contributions from payroll periods after the cutoff are applied to the subsequent purchase)

5. Which of the following apply to purchases under your ESPP? (select all that apply)

Total Responses: 192

Responses		
Percentage	Count	
37.5%	72	Purchases occur at the end of the month
27.1%	52	Purchases coincide with the ends of fiscal quarters
22.9%	44	A purchase occurs on December 31
15.1%	29	Purchases coincide with the end of payroll periods
14.1%	27	A purchase coincides with the end of our fiscal year
29.2%	56	We have scheduled our purchases to avoid all of these events

6. Did you consider the \$25,000 limit when you established the timing of offering periods under your plan?

Total Responses: 192

Responses		
Percentage	Count	
70.3%	135	We did not consider the \$25,000 limit when establishing our offering periods
22.4%	43	We purposely set our offering periods to coincide with the calendar year to simplify administration of the \$25,000 limit
7.3%	14	We purposely set our offering periods to straddle the calendar year-end to maximize the number of shares employees can purchase under the \$25,000 limit

7. Have you scheduled the purchase dates under your plan to try to avoid blackout periods?

Total Responses: 195

Responses		
Percentage	Count	
37.4%	73	Yes
62.6%	122	No

8. Which of the following actions are employees able to perform using mobile devices (other than a laptop or notebook computer)? (select all that apply)

Total Responses: 189

Responses		
Percentage	Count	
38.6%	73	Sell shares
33.3%	63	View prior purchases
27%	51	Model sales transactions
25.4%	48	Enroll
23.3%	44	View current contributions and status of participation
22.8%	43	Withdraw
22.2%	42	Change contribution rates
58.2%	110	None of these actions can be performed using a mobile device

9. How do you manage enrollment?

Total Responses: 195

Responses		
Percentage	Count	
63.1%	123	We manage eligibility in-house and allow eligible employees to enroll with our service provider
35.4%	69	We manage eligibility and enrollment in-house
1.5%	3	Other

10. Do you extend your ESPP to participants outside the US?

Total Responses: 196

Responses		
Percentage	Count	
63.8%	125	Yes
36.2%	71	No

11. Are your ESPP eligibility criteria similar for domestic and international employees?

Total Responses: 122

Responses		
Percentage	Count	
92.6%	113	Yes
7.4%	9	No

12. If you offer a Section 423-qualified plan, do you offer this same plan to non-US employees?

Total Responses: 105

Responses		
Percentage	Count	
40%	42	We offer the same plan in ALL international locales in which we operate
34.3%	36	We offer the same plan in some international locales and do not offer an ESPP in most or all other locales
17.1%	18	We offer a different plan in ALL international locales
8.6%	9	We offer the same plan in some international locals and offer a different plan in most or all of the other locales

13. Do you use an intermediary for your non-US ESPP in any countries?

Total Responses: 120

Responses		
Percentage	Count	
6.7%	8	We use an intermediary to manage enrollments
5.8%	7	We use an intermediary to advise/counsel employees (for example, a financial intermediary in Italy)
5%	6	We use an intermediary to manage aspects of money movement
3.3%	4	Other
81.7%	98	We do not use an intermediary