



Regional Pay Survey FAQ

Logins & Company Demographics

1) How do I change the survey contact to myself?

- a) When you login to the survey platform, under the "Edit Company Info" tab, update the "Person Completing Survey" field, and/or "Person to Receive Results" field and email address to the designated survey contact.

2) Can I change my username or password?

- a) Your username is permanent. We recommend that you do not change your password.

3) Can we have separate logins for different people within our company?

- a) Typically, one survey login is assigned to a company. This keeps data central and reduces occurrences of duplicate entries.

4) What if my company has multiple subsidiaries?

- a) If your organization has multiple subsidiaries with separate payroll practices, then please contact your survey representative for additional logins, one per subsidiary.

Job Matching & Data Input

5) How do I know if the benchmark survey job is a "reasonable match" to my organization's job?

- a) To be considered a reasonable match, the core responsibilities of the positions must match at least 70%.

6) How do I match hybrid jobs?

- a) If an employee performs more than one survey job, only report the employee based on his/her "primary" duties. Example: The primary job is an Accountant, but the employee occasionally performs Buyer duties. Report this employee only as an Accountant, not as a Buyer.

7) What if I cannot match all of my jobs?

- a) You do not need to match all of your jobs. Only match to jobs that are at least 70% aligned with the core responsibilities of your job.

8) How often do I need to save?

- a) If any company data is added or edited on the "Edit Company Info" page, save after the input. Also, on the Match Jobs tab, for each job that you match to and input data for, click save before moving to the next job.

9) How do I know my jobs are saved?

- a) Once you have saved each job match and pay data, you can click on the "Status" tab to see how many jobs the system has successfully saved.

10) I completed the survey, now what?

- a) Once the survey is published, you will be considered a participant. If the results are already published, contact your survey representative for next steps on accessing the published survey results.

11) How can I export my pay data?

- a) To download all of your jobs and pay data in a spreadsheet for exporting: Click on the Helps/Downloads tab, then the icon next to "Export My Job Data". Activating the "Export My Job Data" will generate a report of your job matches and data. The report will appear below (on the bottom half of the screen). If you would like to print a report or save your data in excel format, click on the "Export" button (above report). You will then get a "Save" or "Open" prompt, make your selection.

Note: Your system may give you a prompt that "The file you are trying to open is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?" Click the "Open" option to view (after viewing and/or printing you can save the document) or "Save" if you wish to save it without viewing it first.

Updating Saved Pay Data

12) I have saved job matches and pay data in the system. Where are my already matched jobs?

- a) When you login to the survey platform, click on the My Jobs Match tab, then in the top left corner you will see (under your organization's name) the job families of your job matches. Click on each job family to see the jobs matched within the family. To update the pay data for each job match, select the job, then update the pay data fields and click save.

13) How do I know which job matches coincide with my company job titles?

- a) We recommend when you enter pay data for each job match, that you list your company job title under "Title (Co.):". This will assist with linking surveyed jobs with your company job titles in following years.

How To:

Edit/Enter Company Info

Go to the "Edit Company Info" tab to review or change the general information about your company. If you change any information on this page, be sure to click the "Save" button at the bottom of the page.

Show Only My Job Matches

Go to the "Match Jobs/Enter Data" tab and click on "My Job Matches" to view a complete list of your job matches that will appear on the right side, or select a specific job family to only view your job matches within that family.

Show All Survey Jobs

Go to the "Match Jobs/Enter Data" tab to select job titles for possible matching. On the left side of page, select "All Survey Jobs" to view a complete list of survey job available for matching, or select a specific job family on the left to only view a list of jobs within that family.

How To: (continued)

Match a New Job

Go to the "Match Jobs/Enter Data" tab. Select "All Survey Jobs" to view a complete listing of jobs available for matching, or select a specific job family to only show jobs within that family. A list of jobs will then appear on the right. Clicking on one of these jobs will cause a job description and pay data entry boxes to appear at the bottom of the page. After selecting a specific job, determine if your job matches the survey job description. If it is a reasonable match (refer to Job Match Guidelines), enter all pay data applicable to that job and click on the "Save" button at the bottom of the page before selecting another job.

Job Match Guidelines

Don't expect to have matches for a large number of survey jobs. Survey jobs are selected based on their likelihood of existence in a number of organizations.

Survey Job Descriptions are general and designed to reflect the typical range of duties and responsibilities. Each includes "core" duties and "typical minimum" qualifications of the survey job. Other duties that may or may not apply to your job may be included. Report your job if you believe the "core" duties include at least 70% of the "core" duties described in the survey job.

If an employee performs more than one survey job, only report the employee based on his/her "primary" duties. Example: The primary job is an Accountant, but the employee occasionally performs Buyer duties. Report this employee only as an Accountant, not as a Buyer.

Enter/Edit Job Pay Data

Go to the "Match Jobs/Enter Data" tab. After selecting a specific job from either the "My Job Matches" or the "All Survey Jobs" listings, enter all pay data applicable to that job at the bottom of the page.

Important: After entering the pay for each job, click the "Save" button at the bottom of the page. A job match is assumed when you enter and save data. You do not need to click on the "Match Only" button (unless you are matching jobs before entering data for each).

Job Matching Options

Recommended Option: If you prefer to identify a matching job and enter pay data for it before moving to another job, observe the following: Go to the "Match Jobs/Enter Data" tab. After selecting a specific job from a family within the "All Survey Jobs" listing, determine if your job matches the survey job description. If it is a reasonable match (refer to Job Match Guidelines), enter all pay data applicable to that job and click on the "Save" button at the bottom of the page before selecting another job.

Match Only Option: If you prefer to match several jobs before entering pay data for each, observe the following: Go to the "Match Jobs/Enter Data" tab. After selecting a specific job from a family within the "All Survey Jobs" listing, determine if your job matches the survey job description. If it is a reasonable match, click on the "Match Only" button at the bottom of the page to save the job before selecting another job. Note: Clicking on the "Save" button will not save a job unless you are also entering pay data for the job. Remember: Return after matching jobs to enter and save pay data for each job.

Download/Match Option: If you prefer to download the survey job titles and descriptions and identify your matching jobs before entering any job and pay data, observe the following: Click on the "Job Descriptions" download on right to preview or print the pdf. After determining your matching jobs, go to the "Match Jobs/Enter Data" tab. Select a specific job from a family within the "All Survey Jobs" listing. Enter all pay data applicable to that job and click on the "Save" button at the bottom of the page before selecting another job.