



Getting Started With Free CompFacts

Free CompFacts is a combination of state and region-oriented market salary data (available for all states and regions) and a special version of our powerful pay analysis software program (Pay Integrator) -- provided free of charge by CompFacts. With it you'll be able to determine market salary levels on hundreds of jobs, assess your organization's competitiveness on your matching jobs, compute and assess the impact of a new pay structure, and much more.

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Installing Free CompFacts 2

Importing Employee Pay Data 4

Establishing Internal Job Matches 7

Performing Common Tasks..... 11

 Assess Competitiveness of a Single Internal Job..... 13

 Assess Competitiveness of All Internal Jobs and Employees 15

 Assess Competitiveness of Jobs, Grades, Organizations and Structures 17

 Adjust a Salary Structure and Assess the Impact..... 19

 Perform Special Analyses Such As Strategic Assessments..... 23

 Market-Price Unique Jobs or Jobs Not Having Survey Data 26

We know you'll find this free package useful, but invite you to contact us if you have a need for such low-cost data and/or software upgrades as:

- Market data on additional jobs
- Market data at the metropolitan area level (rather than state)
- Market data for a specific industry
- Market projections at different statistical levels (1st through 99th percentile)
- The ability to use pay data from your own pay surveys – including virtually any statistic or data cut
- The ability to more easily participate in other pay surveys by automatically populating Excel worksheets with your internal pay data on matching jobs
- The ability to create a single Excel workbook which consolidates all of your critical internal and survey data

Installing Free CompFacts

1. After filling out a brief registration form on our website we will send you an email having a link to download a setup program, plus two pieces of information you will need – a user name and a registration key.

Note: the setup program will generally be less than 10 MB in size and have a name reflecting the region for which it is configured – e.g. fcf_mid-atlantic.exe (Free CompFacts for Mid-Atlantic region).

2. Click the link to download the setup program. We suggest that you first save it to your hard disk and then run it, rather than running it directly.
3. Start Pay Integrator by either clicking the program from Windows Explorer (Integrator.exe) or the desktop icon created by the setup program.
4. The first time you start Pay Integrator you will need to activate it for the specific computer you're using. Do this by entering the user name and registration key that were emailed to you. The hardware fingerprint is not used for the free version of Pay Integrator.



5. Since this has to be done accurately, we strongly recommend that you use Windows' "copy and paste" technique:



- a. Display the email, press and hold the left key of your mouse and drag the cursor over the user name so just the full user name is highlighted.
 - b. Release the left mouse key and simultaneously press the Ctrl (Control) and "C" keys. This copies the highlighted information in Windows' clipboard.
 - c. Display the above window (by, for example, simultaneously pressing the Alt [Alternate] and Tab keys until it is displayed), click the cursor in the Name field, and simultaneously press the Ctrl (Control) and "V" keys. This pastes the previously copied information into the field.
 - d. Display the email and do the same thing for the registration key.
6. Click the OK button to complete Pay Integrator's activation and start the program.

Importing Employee Pay Data

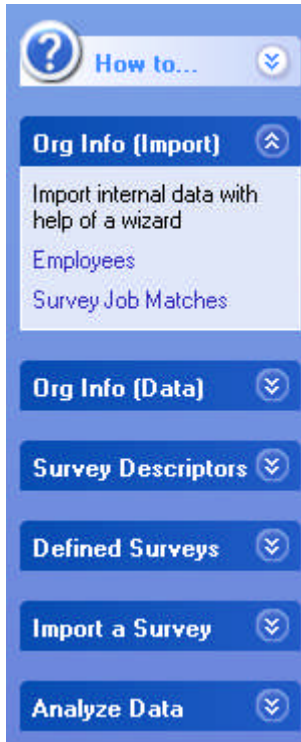
This is the process for importing your internal pay data both initially and when you want to update your information. Note that updates take longer than initial imports since existing data and relationships between the data have to be systematically deleted.

1. Have your HRIS create an Excel file with any file name having the following internal employee information. The columns can be in any order, but must have their labels (using any description) in the first row. The salary and range values need to be annualized.

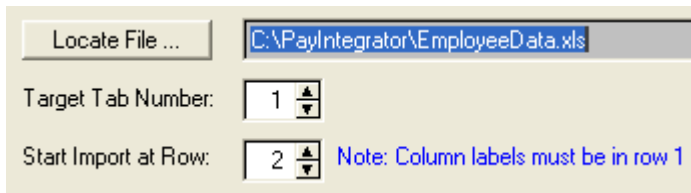
Note that all data are required except job evaluation points and the three custom user fields. If you have evaluation points, however, you really should include them since Pay Integrator can (as illustrated later) do some useful things. Any or all of the custom fields can be used for special data sorts and filters (a subject covered in another document available at your request).

Req?	Integrator Data Field
Yes	Job Code
Yes	Job Title
No	Job Evaluation Pnts
Yes	Salary
Yes	Pay Structure
Yes	Grade
Yes	Range Minimum
Yes	Control/Midpoint
Yes	Range Maximum
No	Custom User Field #1
No	Custom User Field #2
No	Custom User Field #3

2. Click the Employees command from the Org Info (Import) task of the main task pane to start the import wizard.



3. Locate your Excel file and, if necessary, set the tab number and initial row containing the data to be imported. Pay Integrator will store these values for immediate future use.



4. Pay Integrator will display its internal data field names (on the left) and your actual column labels in your file (on the right) so that you can map the two. For example, the screen shot below shows that Pay Integrator will import job codes from column E of the Excel file.

To map your information, click on a data field row in the list on the left (to highlight it), click the text entry box to the left of the Change button on the top



left, enter the letter of the Excel column containing your corresponding data, and click the Change button. Pay Integrator will store these values for immediate future use.

			Change	Actual Excel Content	
Req?	Integrator Data Field	Get From XL Col		XL Col	Row 1 Information
Yes	Job Code	E		A	EmpNo
Yes	Job Title	F		B	Employee Name
No	Job Evaluation Pnts			C	Organization Code
Yes	Salary	G		D	Organization Name
Yes	Pay Structure	H		E	Job Code
Yes	Grade	I		F	Job Title
Yes	Range Minimum	J		G	Annual Salary
Yes	Control/Midpoint	K		H	Pay Structure Name
Yes	Range Maximum	L		I	Grade
No	Custom User Field #1	M		J	Range Minimum
No	Custom User Field #2	N		K	Range Midpoint
No	Custom User Field #3			L	Range Maximum

5. Click the appropriate buttons and Pay Integrator will then import your first row of data so you can confirm that all settings are correct. You'll be able to either complete the import or review one or more individual rows of data for confirmation purposes.

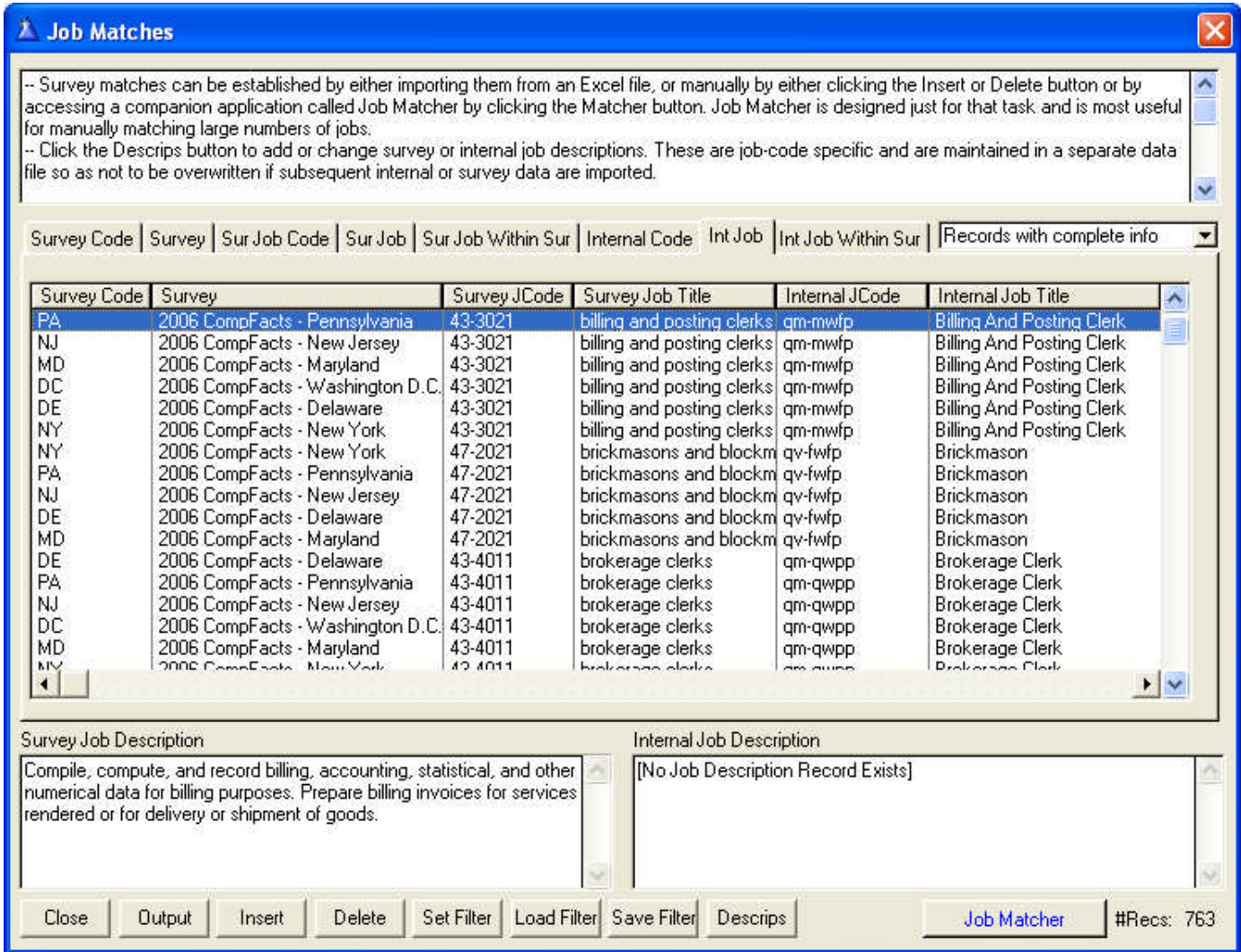
Establishing Internal Job Matches

The job matching process connects the survey jobs that we provide with your internal jobs reflected in the imported employee data. The process usually takes roughly two hours.

Pay Integrator can actually import existing job match information from an Excel file exactly as discussed for importing employee data – but this method is not described in this document. A second method - using a special tool of ours called Job Matcher – is the preferred way for Free CompFacts and is described below.

1. Click the Job Matches command from the Org Info (Data) task of the main task pane to display a list of existing matches. The illustration below shows a populated list – but your list, when you first start this process, will of course be empty.





- Start the Job Matcher by clicking the blue Job Matcher button at the bottom right of the window. A match is created simply by selecting a survey job (from the list on the left), selecting an internal job (from the list on the right), and clicking the very wide blue Match Survey Job button at the very bottom of the screen.

Notes:

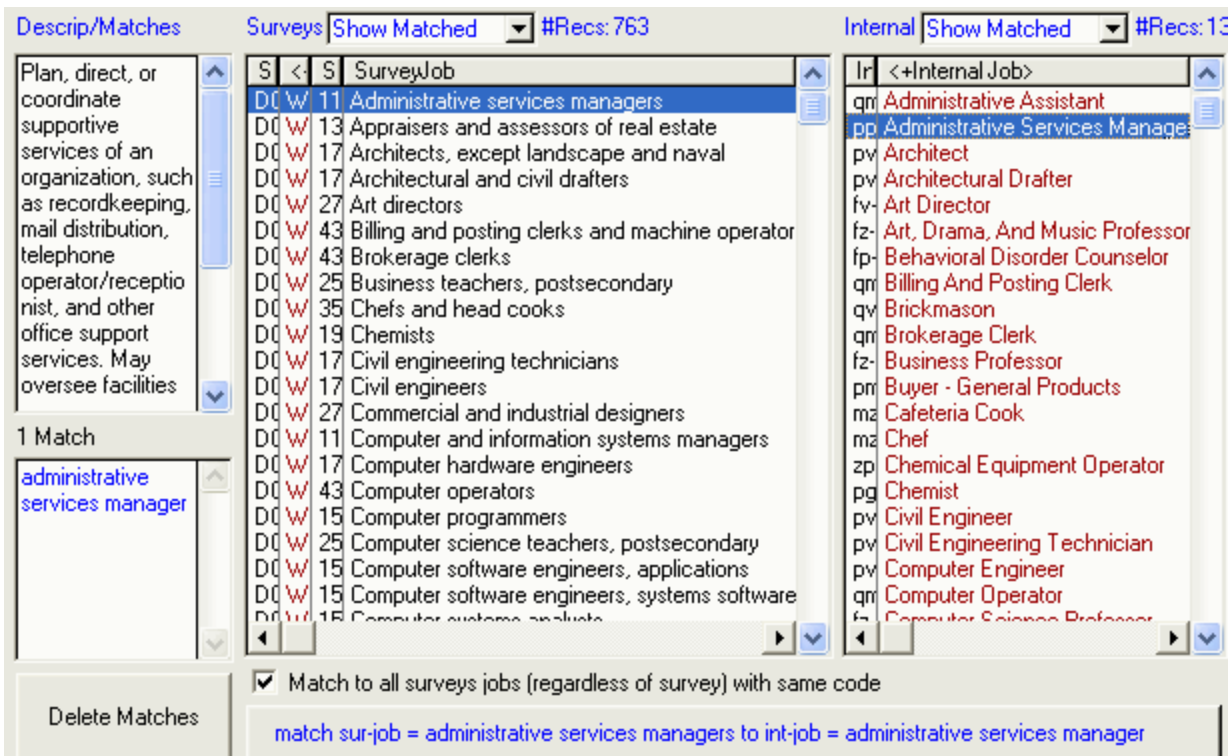
-- The selected job's description and current matches are displayed



-- The list of internal jobs on the right (as well, of course, as survey jobs on the left) are automatically pre-populated by Pay Integrator

-- A selected job can be “unmatched” from all of its matches by clicking the Delete Matches button

-- A column can be sorted in ascending or descending order by clicking its header



Here are two tips for using this tool:

- Select (have checked) the "Match to all survey jobs ..." checkbox above the blue Match Survey Job button on the bottom. If your version of Free CompFacts provides market data on, for example, 10 states this will reduce the number of matches you need to manually make by 90 percent.
- When you first begin the job matching process, select the blue surveys-to-show filter (top left) and blue internal-jobs-to-show filter (top right) to "Show



Unmatched”. When you make a match, the jobs will thereby be removed from the list lessening visual clutter.

Note: This suggested internal-jobs-to-show selection of “Show Unmatched” will hide an internal job when it is matched to its first survey job. Therefore, if you have an internal job that will be matched to more than a single survey job, you should select the internal-jobs-to-show filter to “Show All”. Then, you can select that internal job and then select, and make a match to, each survey job to which it matches.

3. To close Job Matcher and return to Pay Integrator, click the Exit command at the left of the main menu at top, or the “X” at the top-right corner of the window.

Performing Common Tasks

The tasks which follow are a sample of what can be done with Pay Integrator. We encourage you to visit our website and see the webcast, demonstrations, downloads and descriptions for more examples.

The illustrated tasks are performed by first selecting the related action from the Analyze Data element on the main task pane.





Many of Pay Integrator’s tasks will require you to select a specific data field, data cut and pay denomination in which to display pay data. These selections are made from the following type dropdown lists.

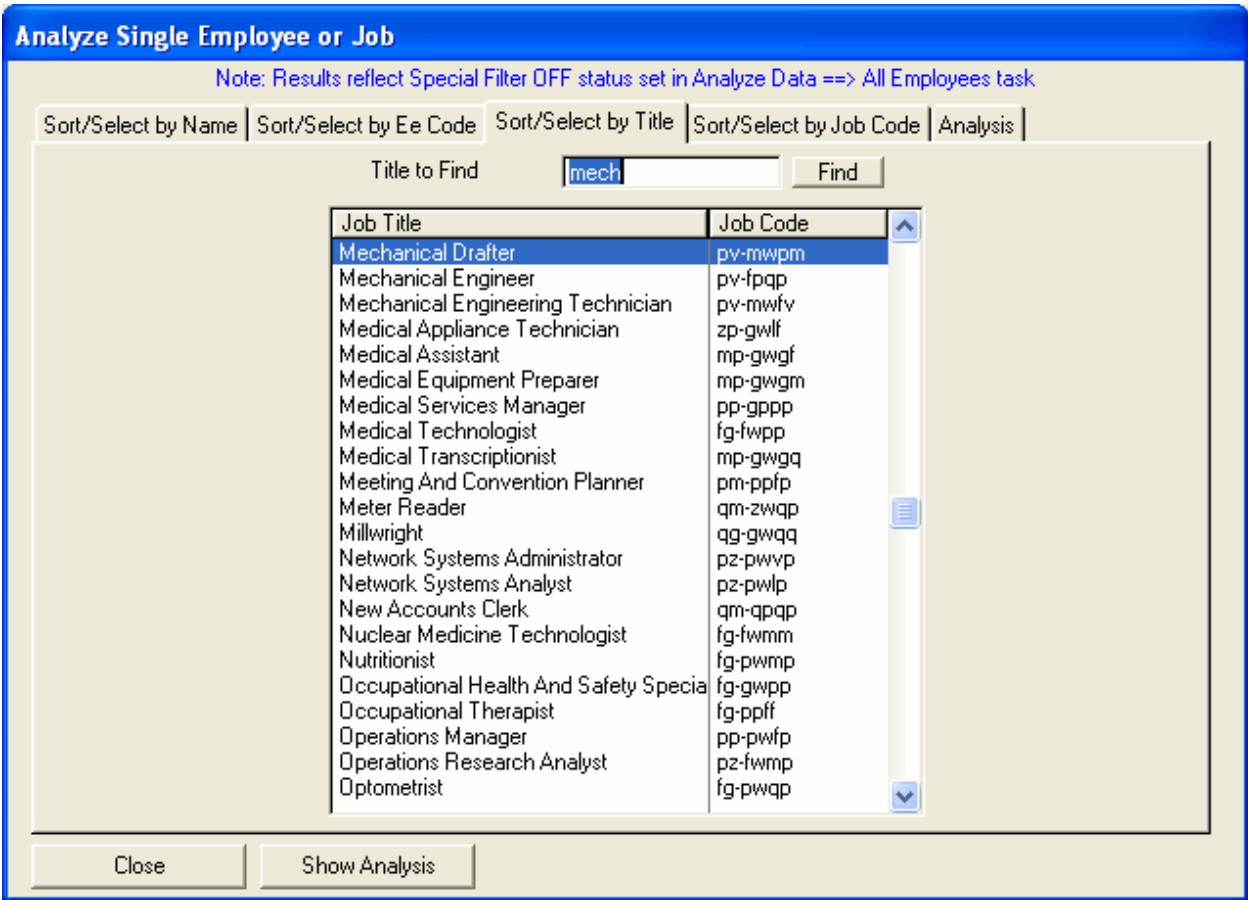
Note: Data field and data cut choices are unique to each installation of Pay Integrator. The paid version of Pay Integrator is customized for the user’s own surveys and is usually far more comprehensive. The following are choices from the Free CompFacts version configured for the Mid-Atlantic region.

Data Field Choices	Data Cut Choices	Denomination Choices
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #0056b3; color: white; padding: 2px;">▼</div> <ul style="list-style-type: none"> 10th Ptl Salaries 25th Ptl Salaries 40th Ptl Salaries 60th Ptl Salaries 75th Ptl Salaries 90th Ptl Salaries Average Salaries Median Salaries <div style="background-color: #f0f0f0; padding: 2px;">◀</div> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #0056b3; color: white; padding: 2px;">▼</div> <ul style="list-style-type: none"> Location = Delaware Location = Maryland Location = New Jersey Location = New York Location = Pennsylvania Location = D.C. Location = Region (All States) <div style="background-color: #f0f0f0; padding: 2px;">◀</div> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #0056b3; color: white; padding: 2px;">▼</div> <ul style="list-style-type: none"> Monthly SemiAnnual Annual Weekly BiWeekly SemiMonthly Hrly@40Hrs/Wk Hrly@37.5Hrs/Wk Hrly@35Hrs/Wk <div style="background-color: #f0f0f0; padding: 2px;">◀</div> </div>

Assess Competitiveness of a Single Internal Job

1. Click the One Employee/Job command from the Analyze Data task pane.
2. Select the Sort/Select by Title tab, select a job (or optionally enter a complete or partial internal job title to find [e.g. “mech” to find Mechanical Drafter] and click the Find button), and then click the Show Analyses button or the Analysis tab.

Note: The other tabs allow you to select by employee name, employee code or job code.



3. Select the data field and data cut (e.g. 60th percentile salaries for all the states in the region for which your version of Free CompFacts was configured), the desired denomination in which you want data displayed (e.g. annual), and any market aging

factors you want used (e.g. an annual compound growth rate of 3.5 percent to the end of 2007).

4. Press the Update button

Analyze Single Employee or Job

Note: Results reflect Special Filter OFF status set in Analyze Data ==> All Employees task

Sort/Select by Name | Sort/Select by Ee Code | Sort/Select by Title | Sort/Select by Job Code | Analysis

Update 60th Ptl Salaries Annual

Location: Aging Date / Rate

Region (All States) 12/31/2007 3.5

Focus of Analysis: Mechanical Drafter

Survey	Value
2006 CompFacts - Delaware	74,490.24
2006 CompFacts - Maryland	55,613.24
2006 CompFacts - New Jersey	60,487.11
2006 CompFacts - New York	61,429.69
2006 CompFacts - Pennsylvania	55,069.93
2006 CompFacts - Washington D.C.	54,648.42
Survey Average	60,289.77
Job's Average Internal Target Salary	71,700.00
Percent Average Internal Target Salary vs. Market	18.9
Number of Internal Employees Reflected	12
Salary of Lowest Paid: Pflnc, Xnmwdofld	62,900.00
Average Salary:	63,041.67
Salary of Highest Paid: Ofods, Diadom	63,300.00
Percent Internal Salary vs. Market - Lowest Paid	4.3
Percent Internal Salary vs. Market - Average	4.6

Close Output

Notes:

-- If your interest is in a specific state's pay levels, choose that state as the location rather than Region (All States) which, as illustrated, will compute the market by averaging all of the states

-- The resulting information can be printed or sent to Microsoft Word or Excel.



Assess Competitiveness of All Internal Jobs and Employees

1. Click the All Employees command from the Analyze Data task pane.
2. Select the data field and data cut (e.g. 40th percentile salaries for all the states in the region for which your version of Free CompFacts was configured), the desired denomination in which you want the data displayed (e.g. annual), and set any market aging date and rate you want used.

Note: If your interest is in a specific state's pay levels, choose that state as the location rather than Region (All States) which will compute market pay by averaging the states.

3. Press the Update button.

The screenshot shows the 'Analyze All Employees' window. At the top, there are filters for '40th Ptl Salaries', 'Age to', 'at %ACGR of 0.0', 'Location = Region (All States)', 'Show where market data do exist', and 'Annual'. An 'Update' button is visible. Below the filters, a status bar reads: 'Market = 40th Ptl Salaries for data cut Location = Region (All States) where pay denomination is Annual and no aging factor applied to market data'.

Org Name	Ee	EeID	Sal	CRat	JCode	Title	Str => Tar	Tar	#Matches	Market	%SaVsMkt	%TarVsMkt	%MktInRng	U1:	U2:	U3:
PX	Abcydo, Zv	pwvzrn	68,400	99	pz-pwzp	Computer Systems An	Structure G	9	6	69,200	6	69,693	-1.9	-0.7		
PW	Abhiqthf, Yl	xxmy	111,300	98	pp-qwgp	Engineering Manager	Structure D	20	6	114,100	6	101,298	9.9	12.0		
PM	Abili, Ofxwr	pwlvw	146,300	105	fg-pwxf	Family And General Pr	Structure D	23	3	139,400	3	103,435	41.4	34.8		
PM	Abili, Yfxwn	ppplv	50,900	98	fg-fwpp	Medical Technologist	Structure D	4	5	51,800	6	47,751	6.6	8.5		
PQ	Abjwb, Cnc	vgql	64,200	84	fz-ppfp	Art, Drama, And Music	Structure D	14	6	76,200	5	52,594	22.1	44.9		
PM	Abldo, Jng	zmp	95,000	102					1	93,300	1	97,998	-3.1	-4.8		
PW	Abmcd, Zl	pfqpv	87,600	94					6	93,300	6	81,454	7.5	14.9		
PW	Abmchno, Zl	pfxf	100,000	107					3	93,300	3	74,104	34.9	25.9		
PQ	Abocds, Xv	pwqpa	53,500	96		2006 CompFacts - Pennsylvania (90,447)			6	56,000	6	50,528	5.9	10.8		
PZ	Abodnb, Tc	pmzff	68,000	84		2006 CompFacts - Washington D.C. (97,500)			6	80,700	6	89,930	-24.4	-10.3		
PZ	Abowdoo, vfx	vxgq	67,300	78		2006 CompFacts - Maryland (99,469)			6	86,100	6	89,930	-25.2	-4.3		
PQ	Abohd, Edr	pmfz	71,800	106		2006 CompFacts - Delaware (101,984)			6	68,000	6	56,226	27.7	20.9		
PQ	Abohd, Mfy	pmimg	72,000	84		2006 CompFacts - New York (106,452)			6	86,100	6	56,226	28.1	53.7		
PW	Abohwnom, vzgx	vzgx	111,000	97		2006 CompFacts - New Jersey (111,936)			6	114,700	6	101,298	9.6	13.2		
PM	Aboldmm, C	pmzlg	96,000	84					1	114,100	1	97,998	-2.0	16.4		
FP	Abolt Uo, U	vzxp	57,100	87					5	65,300	5	46,323	23.3	41.0		
PL	Abolt, Jdao	fxzq	66,700	94					5	70,600	5	56,300	18.5	25.4		
FM	Abodql, Dc	zfxg	66,400	102	pm-pwlp	Logistician	Structure C	7	6	65,300	6	61,911	7.3	5.5		
PX	Abtf, Ynjwb	ppwzrn	74,700	108	pz-pwmp	Software Application E	Structure G	9	6	69,200	6	73,612	1.5	-6.0		
FW	Abtfodjjs, T	pmzpw	62,000	95	qv-pwpp	First-line Supervisors	Structure D	10	6	65,300	6	58,808	5.4	11.0		
FQ	Abwcd, U	xgfg	46,200	83	fv-mwqr	Writer	Structure C	3	6	56,000	6	47,971	-3.7	16.7		

A modal dialog box titled 'Abhiqthf, Yfxwndc Survey Sou...' is open over the table, showing a list of survey sources for the selected employee. The sources include '2006 CompFacts - Pennsylvania (90,447)', '2006 CompFacts - Washington D.C. (97,500)', '2006 CompFacts - Maryland (99,469)', '2006 CompFacts - Delaware (101,984)', '2006 CompFacts - New York (106,452)', and '2006 CompFacts - New Jersey (111,936)'. An 'OK' button is at the bottom of the dialog.

At the bottom of the window, a status bar shows: 'Abhiqthf, Yfxwndc's salary range is 83,000 to 145,200. The lowest contributing survey source found for the current query is 2006 CompFacts - Pennsylvania (90,447). The highest is 2006 CompFacts - New Jersey (111,936). Click the Sources button to see the remaining 4 source/s.' Below this are buttons for 'Close', 'Output', 'Sources', 'Set Filter', 'Load Filter', 'Save Filter', and a counter '# Ees: 2940'.



Notes:

-- The computed market data are stored for automatic future use in many of Pay Integrator's processes. The nature of such stored and used data will be indicated as they are being used.

-- A wide range of critical internal and market pay metrics are displayed in the columns

-- A mini "biography" of the selected employee is displayed at the bottom by clicking the red magnifying glass on the bottom left

-- Click the Sources button to display the individual survey data available for the selected employee

-- The resulting information can be printed or sent to Microsoft Word or Excel.

-- The list can be sorted, and individual employees located, by clicking any of the tabs above the list, entering a partial or full value (e.g. employee name), and clicking the Find button

-- The list can be filtered in a great many ways (i.e. made to display a subset of employees – e.g. employees in a certain organization, structure or grade) by clicking the Set Filter button

Assess Competitiveness of Jobs, Grades, Organizations and Structures

During the process of performing the last task (assessing competitiveness of all internal jobs and employees) Pay Integrator aggregates each employee's data into your jobs, grades, organizations and pay structures.

1. Click the Data Rollups command from the Analyze Data task pane.

Known Bug Alert: The display of jobs on the Jobs tab may be incomplete under some circumstances unless you first select a structure from the Grades tab.

Data Rollups (Special Filter Off)

Market = 40th PII Salaries for data cut Location = Region (All States) where pay denomination is Annual and no aging factor applied to market data

Jobs Grades Organizations Structures Hide no-mkt recs Structure A Target vs Market Values

Gr	#TotJobs	#TotEes	AvgSal	CRat	Tar Sal	#JobMatches	%SurJobs	%SurEes	AvgMkt	%SaVsMkt	%TaVsMkt	%MktInRng	SM%ReqTarIncr
11	12	16	76,875	106	72,200	35	50	50	69,884	10.0	3.3	43	-7.3
12	17	28	73,669	87	84,400	58	65	57	66,905	10.1	26.1	8	-10.0
13	9	20	94,536	99	95,400	26	67	70	84,860	11.4	12.4	27	-12.4
15	2	4	110,000	103	106,900	6	50	75	101,298	8.6	5.5	39	-15.0
16	3	4	129,400	109	118,600	3	33	25	103,435	25.1	14.7	24	-17.5
19	2	3	154,300	102	151,400	3	50	67	103,435	49.2	46.4	-8	-24.7
2	2	3	34,000	101	33,500	5	50	67	32,300	5.3	3.7	43	1.2

These data are derived from individual employee data calculated from the Analyze Data ==> All Employees task. They are rolled up into employee-weighted summaries displayed by clicking the Jobs, Grades, Organizations and Structures tabs.

An employee is ignored if his/her salary, job, organization or grade-related information is missing or not usable. Jobs with no employees are ignored. The current status the Special Filter (as set in Analyze Data ==> All Employees task) is reflected for each employee.

Numbers of total jobs and employees include those for which market data both exist and do not exist. Salaries and market-oriented percentages only include employees and jobs where market data exist.

Since grades are employee (not job) specific, range values on the Jobs tab are averages of each employee's actual range values.

Click a column header to sort the table by values in

Close Surveys Output Set Filter Load Filter Save Filter # Recs: 11



2. Click the appropriate tab for the type rollup you want to see – by job, grade (the one illustrated above), organization or structure. If you are viewing grade rollups select the desired pay structure.
3. To view a graph of the displayed data, select the desired graph from the choices provided in the top-right dropdown list.

Notes:

-- A wide range of critical internal and market pay metrics are displayed in the columns – including:

- Measures of the adequacy of survey coverage relative to jobs and employees
- Market pay projections based on evaluation points, if available (available in the jobs rollup)
- Smoothed (regression-based) required percent change for target salaries (e.g. range midpoints) to match the market (available in the grades rollup)

-- Click the Surveys button to display the individual surveys that were used for the selected row

-- The resulting tabular information can be printed or sent to Microsoft Word or Excel

-- The list can be sorted in ascending or descending order of a column's values by clicking the column header



This step allows you to specify how you want to adjust the target salary structure, and assess the resulting impact, in terms of such characteristics as:

- The percent spreads between range minima and maxima
- The percent changes in salary range targets (e.g. midpoints)

Note: Pay Integrator will suggest bottom-grade to top-grade percent adjustments based on the smoothed (regression-based) required percent change for target salaries (e.g. range midpoints) of the current target structure to match the market. Pay Integrator automatically computes and displays these values as part of tasks previously discussed. You can, of course, override these suggestions.

- The rounding of dollar values
- The type of simulated pay action employees with current salaries below the adjusted range minima, within the adjusted ranges, and above the adjusted range maxima will receive. This is used to assess the demographic and dollar impact of the structure adjustment.

3. Click the Next Step button to invoke **step 3 of the wizard.**

Grd	Min	Target	Pct Vs Cur	%TarDiff	Max	%Spread	#EesBelMin	#EesInRng	#EesAbvMax	\$BelMin	\$InRange	\$AbvMax
2	34,300	45,400	2.3		56,500	64.7		3			139,742	
3	37,000	49,100	2.7	8.1	61,200	65.4		11			589,601	
4	40,300	53,400	3.1	8.8	66,500	65.0		43			2,195,792	
6	43,200	57,900	3.4	8.4	72,600	68.1		62			3,465,522	
8					78,500	68.1		25			1,496,787	
10					85,300	67.6		149	1		9,734,931	8,300
12					93,000	69.7		49			3,493,042	
14					100,900	70.2		65			4,761,022	
15			25		114,400	69.7	12	202		18,126	17,565,769	
17			1,274		125,900	75.1	3	127		3,071	11,657,146	
19			1		136,300	75.0	4	268		11,936	26,728,086	
20			1,300		155,100	74.9	3	120		8,327	13,822,724	
21					169,900	79.8	2	84		5,355	10,424,950	
23					192,900	79.8	1	44		431	6,114,112	
24			47,244		201,800	80.2		4			648,600	
25			2.6		209,500	80.1		18			2,712,717	
			0.0									
			115,550,544									
			8,300									
			115,606,089									

Summary for New Struct...

NUMBER OF EMPLOYEES

Below Minimum 25

In Range 1,274

Above Maximum 1

Total 1,300

SALARY DOLLARS

Bel Min (Shortfall\$) 47,244

Req %Raise 2.6

Req %Cost 0.0

In Range 115,550,544

Abv Max (Surplus\$) 8,300

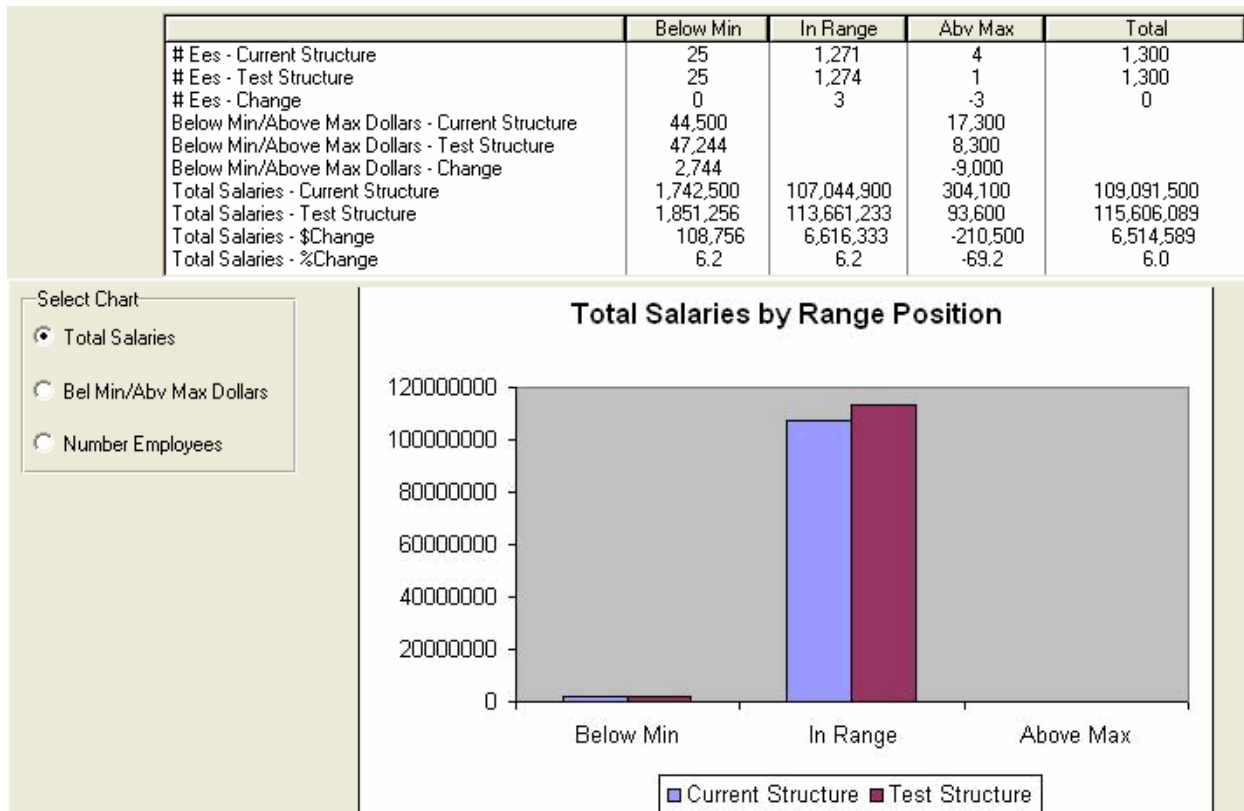
TOTAL SALARIES 115,606,089

OK



This displays the target salary structure's adjusted configuration and position-in-range demographics. The information can be printed or sent to Microsoft Word or Excel.

4. Click the Next Step button to invoke **step 4 of the wizard**.



This displays the dollar and employee impact of the structure adjustment.

5. Click the Next Step button to invoke **step 5 of the wizard**

Employee	Organization	Title	Grade	Projected Pay	Test Min	Test Max	<<Pct Diff>
Onmdovnl, Xioddl	FP	Millwright	15	60,445	67,400	114,400	-10.3
Wicciqt, Ynoh	PZ	Physicist	19	71,826	77,900	136,300	-7.8
Yitdt, Oiadom	PX	Software Systems Engineer	20	83,042	88,700	155,100	-6.4
Yiooftds, Xwdodld	PW	Medical Services Manager	19	74,383	77,900	136,300	-4.5
Pnl Cnljdewdy, Uis	PP	Mechanical Engineer	21	91,180	94,500	169,900	-3.5
Iqdl, Miys	FW	First-line Supervisors Of Constr	15	65,503	67,400	114,400	-2.8
Pffile, Qiccfny	PF	Sales Representatives - Manul	20	86,245	88,700	155,100	-2.8
Tyfmw, Znmofxh	PW	Training And Development Ma	21	92,465	94,500	169,900	-2.2



This displays the employees most impacted by the structure adjustment – i.e. whose projected salaries (after their simulated pay action) are either below their adjusted structure’s minimum or above their adjusted structure’s maximum.

Notes:

- Negative percent differences (the right-most column) reflect below-minimum amounts and positive differences reflect above-maximum amounts

 - The resulting information can be printed or sent to Microsoft Word or Excel

 - The list can be sorted in ascending or descending order of a column’s values by clicking the column header
6. Click the Next Step button to invoke **step 6 of the wizard**. This step allows you to generate a complete and fully editable Microsoft Word report detailing the specifications for, and impact of, the adjusted salary structure.

Perform Special Analyses Such As Strategic Assessments

One of Pay Integrator’s most powerful and flexible capabilities is to perform a wide range of custom analyses such as assessments of the impact a change in pay strategy or methodology would have.

Here is a simple example: Assess the salary structure impact of changing from a New York median market salary strategy to an overall Mid-Atlantic region 60th percentile salary strategy.

1. Click the Custom Analyses command from the Analyze Data task pane and set the first two analysis specifications as follows.

Note: Average actual salaries and many other internal pay values are available as are many different types of absolute and percent value calculations.

	Data Field	Data Cut	Internal Pay	Calculation
#1	Median Salaries	Location = New York	Range Mid/Control Point	% (Mkt - You / You)
#2	60th Ptl Salaries	Location = Region (All States)	Range Mid/Control Point	% (Mkt - You / You)
#3	[Nothing Selected]	[Nothing Selected]	[Nothing Selected]	[Nothing Selected]
#4	[Nothing Selected]	[Nothing Selected]	[Nothing Selected]	[Nothing Selected]
#5	[Nothing Selected]	[Nothing Selected]	[Nothing Selected]	[Nothing Selected]

2. Click the Results tab and select the target salary structure and analysis options from the dropdown lists as shown below (as well as aging parameters, if desired). The analysis 1 and analysis 2 columns show the smoothed (trend line) required percent adjustments in order for current target salaries (e.g. midpoints) to reflect the two strategies.

Note: By selecting different analysis options all sorts of different information

could be displayed. For example:

-- Instead of showing information in grade detail, survey details, job details and overall structure details could be shown (as well as all levels of detail simultaneously)

-- Instead of showing trend line calculated values, actual (non-calculated and non-trend line) values could be shown.

Structure: Structure A | Show: Trendline internal vs mkt | Aging %ACGR: 2.4 | Age: [button]

Show: Grade summaries | Denom: Annual | Aging Date: 1/1/2007

Trendline grade projections are unweighed - i.e. each grade's value is included only once

S	Grd	Your Tar Salary	Ir	Your Av Base	S	Analysis 1	Analysis 2	Analysis 3	Analysis 4	Analysis 5
St 2		33,500.00		34,000.00		2.03	31.91			
St 4		43,700.00		48,100.00		1.78	27.29			
St 6		45,900.00		47,500.00		1.72	26.30			
St 7		53,600.00		55,000.00		1.53	22.81			
St 9		61,700.00		59,200.00		1.33	19.14			
St 11		72,200.00		65,300.00		1.07	14.38			
St 12		84,400.00		75,250.00		0.77	8.86			
St 13		95,400.00		83,900.00		0.50	3.88			

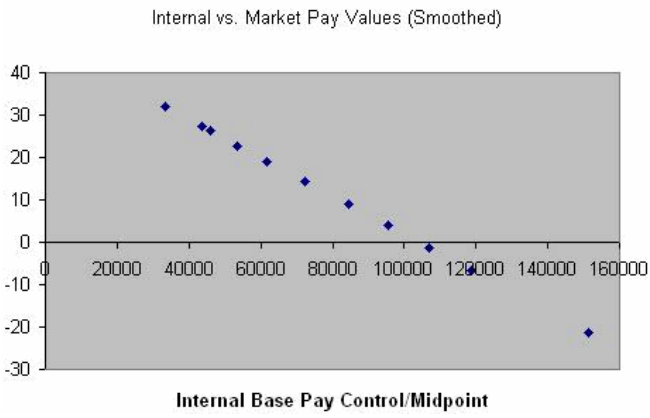
Current Analyses

ANALYSIS 1 = Available data reflect: statistic "Median Salaries", for datacut "Location = New York", structure "Structure A", internal pay "Range Mid/Control Point" and calculation "% (Mkt - You / You)"

ANALYSIS 2 = Available data reflect: statistic "60th Ptl Salaries", for datacut "Location = Region (All States)", structure "Structure A", internal pay "Range Mid/Control Point" and calculation "% (Mkt - You / You)"

[OK]

3. Click the Charts tab to see the information displayed graphically.



- Click the Excel Workbook tab to have Pay Integrator build a comprehensive multi-worksheet Excel workbook of computed information.

Typical Contents of Workbook and a Worksheet

Sheet	Structure	Information Type	Information Detail
Sheet 1	Structure A	Market	at All Levels of Detail
Sheet 2	Structure A	Market	at Survey Level of Detail
Sheet 3	Structure A	Market	at Job Level of Detail
Sheet 4	Structure A	Market	at Grade Level of Detail
Sheet 5	Structure A	Market vs. Internal	at All Levels of Detail
Sheet 6	Structure A	Market vs. Internal	at Survey Level of Detail
Sheet 7	Structure A	Market vs. Internal	at Job Level of Detail
Sheet 8	Structure A	Market vs. Internal	at Grade Level of Detail
Sheet 9	Structure A	Market (Trendline)	Weighted by Survey/Job Data Points
Sheet 10	Structure A	Market (Trendline)	Weighted by Job Average Data Points
Sheet 11	Structure A	Market (Trendline)	Unweighted (Each Grade Counted Once)
Sheet 12	Structure A	Market vs. Internal (Trendline)	Weighted by Survey/Job Data Points
Sheet 13	Structure A	Market vs. Internal (Trendline)	Weighted by Job Average Data Points
Sheet 14	Structure A	Market vs. Internal (Trendline)	Unweighted (Each Grade Counted Once)

Market vs. Internal (Trendline) Data Weighted by Survey/Job Data Points for the Structure Structure A				MKT: Median Salaries	MKT: 60th Ptl Salaries
				CUT: Location = New York	CUT: Location = Region (All States)
				YOU: Range Mid/Control Point	YOU: Range Mid/Control Point
				DIFF: % (Mkt - You / You)	DIFF: % (Mkt - You / You)
Note: Enlarge the following 2 graphs as needed:					
	Grd	Tar Base	Avg Base		
	2	33,500.00	34,000.00	2.03	31.91
	4	43,700.00	48,100.00	1.78	27.29
	6	45,900.00	47,500.00	1.72	26.3
	7	53,600.00	55,000.00	1.53	22.81
	9	61,700.00	59,200.00	1.33	19.14
	11	72,200.00	65,300.00	1.07	14.38
	12	84,400.00	75,250.00	0.77	8.86
	13	95,400.00	83,900.00	0.5	3.88
	15	106,900.00	110,000.00	0.22	-1.33
	16	118,600.00	129,400.00	-0.07	-6.63
	19	151,400.00	154,300.00	-0.88	-21.49

Market-Price Unique Jobs or Jobs Not Having Survey Data

If you use job evaluation points, Pay Integrator will automatically regress them against market pay. This allows you to estimate market pay for any job evaluation level, estimate the market value of any change in job content, and identify potential inconsistencies between internal and external job value

Here are the steps to estimate the market value for a unique (non-surveyed) job evaluated at 815 points.

1. Click the Eval-based Projections command from the Analyze Data task pane.

Market Projections Based on Job Evaluation Regression

Market Projection Reflects: All Jobs

40th Ptl Salaries for data cut Location = Region (All States) where pay denomination is Annual and no aging factor applied to market data

Slope: 384.6270959422 Constant: -275380.6929693 Correlation: 0.87

Click a column header to sort list by those values in either ascending or descending order

<+Title>	Eval Pts	Actual Mkt	Projected Mkt	% Proj vs Act
Accountant	856.00	56,304.00	53,860.10	-4.3
Administrative Assistant	824.00	38,927.83	41,552.03	6.7
Administrative Services Mar	839.00	67,055.17	47,321.44	-29.4
Architect	887.00	62,934.50	65,783.54	4.5
Architectural Drafter	822.00	38,739.17	40,782.78	5.3
Art Director	866.00	64,855.17	57,706.37	-11.0
Art, Drama, And Music Profe	856.00	52,594.00	53,860.10	2.4
Behavioral Disorder Course	816.00	34,693.33	38,475.02	10.9
Bill And Account Collector	810.00	0.00	36,167.25	0.0
Billing And Posting Clerk	794.00	30,427.67	30,013.22	-1.4
Brickmason	847.00	41,657.40	50,398.46	21.0
Brokerage Clerk	822.00	35,825.17	40,782.78	13.8
Budget Analyst	822.00	0.00	47,321.44	0.0

Eval Pts: 815.00 Project Projection: 38,090.39

Close Output



Note that the values of market pay reflect the specifications set during the “assess competitiveness of all internal jobs and employees” task.

2. Enter the number of evaluation points at the bottom-left of the window and click the Project button. The projected value (in this case \$38,090) will be displayed.

Notes:

- The greater the absolute value of the last column, the greater the possibility of an inconsistency between the job’s internal and external value.
- The list can be sorted in ascending or descending order of a column’s values by clicking the column header
- The resulting information can be printed or sent to Microsoft Word or Excel.