



Integrated Desktop Base Pay Management Software

Creating a Base Pay Compensation Plan

Job Family / Market-Based Concept

With Merit Pay and Budget Planning

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Creating a Base-Pay Compensation Program

The process to create a structure is defined in the steps below. CompKeeper software was used to create the reports. For more information about CompKeeper software contact Jenss & Associates at (256) 880-1205.

1. Begin with establishing Objectives for the Program
2. Brief top management on project – Objective and Concept / Secure Buy-in
3. Determine the Job Families in the organization (Report 100)
4. Determine the Job Levels (titles) in each family (entry, intermediate, senior, specialist, etc.) (Report 101)
5. Document job titles using a traditional or “loosely written” job description format.
6. Market Price as many job levels as possible using multiple surveys (Report 102)
7. Create a Pay Structure based on organization’s fiscal year / salary review cycle (Report 103)
8. Assign Jobs to grades based on the best fit of consensus market value to salary range midpoints (Report 104)
9. Edit pay grade assignment for internal equity
10. Apply new pay grades with salary ranges to employee data (Report 105)
11. Brief top management – show preliminary work
12. Involve managers/supervisors in the process (Report 106)
13. Analyze results based on Market Index and Compa Ratio for families, departments, and locations (Report 107)
14. Make adjustments
15. Create a Merit Matrix (Report 108)
16. Run Budget (Report 109)
17. Involve managers/supervisors in the process (Report 110)
18. Make adjustments
19. Top management approves plan
20. Communicate concept to all employees during salary reviews / be open to make more adjustments

Accountants

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Human Resources

Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

Information Systems

Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.

Software Development

Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

Application Engineer

Primary interface between clients and software developers. Assist clients with installation and training on the features and functions of the software. Communicate clients ideas and suggestions for product improvement to software developers. Represent company at trade shows to demo software products.

Chemical Engineer

Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.

Chemist

Conduct qualitative and quantitative chemical analyses or chemical experiments in laboratories for quality or process control or to develop new products or knowledge.

Customer Relations

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

Job Code	Job Title	Grade	FLSA	EEO Code
Accountants				
1001	Accounting Assistant	2	Non-Exempt	05
1002	Associate Accountant	5	Non-Exempt	05
1003	Staff Accountant	6	Exempt	02
1006	Accounting Manager	10	Exempt	01
1009	Controller	13	Exempt	01
Application Engineer				
2023	Application Engineer	9	Exempt	02
Chemical Engineer				
2033	Sr Chemical Engineer	11	Exempt	02
Chemist				
2042	Chemist II	6	Exempt	02
Customer Relations				
3011	Customer Relations Specialist	2	Non-Exempt	05
3012	Sr. Customer Relations Specialist	3	Non-Exempt	05
3013	Manager-Customer Relations	9	Exempt	01
Human Resources				
1011	Human Resources Assistant	2	Non-Exempt	05
1012	Human Resources Representative	5	Exempt	02
1013	Human Resources Director	10	Exempt	01
Information Systems				
1005	LAN Administrator	8	Exempt	02
Software Development				
2011	Software Developer I	6	Exempt	02
2012	Software Developer II	8	Exempt	02
2013	Senior Software Developer	10	Exempt	02
2014	Program Manager	12	Exempt	01

Settings Weights: ON Aging Factor: 2.50% Age To: 7/1/2006

100 Accountants

Survey Source / Date / Scope	Survey Code	Survey Job Title	Company Job Title	Unadjusted Survey	Consensus Market Value
Accounting Assistant					\$27,963
\$13.44					
Compdata Surveys	260	Accounting Clerk			
Effective Date: 6/1/2004		No. Co. 30	Comp Metric Average	\$28,100.00	
Scope: Columbus Metro		No. EEs 85	Weight Given 2		
Chamber of Commerce	1011	1011-Accounting Clerk			
Effective Date: 2/1/2005		No. Co. 21	Comp Metric 50th Percentile	\$11.50	
Scope: All Industries		No. EEs 43	Weight Given 1		
Associate Accountant					\$41,000
\$19.71					
Nationwide Survey	3689	General Accountant/Bookkeeper			
Effective Date: 7/1/2005		No. Co. 25	Comp Metric Median	\$40,000.00	
Scope:		No. EEs 52	Weight Given 1		
Staff Accountant					\$48,921
\$23.52					
Target Surveys	275	Accountant			
Effective Date: 6/1/2004		No. Co. 28	Comp Metric Average	\$46,500.00	
Scope: Columbus Metro		No. EEs 65	Weight Given 1		
Accounting Manager					\$75,117
\$36.11					
Target Surveys	285	General Accounting Manager			
Effective Date: 6/1/2004		No. Co. 49	Comp Metric Average	\$71,400.00	
Scope: Columbus Metro		No. EEs 65	Weight Given 1		
Controller					\$113,398
\$54.52					
ERI		Controller			
Effective Date: 7/1/2007		No. Co. 0	Comp Metric Median	\$116,306.00	
Scope: US - All Industries \$100m rev		No. EEs 0	Weight Given 1		

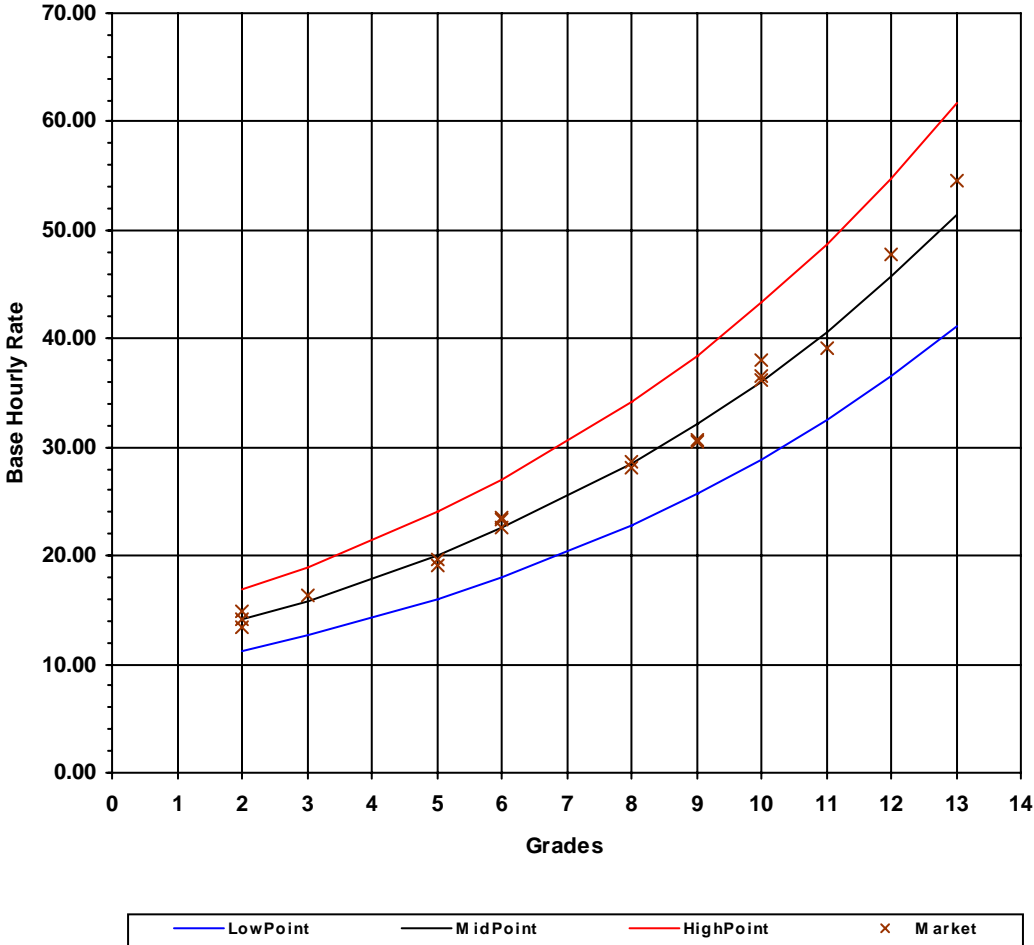
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Report 103: Salary Ranges

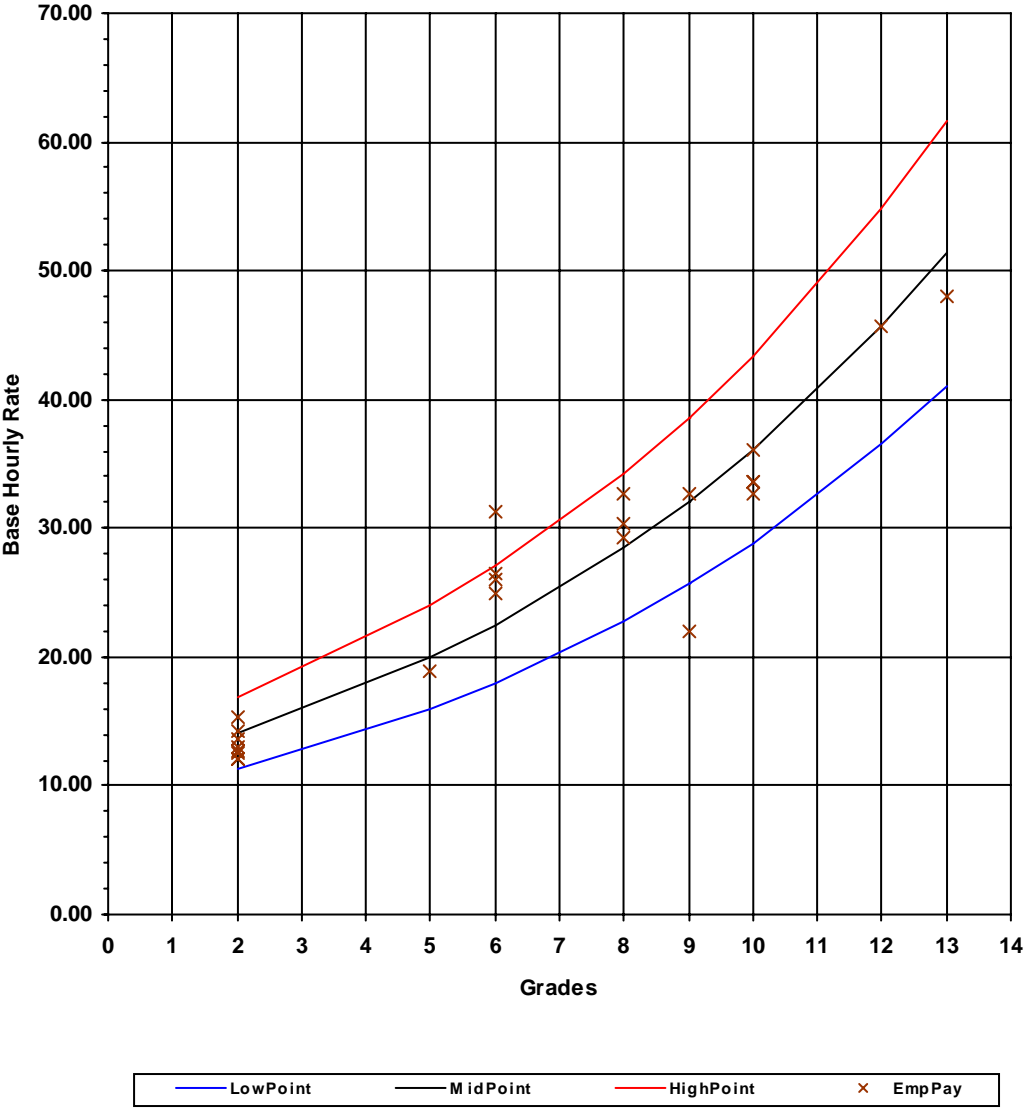
Effective Date: 7/1/2006

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Spread
1	20,800	26,000	31,200	50.0%	0.0%
2	23,400	29,250	35,100	50.0%	12.5%
3	26,325	32,906	39,488	50.0%	12.5%
4	29,616	37,020	44,423	50.0%	12.5%
5	33,318	41,647	49,976	50.0%	12.5%
6	37,482	46,853	56,223	50.0%	12.5%
7	42,168	52,709	63,251	50.0%	12.5%
8	47,439	59,298	71,158	50.0%	12.5%
9	53,368	66,710	80,052	50.0%	12.5%
10	60,039	75,049	90,059	50.0%	12.5%
11	67,544	84,430	101,316	50.0%	12.5%
12	75,987	94,984	113,981	50.0%	12.5%
13	85,486	106,857	128,229	50.0%	12.5%
14	96,171	120,214	144,257	50.0%	12.5%
15	108,193	135,241	162,289	50.0%	12.5%

Jobs - Market Average - By Grade



Employee Pay - By Grade



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Report 106: Pay Equity Analysis Report - All Active Employees

Adams

Number of Employees : 3

First Name	Last Name / Current Title	Job Code	Grade	New Title	Curr Base	PIR	CR	Race	Gender	Yrs		Salary Range		
										Ser	Perf	Minimum	Midpoint	Maximum
Carol	Rivers	3011	2	Customer Relations Special	26,000	OK	0.89	W	F	4.7	2	23,400	29,250	35,100
Peter	Winslow	3011	2	Customer Relations Special	27,000	OK	0.92	W	M	5.5	2	23,400	29,250	35,100
James	Forrest	3011	2	Customer Relations Special	32,000	OK	1.09	W	M	4.2	2	23,400	29,250	35,100
Total Current Base Rates					85,000		0.97							

Line	Gr	Job Title	Job Code	No. Employees	Avg Rate	Consensus Market	Market Index	Range Midpt	Compa Ratio
1	13	Controller	1009	1	48.08	54.52	0.88	51.37	0.94
2	12	Program Manager	2014	1	45.67	47.75	0.96	45.67	1.00
3	10	Human Resources Director	1013	1	32.69	38.04	0.86	36.08	0.91
4	10	Senior Software Developer	2013	2	33.65	36.57	0.92	36.08	0.93
5	10	Accounting Manager	1006	1	36.06	36.11	1.00	36.08	1.00
6	9	Manager-Customer Relations	3013	1	22.00	30.70	0.72	32.07	0.69
7	9	Application Engineer	2023	1	32.69	30.47	1.07	32.07	1.02
8	8	Software Developer II	2012	2	31.01	28.74	1.08	28.51	1.09
9	8	LAN Administrator	1005	1	30.29	28.18	1.07	28.51	1.06
10	6	Staff Accountant	1003	3	27.40	23.52	1.17	22.53	1.22
11	6	Software Developer I	2011	1	26.44	23.33	1.13	22.53	1.17
12	5	Human Resources Representati	1012	1	18.94	19.12	0.99	20.02	0.95
13	2	Customer Relations Specialist	3011	3	13.62	14.83	0.92	14.06	0.97
14	2	Human Resources Assistant	1011	1	13.70	14.11	0.97	14.06	0.97
15	2	Accounting Assistant	1001	4	12.74	13.44	0.95	14.06	0.91
Total Number of Employees				24		Overall Market Index	0.97	Overall Compa Ratio	0.98

		Percent Merit Increase Guideline				
Performance Definition		Div 1	Div 2	Div 3	Div 4	Div 5
1	Outstanding	16	12	8	6	0
2	Consistently Exceeds Expectations	12	8	6	4	0
3	Meets Expectations	8	6	4	2	0
4	Needs Improvement	0	0	0	0	0

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Report 109: Merit Budget Increase by Eligibility/Type Categories

Budget Categories	Number Employees	Current Base Payroll	Annualized Increase	Percent of Curr Base	New Base Payroll	Percent of Curr Base	Cost of Increase	Percent of Curr Base
Eligible - No Increase	1	65,000	0	0.0%	65,000	0.0%	0	0.0%
Eligible - Merit Only	22	1,157,900	72,625	6.3%	1,230,525	6.3%	48,649	4.2%
Eligible - Merit + Adj	1	45,760	11,898	26.0%	57,658	26.0%	10,080	22.0%
Totals:	24	1,268,660	84,523	6.7%	1,353,183	6.7%	58,729	4.6%
							Current Compa Ratio:	0.99
							New Compa Ratio:	1.06

Cornerstone Incorporated
Report 110: Supervisor's Salary Planning Report

Adams

Number of Employees 3

First Name	Last Name / Current Title	Job Code	Grade	New Title	Curr Base	Review Date	PR	Div	CR	Proposed Increase / Range Min Mid Max			
										Merit Incr	Adjustment	New Base	Compa Ratio
Carol	Rivers	3011	2	Customer Relations Specialist	26,000.00	8/1/2006	2	1	0.89	12.00%	0.00%	29,120.00	1.00
F	Customer Relations Rep									23,400	29,250	35,100	
Peter	Winslow	3011	2	Customer Relations Specialist	27,000.00	10/1/2006	2	2	0.92	8.00%	0.00%	29,160.00	1.00
F	Customer Relations Rep									23,400	29,250	35,100	
James	Forrest	3011	2	Customer Relations Specialist	32,000.00	2/1/2006	2	3	1.09	6.00%	0.00%	33,920.00	1.16
F	Customer Relations Rep									23,400	29,250	35,100	
Sum Base Rates					85,000.00							92,200.00	1.05