



Technology Net

Compensation Survey System

QUICK START: SETTING-UP & USING THE TECHNET CSS

Following the steps below will walk you through the process of getting started in your new TechNet Compensation Survey System (CSS).

All of the programs functions are explained as you walk through this guide. There are four basic exercises, 1) entering your data, 2) identifying entities with which you want to compare, 3) selecting job titles to be included in a comparative report, and 4) selecting a report option.

GETTING TO THE SITE AND LOGGING-IN

Log In

Step #1: *Using your Internet Explorer (IE) WEB browser (IE rather than Netscape Navigator - Netscape is not fully compatible), enter www.comp-survey.com and click on "go". If you do not have Internet Explorer on your computer you can download the program for free from the internet.*

Step #2: On the left navigation bar, click Log In.

Step #3: For Login ID, enter the login provided to you by TechNet. Then enter the Password provided to you.

Note: *If you require a password, one can be quickly obtained directly from the home page. Under the "login" link is "Request Login". Complete the online request illustrated below and click on "Save Request". You will be provided your login and password via email in approximately 24 hours. Don't forget to click on the "Save Request" button.*

Request Login

You must provide the following information to request a login id to the system. Once you supply the necessary information, your request will be reviewed and authorized by your sponsoring league, association, or other organization.

Personal Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Office / Contact Phone:	<input type="text"/> (xxx-xxx-xxxx)
E-mail Address:	<input type="text"/>
Information about the municipality or other organization you represent	
Municipality / Organization Name:	<input type="text"/>
Municipality / Organization State:	<input type="text" value="Select..."/>
Municipality / Organization Zipcode:	<input type="text"/>

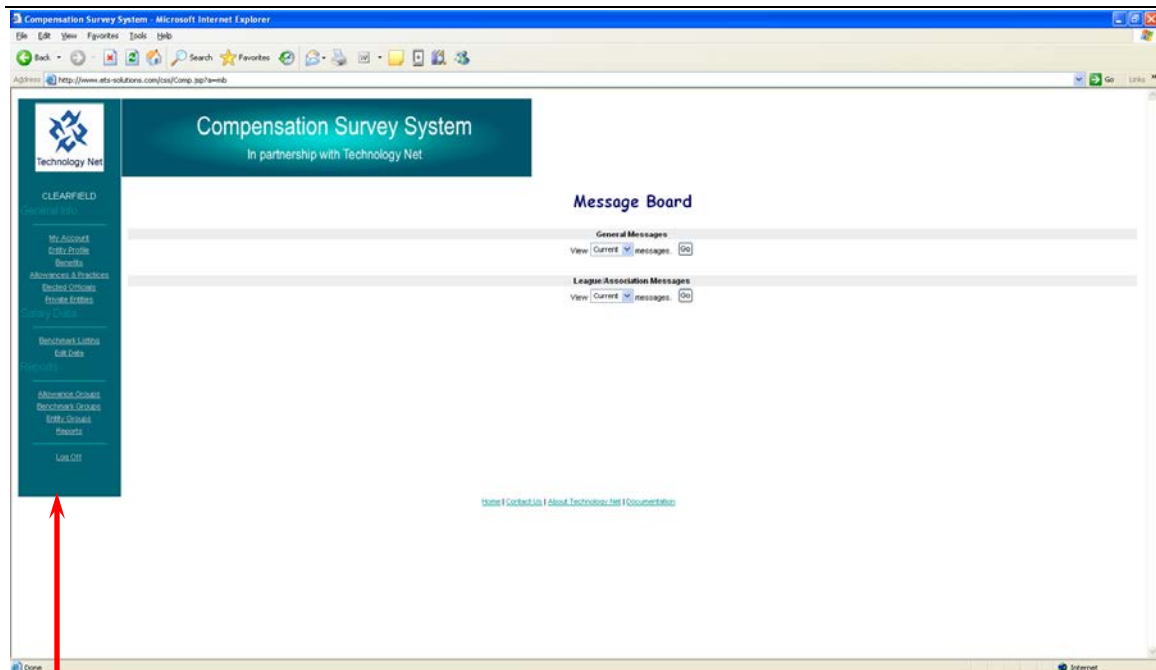


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MESSAGE BOARD

Upon logging in the first screen to be viewed is the message board. It is here that users are apprised of periodic changes to the system, provided with helpful hints or given special instructions for solving known issues related to browsers, settings, etc. If you are a member of a specific league or association, a section is available for viewing messages posted by the league or association system administrator. The screen is defaulted to the most "current" messages. Using the pull-down list, choosing "All" will let you view all the message history and view previous messages.



NAVIGATING

All system features are accessible from the main menu on the left. Clicking on any of the items will take you directly to those locations within the system.

ENTERING YOUR GENERAL INFORMATION

My Account

- The first area you see is your account information. In this area you control your password and your contact info. Your system generated password can be changed at anytime and as often as you choose, click on **Change My Password**. You can return to this page at any time by clicking on **My Account** on the left navigation bar.



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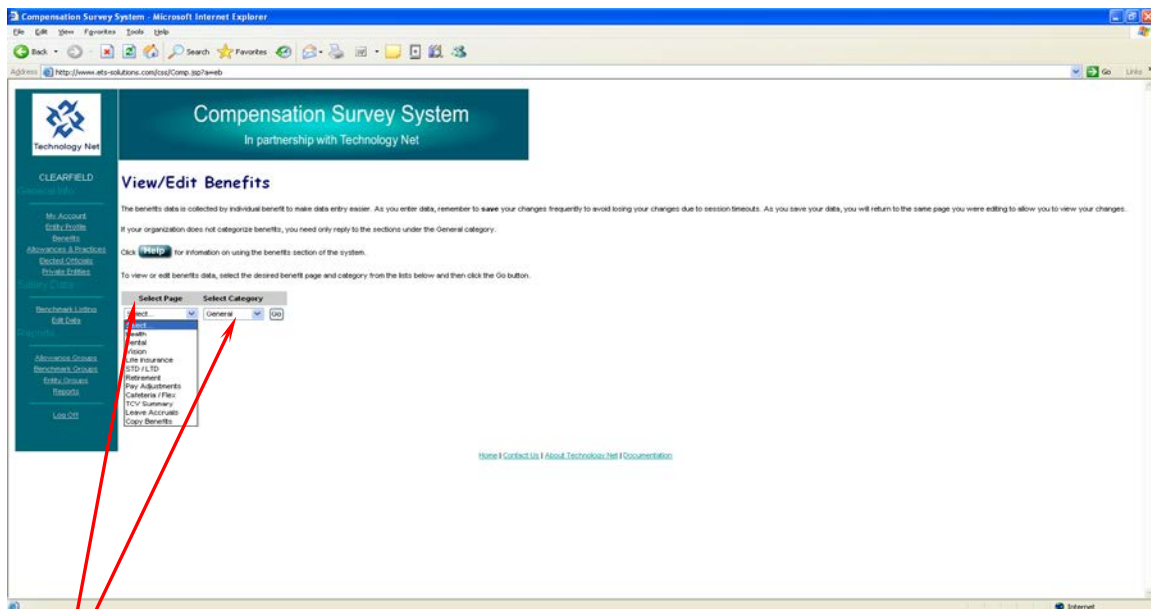
- Enter the missing information into this screen and move to the next step.
- **Click on the “Save Changes” button at the bottom of the page. Failing to do so will cause your information to be lost when you move to the next step.**

Entity Profile

- Click on the [Entity Profile](#) link on the left navigation bar.
- This is where you enter the information about your entity. Notice that on the right side of the screen, there are help links next to some of the fields. These provide instruction on what information is intended for these fields.
- Again, enter the missing information into this screen and move to the next step.
- Don't forget to enter the detailed information at the bottom of this screen, your population, number of full time employees and operating budget. This information is used later as help in choosing the entities with which you want to compare.
- **Click on “Save Changes”.**

ENTERING YOUR BENEFITS INFORMATION

Monthly Benefits Costs and Percentages



- Click on the [Benefits](#) link on the left navigation bar.
- Two selection lists appear, one for the type of benefit and related benefit practices and one for the benefit category. Benefit Categories include “General” for the typical employees, “Management”, “Police” and “Fire”. The system allows for the need to report differences in benefit programs that are specific to these groups, most likely a retirement contribution rate. The default category is “General”. First enter all benefit details under the general category, but do not repeat the process for the other categories. The “Copy

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Benefits” feature from the “Select Page” list eliminates the need to re-enter data.

- Select “Health” from the “Select Page” list. Where multiple benefit options are available, you are asked to enter that package which offers the greatest “benefit opportunity to the employee”. Quite likely, this will be the highest cost package available to the employee. The amounts will be used to calculate the Total Compensation Value or TCV, which is illustrated in the CSS reports. (TCV= Average Actual Pay X (1+Benefit %) + Annual Benefit \$). There are help links next to the fields describing the benefit and reporting methods.

The screenshot shows the 'General Health Benefits' form in a web browser. The form includes fields for 'Does employer offer health insurance?', 'Effective Date?', 'Check each type of insurance offered' (with checkboxes for HMO, INDEM, PPO, POS, Self Ins.), 'Are prescription drugs included?', 'Do benefits cover unmarried common-law partners?', 'Do benefits cover same-sex live-in partners?', 'Which plan is used by the most employees?', 'What is the percentage of employees using this plan?', and 'Who is the provider for this plan?'. Below these is the 'Health Premiums' section with a table for premium costs and a 'Health TCV Value' field. A red circle highlights the 'Health TCV Value' field, and a callout box points to it with the text: 'The TCV value and the employer share of premium should always be the same.'

- Completing all fields will enhance the value of the system reports.
- Various insurance options may be available, simply check off those that you offer.

Check each type of insurance offered:

HMO

INDEM

PPO

POS

Self Ins.

HMO= Health Maintenance Organization

INDEM= Indemnity Program, the traditional insurance package.

PPO= Preferred Provider Organization

POS= Point of Service

SELF INS.= Self Insurance

- Click on “Save Changes”.



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- Scroll to the bottom of the page, from the “Select Page” list choose “Dental” and repeat the exercise for costs of **Dental, Vision, Life and Short Term/Long Term Disability Insurance**. Notice that you can indicate whether dental and other insurance elements are purchased along with the health insurance and can be reported as such. Even in such cases it is helpful to report what the premium amounts are for the benefit. However, do not duplicate the amount in the TCV field--- if already accounted for in the health insurance premium, leave the TCV field blank. Only report a TCV value when the benefit is a “stand alone” benefit.

Return to the benefit selection list and complete the data entry for each screen.

Does employer offer health insurance? Yes No

Effective Date? (mm/yyyy) format

Check each type of insurance offered:

HMO PPO POS Self Ins.

Other: _____

Are prescription drugs included? Yes No

Do benefits cover unmarried common-law partners? Yes No

Do benefits cover same-sex life-in-partners? Yes No

Which plan is used by the most employees?

What is the percentage of employees using this plan? 0.00 %

Who is the provider for this plan?

Health Premiums

The responses in this section should represent the premiums for the plan used by most employees.

	Employee Only	Employee Plus Spouse	Employee Plus One	Employee Plus Family
Total Monthly Premium Cost?	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,200.00
Employer's monthly share of premiums?	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00
Employer's percent share of premiums?	0.00 %	0.00 %	0.00 %	75.00 %

Health TCV Value? 900.0000 Dollars

Health Comments: _____

Select Page: **Dental**

sure you save before you move to the next page.



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General Retirement Benefits

After entering all employee contribution amounts, indicate what the [employer total contribution percentage](#) is for all retirement options. Include those amounts that are optional as a match once the employee participates, i.e., 457's. Post the total in the TCV field as a percentage value.

Plan	Plan ID	Employee Amount Is	Employee Contribution
<input type="checkbox"/> State System			
<input type="checkbox"/> Sec. 401 (a)			
<input type="checkbox"/> Sec. 401 (a)			
<input type="checkbox"/> Sec. 403 (a)			
<input type="checkbox"/> Sec. 403 (b)			
<input type="checkbox"/> Sec. 457			
<input type="checkbox"/> Other			

Retirement TCV Value: 1.8678 Percent

General Pay Adjustments

What compensation adjustments (increases/decreases) did employer make in the following areas:

Type of Adjustment % Change

Cost of living adjustment %

Market-based %

Merit-based %

Step-based %

Adjustment Comments:

****STOP: Make sure you save before you move to the next page.**

- **Cost-of-Living Adjustment:** If you provided an across-the-board increase which adjusted **both** range and employee actual pay (without changing their position on the steps within the range), report that % amount.
- **Market Based:** If an adjustment was made which affected **only the formal range**, minimum through maximum, but not the employee actual pay (resulting in the employee's pay in relationship to midpoint to decrease); indicate that percentage amount.
- **Merit Based:** If special adjustments are awarded for performance based recognition, report the average percentage increase awarded during the last year.
- **Step Based:** If annual automatic pay progression on a step plan is allowed as part of a formal pay range, report the average percentage step increase during the last year.



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Cafeteria Plan / Flex Accounts

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General Cafeteria Plan / Flex Accounts

Cafeteria Plan
Does employer offer a Cafeteria total benefits plan? Yes No

Total amount provided each year? \$ 0.00

Flexible Savings Accounts
Does employer offer a FSA? Yes No

Account type is in: Not Applicable Medical Premiums Dependent Care Premiums Other

Amount, if any, employee can contribute each year?

Cafeteria Flex Comments:

Cafeteria TCV Value? (monthly amount) 1,2345 Percent

****STOP: Make sure you save before you move to the next page.**

Select Page: Cafeteria / Flex | Select Category: General

Home | Contact Us | About Technology Net | Documentation

Ignore entering a TCV amount on this screen if premium amounts have already been accounted for on the individual benefit screens.

TCV Summary

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General TCV Summary

This page displays a summary of all the amounts that factor into the Total Compensation Value (TCV) for the General benefits category.

The TCV Adjustment Amount and Percentage, as well as any Description you may wish to enter, may be adjusted and saved from this page. The other amounts displayed on this page must be edited on the specific page for that benefit type.

Category	Dollars	Percentage
TCV value for Health	900.00	
TCV value for Dental	65.00	
TCV value for Vision	0.00	
TCV value for Life Insurance	15.00	
TCV value for STD		2.5000
TCV value for LTD		1.5000
TCV value for Retirement		9.6000
TCV value for Cafeteria Plan		1.2345
TCV value for Social Security		6.2000
TCV value for Medicare		1.45%
TCV Adjustment Amount (dollars)	\$ 0.00	
TCV Adjustment Percentage		0.0000 %
Totals:	1986.49	22.5346%

TCV Adjustment Amount (dollars): \$ 0.00

TCV Adjustment Percentage: 0.0000 %

Totals: 1986.49 22.5346%

Description:

- **TCV Summary:** This screen allows you to view all the benefit values that will be used in the system formulas to calculate the Total Compensation Value.
- **Adjusting The TCV Total:** There may be other benefits provided across the board to all of your employees. You can enter additional dollar amounts or percentage values as needed to account for the entire “entity-wide” package. Identify these additional benefits in the description box.



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Leave Accrual

Be sure to select the proper method of accrual and enter values in "Hours Per Year".

Upon entering your accrual hours in the first service year, strike the "Tab Key"; that value will then be filled into the remaining years of service fields. You only need to enter new values in those years where the accrual rate changes.

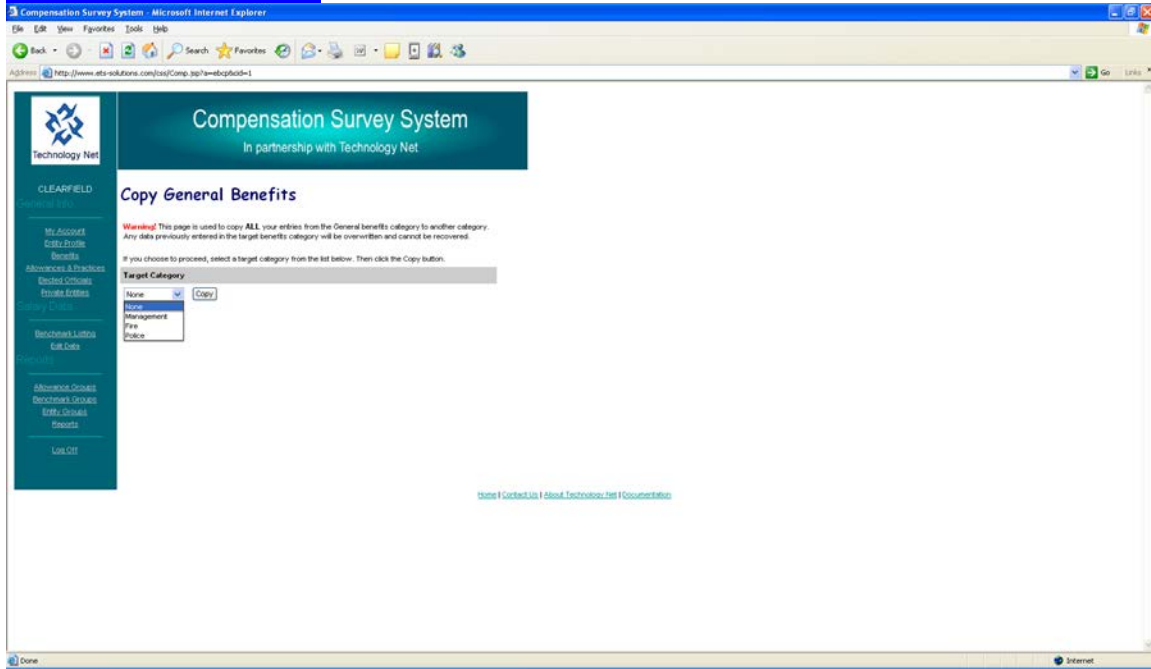
- Annual Leave can be reported either as "Vacation" or "Paid Time Off" (PTO). Typically, PTO is a combination benefit which includes both vacation and sick leave. Ownership drives the difference in the two programs. Under the traditional approach the employee will own vacation time but the employer will own sick leave and will have certain administrative restrictions with regard to use and conversion.
- The narrative box is where you report some of the specifics with regard to policies that govern the use of the benefit. This box is not an unlimited text field so users are discouraged from pasting multiple pages from policy manuals into this box. Try and limit entry to approximately 300 characters.
- Additional leave options are reported on this screen; each is self explanatory. When entering practices for "Paid Holidays", chronologically list those days in the narrative box.
- **Click on "Save Changes".**



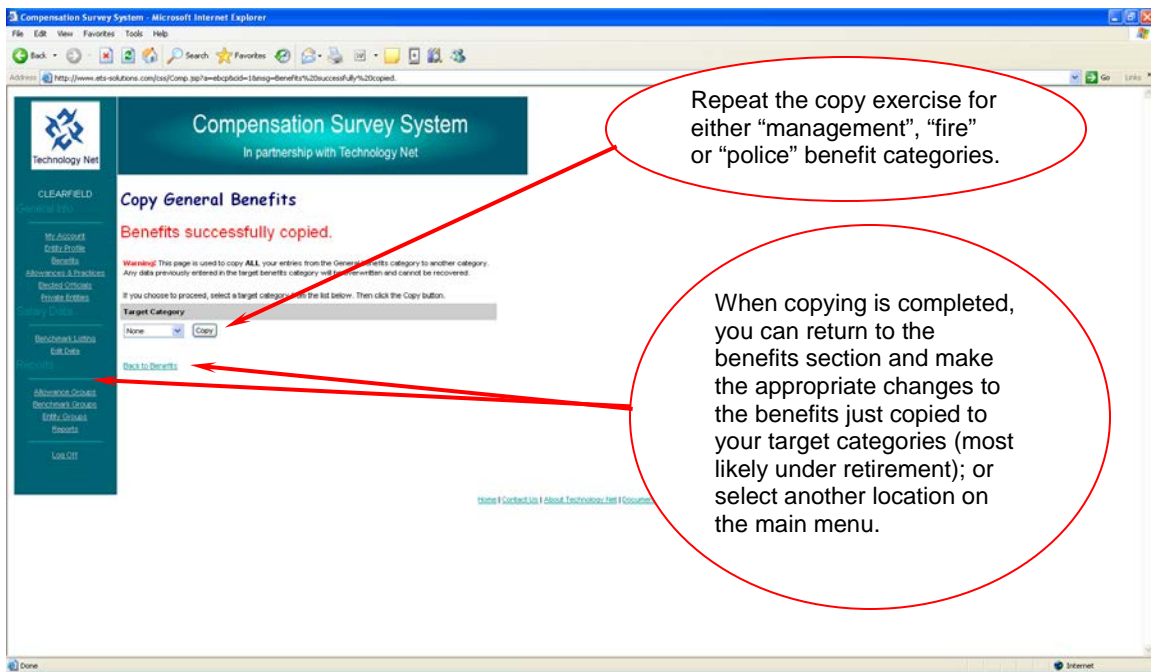
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Copy General Benefits



- Having completed entry for all benefits under the “General” category, you are now ready to copy that data into the other benefit categories.
- Open list of categories and select your new “Target Category”
- Click on the “Copy” button. The “Benefits Successfully Copied” screen will appear.





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ENTERING YOUR ALLOWANCES & PRACTICES INFORMATION

When first opened, this screen looks empty. Click on "Add" to access the allowance and practice list.

Select an allowance or practice of interest. If one you are searching for does not appear on the list, you may request it be added by clicking on the "?".



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After clicking on an item in the list it will appear along with its definition and the data entry fields, which are narrative fields. The "Amount" field is required, in which you enter a value statement, i.e., \$40 per month, or a descriptive statement, i.e., "varies by department". In this example you may enter all your uniform allowances in one entry, describing all the various departmental jobs receiving the benefit in the "comments" box. Or, have a separate entry for each department.

As you complete the exercise for various allowances and practices, you will accumulate a list. You manage your list from this screen. You may delete entries by clicking on the red "X", or you may edit your entry by clicking on the name of the allowance or practice. Don't forget to **Click** on "SAVE".

ENTERING DATA FOR ELECTED OFFICIALS

- Click on the [Elected Officials](#) link on the left navigation bar.
- This is where you enter the the amount and basis of compensation paid to your elected officials, Appointed Executives and/or Board Members. When the window opens there will be no positions listed. Following the instructions at the top of the screen, click on "Add elected officials titles". You will next see a list of titles. Some belong to cities, some to counties, others to special



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districts or State government. Click in the box next to the titles for which you want to enter data and then click "Add" at the bottom of the screen.

- Once you have clicked on the "Add" link you will be returned to the main page showing the titles you selected. Clicking on a title from your list will open the data entry screen. Choose the proper basis for pay and enter the pay rate in the box provided and then check the small box next to the benefit headings for all those benefits in which the elected officers are eligible to participate.
- **Click on "Save Changes".**

This screenshot shows the data entry form for a 'CLERK OF THE COURT' position. The form includes fields for 'Incumbents', 'Pay Basis' (set to 'Annual'), 'Salary' (25,000.00), and 'Combined Position?' (set to 'No'). There are checkboxes for 'Full Time?', 'Part Time?', 'Health', 'Dental', 'Life Insurance', and '401k'. A 'Comments' field contains the text: 'Though paid by the county, the position is funded by the State Judicial System.' A red circle highlights the 'Combined Position?' field, with an arrow pointing to the explanatory text on the right.

Combined positions occasionally occur in some jurisdictions, with elected positions performing multiple functions, i.e., Clerk/Auditor/Recorder, or Clerk/Treasurer, etc. In these cases you will select each of the individual titles from the list, enter the exact same pay and benefit information and then indicate on this screen that it is a "Combined Position".

This screenshot shows the 'Elected Officials' list. At the top, there is a 'Display Comments?' dropdown menu set to 'Yes'. Below this is a table with columns: 'Title', 'Inc', 'Pay Basis', 'Salary', 'Combined', 'Full Time', 'Part Time', 'Health', 'Dental', 'Life Ins', '401k', and '407'. The first row shows 'CLERK OF THE COURT' with a 'Comments' field containing the same text as in the previous screenshot. A red circle highlights the 'Display Comments?' dropdown, with an arrow pointing to the explanatory text on the right. Another red circle highlights the 'CLERK OF THE COURT' title in the table, with an arrow pointing to the explanatory text at the bottom.

Display Comments? allows you to view or hide the comments entered from the previous screen.

You can edit information entered for each elected or appointed position by clicking on the title; which will return you to the previous screen.



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ENTERING “PRIVATE ENTITIES” DATA

This feature is very powerful and is used to enter information for surveyed entities not subscribing to the TechNet CSS or entering copyrighted/proprietary salary survey information purchased by you. You enter here data that is “private” to you. This section of the database, once you have entered it into the system, is restricted. Only you have access to this information. You create a private entity by clicking on the [“Private Entities”](#) link, select [“Create Private Entity”](#) and then enter the account and profile information as described earlier, just as you did for yourself, and enter that information as if you were that organization. When completed, click on the save button and a new item will appear in your menu bar labeled, “Login As”. You are then ready to enter data and perform your job matching for that entity as if you are them by following the next set of instructions. To enter data for one of your “private entities”, click on “login as” and from the pull down menu, select the entity for which you want to enter data. When selected you will notice their name in the upper left hand corner under the TechNet logo (or your association logo). Be sure to return to your parent account when finished entering that “private entity” data. You do so by clicking on “Login As” and then “Change Login”, which will default you back to your account. You will know you have performed this correctly because your entity name will reappear in the upper left-hand corner.

- **Click on “Save Changes”.**

BENCHMARK LISTING, THE SYSTEM’S JOB TITLE INDEX

This is where you initially make your job matches. Click on [“Benchmark Listing”](#) in the main menu bar at the left of your screen. A window will pop-up describing the sort and search features in this screen. The following fields and buttons appear.

SEARCH FOR:		<input type="checkbox"/> (my jobs only)	SORT BY:	Grade	DIRECTION:	Ascending	Search
-------------	--	---	----------	-------	------------	-----------	--------

[“Search For”](#) gives you the ability to view titles in the system of your choosing without having to scroll the entire list of titles. You can enter a single letter or any combination of letters, i.e., if you entered “rec” all titles and functional categories with that sequence of letters would show up on a list, after you click on the “search” button at the far right (or strike your enter key). If you wanted to see the entire list of job titles available in the system, enter an underscore () in the “search for” window and click on “search”. You may also search by job ID number. Once you have called up the list of titles you can then use the other fields, [“Sort By”](#) and [“Direction”](#) to further order and manipulate the list. Click on the arrows for the pull-down lists shown above to view the selection options. Under the “sort by” list you will see Job ID, Job Title, Grade, Functional Category and Last Update Date (options for “Grade” and “Last Update Date” will not be useful until you have actually entered your matching data). A search of the series of letters “POL” produces the result below.



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Benchmark List - Microsoft Internet Explorer

Benchmark List

[Help](#)

This listing displays the Benchmark IDs, Titles, and their Functional Categories in the system. You can sort the list by ID, Title, Functional Category, or by the date the data was last updated by selecting the appropriate selection in the Sort By box. To view the description of a benchmark, click its title. To enter/edit data for a particular benchmark, click the associated Edit link. The last column indicates the date on which changes were made to this record for your organization. If you have previously entered data for a particular benchmark, you will see a date listed.

SEARCH FOR: (my jobs only)

SORT BY:

[Close Window](#)

Jobs

ID	Edit	Title	Grade	Functional Category	Last Update
1535	Edit	ASSISTANT POLICE CHIEF		PUBLIC SAFETY / EMERGENCY RESPONSE	
1741	Edit	DEPUTY POLICE CHIEF		PUBLIC SAFETY / EMERGENCY RESPONSE	
1748	Edit	POLICE CADET		PUBLIC SAFETY / EMERGENCY RESPONSE	
1735	Edit	POLICE CAPTAIN		PUBLIC SAFETY / EMERGENCY RESPONSE	
1740	Edit	POLICE CHIEF		PUBLIC SAFETY / EMERGENCY RESPONSE	11/18/2005
1744	Edit	POLICE COMMANDER		PUBLIC SAFETY / EMERGENCY RESPONSE	
1761	Edit	POLICE COMMUNITY SERVICE OFFICER		PUBLIC SAFETY / EMERGENCY RESPONSE	
1745	Edit	POLICE LIEUTENANT		PUBLIC SAFETY / EMERGENCY RESPONSE	
1749	Edit	POLICE OFFICER		PUBLIC SAFETY / EMERGENCY RESPONSE	11/12/2005
1750	Edit	POLICE OFFICER I		PUBLIC SAFETY / EMERGENCY RESPONSE	11/24/2005
1755	Edit	POLICE OFFICER II		PUBLIC SAFETY / EMERGENCY RESPONSE	
1760	Edit	POLICE OFFICER III		PUBLIC SAFETY / EMERGENCY RESPONSE	
1765	Edit	POLICE SERGEANT		PUBLIC SAFETY / EMERGENCY RESPONSE	
1780	Edit	RESERVE POLICE OFFICER		PUBLIC SAFETY / EMERGENCY RESPONSE	

When the list appears on your screen it will look like what is shown above. Clicking on "Edit" will open the data entry screen for the job title listed. Clicking on the job title opens a window containing a description of the benchmark job. Upon reviewing the job description and choosing to make a match, you may also access the data entry screen by clicking on the "Salary Data" link at the end of the job description paragraph. The "Edit" link and the "Salary Data" link take you to the same screen. The screen will have the heading "Salary Details" and identify the job title and job ID number (see sample of the screen below). This Salary Data screen has three sections:

- **General Benchmark Information**
- **Salary & Range Information**
- **Benchmark Benefits Information**

Note: You probably noticed this other search option, "my jobs only". After you have completed entering data for jobs that have been matched, you can restrict your Benchmark Listing "Search" to just those matched jobs by clicking in the "my jobs only"

box. my jobs only.



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SEARCH FOR:

(my jobs only)

With just your matched jobs appearing in the “Benchmark Listing” index screen you can now effectively utilize the other sort features of “Grade” and “Last Date Updated”.

SALARY DETAILS -- ENTERING BENCHMARK DATA

Salary Details
Job #1750 - POLICE OFFICER I

If you wish to delete this benchmark from your list and from any Benchmark Groups that contain it, Click [Delete Benchmark](#).

Note: Changes made and saved on this page will not be reflected on the Salary Data Spreadsheet until the page is reopened. To reopen the spreadsheet, click the Edit Data link in the menu.

[Help](#)

General Benchmark Information

Preferred Title Last Updated 11/24/2005

Reports to Hours Worked per Year

Union / CBU Union / CBU Name

FLSA Exempt Pay for Performance

Grade

Total # Responsible for Steps in Grade

Comparability Direct Reports

Years to Max Career / Position Allocation

Number at Max

Notes / Characteristics

Salary and Range Information

Effective Date ("as of" date) (mm/yyyy format)

Range	Full Time Annual Salary	Part Time Hourly Rate	Temporary / Seasonal Hourly Rate
Minimum Rate	<input type="text" value="24,000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

As you can see above, the data fields are, for the most part, self-explanatory, however, for a detailed explanation of each field you can click on the “help” link in the second paragraph. Completing this exercise for all the jobs for which you have a match then enables you to make comparisons with the rest of the entities in the system. To help you maximize the power of the program, do not hesitate to match your job with as many jobs in the system that may be functionally similar, i.e., if you have an “Equipment Operator” title you may want to match with Street Operators, Water System Maintenance Operators, Utility Maintenance Operators, and Equipment Operators.



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Edit Salary Data - Microsoft Internet Explorer

Salary Details

Job #1750 - POLICE OFFICER I

If you wish to delete this benchmark from your list and from any Benchmark...

Note: Changes made and saved on this page will not be reflected on the Salary Data Spreadsheet until the page is reopened. To reopen the spreadsheet, click the Edit Data link in the menu.

Of significant importance is hours "worked per year". The system defaults to 2080, but if a job is scheduled or contracted to receive pay based upon a different number of hours per year, it must be entered here.

CBU = Collective Bargaining Unit

General Benchmark Information

Preferred Title: Last Updated: 11/24/2005

Reports to: Hours Worked per Year:

Union / CBU: Union / CBU Name:

FLSA Exempt: Pay for Performance:

Grade: Steps in Grade:

Total # Responsible for: Direct Reports:

Comparability: Position:

Years to Max:

Notes / Characteristics:

Salary and Compensation

Effective Date ("as of" date): (mm/yyyy format)

Range	Full Time Annual Salary	Hourly	Part Time / Seasonal Hourly Rate
Minimum Rate	<input type="text" value="24,000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

When comparing your job with a TechNet benchmark job you will need to make a judgment as to how well your job matches. You specify here if your matched job is the same (=/equal), stronger or bigger (>/greater than) or a lesser or smaller job (</less than).



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Edit Salary Data - Microsoft Internet Explorer

Salary and Range Information

Effective Date ("as of" date) (mm/yyyy format)

Range	Full Time Annual Salary	Part Time Hourly Rate	Temporary / Seasonal Hourly Rate
Minimum Rate	<input type="text" value="24,000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Maximum Rate	<input type="text" value="29,000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Actual			
Actual Low	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Actual High	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Actual Average	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Number of Incumbents	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Hours Worked Per Week	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Is Part Time Position Benefits Eligible?	<input type="text" value="No"/>	

Benchmark Benefits Information

Benefits Category

To add, subtract or change benefit values that are different from those listed for the selected Benefits Category, enter dollar amounts or percentages in the correct field below.

Benefits Adjustments	Costs	Percents
	\$ <input type="text" value="0.00"/> Monthly Amount	<input type="text" value="0.00"/> % of Avg Salary

Explanation of Benefits

Note that if the job is a single incumbent position, the actual low, actual high and actual average will be the same value. Simply cut and past the first entry into the other two cells.

Salary & Range Information

- Post the "Effective Date" for the salary details. This date is likely to be a date that coincides with a changing fiscal year/budget year. It may also be a date that is triggered by an agreement or contract for periodic cost-of-living increases.
- "Range" is the formal minimum and maximum on a pay plan or grade and step scale.
- "Actual" the lowest, highest and average for all employees in your organization currently occupying the benchmark job. Report under "Number of Incumbents" how many employees currently occupy the job.



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Is Part Time Position Benefits Eligible?

Benchmark Benefits Information

Benefits Category: (Dropdown menu: None, General, Management, Fire, Police)

To add, subtract: (Dropdown menu: General, Management, Fire, Police)

Benefit values that are different from those listed for the selected Benefits Category, enter amounts or percentages in the correct field below.

Costs	Percents
Benefits Adjustments: \$ <input type="text" value="300.00"/> Monthly Amount	<input type="text" value="2.00"/> % of Avg Salary

Explanation of Benefits:

“Benefits Adjustments” can be made either as a monthly dollar amount or as a percentage, or both. Benefits that are unique to the job may be reported here, i.e., you may have a car allowance for a department head so you would enter that \$ value (\$300) and you may also contribute to an annuity an additional 2%.

Benchmark Benefits Information

The system automatically defaults to the “General” benefit category. If all your jobs receive exactly the same benefits, there is no need to change the category at this screen. However, if benefits are different, you must change the benefit category for the job. In order for the TCV to be accurately calculated in the reports, the proper “Benefits Category” must be designated on this screen. If entered here, the “Benefits Adjustments” will be included in the TCV calculation for the position. If these fields are utilized you also need to add an explanation in the “Explanation of Benefits” box.



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EDIT DATA SCREEN

Helpful Hint: Removing the “✓” next to (my jobs only) and then performing a search will access the entire benchmark index as if in the “Benchmark Listing”. You can then enter data in the spreadsheet format, save changes and have a new job added to “my jobs only”. To return to your jobs, click back on the “my jobs only” box and make the search box “blank”. Click on search.

Job #	Title	Range		Actual			Inc	Year	Grade	Inc	Effective Date (mm/yyyy)	Last Updated
		Min	Max	Low	High	Avg						
1740	POLICE OFFICER	55,000	75,000	58,000	58,000	58,000	2,080		1		11/05/2005	Details
1749	POLICE OFFICER	35,000	50,000	35,000	50,000	43,000	2,080		15		11/12/2005	Details
1750	POLICE OFFICER	24,000	29,000	0	0	0	2,812		0		11/05/2005	Details

Helpful Hint: Sorting this list by pay grade will put all jobs valued the same in consecutive order so making changes to range minimums and maximums is a simple cut & paste exercise.

Editing Data From The Salary Data Spreadsheet

- This screen defaults to “all my jobs”. Those jobs for which you have entered matching data. Changes can be made quickly in this screen which are automatically saved to the Salary Details screen.
- From here you may review, edit, and update what you have input into the CSS for the positions in your organization. You may also enter data for the first time from this screen by not selecting the “my jobs only” box and using search criteria specific to your area of interest. You may even search using the underscore “_” and view all titles in the system.
- You can make changes directly in this screen for any range minimum; range maximum, actual low, actual high, actual average, pay grade and number of incumbents. Be sure to click on the “Save Changes” button at the bottom of the screen. Once saved, the “Last Updated” date will change (you may have to refresh your screen).
- As is the case at all screens, Microsoft features, i.e., cut, copy, paste, etc. are functional here, making changes to jobs valued the same easily and quickly completed.
- The “**Sort By**” and “**Direction**” filters gives added functionality and power to this screen. For example if you searched using the underscore, bringing up all system job titles, then chose “last updated date” from the “Sort By” menu and then selected “Descending” from the Direction menu, the result would be a list of jobs beginning with all titles with which you have entered data, followed by all the rest of the job titles in the system.



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- Clicking on any listed Job Title will take you to a description of that job, just as when you clicked on the title while in the “Benchmark Listing” screen.
- The [Details](#) links on the right of the screen will take you to the “Salary Details” template area where you previously entering that data. You may update from either the “Edit Data” screen or the “Salary Details” screen.
- Again, make changes here to reflect what has changed in the past 12 months. In the future you may make changes as they occur, thus assuring the most up-to-date information.
- **Click on “Save Changes”.**
- **If you need to update your wage information in the system, and the adjustment is an across-the-board change; simply email TechNet Support at Help@comp-survey.com. Specify in the email the percent (%) or dollar (\$) adjustment that should be applied to the reported ranges and your wage data can be up-to-date (usually within 24 hours). If there is an additional amount that should be applied to the actual low, high and average (a short cut to reflect the average merit, step or performance based adjustments give to employees) specify that amount as well.**

Reports – Designating Comparative Criteria

Setting Up Your Groups

With your job matches identified and your data entered, there are only three things you do in the system: 1- Tell the system which jobs you want to include in a report- accomplished by creating “Allowance Groups” or “Benchmark Groups”; 2- Tell the system with which entities you want to compare- accomplished by creating “Entity Groups”; and 3- run a report, accomplished simply by selecting the report option you desire from the pull down menu in the reports screen.

Creating Allowance Groups

- Click on the [Allowance Groups](#) link on the left navigation bar.
- This is the area where you set up your “allowance groups”, or the allowance and practices that you wish to compare against other governments.
- To create an allowance group, you click on the [Create New Group](#) link below “no groups have been created” (you get this message if it is your first time setting up an allowance group).
- You select the name of your group by entering a name in the field next to Group Name. For example, you may want to compare “Uniform Allowances”.
- Type “Uniform Allowances” into the field and click Save.
- It will inform you that there are no allowances in this group.
- To choose the uniform allowance, click on [Add to group](#).
- You can then select from a list of allowances and practices.
- Click on the box next to “Uniform Allowance” or boxes if you decide you are interested in more than one; then scroll to the bottom of the page and click on [Add](#).
- You will now see a listing for the allowance just created. To the right, you will notice 2 links. [Remove](#) will delete the allowance group. [Desc \(description\)](#)



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allows you to view the description for this allowance. If you wanted to add additional allowances or practices to this group, you would do so by clicking on the [Add to group](#) at the bottom of the list and following the same procedures for selecting allowances or practices to be included.

- Typically, you may want to limit each group to just one allowance or practice which will produce a specific report for a single area of interest.
- Once groups are created and you click on “Allowance Groups” from the main menu, your group list will appear. You can manage your groups by clicking on “[Edit](#)” if you simply want to change the group or “[Delete Group](#)” if it has served its purpose.
- **Click on “Save Changes”.**

Compensation Survey System - Microsoft Internet Explorer

Back View Favorites Tools Help

Address http://www.ets-solutions.com/comp.asp?w=agl

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CLEARFIELD

Allowance/Practice Group Listing

You create Allowance Groups to indicate which allowances you want to view on reports.

Help

Group Name

Telecommuting (1)	Edit	Create Group
Uniform Allowance (1)	Edit	Create Group
Wellness Programs (1)	Edit	Create Group

Create New Group

My Account
City Profile
Benefits
Allowance & Practices
Bench Groups
Practice Entries
Survey Groups
Benchmark Listing
Edit Code

Allowance Groups
Benchmark Groups
Entity Groups
Reports
Link List

Allowances Groups ready to be run with a report appear on this screen when clicking on “Allowance Groups” from the main menu.

Creating Benchmark Groups

- Click on the [Benchmark Groups](#) link on the left navigation bar.
- This is the area where you set up your “benchmark groups”, or the job titles that you wish to compare against other entities.
- To create a benchmark group, you click on the [Create New Group](#) link on the bottom of the screen.
- You select the name of your group by entering a name in the field next to Group Name. For example, you may want to compare jobs for Fire Departments.
- Type “Fire Department” into the field and click Save.
- You will be informed that there are no benchmark titles in this group.
- To choose the positions you would like to compare within a Fire Department, click on [Add to group](#).
- You can then select from a list of job positions by using the Functional Categories, a list of existing categories, or by entering a word in the “[Title](#)

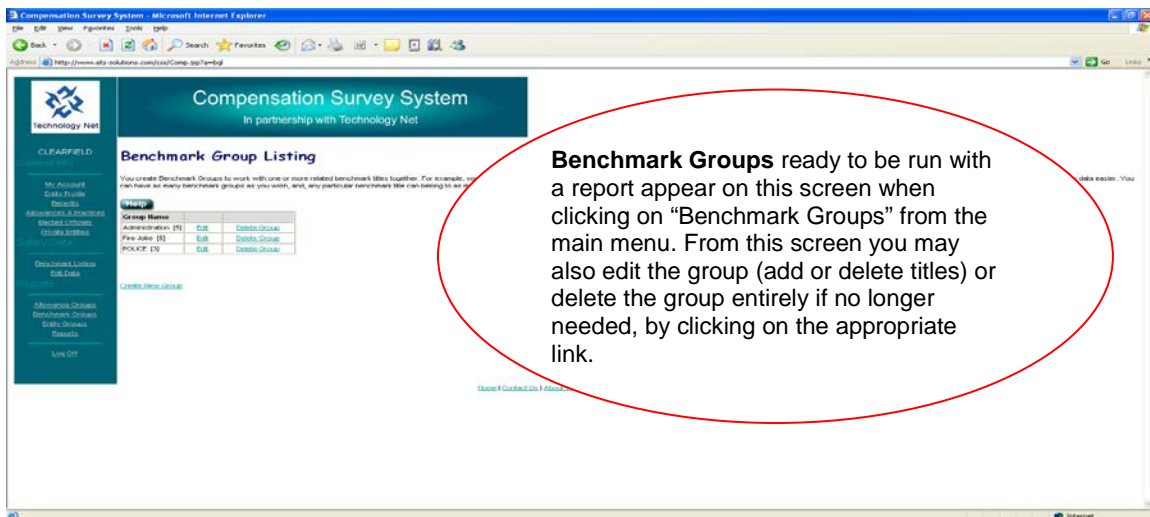


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Containing” filter window, which will search for all job listings with that word or combination of letters in the job title. The more letters in this search field limits the search results.

- Click on the drop down arrow next to Functional Category. Then scroll down in the drop down box, click on Public Safety / Emergency Response, and click on Search.
- This will give you a list of job titles that you can select for your benchmark group.
- Click on the boxes next to all job titles beginning with the word “Fire”. Then scroll to the bottom of the page and click on [Add](#).
- You will now see a listing of the job titles in your benchmark group for Fire Department Positions. To the right, you will notice 3 links. [Remove](#) will delete a job title from the list. [Desc](#) allows you to view the job description for this title. [Salary Data](#) allows you to enter your data for this position, and to provide your title for this position within your organization. In order for the report features to be fully reviewed, you will need to have your data entered into the salary range and actual fields.
- If you want to add job titles to your group, you would do so by clicking on the [Add to group](#) at the bottom of the list and following the same procedures for selecting job titles to be included.
- **Click on “Save Changes”.**





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Benchmark Group Listing

You create Benchmark Groups to work with one or more related benchmark titles together. For example, you may want a group that contains all your Public Safety titles and another group for all your Public Works titles. You may have another group for all your titles to make editing the salary data easier. You can have as many benchmark groups as you wish, and, any particular benchmark title can belong to as many of your groups as you wish. Click [here](#) for additional details.

Group Name	Edit	Delete Group
Administration (1)	Edit	Delete Group
Fire Jobs (1)	Edit	Delete Group
POLICE (1)	Edit	Delete Group

[Create New Group](#)

[Home](#) [Contact Us](#) [About Technology Net](#) [Documentation](#)

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Benchmark Group - Administration

[Delete Group](#)

Benchmark	Desc	Salary Data	Remove
ADMINISTRATIVE / EXECUTIVE ASSISTANT	Desc	Salary Data	Remove
ADMINISTRATIVE SERVICES DIRECTOR	Desc	Salary Data	Remove
ASSETANT CITY MANAGER / ADMINISTRATOR	Desc	Salary Data	Remove
ASSISTANT GENERAL MANAGER	Desc	Salary Data	Remove
ASSISTANT TO THE MAYOR / CEO	Desc	Salary Data	Remove

[Add to group](#)

[Home](#) [Contact Us](#)

Benchmark Group names may be changed by clicking on "Edit" from the previous screen.

You may also review the job description ([Desc](#)), review your data ([Salary Data](#)), or delete the job from the group ([Remove](#)).



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The screenshot shows the Compensation Survey System interface. The main window displays a 'Benchmark Group - COLORADO' with a table of entities. A red circle highlights the 'Entities' link next to the job title 'POLICE CHIEF'. A red arrow points from this link to a smaller window titled 'Entity Job List' which shows a table of entities matching the benchmark. The table includes columns for Entity, Prof Title, # Inv, Range (Min, Max, Low, High, Avg), and Actual (Fulltime, Part Time, Seasonal).

As you create benchmark groups you can quickly determine which entities have reported data for your selected benchmark jobs. After clicking on the "Edit" link next to job titles while in the benchmark listing screen, then clicking on the "Entities" link next to the title will reveal all entities in the system that have matched that job.

Entity	Prof Title	# Inv	Fulltime					Part Time					Seasonal					Last Updated						
			Range	Min	Max	Low	High	Avg	# Inv	Range	Min	Max	Low	High	Avg	# Inv	Range		Min	Max	Low	High	Avg	
BEAVER, UT	Public Safety Director	1	50,000	75,000	60,000	60,000	60,000	0	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12/9/2002
BOUNTIFUL, UT	Chief	1	50,000	70,000	45,000	45,000	45,000	0	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11/15/2005
BROOMFIELD, CO	Chief of Police	1	103,376	129,792	125,500	125,500	125,500	0	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12/14/2005
CLEARFIELD, UT	Police Chief	1	55,000	75,000	50,000	50,000	50,000	1	1.00	1.00	1.00	1.00	1.00	3	2.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	12/15/2005
LONGMONT, CO	Police Chief	0	87,344	122,832	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12/15/2005
PUEBLO, CO	Police Chief	1	94,836	115,909	102,897	102,897	102,897	0	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12/14/2005

Creating Entity Groups

- Click on the [Entity Groups](#) link on the left navigation bar.
- This is the area where you set up your "entity groups", or the entities that you would like to compare against. The steps are very similar to setting up your benchmark groups.
- Click on the [Create New Group](#) link on the bottom of the screen.
- You select the name of your group by entering a name in the window next to [Group Name](#). For our example, you want to compare against "Local Market" or trendsetters, or you may give it the same name you used to name your benchmark group.
- Enter your chosen entity group name into the window and click [Save](#).
- You will be informed that there are no entities in this group.
- To choose the entities you would like to compare against, click on [Add to group](#).
- You now use the drop down menus to choose the entities you want in the group. For our example, if you are looking for cities in Utah. Click on "Utah" in the [Entities in a selected state](#) drop down, and then "City, Town, State, Special District, etc." from the [Entities of selected type](#) drop down. Then click on [Search](#).
- This takes you to a list of the participating entities, districts, cities and towns from which you may select, along with population, employee count, and budget info for each.
- Click on the box next to a few of the entities with data entered in the system and then click on the [Add](#) button at the bottom of the list.



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- You will now see a listing of the localities in your entity group for the selected entities, their contact person's phone number, email address and the entity website address. You would use the [Remove](#) link on the right side of the screen to delete an entity from the group.
- If you want to add governments to your group, you would do so by clicking on the [Add to group](#) at the bottom of the list and following the same procedures for selecting governments to add.
- **Click on "Save Changes".**

Notice that when you select those entities to include in your group that you can either select them one at a time or you can select them all at once by clicking on the box with the green boarder.

Name	Population	FTEs	Annual Budget
<input type="checkbox"/> ADULAIR, CO	0	0	\$0.00
<input type="checkbox"/> AKRON, CO	0	0	\$0.00
<input type="checkbox"/> ALAMOSA, CO	8900	96	\$14,945,196.00
<input type="checkbox"/> ANADIA, CO	103000	645	\$100,000,000.00
<input type="checkbox"/> ASPEN, CO	8100	260	\$100,000,000.00
<input type="checkbox"/> AVLT, CO	0	0	\$0.00
<input type="checkbox"/> AURORA, CO	290000	2540	\$524,262,108.00
<input type="checkbox"/> BENNETT, CO	2213	11	\$2,997,000.00
<input type="checkbox"/> BLACK HAWK, CO	0	0	\$0.00
<input type="checkbox"/> BLUE RIVER, CO	0	0	\$0.00
<input type="checkbox"/> BOULDER, CO	0	0	\$0.00
<input type="checkbox"/> BRIGHTON, CO	20000	220	\$0.00
<input type="checkbox"/> BRUSH, CO	0	0	\$0.00
<input type="checkbox"/> BUCKLE, CO	7000	0	\$0.00

Entity Groups ready to be run with a report appear on this screen when clicking on "Entity Groups" from the main menu. From this screen you may also edit the group (add or delete entities) or delete the group entirely if no longer needed by clicking on the appropriate link.

Group Name	Local Market	Edit	Delete Group
Local Market [2]			



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It is easy to delete an entity from a group. Click on "Remove". If the list doesn't immediately reflect that change, click on "refresh" in the main menu bar.

After clicking on "Edit" from the previous screen, this screen view appears. From here you can rename the group.

You may also directly correspond with the group member or entity contact person by phone or email. The email address is active, so simply clicking on the address will allow you to send a message. This feature is particularly useful in applying "PEER PRESSURE" for greater participation or seeking clarification of data entered by them.

As you create entity groups you can quickly determine which benchmarks have been matched by any entity in your entities group(s). After clicking on the "Edit" link next to entity group titles while in the "Entity Group Listing" screen, then clicking on the "Jobs" link next to the entity name will reveal all jobs in the system that have matched by that entity.

M	Pref Title	# Ent	Fulltime					Avg	Part Time					Avg	Seasonal					Last Updated	
			Min	Max	Low	High	Actual		# Ent	Min	Max	Low	High		Actual	# Ent	Min	Max	Low		High
115	City Clerk	1	63,856	80,282	73,445	73,445	73,445	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	12/14/2005
195	Director of Human Resources	1	77,480	107,536	97,700	97,700	97,700	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	12/14/2005
600	Contractor	13	26,520	34,644	27,651	34,644	30,723	4	12.75	16.80	12.75	15.46	14.00	0	0.00	0.00	0.00	0.00	0.00	0.00	12/14/2005
1746	Chief of Police	1	103,376	120,792	125,500	125,500	125,500	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	12/14/2005
2300	Administrative Technician II	18	35,880	46,360	35,880	46,360	41,474	4	17.25	22.25	17.36	22.17	18.89	0	0.00	0.00	0.00	0.00	0.00	0.00	12/14/2005



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GENERATING REPORTS

Reports

- Click on the “Reports” link on the left navigation bar.
- Generating the report is easy. Simply use the drop down bars to select the **Entity Group** and the **Benchmark Group** that you’d like to compare against.
- In the **Entity Group** drop down, select the name of the entity group you wish to include in the report. Then, in the **Benchmark Group** drop down, select the name of the Benchmark Group.
- Use the **Report** drop down box to select the type of report you’d like to see created. Then click on the **Run Report** button on the bottom.
- Your report will be automatically generated.
- Clicking on the “X” in the upper right corner will close the report, but not close the browser. You may also minimize the report and then run a second report and view them alternately to see the differences. This is especially useful if you are not sure whether you want to include a particular entity in the report. By creating an entity group including all entities of interest and then a second entity group leaving out certain entities you can immediately view the impact of those entities on the average salary in the report.

After clicking on “Reports” from the main menu, this screen view appears.

The drop-down arrow for “Wage/Salary Reports” has been selected where you can then run your chosen report.



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Compensation Survey System - Microsoft Internet Explorer

Address: http://www.ats-solutions.com/atl/Comp.asp?w=ptk

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Reports

1 - Select a report from either the **Wage Salary Reports** or the **Benefits Reports** lists.
2 - Click **Run Report**.
**Note: Additional parameters will be collected based on the report you choose.

Select Report

Wage Salary Reports	Benefits Reports
Advanced Comparison Detailed	Select
Run Report	Allowance Comparison
	Entity Benefits Summary
	Entity Benefits Premiums
	Benchmark Benefits Comparison
	Benchmark Benefits Narrative
	Leave/PTO Summary

Other Reports

[Job Descriptions](#)

In this view the drop-down arrow for "Benefits Reports" has been selected where you can then run your chosen report.

A special report is run from this screen. Click on "Job Descriptions" and you can then run a report containing all job descriptions. This is a 100 page report. However, once open you may copy, cut and paste from the document.



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Compensation Survey System - Microsoft Internet Explorer

Address: http://www.ets-solutions.com/Comp.asp?amppt

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Reports

1 - Select a report from either the Wage Salary Reports or the Benefits Reports.
2 - Click Run Report.
Note: Additional parameters will be collected based on the report you choose.

Select Report:

Wage Salary Reports
Advanced Comparison Detailed [v] Run Report

Other Reports
[Job Descriptions](#)

Report Setting Criteria - Micros...

Select the desired criteria for this report:

Entity Group: Local Market [v]
Benchmark Group: POLICE [v]
Sort By:
 Actual Average
 Range Min
 Range Mid
 TCV
 Show Details? [v] Yes
 Show Statistics? [v] Yes
 Done

After selecting a report option a "Report Setting Criteria" screen will appear. From the pull down lists you may choose entity groups for running with either benchmark groups, allowance groups or various benefits reports.

Click on "Done".

It is at this point that you may discover that your popup blockers are turned on and reports are prevented from running. Go to the message board and retrieve from the "General Messages" section the message labeled:

05/09/2005 [Excel Downloads and Browser Settings](#)

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Address: http://www.comp-survey.com/Comp.asp?ampwb

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Message Board

General Messages
View: All messages

Date	Message Title
09/21/2002	Message Board Feature
09/06/2002	Custom Email Export
09/06/2002	New Private Entities Feature
10/10/2002	Sorting for Advanced Detailed Compensation Report
11/11/2002	Job Descriptions
11/14/2002	Excel Data Downloads / Job Data Rollup Over 50,000
01/03/2003	New Survey Job Title #171 - Emergency Management Director
03/21/2003	Task New Benchmarks #151 and #152
04/16/2003	New Linear Accounts Section
01/03/2004	Calendar View and Rollups
03/05/2004	New 9851 Director Benchmark
03/19/2004	General New Benchmarks
04/21/2004	New County Health Benchmark
01/01/2006	2005 View and Data Rollups
01/24/2006	"Large New Database" - Please Read
02/14/2006	Viewing / Printing Job Descriptions
03/19/2006	Parameter Entity and Benchmark Groups
06/09/2006	Excel Downloads and Browser Settings

League Association Messages
View: Current messages

Here you can get instructions for how to make the CSS a "Trusted Site" and disable popup blockers.

To temporarily disable the blocker(s), click on the "Done" button while holding down the "Control Key" on your key board.



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SAMPLE REPORTS Advanced Comparison Detailed Report

Job # 1740 - POLICE CHIEF

Entity	Preferred Title	Reports To	As Of	Hr/Yr	<=>	Flsa	Resp	#Rpts	Inc	Range			Actual			Ben\$	Ben%	TCV	Updated
										Min	Mid	Max	Low	High	Avg				
BOUNTIFUL	Chief	Mayor	11/2005	2080.0	=	Y	0	0	1	\$50,000	\$60,000	\$70,000	\$65,000	\$65,000	\$65,000	\$480	3.00%	\$67,430	11/13/2005
BEAVER			7/2005	2080.0		N	0	0	1	\$50,000	\$62,500	\$75,000	\$60,000	\$60,000	\$0	\$0	1.45%	\$0	11/18/2005
Average										\$50,000	\$61,250	\$72,500	\$62,500	\$62,500	\$65,000	\$480	2.22%	\$67,430	
CLEARFIELD			1/2005	2080.0	=	N	0	0	1	\$55,000	\$65,000	\$75,000	\$58,000	\$58,000	\$58,000	\$0	1.45%	\$58,841	11/18/2005
Difference										\$5,000	\$3,750	\$2,500	(\$4,500)	(\$4,500)	(\$7,000)	(\$480)	-0.78%	(\$8,589)	
Difference %										9.1%	5.8%	3.3%	-7.8%	-7.8%	-12.1%	0.0%	-53.45%	-14.6%	
# of Respondents										2	2	2	2	2	1	1	2	1	
Standard Deviation										\$0	\$1,768	\$3,536	\$3,536	\$3,536	\$0	\$0	1.0%	\$0	
Standard Error										\$0	\$1,250	\$2,500	\$2,500	\$2,500	\$0	\$0	0.7%	\$0	

Job # 1749 - POLICE OFFICER

Page Setup

Orientation: Portrait Landscape

To display this task pane again, click Office Clipboard on the Edit menu or press Ctrl+H.

Most reports must be run in "Landscape". With the report open, click on "File" then click on "Page Setup". Choose the "Landscape" option.



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Elected Official Report

Elected Official Comparison Report - Microsoft Internet Explorer

http://www.comp-survey.com/ReportController

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Elected Official Comparison Report
11/25/2005

Job #735 - ASSESOR

Entity	# Inc	Pay Basis	Salary Comb	F/T	Ret	Health	Dental	Life	401	407	Comments
CACHE COUNTY	1	Annual	\$54,165.81	✓	✓	✓	✓	✓	✓	✓	
DAVIS COUNTY	1	Annual	\$60,840.00	✓	✓	✓	✓	✓	✓	✓	
IRON COUNTY	0	Annual	\$40,806.00	✓	✓	✓	✓	✓	✓	✓	
TDOOLE COUNTY	0	Annual	\$90,225.00	✓	✓	✓	✓	✓	✓	✓	
WEBER COUNTY	0	Annual	\$75,540.00	✓	✓	✓	✓	✓	✓	✓	
UTAH COUNTY	0	Annual	\$57,792.00	✓	✓	✓	✓	✓	✓	✓	
BEAVER COUNTY	0	Annual	\$98,000.00	✓	✓	✓	✓	✓	✓	✓	
BOX ELDER COUNTY	1	Annual	\$51,821.65	✓	✓	✓	✓	✓	✓	✓	
WASHINGTON COUNTY	0	Annual	\$51,090.00	✓	✓	✓	✓	✓	✓	✓	
SUMMIT COUNTY	0	Annual	\$75,004.80	✓	✓	✓	✓	✓	✓	✓	
SALT LAKE COUNTY	1	Annual	\$100,776.00	✓	✓	✓	✓	✓	✓	✓	Entity change to hourly 08/02/05
MILLARD COUNTY	0	Annual	\$50,861.48	✓	✓	✓	✓	✓	✓	✓	
GRAND COUNTY	0	Annual	\$30,480.00	✓	✓	✓	✓	✓	✓	✓	
WASATCH COUNTY	0	Annual	\$0.00								
UINTAH COUNTY	0	Annual	\$0.00								

Job #736 - ATTORNEY

Entity	# Inc	Pay Basis	Salary Comb	F/T	Ret	Health	Dental	Life	401	407	Comments
CACHE COUNTY	1	Annual	\$95,321.00	✓	✓	✓	✓	✓	✓	✓	
BEAVER COUNTY	0	Annual	\$50,000.00	✓	✓	✓	✓	✓	✓	✓	
WASHINGTON COUNTY	0	Annual	\$71,504.00	✓	✓	✓	✓	✓	✓	✓	
WEBER COUNTY	0	Annual	\$50,351.00	✓	✓	✓	✓	✓	✓	✓	
UTAH COUNTY	0	Annual	\$60,844.00	✓	✓	✓	✓	✓	✓	✓	
DAVIS COUNTY	1	Annual	\$128,950.00	✓	✓	✓	✓	✓	✓	✓	
BOX ELDER COUNTY	1	Annual	\$54,276.41	✓	✓	✓	✓	✓	✓	✓	
TDOOLE COUNTY	0	Annual	\$62,070.00	✓	✓	✓	✓	✓	✓	✓	
IRON COUNTY	0	Annual	\$73,104.00	✓	✓	✓	✓	✓	✓	✓	
SUMMIT COUNTY	0	Annual	\$67,196.00	✓	✓	✓	✓	✓	✓	✓	
SALT LAKE COUNTY	1	Annual	\$108,000.00	✓	✓	✓	✓	✓	✓	✓	Entity change to hourly 08/02/05
MILLARD COUNTY	0	Annual	\$70,050.36	✓	✓	✓	✓	✓	✓	✓	
GRAND COUNTY	0	Annual	\$50,520.00	✓	✓	✓	✓	✓	✓	✓	
WASATCH COUNTY	0	Annual	\$0.00								
UINTAH COUNTY	0	Annual	\$0.00								

Job #738 - AINTEG

Entity	# Inc	Pay Basis	Salary Comb	F/T	Ret	Health	Dental	Life	401	407	Comments
CACHE COUNTY	1	Annual	\$54,165.81	✓	✓	✓	✓	✓	✓	✓	
BOX ELDER COUNTY	0	Annual	\$51,821.65	✓	✓	✓	✓	✓	✓	✓	
TDOOLE COUNTY	0	Annual	\$90,225.00	✓	✓	✓	✓	✓	✓	✓	
UTAH COUNTY	0	Annual	\$57,792.00	✓	✓	✓	✓	✓	✓	✓	

When running an "Elected Official" report you need only select an "Entity Group". All report elected official titles are automatically included in the report for entities in that group.

Compensation Survey System - Microsoft Internet Explorer

http://www.comp-survey.com/comp.jsp?w=ot

Compensation Survey System
In partnership with Technology Net

Reports

Wage Salary Reports

Elected Official Comparison

Report Sorting Criteria - Microsoft Internet Explorer

Select from the list

- Entity Group
- Agency
- Contract Status
- Contract AB
- Contract Group A-B
- Contract Group C-D
- Contract Group E-F
- Contract Group G-H
- Contract Group I-J
- Contract Group K-L
- Contract Group M-N
- Contract Group O-P
- Contract - All
- IP Contract
- State
- State Highway District
- State Subunit
- Local
- Local Subunit
- Special District
- Port
- Tripod Authority
- Utah County
- Utah Local
- Utah School District
- Virginia
- Virginia Other
- Wasatch Comp Group
- West Jordan
- Wyoming

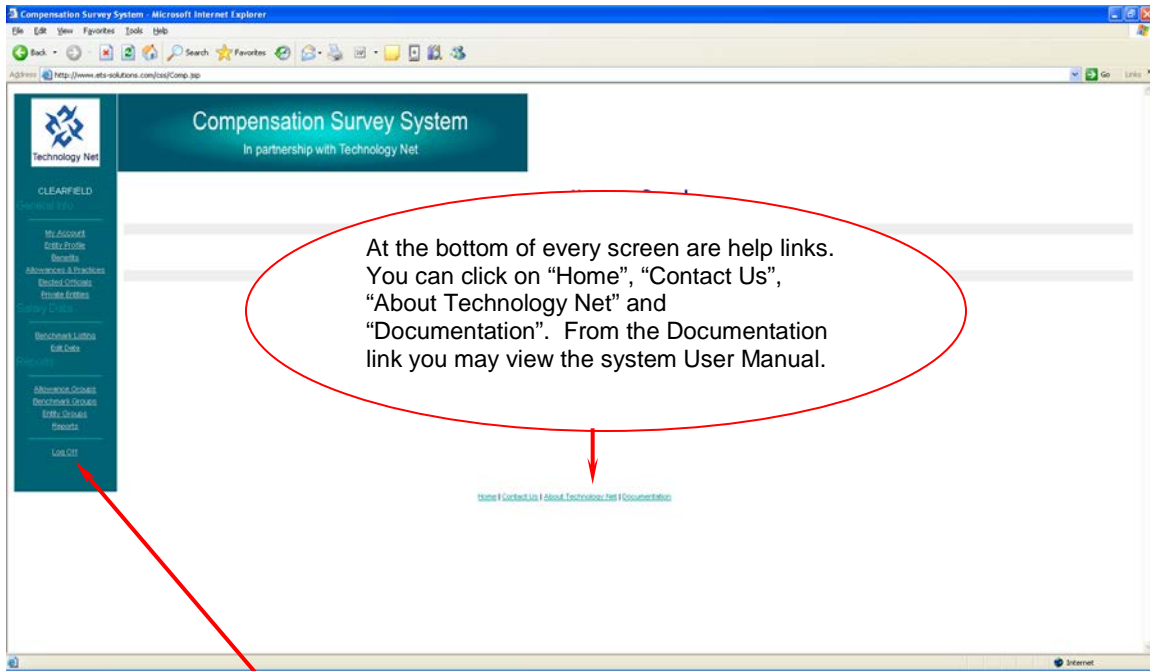
Other Reports

As in the sample reports, each report will have "Report Sorting Criteria". If you have trouble generating the desired report send an email to Help@comp-survey.com or call Mike Swallow at 801-269-8977 or Ken Topham at 801-230-3692.



Technology Net

Compensation Survey System



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