

Preparing to complete the compensation survey

There are three separate questionnaires to be completed as part of the survey process. To successfully participate in the survey, all three questionnaires should be completed. For returning organizations, your organization name, username and password is retained in the Qworks software

IMPORTANT: If your organization has operations in BOTH Saskatchewan and Manitoba we strongly encourage you to complete both surveys. Do not combine your data in order to ensure the integrity of the regional compensation surveys.

Here's our suggested preparation as you complete each of the three questionnaires:

Organization Questionnaire (estimated time is less than 5 minutes to complete):

- Be prepared to identify:
 - Your organization's annual revenue
 - The industry and sector your organization falls under
 - Region of head office
 - Total number of employees across your Canadian operations.

Compensation Questionnaire: (estimated time is based on the number of employees and the approach being used to upload the data. It may take 15 – 20 minutes or it may take 3-4 hours):

- Review the [Jobs By Category list](#) and highlight relevant positions within your organization.
- Ensure access to your organization's job summaries for relevant positions in order to match with job lists within the survey.
- Access current compensation information (salary, hours worked, bonuses received in 2018, bonus type and eligibility).
- Target rate for each position, if applicable.
- For employees that have the same job but are paid at different rates, create an entry for each individual employee.

Note: Compensation questionnaires can be completed in one of two ways: by online submission per position; or via Excel spreadsheet. Qworks software includes both options in the instructions. For small organizations (less than 50 unique entries), completing online will likely be easiest. For organizations with 50+ entries who are pulling data from their HRIS, submission in excel will likely be easier.

Excel completion tip: In excel, pay attention to the fields with drop down boxes (most of them have a drop down box). Your entry into the field must match what is available on the drop down menu in order for it to be successfully uploaded. Do not abbreviate, or capitalize unless that is part of the drop down menu selection. For support, email us at compensation@peoplefirsthr.com

Benefits Questionnaire (estimated time is approximately 1 hour to complete):

- Have a good understanding of the organization's benefits, or a benefit booklet nearby.
- An understanding of, or access to, the policy around vacation and sick time, including general workplace practices (work/life balance)
- Review your organization's RRSP/Pension/Stock purchase program offerings.
- If your benefits differ between Management and employee groups, you will be asked to identify the differences.
- If you offer perquisites (free parking, cell phones, etc.) ensure you have a good understanding of what those perks are.

Still having challenges getting started? Email compensation@peoplefirsthr.com for assistance – we're here to help!