

Preparing and Submitting Your Executive Compensation Data

Please note: All information provided will be kept confidential and used solely for the purpose to produce the Executive Compensation Report and customized reports.

USING THE DATA SUBMISSION KIT

To submit your survey data, you will need the Excel workbook: 2010ExecComp.DSK, which can be downloaded from our website by logging in at HealthcareHRsource.org. This is your **Data Submission Kit**, or **DSK**. It consists of a series of Excel worksheets, referred to here as "tabs." All of your data will be entered into the various tabs of the DSK. Instructions for each tab follow below.

Be sure to save the DSK to your local drive or local area network drive after downloading it.

If you are reporting data for more than one facility, you will need the system version of the **Data Submission Kit**: 2010ExecComp.System.DSK, which can be downloaded from our website by logging in at HealthcareHRsource.org.

All data submitted through the DSK should be accurate as of **May 1, 2010**.

The deadline for data submission is **June 1, 2010**.

In filling out the DSK, please do not leave any questions blank. If you need help, you can call us weekdays between 8:30 am and 4:00 pm at **213-538-0726**.

■ Contact Info

Please complete your organization's contact information within the Contact Info Tab. To find out your organization's **HID Code**, log in to our website at HealthcareHRsource.org, click on My Surveys > Executive Compensation '10 > My Survey Facilities. You will find the HID code listed next to each facility name.

■ Salary Admin

Please complete the information pertaining to your organization's salary structure, salary planning and policies within the Salary Admin Tab.

■ STI Design

Please complete the information relating to your organization's short-term incentive plans within the STI Design Tab.

■ LTI Design

Please complete your organization's use/prevalence information of long-term incentives within the LTI Design Tab. For definitions of terms related to long-term incentives, please reference the Glossary Tab.

■ **Benefits**

Please complete your organization's policies relating to employee benefits within the Benefits Tab.

■ **Perquisites**

Please complete your organization's policies relating to Executive Perquisites within the Perquisites Tab.

■ **Cash Data**

The cash compensation data collection process for the 2010 Allied for Health Executive Compensation Report has been slightly modified. New this year, survey participants now have **two options** for submitting their cash compensation data:

1. Generating an electronic download of your data from their HRIS.

OR

2. Using the cash compensation template on the DSK (just like in previous years).

It is important to remember that you still need to complete the other parts of the DSK!

1. ELECTRONIC DOWNLOAD

You may submit your electronic download of cash compensation data in the form of spreadsheets. Please note that your electronic download has to be copied and saved in the DSK. Be sure to include all the relevant data in your electronic cash compensation submission, as shown in the picture below.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---------|------------------------------------|--------------|-------------------|--------------------|---------------|---------------|---------------|----------------------|------------------------|-----------------------------------|------------------------------|
| 1 | HD Code | Organization Name | AFH Job Code | Internal Job Code | Internal Job Title | Number of Ees | Range Minimum | Range Maximum | Actual Annual Salary | Bonus Eligible? Y or N | Target Incentive % of Base Salary | Actual Incentive Amount Paid |
| 2 | 101 | Rancho Paradise Community Hospital | 6754 | 1000 | CEO | 1 | \$250,000 | \$450,000 | \$350,000 | Y | 30% | \$100,000 |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |

Remember to submit the cash compensation data for each individual incumbent that matches a survey position. This process should make your cash data submission quick and easy. Furthermore it reduces the number of errors, increases the reliability of the final results, provides the most accurate representation of the market, and allows for more extensive analysis of the data.

Finally please make every attempt to supply all of the data requested. It is very difficult to compile reliable results when participants do not supply data for certain questions (bonus eligibility, bonus amount, etc.). These "holes" in the data hurt all of the participants and lessen the overall quality of the survey. Each position has a unique job code that is used to identify the job in the survey. It is imperative that each salary is matched to the appropriate job code.



To complete the Cash Data Tab, you will need a current copy of our **Executive Job Codes and Descriptions**. (If you have not already done so, please log in and download a copy from our website: HealthcareHRsource.org.) It includes a list of model executive-level positions. For each position, it provides a **Job Title**, **2 Job Codes**, a brief **Job Description** and a list of **Examples of Duties** that are typically associated with that position.

Note: For each position described below, there are **two 4-digit Job Codes** to the right of the Job Title. Use the first one if the position you are reporting is responsible for a **single acute care facility** – either a standalone facility or one that is affiliated with a system. Use the second 4-digit Job Code if the position you are reporting includes responsibilities for **multiple facilities**, or for a **system that includes two or more hospitals and one or more ancillary facilities**.

Provide the requested cash compensation data for your hospital positions that match those listed in Executive Job Codes and Descriptions. Choose those positions that **most closely match** the model job descriptions provided in Executive Job Codes and Descriptions. **If 2 or more job descriptions apply to a single position** in your organization, choose the one that describes the greatest share of the time and responsibility for your organization's position. Do not report the same incumbent for more than one position listed in Executive Job Codes and Descriptions. In other words, **for each incumbent, you can only list one Allied for Health Job Code**.

If a listed job description matches a **job that was vacant** in your organization, as of May 1, 2010, please provide salary range and bonus eligibility information only.

Feel free to adjust the column width to accommodate the length of your data.

Please report all data effective as of May 1, 2010.

2. CASH DATA TABS

If you are reporting data for more than one facility, then you should be using the system version of the **Data Submission Kit: 2010ExecComp.System.DSK**, which can be downloaded from our website by logging in at HealthcareHRsource.org. Instead of a single Cash Data worksheet, the system version of the DSK includes 5 copies of the Cash Data worksheet labeled Cash Data (1) through Cash Data (5).

Use one Cash Data worksheet for each facility for which you are reporting. You may add Cash Data tabs for additional facilities as needed. To avoid errors, we suggest that you **change the name of each of the Cash Data Tabs you use** from "Cash Data (1)," for example, to an abbreviated form of the name of each facility for which you are reporting. To change the name of a tab, double-click on the tab so that the name is highlighted. Insert your cursor in the tab name and type over it.

If some of the positions you are reporting are assigned to a **corporate office**, rather than to a healthcare delivery facility, then you should assign one of the Cash Data Tabs to the corporate office.

Definitions and instructions for each data element collected on the Cash Data Tab are found below:

- **Organization Name.** Type the name of the **specific facility for which you are reporting** in the highlighted space in Row 8. Your organization name will auto-fill all the matching spaces in Column C.
- **HID Code.** Type HID Code of the **specific facility for which you are reporting** in the highlighted space in Row 9. Your HID Code will auto-fill all the matching spaces in Column B. The HID Code is a unique identifier assigned to every California healthcare facility by Allied for Health.
To find out your HID Code, log in at HealthcareHRsource.org, click on My Surveys > Executive Compensation '10 > My Survey Facilities. The HID Code will be displayed to right of each Facility Name.
- **Allied for Health Job Code.** Record the 4-digit number of the position (listed in Executive Job Codes and Descriptions) to which each of your organization's positions match.
- **Your Internal Job Code.** Report your internal job code for each position. If your facility does not use job codes, then leave this field blank.
- **Your Job Title.** Report your organization's job title of the position that you are matching to this position. If your organization's titles are not descriptive, please provide additional, abbreviated explanatory text in parentheses.
- **Number of Ees (Incumbents).** Provide single incumbent data for all positions in the survey (i.e., for each individual employee). For multiple incumbent data, enter the total number of employees in the position and supply average values for each compensation element.
- **Structure Data, Y/N?.** Report Y (Yes) or N (No) to indicate whether each job position has a salary structure.
- **Structure Data, Minimum.** Record the minimum of the structure range used to administer salaries for the position in annual whole dollars (e.g., \$90,345 = \$90,345).
- **Structure Data, Maximum.** Record the maximum of the structure range used to administer salaries for the position in annual whole dollars (e.g., \$151,645 = \$151,645).
- **Actual Salary.** Report the annual base salary for the position in whole dollars (e.g., \$129,211 = \$129,211).
- **Incentive Compensation, Target (%) of Base Salary.** Report the target annual incentive award, for the current plan year, for each incumbent as a percent of base salary. Record percentages as follows:
12.5% = 12.5
- **Incentive Compensation, Actual Incentive Paid.** Enter the annual incentive award paid for the most recently completed performance period for each incumbent. Include all cash awards that were based on performance either of the individual, the unit or the entire organization, such as: individual and/or group incentive/bonus awards (pre-established and after the fact); commission; nonqualified profit-sharing payments; optional stock awards (difference between market price and price employee pays).

■ Future Requests

If you would like to see additional positions or questions in next year's survey please complete the Future Requests Tab with your submission.

SUBMITTING YOUR SURVEY DATA

You will submit your survey data by uploading it to our server. To do so, please follow these steps:

- Log in with your user name and password at HealthcareHRsource.org.
- Click on **My Surveys**.
- Select **Executive Compensation '10**.
- Click on **Upload Survey Data**.
- Complete the **Data Upload Ticket** by verifying your personal information and entering any comments that you think would be useful to the Allied for Health staff.
- Next, click the **Browse** button. Locate the Executive Compensation Data Submission Kit on your local drive or local area network drive. If you have saved it under more than one file name, be sure that you are selecting the most complete and up-to-date version.
- Click **Upload**. Your document will be scanned for viruses and uploaded to our server.
- If you have any difficulty submitting your survey data, please call us weekdays between 8:30 am and 4:00 pm: (213) 538-0726.