

Preparing and Submitting Your Management Compensation Data

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

USING THE DATA SUBMISSION KIT

To submit your survey data, you will need the Excel workbook: 2010MgtComp.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**: 2010MgtComp.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 **June 1, 2010**.

The deadline for data submission is **July 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 > Management Compensation '10 > My Survey Facilities. You will find the HID code listed next to each facility name.

■ STI Design

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

■ Additional Compensation

Please complete the information relating to your organization's policies for management employees.

■ **Job Matching for Jobs in a Hierarchy**

In the Allied for Health Surveys we specify education or career experience when appropriate to differentiate between levels of jobs. In addition, we ask questions on Career Ladders and the level of compensation differences between levels for the following jobs: RN, Physical Therapist, Radiology Technician, Respiratory Therapist, and Medical Transcriptionist. If no specific hierarchy is specified, we are looking for all incumbents in the job that match the general characteristics, representative activities, and education and experience cited in the job description - whether or not you consider them a "junior or senior" or a "I, II, III etc. We seek to explain the central tendency (median, weighted average, etc.) for the position as well as the percentiles - which may be indicative of less or more seasoned or experienced employees in the position. The interpretation of the data is left to each participant in accordance with their unique job definition, compensation philosophy and compensation structures.

You will need a current copy of our **Management 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 management-level positions. For each position, it provides a **Job Title**, a **Job Code**, a brief **Job Description** and a list of **Examples of Duties** that are typically associated with that position.

■ **Cash Data**

The cash compensation data collection process for the 2010 Allied for Health Management 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 OPTION

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.

Your Organization		Allied for Health Job Code	Your Job			Structure Data			Actual Salary	Incentive Compensation	
HID	Organization Name		Your Internal Job Code	Your Job Title	# of Ees	Y/N?	Min	Max		Y/N?	Actual Amount Paid (whole \$)
101	SAMPLE Rancho Paradiso Community Hospital	4545	2345	HR Manager	1	Y	\$50,000	\$90,000	\$55,000	Y	\$1,000

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.

2. CASH DATA TAB OPTION

Provide the requested cash compensation data for your hospital positions that match those listed in Management Job Codes and Descriptions. Choose those positions that **most closely match** the model job descriptions provided in Management Job Codes and Descriptions. **If more than one job description applies to a single position** in your organization, choose the one listed position that encompasses a majority of the responsibility and time of your organization’s position. Do not report the same incumbent for more than one position listed in Management 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 **June 1, 2010**, please provide salary range and bonus eligibility information only. **If the number of incumbents for that position is zero, then do not provide an Actual Salary or Actual Incentive amount.**

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

Please report all data effective as of **June 1, 2010**.

If you are reporting data for more than one facility, then you should be using the system version of the Data Submission Kit: 2010MgtComp.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 10 copies of the Cash Data worksheet labeled Cash Data (1) through Cash Data (10).



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 > Management 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 Management 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., \$50,000 = 50000).
- **Structure Data, Maximum.** Record the maximum of the structure range used to administer salaries for the position in annual whole dollars (e.g., \$90,000 = 90000).
- **Actual Salary.** Report the annual base salary for the position in whole dollars (e.g., \$55,000 = 55000).
- **Incentive Compensation, Y/N?** Report Y (Yes) or N (No) to indicate whether each position was eligible to receive an annual incentive award for the most recent performance period.
- **Incentive Compensation, Actual Amount 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).

2. 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 **Management 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 Management 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.
- You will receive a confirmation e-mail of your successful upload!
- If you have any difficulty submitting your survey data, please call us weekdays between 8:30 am and 4:00 pm: (213) 538-0726.