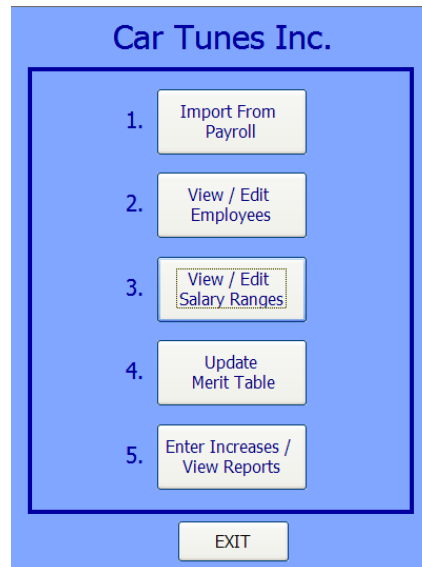




## Merit Compensation Management Tool

The PDS Merit Compensation Management Tool will help you to gain control of your compensation process, ensure that you are paying employees fairly, and help you save time and money.



### Features:

- Import and export employee data to/from your HR, payroll and performance management systems.
- Enter, view, edit employee records
- Create and maintain salary ranges and mid-points by position
- Create and maintain your merit increase matrix (default matrix provided)
- Enter your organizational budget for salary increases
- Calculate Mid-Points and Compa Ratios to help evaluate where employees fall within their salary ranges
- Calculate suggested increases based on your budget assumptions, current salary compared to mid-point, and performance rating
- Generate reports and graphs to help manage your budget and compensation process
- Customize to your needs and environment

### Benefits:

- Gain better control of your compensation spending
- Improve consistency and fairness of your compensation policies
- Increase motivation and employee commitment by paying for performance
- Maximize the return on your compensation dollars
- Save time for HR and managers in the process of managing compensation

## Import or Enter Employee Information and Performance Ratings.

Employee Form										Return		
EmpID	First	Middle	Last	Position	Survey Position	Salary	Rating					
008	Tweety		Bird	Professional	CAD - Senior	\$35,000.00	3.2	Status	Supv	Div Car Tunes Inc.	Dept Engineering	Loc North
009	Bugs		Bunny	Staff	Tool & Die Maker	\$35,000.00	3.7	Status	Supv	Div Car Tunes International	Dept Administration	Loc South
003	Sylvester		Cat	Manager	Production Mgr/Supervise Senior	\$33,000.00	2.5	Status	Supv	Div Car Tunes Inc.	Dept Sales	Loc North
006	Prince		Charming	Manager	Regional Sales Manager	\$71,000.00	2.991	Status	Supv	Div Car Tunes International	Dept Accounting	Loc North

## Enter Salary Ranges by Job, Job Descriptions, and / or Salary Survey Information. Calculate a Mid Point to be used for Compa Ratios.

Salary Survey Ranges		Job Description	Return				
Position	Category	County	Min	25 %	Mid	75 %	Max
Accounting Clerk AP/ AR	Accounting	Ohio	\$19,496.00	\$22,030.40	\$24,035.20	\$25,744.80	\$28,030.40
		Ohio	\$24,370.00	\$27,538.00	\$30,044.00	\$32,181.00	\$35,038.00
		US		\$27,874.00	\$29,972.00	\$34,043.00	
Administrative Assistant	Administration	Ohio	\$22,281.60	\$25,404.00	\$27,660.80	\$29,882.40	\$40,490.00
		Ohio	\$27,852.00	\$31,755.00	\$34,576.00	\$37,353.00	\$42,152.00
		US					
Business/Mkt Development Director	Sales	Ohio					
		Ohio					
		US					
CAD - Senior	Engineering	Ohio					
		Ohio					
		US					
Chemical	Engineering	Ohio					
		Ohio					
		US					

frmJobDescription

### Job Description

Performs a variety of administrative tasks including budget preparation, scheduling, reporting and tracking information for key executive. Prepares simple analyses of requested information or data. Checks and follows-up as required. Makes interpretations and recommendations as appropriate. Reviews and answers correspondence. Coordinates collection and preparation of operating reports. Performs clerical duties as required, such as typing, scheduling and opening mail. May develop appropriate methods to handle information. Solid communication skills, interpersonal skills and secretarial skills. Knowledge of company budgetary methodology and procedures, other company policies and department operations. High school education with several years prior secretarial experience.

## Example of a Merit Matrix Based on a 3% Overall Increase:

The system will automatically calculate a percent increase based on a Merit Matrix customized by you.

3							
4	<b>Company Name:</b>		Car Tunes Inc.				
5	<b>Average Salary Increase %:</b>		3.00%				
6							
7			<b>Compa Ratio</b>				
8	<b>Employee Performance Rating</b>		<b>&lt; .89</b>	<b>&gt; = .89 and &lt; .97</b>	<b>&gt; = .97 and &lt; 1.05</b>	<b>&gt; = 1.05 and &lt; 1.13</b>	<b>&gt; = 1.13</b>
9	10%	5	10.00%	9.00%	8.00%	7.00%	6.00%
10	15%	4	7.50%	6.00%	5.00%	3.50%	3.00%
11	55%	3	4.50%	4.00%	3.00%	2.00%	2.00%
12	10%	2	No Increase	No Increase	No Increase	No Increase	No Increase
13	10%	1	No Increase	No Increase	No Increase	No Increase	No Increase

## Reporting and Analysis Tools

[Return](#)

### SELECTION CRITERIA

RESET CRITERIA

Division

Department

Survey Position

Select Employee

008	Bird	Tweety
009	Bunny	Bugs
003	Cat	Sylvester
006	Charming	Prince
011	Coyote	Wylie
012	Dale	Chip
002	Duck	Donald
015	Ella	Cinder
013	Jasmine	Princess
017	Man	Super
014	Mermaid	Little
001	Mouse	Mickey
010	Mouse	Minnie
007	Pig	Porky
005	Runner	Road
016	White	Snow

### ENTER INCREASES

Enter Final Merit Increases

### CHARTS

Compa Ratio

Perf Rating

### REPORTS

Select by Division, Department, Location, Position, or Employee. Print charts to analyze Compa Ratios and Performance Ratings. Run reports on Compa Ratio and Merit Matrix recommendations. Export reports to Excel for further analysis or to email managers. View rollup of overall increases by Division, Department, Location, or Position. Managers can enter a final merit recommendation in a spreadsheet and view their changes affect their bottom line. Enter final merit increases into the system and export to payroll.

## Example of Merit Matrix Report

### *Merit Increase Report*

<i>Employee</i>	<i>Position</i>	<i>Rating</i>	<i>Compa Ratio</i>	<i>Current Salary</i>	<i>Pct Matrix Increase</i>	<i>Matrix Amount Increase</i>	<i>Matrix Salary</i>	<i>Approved Increase</i>	<i>Approved New Salary</i>
Tweety Bird	Professional CAD - Senior	3	0.7712	\$35,000.00	0.045	\$1,575.00	\$36,575.00		
Bugs Bunny	Staff Tool & Die Maker	3	0.9681	\$35,000.00	0.04	\$1,400.00	\$36,400.00		
Sylvester Cat	Manager Production Mgr/Supervise Senior	2	0.6686	\$33,000.00	0	\$0.00	\$33,000.00		
Prince Charming	Manager Regional Sales Manager	2	0.9740	\$71,000.00	0	\$0.00	\$71,000.00		
Wylie Coyote	Manager Office Manager	1	1.9319	\$67,000.00	0	\$0.00	\$67,000.00		
Chip N Dale	Manager QA Manager	2	1.1364	\$72,000.00	0	\$0.00	\$72,000.00		
Donald D Duck	Staff Lab Technolain	2	0.6921	\$21,000.00	0	\$0.00	\$21,000.00		
Cinder Ella	Supervisor Manufacturing	4	0.9226	\$48,000.00	0.06	\$2,880.00	\$50,880.00		
Princess Jasmine	Supervisor Maintenance Working Supervisor	4	0.7890	\$35,000.00	0.075	\$2,625.00	\$37,625.00		
Super Man	Executive Chief Financial Officer	2	0.6878	\$101,000.00	0	\$0.00	\$101,000.00		
Little Mermaid	Manager National Sales Manager	1	0.7651	\$65,000.00	0	\$0.00	\$65,000.00		
Mickey M Mouse	Staff Shipping & Receiving Clerk	5	1.3335	\$35,000.00	0.06	\$2,100.00	\$37,100.00		

### About Professional Development Services, LLC

PDS provides best in class HR Software and Tools that save time, money, and help improve deliverables and value to the organization. Our software and tools include:

- Human Resource Management Systems (HRMS)
- Performance Management/Appraisal System
- Merit Compensation System
- Recruiting Systems
- Time and Attendance System
- Candidate/Employee Assessments
- 360 Feedback Surveys
- Custom Employee Surveys

Contact us at 614-890-3180, [www.PDServices.com](http://www.PDServices.com), or [info@PDServices.com](mailto:info@PDServices.com)