

## Contributing to the National Salary Survey FAQs

### 1. Who can contribute to this Survey?

The National Salary Survey is published in two Editions, the Large Company and the Small Company editions. The Survey Edition that you contribute to depends upon your company turnover:

- To contribute to the **Small Company** Survey:
  - Your company's annual turnover must be **less than \$10Million**
  - You must be able to contribute remuneration data for at least **10 Australian-based salary positions** within your organisation;
- To contribute to the **Large Company** Survey:
  - Your company's annual turnover must be **more than \$10Million**;
  - You must be able to contribute remuneration data for at least **25 Australian-based salary positions** within your organisation;

We prefer you to provide data on either 10 or 25 completely different positions within your organisation, but can accept different versions of the same position; i.e.; different levels of Administration Assistant to count towards your contribution.

**You must let us know if your company turnover, hence survey type, changes.**

### 2. What are the discounts available for contributing?

If you register to contribute, you receive a substantial discount on your current purchase of the Survey. However, to keep your discount you must provide a **complete contribution within 6 weeks of placing your order** at the contributor rate.

You will receive a cumulative discount if you contribute for 2 or more consecutive years. The maximum discount you can receive is a three year discount.

To maintain the discount level you reach, **you must contribute every year**, otherwise the discount will return to the first year rate.

Please note that only the office registered as a contributor can obtain the discount. You cannot obtain discount on behalf of another branch, subsidiary or parent company.

### 3. How often should I contribute?

To qualify for a discount on the purchase of the National Salary Survey we request a minimum of **one complete contribution per year** is provided. See point 6 for the definition of a complete contribution.

### 4. How long does it take to contribute?

If you have all the required information at hand, the data entry process takes approximately 2 hours.

## 5. What is involved in the contribution process?

The contribution process requires you to provide the following information:

**Company Details** – The name and contact email address of the person who provides the data.

**Organisational Details** – General details about your organisation such as, the annual turnover, the number of employees, etc. **Please remember to update your Salary Review Date each time you contribute.**

**Salary forecast/movement data** – An overview of your company's actual salary increases seen in the 12 months since last pay review and forecasted salary increases at next pay review, reported by job level and family;

**Salary Data** – The actual salary information for specific types of position relevant to your organisation. **Please remember to update your Salary Review Date for each position each time you contribute;**

**Policies and Benefits** – This is a detailed survey of HR policies & practices within your organisation including salary packaging, variable reward, cars and training. This takes around an hour to complete and comprises 9 sections;

**Wage/Award** – Actual pay information for any wage/award positions that may exist within your organisation;

**Directors** – Actual pay information for any Director and Chairman positions that may exist within your organisation;

Please note that the information you provide will be held in the strictest confidence and will be reported amalgamated with data supplied by over 200 other organisations. You or your organisation will not be identified from the data that is published.

## 6. What is a complete contribution?

As a minimum, you must provide the following information once a year, within 6 weeks of placing your order to receive a contributor discount:

**Contact details** - 100% (all fields) complete;

**Organisation details** - 100% (all fields) complete and **Salary Review Date updated;**

**Movement & Forecast data** – completed for all job levels & job families within your organisation;

**Salary data** - At least 10 positions provided for Small Companies and 25 positions for Large Companies. **All Salary Review Dates updated;**

**Policies & Benefits** - 100% (all fields) complete.

## 7. How do I log in to contribute?

Once you register to contribute you will be emailed your username and password that you use to access your company's contributor data through [www.aimnsw.com.au](http://www.aimnsw.com.au) Research & HR Consulting. For security reasons, please ensure that every person who may contribute data for your organisation has their own password;

*8. How do I register to contribute?*

To register as a contributor please tick the 'Contribute' option on the PDF order form when you order your copy of the National Salary Survey.

For further information on contributing to the National Salary Survey, please contact the AIM Research & HR Consulting team on 1300 362 631 or email us at

[info@aimsurveys.com](mailto:info@aimsurveys.com)