

Don't Panic!

The definitive guide to
contributing to the National
Salary Survey

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Preparing to contribute to the National Salary Survey

The National Salary Survey can only be as good as the contributed data that we receive and we are extremely grateful to the companies that give their time to supply data to the Survey.

This document gives you an overview of what to expect from the contribution process, what you need to have on hand before you start and answers some of the questions you may have.

Why do I need to contribute?

- Substantial discounts on the purchase price of the Survey;
- Enables you to use your own data in the online data interrogation tools to see how your organisation compares to the market;
- Each data contribution we receive enables us to provide more data to you:
 - More positions reported;
 - Larger numbers of cases for positions reported – more robust data.

How long does contribution take?

If you have all your information to hand, the process should take around 2 hours.

However, at peak times, you may experience some system delays as it copes with everyone making their contribution at the last minute. To avoid this we recommend that you contribute well before the deadline given in your invitation email. If you have any difficulty in completing your contribution, please contact our Customer Support team on 1300 362 631.

As a guide, cut-off dates for contribution for inclusion into the National Salary Survey are at the end of February and (for Large Companies) mid-September. Companies have around a month to contribute.

Why is contribution so involved?

In order to produce reporting to the level of detail that you need, we need to collect that detailed data from you. This means that we need accurate data from you on:

- Demographic data on your organisation's location, size and industry which will be used to analyse the data;
- Salary Movements and Forecasts;
- Detailed Salary, Wage & Directors information, including details of package items;
- HR policies and practices in your organisation.

Can't I just submit a spreadsheet of salary data?

We understand that submitting your own spreadsheets of data does make it quicker for you. However, the National Salary Survey prides itself on the integrity of the data we collect, because we ensure that our contributors are thinking about the accuracy of the data as they enter it.

This is why we collect the data in a specific format, so that an acceptable range can be set for each answer and we only accept data that falls within a logical range. This means that the data is logic-checked once by the contributor before it reaches us, so that we don't ever have to second-guess what someone may have meant by their answer, which increases the accuracy of the data provided.

How to interpret the Completion Status?

That's easy! Just look at the table on the first page you come to when you login to contribute.

Completion Status	
Contact Details	1/1
Organisation Details	1/1
Salary Forecast / Movement	1/1
Salary Data	14/13
Policies and Benefits	8/8
Wage/Award	0/2
Directors	0/2

1/1 = completed this year
0/1 = not completed this year

- Figures you may see in the Salary Data section:
- o 13/13 = 13 positions selected and data supplied for all this year
 - o 9/13 = 13 positions present in the selection list, but only 9 have had data contributed to them this year
 - o 14/13 = 13 positions present in the selection list, but an additional version (response) has been created for one of the positions on the selection list to make 14.

Same logic as for the Salary Data section

8/8 = all of the 8 questionnaires in this section of the Survey have been completed

The Contribution Process

Section 1: Contact details

This is your organisation's and your own contact details.

Just review the data and click the '**Submit**' button at the bottom of the page if it is correct, or amend and submit if you need to. All asterisks denote mandatory questions.

10. Contact Position *

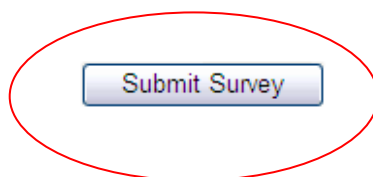
11. Contact Email *

12. Contact Phone *

13. Contact Fax *

Last Updated: 8/10/2007

Questions marked * are mandatory

A rectangular button with a blue gradient and the text "Submit Survey" is circled in red. A red line extends from the right side of the circle towards the explanatory text.

Clicking here will save your amends and update your date of contribution for this section

Section 2: Organisational Details

You need to have the following information to hand:

- Your company's overall \$ turnover/revenue;
- Business entity type (proprietary, sole trader, not-for-profit etc);
- Date on which most salary reviews are undertaken/completed by in your company;
- Main industry that your organisation operates in;
- Frequency of salary reviews;
- Number of employees by State.

The data on this page is important, because it defines how we breakdown the salary information for each position in the Survey, enabling you to compare your pay data to other organisations within your State/Industry/\$ Turnover band.

Just review the data below and click the **'Submit'** button at the bottom of the page if it is correct, or amend and submit if you need to. All asterisks denote mandatory questions.

1. Annual Turnover *

Up to \$20m

2. Head Office Location *

ACT

3. Company Type *

SoleTrader

4. Industry *

Investment/Securities

5. a nominated month, by which most staff salary reviews will have been undertaken at your organisation.)

3/01/2007

6. Frequency of Review *

Annual

7. If you have chosen Other in previous question please specify here

8. No. of Employees

ACT	3
NSW	4
VIC	4
QLD	4
SA	6
WA	7
TAS	8
NT	9

9. Head Office location within State *

Metropolitan/city Regional/suburban

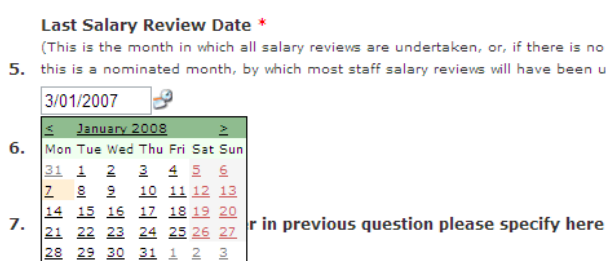
A note on selecting the date

When you fill in the Organisational Details and the Salary data records for your company, you will be asked to submit a date for the last salary review undertaken. A quick way to obtain the date you require, without having to scroll back through each month is as follows:

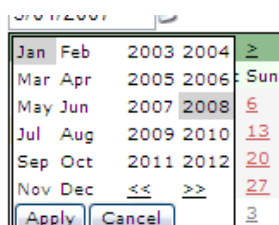
1. Click on the calendar symbol next to the date field;



2. A calendar will appear. Click on the month at the top of the calendar;



3. The following box will appear;



4. Select the month and year from this box and click 'Apply';
5. Select the **day** from the calendar, when it reappears after you click 'Apply'.

Section 3: Movements and Forecasts

This section asks you to provide data on the average % salary movement (increase in salaries seen over the last 12 months since the last salary review) for each employee type listed below. It also asks for the average % salary forecast (anticipated increase in salary for the 12 months until the next salary review).

If you do not have some of the employee types in your organisation, please leave the box blank for that type. Do not enter "0" unless you have the position type in your organisation and its salary has not increased since last year.

Just review the data below and click the **'Submit'** button at the bottom of the page if it is correct, or amend and submit if you need to. All asterisks denote mandatory questions.

1. Job Level

	Salary Movement (%)	Salary Forecast (%)
Executive	<input type="text" value="2"/>	<input type="text" value="2"/>
Senior Management	<input type="text" value="2"/>	<input type="text" value="3"/>
Management	<input type="text" value="3"/>	<input type="text" value="2"/>
Professional/Technical	<input type="text" value="2"/>	<input type="text" value="2"/>
Salaried	<input type="text" value="2"/>	<input type="text" value="3"/>

2. Job Family

	Salary Movement (%)	Salary Forecast (%)
General Management	<input type="text" value="2"/>	<input type="text" value="2"/>
Finance and Accounting	<input type="text" value="2"/>	<input type="text" value="2"/>
Marketing and Sales	<input type="text" value="23"/>	<input type="text" value="3"/>
Manufacturing, Supply and Distribution	<input type="text" value="3"/>	<input type="text" value="3"/>
Human Resources and Industrial Relations	<input type="text" value="3"/>	<input type="text" value="3"/>
Information Technology	<input type="text" value="3"/>	<input type="text" value="3"/>
Engineering and Science	<input type="text" value="3"/>	<input type="text" value="3"/>
Administration and Other Specialists	<input type="text" value="3"/>	<input type="text" value="3"/>

Section 4: Salary information

You will be asked to nominate some positions from the Available Positions list and supply data for them. If you are completing the Large Company Salary Survey we will need you to provide data for at least **25 positions**. If you are completing the Small Company Salary Survey we will need you to provide data for at least **10 positions**.

You can provide more than one version (response) for a position (i.e.; different levels of Admin. Assistant in your organisation) to count towards this total.

The more positions you complete for us, the more data you have to benchmark against the market when you come to look at the Survey results online and the more positions we can report each year, so the better the Survey becomes.

Just review the data below and click the **'Submit'** button at the bottom of the page if it is correct, or amend and submit if you need to. All asterisks denote mandatory questions. All data is collected as ANNUAL \$ AMOUNTS paid.

You will need the following information to hand for each position:

1. **Employee Code/ Name: (Use for your own future reference)**
2. **Select the State of operation for this employee ***
3. **Office location of Employee ***
4. **Age of Employee ***
5. **Last Salary Review Date** for Position *
6. **% increase** Since Last Salary Review
7. Is this the **same person/group** surveyed last year? *
8. **Gender** of employee *
9. **Number of Cases *** (# of employees sharing identical package details.)
10. **Base Salary *** (ANNUAL base salary excluding salary sacrifice amounts.)
11. **Leave Loading %**
12. **Purchase Price of Vehicle** (Actual purchase price of company car)
13. **Average Kms p.a** of the company car
14. **Superannuation(% or \$) ***
15. **Superannuation (Salary Sacrifice) \$**
16. **Other Salary Sacrifice \$**
17. **Vehicle Allowance** (all reasonable fixed and operating expenses for use of own car i.e. fuel, costs, tyres.)
18. **General Expenses** (i.e. meal allowances.)
19. **Subscriptions** (professional subscriptions, club memberships, newspapers or journal subscriptions for employee.)
20. **Health/Medical Insurance** (employee's medical or health insurance.)
21. **Loans Principal Outstanding** (Total sum of outstanding principal loan amounts provided. EXCLUDES COST OF FBT.)
22. **Interest Rate for Loan(%)**
23. **Mobile Phone** (Total annual \$ amount of providing mobile phone.)
24. **Laptop** (Total annual cost of providing laptop computer.)
25. **Other non cash benefits that attract FBT** (other package components incurring FBT, i.e.; cost of providing accommodation outside of Australia.)
26. **Other non cash benefits that do not attract FBT** (other package components that do NOT incur FBT, i.e.; payments made for work-related travel in commercial vehicles.)
27. **Share Options** (shares/ share option plans entitled to.)
28. **Performance Pay** (SHORT TERM incentives awarded, i.e. bonuses & commissions.)

29. No. of employees under **direct control** *

A note on the Salary Data Entry Screen

Please note, this also applies to Section 6: Wage & Award and Section 7: Directors

Welcome to the Salary Data section of the Survey. This is the part of the Survey where we collect data for various positions in your organisation.

If your organisation has participated before you will see your **Current Reported Positions** list. The first position to begin. The previous data that you have entered for each position is saved as a 'Response'. The position that you enter is saved as a different response (1, 2 etc). Click on each response to view it. Click on 'Submit' to save your changes.

Please click 'Submit' if you are **actually changing data** or you would like to resubmit (update) your data since you last entered it so that it counts towards your current contribution. If you just want to change the position, just use the menu to click out of the position and into another without 'Submitting'.

If this is your first time contributing to the Survey, or you have new positions to add, you must click on the 'Available Positions' link. You are going to provide data by clicking on **Available Positions** link and selecting the positions. They will appear in your **Current Reported Positions** list and you can then begin to create Responses for them.

Responses Completed 3/12

Current Reported Positions

[Add/Edit Positions](#)

[CLERK - FILING/MAIL](#)

[CREDIT OFFICER](#)

[EDITOR](#)

[ENGINEERING MANAGER - CHEMICAL](#)

[EXECUTIVE HOUSEKEEPER](#)

[EXPERIENCED ENGINEER, LEVEL 2 - MINING](#)

[FINANCIAL CONTROLLER](#)

Responses Entered

Response 1

[Add New Response](#)

Responses Completed 3/12

Current Reported Positions

[Add/Edit Positions](#)

[CLERK - FILING/MAIL](#)

[CREDIT OFFICER](#)

[EDITOR](#)

[ENGINEERING MANAGER - CHEMICAL](#)

[EXECUTIVE HOUSEKEEPER](#)

[EXPERIENCED ENGINEER, LEVEL 2 - MINING](#)

[FINANCIAL CONTROLLER](#)

[FUNCTIONS MANAGER](#)

[GRADUATE ENGINEER, LEVEL 1 - COMPUTER](#)

[GRADUATE ENGINEER, LEVEL 1 - OTHER](#)

[HUMAN RESOURCES MANAGER](#)

[MANAGEMENT ACCOUNTANT](#)

Warning: Moving a position from Currently Reported Position list will permanently delete the data reported for that position.

All Available Positions	Currently Reported Positions
<input type="checkbox"/> Other Specialists Top	<input type="checkbox"/> CLERK - FILING/MAIL desc
<input type="checkbox"/> MAN/COMMERCIAL MANAGER desc	<input type="checkbox"/> CREDIT OFFICER desc
<input type="checkbox"/> SECRETARY desc	<input type="checkbox"/> EDITOR desc
<input type="checkbox"/> MANAGER desc	<input type="checkbox"/> ENGINEERING MANAGER - CHEMICAL desc
<input type="checkbox"/> TRAINATION EXECUTIVE desc	<input type="checkbox"/> EXECUTIVE HOUSEKEEPER desc
<input type="checkbox"/> ADMINISTRATION MANAGER desc	<input type="checkbox"/> EXPERIENCED ENGINEER, LEVEL 2 - MINING
<input type="checkbox"/> FISHER desc	<input type="checkbox"/> FINANCIAL CONTROLLER desc
<input type="checkbox"/> SECRETARY (TO CEO) desc	<input type="checkbox"/> FUNCTIONS MANAGER desc
<input type="checkbox"/> ADMINISTRATION ASSISTANT desc	<input type="checkbox"/> GRADUATE ENGINEER, LEVEL 1 - COMPUTER
	<input type="checkbox"/> GRADUATE ENGINEER, LEVEL 1 - OTHER desc
	<input type="checkbox"/> HUMAN RESOURCES MANAGER desc
	<input type="checkbox"/> MANAGEMENT ACCOUNTANT desc

Section 5: Policies & Benefits Section

This section contains eight parts where you will be asked questions about HR practices within your organisation.

If you do not have this information in your organisation (i.e. you do not offer cars/employ migrant labour) then please still answer, you will be able to give a 'no' response and progress to the areas of relevance to your organisation. Review this information each year and resubmit it.

The questions are generally very broad. You will not be asked about specific employees within your organisation, just about 4-5 different employee levels/groups – such as Senior Executives or Salaried Staff:

General overview and Trends

- Temporary and permanent staffing level trends;
- Staff turnover rates (voluntary and involuntary);
- Cost of replacing employees;
- Reasons for staff leaving and staff retention activities;
- Overtime hours worked by different staff groups;
- Trends in age of workforce, changes in policy surrounding age;
- Trends in employment of migrant workers.

Salary Reviews and Increases

- Frequency of salary reviews for different staff groups/levels;
- How increases are calculated;
- Factors taken into consideration when calculating increases.

Variable Reward

- Covering profit sharing, bonuses, commissions, performance based pay: Which schemes? Who do they apply to?

Salary Packaging

- What is the organisation policy on salary packaging?
- Which benefits are offered to different employee groups?

Cars

- Which finance arrangements are offered?
- How are car package values allocated? Salary-sacrifice arrangements?

Superannuation

- Superannuation contributions above the mandatory 9% rate;
- Proportion of staff choosing to salary sacrifice for superannuation.

Employee Learning and Development

- Presence/absence of performance and development plans;
- Training policy: presence of/what it entails. Training budget;
- Days of training for each employee group;
- Overall format of training provided (i.e.; classroom vs online).

Hot topics

- Questions on current HR issues. The issues covered will change over time, but are currently covering areas such as Succession Planning, Corporate Social Responsibility and Knowledge Management Systems.

Section 6: Wage and Award

This section collects information on waged employees within your organisation and refers to employees that are paid a weekly wage that is linked to the number of hours that they work.

This does comprise employees who are paid at the Award rate for the work they undertake, but also those who are paid more than this amount.

As for the salary positions, you need to select the positions that apply to your organisation from the Available Positions list and enter the following details. Again, you can enter different versions (responses) for the same position.

Please ensure a 70%+ match between the position description and the role in your organisation before you select the position. Position descriptions are available when you click on the 'desc' hyperlink next to the position.

When reviewing data you have entered, please remember to click 'Submit' to update your record and to count towards your current contribution.

You will need to enter the following information for each position. Asterisks denote mandatory fields.

1. Post Code *
2. Gender of employee *
3. Number of Cases * (The number of employees in this employees in this position where the package details are exactly the same.)
4. Weekly Base Pay * (Weekly base pay excluding salary sacrifice amounts.)
5. Standard hours per week (This field should be greater than 30 hours/week)
6. Leave Loading (%)
7. Employer Superannuation (%)
8. Superannuation (Salary Sacrifice \$)
9. Other Salary Sacrifice (other benefits for which base pay is sacrificed.)
10. Over-award/Over-agreed
11. Penalty Payments
12. Commission & Retainers
13. Bonuses
14. Payments under incentive
15. Profit Share
16. Overtime Payments
17. Other Benefits

Section 7: Directors

This section collects information on Directors and Chairpersons at the organisation. The data collection format is exactly the same as the Wage & Award and Salary data sections.

There are no position descriptions.

1. Post Code *
2. Gender of employee *
3. Number of Cases * (number of employees in this position where the package details are exactly the same)
4. Executive Director or Non-Executive Director?
5. Average hours worked p.a.
6. Fees Paid p.a.
7. Committee Fees
8. Car allowance
9. Profit Share
10. Share Options (\$ value of SHORT-TERM incentives - bonuses and commissions)
11. Superannuation
12. Other Benefits
13. Specify other benefits
14. Frequency of Payments

A Final Word On Contribution

We are listening to the feedback our customers give us and are continually looking for ways to make this process easier.

We have created this document as a result of customer feedback obtained this year to assist you in the process of contributing.

If you would like to give some feedback on the contribution process or would like assistance with completing your survey contribution, please contact the Research & HR Consulting team on:

info@aimnsurveys.com.au

or

1300 362 631