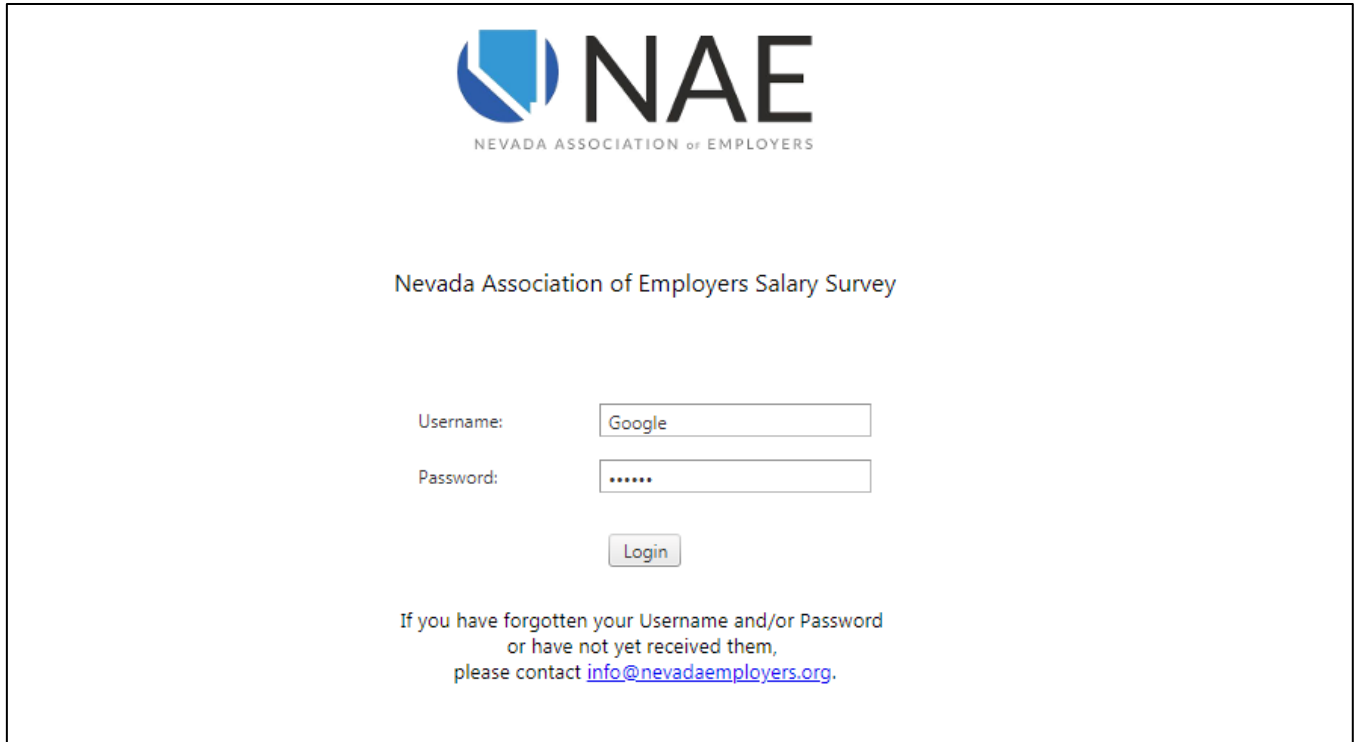


# Survey Instructions

## Logging In:

Your Username and Password are included on your invitation to participate.



The screenshot shows the login interface for the Nevada Association of Employers Salary Survey. At the top center is the NAE logo, which consists of a blue shield-like icon with a white 'N' shape inside, followed by the text 'NAE' in a large, bold, sans-serif font, and 'NEVADA ASSOCIATION OF EMPLOYERS' in a smaller font below it. Below the logo, the text 'Nevada Association of Employers Salary Survey' is centered. Underneath, there are two input fields: 'Username:' with the text 'Google' entered, and 'Password:' with a masked password of six dots. A 'Login' button is positioned below the password field. At the bottom of the form area, there is a message: 'If you have forgotten your Username and/or Password or have not yet received them, please contact [info@nevadaemployers.org](mailto:info@nevadaemployers.org).'

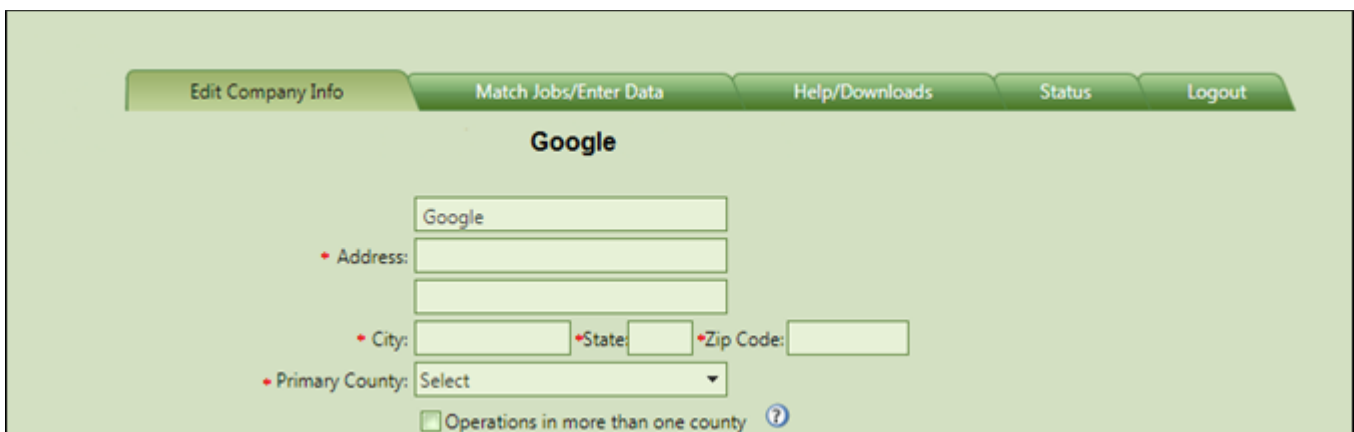
After accessing the survey platform, you will be given the option of personalizing your password. Should you forget your Username and/or Password, contact [surveys@nevadaemployers.org](mailto:surveys@nevadaemployers.org).

**Warning:** Resetting your Username and Password can take up to 24 hours.

## Edit Company Info:

When you log into the survey, you will be taken to the **Edit Company Info** tab. This tab includes company information that must be submitted in order for your data to be included in the survey report.

Data fields marked with an asterisk (\*) are required. All other fields are optional.



The screenshot shows the 'Edit Company Info' tab in the survey platform. The tab is highlighted in green and is the first of five tabs, with the others being 'Match Jobs/Enter Data', 'Help/Downloads', 'Status', and 'Logout'. Below the tabs, the name 'Google' is displayed. There are several input fields: a text field for the company name containing 'Google', a required address field (marked with a red asterisk), a required city field (marked with a red asterisk), a required state field (marked with a red asterisk), a required zip code field (marked with a red asterisk), and a dropdown menu for the primary county with 'Select' as the current selection. At the bottom, there is a checkbox for 'Operations in more than one county' and a help icon (a question mark in a circle).

Data fields marked with an asterisk (\*) are required. All other fields are optional.

Hovering over a data field will activate a pop-up/tooltip to assist in completing the field.

The screenshot shows a survey form with the following fields:

- Person Completing Survey: [Text Input]
- Telephone: [Text Input]
- Fax: [Text Input]
- Email: [Text Input]
- Person to Receive Results: [Text Input]
- Title: [Text Input]
- Password: [Text Input] (value: 12345)
- Login: [Text Input] (value: Google)
- Principal Product/Service: [Text Input]
- Select Industry: [Dropdown Menu]
- Other Industry Type: [Text Input]
- Union Status: [Dropdown Menu]
- Organization Type: [Dropdown Menu]
- Number of Employees: [Dropdown Menu]
- Work Hrs/Week: [Text Input]
- Organization Revenue: [Dropdown Menu]

Organization names will not be linked to pay data in survey reports nor will individual participant data be shared with any other organization. However, if you do not want your organization name included on the list of survey participants, please click the box below.

Do not list my organization as a participant in this survey

Save Cancel

- **Primary County (Area):** If you are reporting data for operations in a single area, complete one survey. However, if you are reporting data for operations in multiple areas throughout the state, please email [surveys@nevadaemployers.org](mailto:surveys@nevadaemployers.org) for assistance before completing the survey.
- **Union Status:** When you indicate your company's union status here, your status will be pre-loaded and grayed out on the **Match Jobs/Enter Data** tab.
 

*Note:* If ANY of your organization is represented by a union, you will indicate union.
- **Organization Type:** When you indicate your organization's profit type (Profit or Non-Profit) here, it will be pre-loaded and grayed out on the **Match Jobs/Enter Data** tab.
- **Work Hrs/Week:** When you indicate your standard work week hours here, it is pre-loaded on the **Match Jobs/Enter Data** tab.
 

*Note:* The work week hours field is not grayed out on the **Match Jobs/Enter Data** tab, enabling you to change the hours worked per week by job.
- **Number of Employees:** Report the number of employees that are under the influence of the business unit for which you are submitting data (regardless of the physical location of the employees).
- **(?):** When you see this symbol (question mark inside of a circle), it indicates there are additional directions available by clicking on the symbol.
- **Save:** When you have completed your Company information, click the Save button at the bottom of the page. **You must click Save for the system to capture your information.** When your save is successful (no red error messages on the form), you will be returned to the top of the page.

Click on the **Match Jobs/Enter Data** tab to continue.

## Match Jobs/Enter Data:

### Selecting Job Matches

1. Survey Job Titles reflect the nature and level of jobs (e.g. clerk, operator, manager, analyst, etc.). Your organization's titles may be different.
2. When you click on a job title a Job Description summary will appear in the box below it to aid in determining if you have a job that is a "reasonable" match.

The screenshot shows a web application interface for matching jobs. At the top, there are three tabs: 'Administration', 'Edit Company Info', and 'Match Jobs/Enter Data'. The 'Match Jobs/Enter Data' tab is active. On the left side, there is a tree view of survey jobs under the heading 'Nevada Association of Employers'. The jobs are categorized by letter: A - Finance, Accounting, Billing, Credit, Payroll; B - Executive, Administrative, Legal, Staff, General Office; C - Info Systems, Data Processing, Systems Analysis, Support; D - Human Resources, Recruiting, Compensation, Safety; E - Sales, Marketing, Public Relations, Customer Service; F - Engineering, Scientific, Chemical, R & D, Technical; G - Maintenance, Repair, Installation, Cleaning (Facilities); H - Purchasing, Material Sourcing and Planning, Inventory; I - Material Handling, Shipping, Receiving, Warehouse; J - Transportation, Distribution, Delivery; K - Production Planning, Inspection, Quality Control; L - Assembly, Finishing, Processing; M - Machine Operation, Tooling; N - Fabrication, Welding; O - Banking, Financial Services. The 'B - Executive, Administrative, Legal, Staff, General Office' category is selected. On the right side, there is a table with two columns: 'Job Code' and 'Job Title'. The table contains the following data:

Job Code	Job Title
B101	Chief Executive Officer
B102	Chief Operating Officer
B103	Chief Executive Multi-Function Responsibility
B104	Chief Operations Executive Non-Manufacturing
B105	Chief Staff Legal Counsel
B106	Chief Government Relations Executive
B107	Attorney

Below the table, there is a 'Job Description' section for the selected job, B101 - Chief Executive Officer. The description reads: 'Determines the basic objectives of the organizational unit; formulates plans and policies and allocates resources to subordinates (Directors, Trustees, etc.). Organizes the unit and determines allocation of duties and authorities to subordinates. Exercises controls to ensure that the unit operates efficiently and effectively. Usually a single incumbent position.'

3. Each summary description identifies the core duties and typical minimum qualifications of the survey job. Example of other duties that may or may not apply to the job may also be included. If you believe the core duties of your position include **at least 80%** of the core duties described in the survey job, consider it a reasonable match.
4. Job Description summaries are general in nature and reflect the typical range of duties and responsibilities. They may not cover every task and may not match your job(s) completely.
5. Do not expect to have matches for a large number of survey jobs or to include all of your employees in your input. NAE selects survey jobs based on their likelihood of existence in a number of organizations.
6. In instances where an employee performs elements of more than one of the survey jobs, only report that employee according to his/her *primary* job duties.

**Example:** An employee's primary job is that of an Accountant, but occasionally performs Buyer duties. This employee should be reported only as an Accountant. Do not report as a Buyer.

7. **Job Levels (V, IV, III, II, I)** - Some survey job titles include job level designations. Differences, which are covered in the Job Description summaries, typically include variations in job complexity, employee qualifications and experience, degree of job repetition, scope of job, size of organization, and/or supervision received.

- V = Highest Level
- IV = Next Highest Level
- III = Intermediate Level
- II = Next Lowest Level
- I = Lowest Level

8. **Job Match** – There are three basic process options for job matching:

- Online complete one-by-one processing
- Online Match Only; complete pay data later
- Print the job descriptions, match them to the jobs, and enter your data using the survey platform

For additional details on these processes refer to Job Matching Options on the **Help/Download** tab.

9. **Entering Pay Data** – There are five areas of focus:

a. Job Fields

**Incumbents** → Enter the number of employees performing the specified job at your organization.

**Job Status** → Select **Exempt** if this job is classified as an exempt job in your organization, select **Non-Exempt** if the job is classified as a non-exempt job (i.e. entitled to overtime compensation).

**Union Status** → If this is a union job, select **Union**. If it is a non-union job, select **Non-Union**. If you have no union jobs and indicated this in the **Edit Company Info** tab, this box will be defaulted as such and grayed out.

**Match Degree** → Indicate how well your job matches the survey job. Select **Match** is the general scope of your job fits, select **Minus** if a few elements do not apply to your job, or select **Plus** if your job is somewhat broader.

**Title (Co.)** → If you have a job that matches the survey job, enter your organization’s job title in the space provided.

Data fields marked with an asterisk (\*) are required. All other fields are optional.

The screenshot shows a data entry form with the following fields and controls:

- Job:** Incumbents (text input), Job Status (dropdown), Union Status (dropdown), Match Degree (dropdown), Title (Co.) (text input).
- Salary:** Avg (text input), Value Type (dropdown), Start (text input), Low (text input), High (text input).
- Bonus:** # Receiving (text input), Avg Yearly (text input).
- Misc:** Hours/Week (text input), Comments (text area).

Buttons at the bottom: Save, Cancel, Delete This Match, Match Only.

You are encouraged to enter data in all fields, where available, for more complete results.

b. Salary Fields

**Avg** → Enter the current **Average** base pay for all employees in the job. The average pay equals the total of all rates paid, divided by the number of employees. (Example: If one employee earns \$10 per hour and a second employee earns \$12 per hour, the average rate is \$11 per hour.)

**Value Type** → Select whether you are reporting the **Hourly, Monthly, or Annual** pay data for the job. **Input hourly data if you are including part-time employees.** Value type should match data entered. (Example: \$12.10 should be reported as Hourly. \$50,000 should be reported as Annual.)

**Start** → Enter the base rate typically paid for a new hire meeting only the minimum job requirements.

**Low** → Enter the **lowest** rate typically paid to an employee in this job. Leave this field blank if you have only one employee in the job. *Exclude* shift and lead premiums and overtime pay.

**High** → Enter the **highest** rate typically paid to an employee in this job. Leave this field blank if you have only one employee in the job. *Exclude* shift and lead premiums and overtime pay.

c. Bonus Fields

**# Receiving** → If applicable, enter the **number of employees** in the job who are eligible for performance bonuses (include commissions but exclude discretionary or holiday bonuses).

**Avg Yearly** → If employees in this job title receive bonuses, enter the average of the total bonuses paid (to those who received them) for the last 12 months. (Example: If one employee received bonuses totaling \$500 and a second employee received bonuses totaling \$300, the average bonus paid is \$400.)

d. Misc. Fields

**Hours/Week** → Enter the **number of hours** in your organization’s standard workweek for the job (excluding overtime hours, typically 40 hours). If you elected to enter average weekly hours in the **Edit Company Info** tab, this box will be filled in for you (but can be modified if appropriate).

**Comments** → If you have any comments that may provide clarification, please utilize this box to do so.

The screenshot shows a data entry form with the following fields and controls:

- Job:** Incumbents (text input), Job Status (dropdown), Union Status (dropdown), Match Degree (dropdown), Title (Co.) (text input).
- Salary:** Avg (text input, marked with an asterisk), Value Type (dropdown), Start (text input), Low (text input), High (text input).
- Bonus:** # Receiving (text input), Avg Yearly (text input).
- Misc:** Hours/Week (text input, marked with an asterisk), Comments (text area).

At the bottom of the form are four buttons: Save, Cancel, Delete This Match, and Match Only.

REMEMBER – data fields marked with an asterisk (\*) are required. All other fields are optional.

e. Buttons

**Save** → After you have entered all your job data for a position, click this button to save the job as part of your company data. **You must click Save for the system to capture your information.**

**Cancel** → If you have entered partial data and wish to clear it prior to saving the data, click this button to clear the bottom section details (on this job only).

**Delete This Match** → If you have entered a job and wish to remove it from your data, click this button (removed all pay data for this job only). *This button only appears when viewing previously matched jobs with or without pay data.*

**Match Only** → If you would like to pre-match your jobs before entering data, click this button to save each matching job before entering pay data for each.

**Refresh** → If you would like to see your list (**My Job Matches**) updated with all your matches, click this button to refresh your list and click on **My Job Matches** to view the new list.

**No submission required.**

All data entered and saved in the system by the survey deadline will be included in the survey report. Data for each job match must be updated at least once annually to be eligible for reporting.

***Help/Download:***

This tab gives tips for frequently asked questions covering: the Edit Company Info tab; how to view My Job Matches; how to view All Survey Jobs; how to Match a New Job; job match guidelines, how to Edit Job Pay Data; job matching options; and exporting & downloading data.

***Status:***

This tab is used to view your last job data update. It provides a count of the updated matches, how to review your job matches, and reminds you that each of your job matches must be updated at least once within each 12-month period to be eligible for survey reporting.

***Logout:***

This tab is used to log out of the survey.

Please Note: *This is a live database. You are encouraged to update your data at any time during the year.*

***Thank you for your valued participation!***