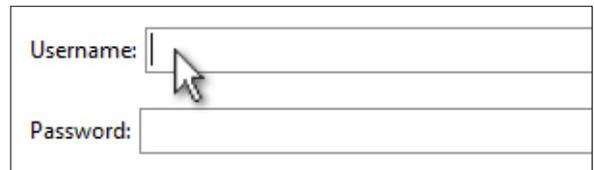


COMPENSATION SURVEY INPUT TUTORIAL

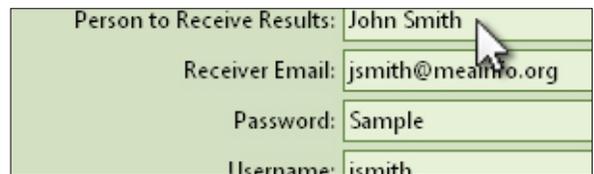
1. Go to <http://www.meainfo.org/compensation/survey-tool> to access the input tool login page. If you do not have your username and password, please email surveys@meainfo.org.



Username:

Password:

2. Input or update your organization's info and click save. You will get confirmation saying "Company data saved successfully." Ensure that your industry, union status, number of employees, work hours per week, and revenue data is entered accurately.

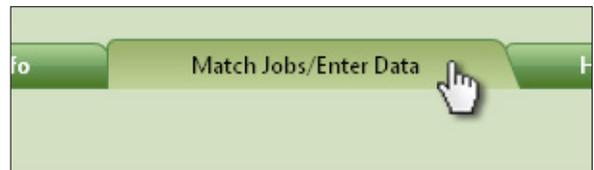


| | |
|----------------------------|--------------------|
| Person to Receive Results: | John Smith |
| Receiver Email: | jsmith@meainfo.org |
| Password: | Sample |
| Username: | jsmith |

3. We suggest that you click the Help/Downloads tab and open the "Job Index and Descriptions" PDF file to familiarize yourself with the jobs included in the survey. This tab also contains useful information to help you understand survey format and instructions.



4. When ready to input your job data, click the Match Jobs/Enter Data tab



5. At the left, choose the job family that corresponds to the job for which you will be entering data.



6. To the right, select the specific job title that best matches the job you are entering, and review the job description below to ensure you have selected the correct job.

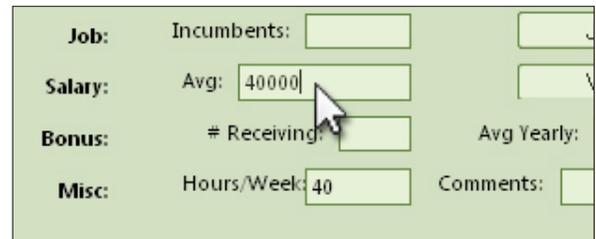


| | | |
|------------|------------------------------|-------------------------------------|
| PMS-03-13P | Electrician I (Assistant) | <input checked="" type="checkbox"/> |
| PMS-03-14P | Electrician II (Journey) | <input type="checkbox"/> |
| PMS-03-15P | Electrician III (Apprentice) | <input type="checkbox"/> |

Job Description

COMPENSATION SURVEY INPUT TUTORIAL

7. Enter all data available for the job. Required data includes number of incumbents; job status (exempt or non-exempt); the degree of the match (is it an exact match, or does the incumbent do more or less than the survey description); the average salary paid to all incumbents; and the salary type (hourly, weekly, annual, etc). If you have a formal salary structure, enter the structure minimum and maximum. We suggest entering your job title as well as it will help you to match the jobs again next year.



This screenshot shows the top portion of the compensation survey input form. It includes the following fields:

- Job:** Incumbents: [input field]
- Salary:** Avg: [input field with value 40000]
- Bonus:** # Receiving: [input field]
- Misc:** Hours/Week: [input field with value 40]

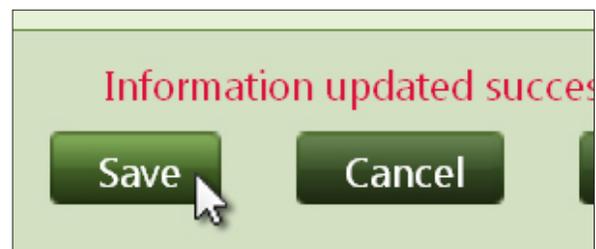
There are also checkboxes for "Non-Union" and "Avg Yearly:".



This screenshot shows the middle portion of the compensation survey input form. It includes the following fields:

- Job Status:** [dropdown menu]
- Value Type:** [dropdown menu]
- Start:** [input field]
- Avg Yearly:** [input field]
- Comments:** [text area]

8. Click Save. You will get confirmation that your data has been saved. You have completed this job entry! To see a list of the jobs for which you have submitted data, click the Refresh button. At this point, you may begin entering the next job, or logout. Your data is automatically submitted when it is saved.



This screenshot shows the bottom portion of the compensation survey input form. It includes the following elements:

- Information updated successfully** (red text)
- Save** button
- Cancel** button