

Northeast Indiana Wages and Benefits Survey 2018 Participant Instructions

1 Where is it?
Online. Go to wagesbenefitssurvey.com/northeast

2 Register.
New users only. If you completed the survey in 2017, see Return to the Survey below.
You'll be asked for a survey code. It is UHyEii5
You'll create a password. The survey will assign you a unique User ID. Write both of these down. You'll need them and the e-mail address you used at registration to return to your survey.

3 Print the survey.
Use the Print Survey link to download PDF copies of the survey pages so you can work offline.

4 Return to the survey.
Go to the web site. Enter your e-mail and password or User ID in the "returning employer" box.
If you completed the survey in 2017, start here.
The survey will be prepopulated with last year's data.

5 Did you forget?
Contact me for your User ID, Password or registration e-mail. Bill Wilson, twothingsllc@gmail.com or 574 339-8533.

6 Complete the survey.
Wages:
We ask for hourly wages for some positions and annual wages for others.
Leave blank the positions you don't have. Each job title asks for: the number of employees you have in that position; the lowest or starting wage; the actual average wage; and the highest amount budgeted or paid. You'll need to fill in all four boxes. It's OK to use the same pay rate in all three spaces but we'd prefer to know the range your company would pay for that position even if you have only one person in that job.

Workforce.
Questions about hiring, recruiting, pay increases, skills, education requirements drug testing and other policies.

Benefits.
Health insurance. We want to know what the employee pays each month *and* what it costs the employer. If you don't have access to employer costs, use monthly COBRA costs minus the amount paid by a working employee. For example, If COBRA is \$1,000 per month and employees pay \$250, then the employer cost is \$750. We ask for cost information for two plans: high deductible and traditional. If you have multiple or unique plans, enter costs and benefits for an average employee or for the plans most commonly chosen.

Other benefits.
Use most common or average practices for paid vacation, illness, and other benefits and employee incentives.

7 Save your work.
You may save and close the survey at the end of each page. Since answers are required to some questions, you'll have to complete those before you can save the page.

8 Finish the survey.
The last page gives you a link to print your answers. Your survey is closed when you do the final save and exit on the last page. You won't be able to return and make changes after choosing to save and exit on the last page.

9 Any questions?
Contact your sponsoring economic development organization or me. Bill Wilson, twothingsllc@gmail.com 574 339-8533.

10 Thank you.
The information is valuable to local employers and to economic development organizations. We recognize that the survey is detailed and complex and takes time and effort to complete. Please know that your participation is helpful and very much appreciated.

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