

2021 Benefits Survey participants' user guide

Where is it?

Online. Go to wagesbenefitssurvey.com/northeast

Register.

You'll be asked for a survey code. It is UHyEii5
Assign yourself a password. The survey will assign you 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.

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

Return to the survey. Go to the web site. Enter your e-mail or User ID and password in the "returning employer" box.

Did you forget? Contact me for your User ID, Password, or registration e-mail.

Bill Wilson. twothingsllc@gmail.com or 574 339-8533.

Complete the survey.

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

Benefits: Health insurance: We want to know what the employee pays each month and what it costs the employer for each employee. 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 time off policies including paid vacation, and benefits such as retirement and financial incentives.

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 need to complete those before you can save the page. A red warning will appear when required answers are missing

Finish the survey.

The final page gives you an option to print your answers. When you do the final save and exit on the last page, your survey is closed. You won't be able to return and make changes.

Any questions?

Contact me or your sponsoring economic development organization. Bill Wilson. 574 339-8533
twothingsllc@gmail.com

Thank you.

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