*INSTRUCTIONS FOR THE*

*2024 ENVIRONMENTAL, HEALTH AND SAFETY COMPENSATION SURVEY*

*INPUT QUESTIONNAIRE AND SUBMISSION OF DATA*

# PREFACE

This input program supports Microsoft Access. In case there is a problem, e-mail us at [Foushée@scottmadden.com](mailto:Foushée@scottmadden.com). **Survey due date is June 17th, 2024. Data effective date is April 1, 2024.**

# INSTRUCTIONS

Thank you for participating in the Environmental, Health and Safety Compensation Survey. This year’s survey input can be downloaded from our webpage at [www.fousheesurvey.com](http://www.fousheesurvey.com) under Environmental, Health & Safety Survey. Please read the following information prior to starting the survey. **The automated survey questionnaire utilizes Microsoft Access, and if you do not have Access on your computer, you will have to utilize the hardcopy questionnaire contained in your zip file, and/or the Excel spreadsheet we have provided.**

The input package contains the following information;

* This instruction document;
* Electronic Questionnaire for Access (Access 2024 EHSQuestionnnaire.mdb);
* A formatted 2024 example of your Excel spreadsheet;
* A formatted 2024 Excel spreadsheet for you to utilize;
* 2024 Leveling guides for Management, Professional and Technical positions;
* 2024 Hardcopy questionnaire in Word;
* 2024 Organization data sheet only, in Word;
* 2024 Environmental, Health & Safety position descriptions in Word;
* 2024 Environmental, Health & Safety position descriptions in Excel.

**FOR PARTICIPANTS WITHOUT MICROSOFT ACCESS:**

DO NOT LOAD the Access survey questionnaire. Download the zip file onto your computer, open and find 2024 Environmental, Health & Safety Survey Questionnaire Hardcopy.doc. This is a hard copy of the questionnaire in Word, allowing you to input directly into the document. Once complete, send back only the pages you input information to, and email the document to [Foushée@scottmadden.com](mailto:Foushée@scottmadden.com). **If you want to utilize Excel**, without using Access, please e-mail us at [Foushée@scottmadden.com](mailto:steve@fousheesurvey.com) for instructions.

You may also utilize the Excel spreadsheet and the hardcopy questionnaire provided in this package. Fill out the 2024 EH&S Questionnaire Hardcopy ORG data in Word, attach to your competed Excel document and send to us. Please e-mail us for instructions on how to utilize this option as opposed to using Access at [Foushée@scottmadden.com](mailto:steve@fousheesurvey.com) for instructions.

**DEFINITIONS**

• **Annual Base Salary** - Enter the current annual base salary (e.g., $48,500) of each em­ployee you have matched to the position. Please report actual salaries. Report **only** full-time employees.

• **Annual Bonus or Extra Cash Income** -Enter the annual cash bonus, cash profit sharing or spe­cial cash award (e.g. $5,500) for each employee you have matched to the po­sition. ***Do not report averages.***

• **Annual Bonus Target as a Percent of Base Pay** -Enter the annual bonus target as a percent of base pay. The bonus target may be higher or lower than what was awarded the employee. Positions would be under a defined company bonus plan.

• **Annual** **LTI Incentive Target** –Enter the annual LTI incentive target in dollars for the position if eligible for an LTI.

• **Annual** **LTI Paid** –Enter the actual amount paid during the survey reporting period (annual April 1).

• **Annual** **LTI Target (TGT) as a % of Base** –Enter the annual target LTI expressed as a percent of base pay.

• **Annual Salary Range(s)** - Enter the established salary range(s) (Minimum, Midpoint, Maximum) for each posi­tion. Use annual salary data (e.g., $36,400 - $46,000 - $52,600). *Those organization's using broad banding systems should report only the Minimum and Maximum.*

• **Average Annual Starting Salary for College Graduates (Access Input Only)**

Please provide your organization's Average Annual Starting Salary for recent college graduates for entry-level positions that require either a Bachelors or Master’s degree. We are asking for only average annual starting salary, therefore, when entering data you do not need to distinguish between Bachelor of Arts and Bachelor of Science or Master of Arts and Master of Science. The entry-level positions that we are requesting information are as follows: 1007, 1107, 1207, 1407, 1507, 1607, 1807, 1907, 2007, 2107, 2207, 2507, 2707, and 2907.

•**Degree of Job Match** - Enter the degree to which your position content matches the survey job description. The following percentage guidelines can help to determine the degree of match:

**80 - 90%** = Less Than Description

**90 - 110%** = Very Close Match

**110 - 120%**  = More Than Description

• **Employee Location** - Enter the **STATE** abbreviation in which each employee you have matched to the position is physically located.

**GETTING STARTED**

YOU MUST DOWNLOAD THE QUESTIONNNARIE ZIP FILE FROM OUR WEBPAGE AT [www.fousheesurvey.com](http://www.fousheesurvey.com). From the download, you are going to copy the Access questionnaire version directly onto your computer using Windows Explorer.

**INSTALLING THE QUESTIONNAIRE**

You load the questionnaire directly to a folder of your choice by copying Access questionnaire, or by dragging and dropping the questionnaire into a folder. You may have to remove the read only property. E-mail us if you are not familiar with modifying properties of files.

**OPENING THE QUESTIONNAIRE**

1. Go to the folder that you chose to place the questionnaire, RIGHT click on the questionnaire. Scroll down to properties, open and check to see if the box that says “read only” is checked. UNCHECK READ ONLY, AND CHECK ARCHIVE, hit ok, and exit out of the program. Now open the program by double clicking on the Access questionnaire database.

**SURVEY INPUT USING ACCESS**

PLEASE TRY AND BENCHMARK AS MANY JOBS IN YOUR COMPANY AS POSSIBLE, INCLUDING THE EXECUTIVE LEVEL. We know survey input isn’t the most challenging compensation work, but the greater the number of matches, the stronger the data (THANKS!).

The main menu in the survey program will serve as your start point for survey input, and is self-explanatory. We have built in “support wizards” along each step of the survey, to answer any questions/concerns you may have. Once you select Survey Questionnaire Input, the program takes you to the Survey Questionnaire Menu.

**YOU MUST START AND COMPLETE THE ORGANIZATION DATA SECTION BEFORE YOU CAN INPUT SALARY/JOB MATCHING DATA.** Once the organization data is complete, you are ready to start job matching or importing your data. Once your organizational data is done, exit to the menu and select “Manually Enter/Delete Employee Position Data’”. Under the title bar “Add New Job Here” there is a scroll bar that shows all the jobs in the survey by title and survey job code. Select the first job to match, and the position description is shown. Continue to answer all the required questions, and enter the salary information. Once you have scrolled through the required information, the last tab is “Save and Add a New Job”. This will take you back to the position section where you started, so you can select a new job to match. If at any time you wish to edit or add additional information to a job you matched, a title bar on the position page “Edit Saved Jobs Here” which has a scroll bar. Click on the scroll bar and this will show you the jobs you have matched by survey job number. Select the job code to edit, and the position description is shown. Click to the section you wish to edit, make the change and click to the end and click “Save and Add a New Job”. This will save your changes and you may continue matching jobs.

**IMPORTING DATA UTILIZING EXCEL**

The program, in the main menu, shows two command buttons for importing data;

* Import Salary and Bonus or Extra Cash Position Data from Excel;
* Import Eligibility for Extra Income, FLSA and Match Data form Excel.

**Importing Salary and Bonus or Extra Cash Data**, imports Client ID (0), Jobcode, State, Basesalary, Extra Income, LTI Incentive Target, LTI Paid, LTI TGT as a % of Base, Minsalary, Midsalary, Maxsalary.

**Importing Eligibility for Extra Income**, imports Client ID (0), Jobcode, Cash Bonus, Profit Sharing, Cash Award, Option Grant, Long Term Incentive, FLSA, and Match.

These are the two functions you will utilize for importing. Please review and follow the instructions on the form exactly as shown. However, we have attached an example of the EXACT format you must use from the zip file. The example Excel spreadsheet is called EXAMPLE EMPLOYEE SPREADSHEET.XLS. There are pull down instructions on the spreadsheet as well (top of column). Once you feel comfortable to import, use the EMPLOYEE SPREADSHEET located in zip file for importing. Copy the EMPLOYEE SPREADSHEET from your zip file to your Foushée folder, and remove the “read only” property. There are a few items to remember when importing:

There are two Excel sheets you will utilize, and you will see the names at the left corner of our Excel Employee spreadsheet;

* **Salary, Bonus or Extra Cash Data**-You will utilize this first to import Client ID (0), Jobcode, State, Basesalary, Extra Income, LTI Incentive Target, LTI Paid, LTI TGT as a % of Base, Minsalary, Midsalary and Maxsalary.
* **Extra Income, FLSA, Match**-You will utilize second, to import Client ID (0), Jobcode, Cash Bonus, Profit Sharing, Cash Award, Option Grant, FLSA, and Match.

You can import one sheet without the other, however in the data base on the pull down menu “Edit Saved Jobs Here” the positions that you have imported will not show in the window. You will have to select the position that you have imported from the “Add New Job Here” menu and answer the Extra Income, FLSA etc. questions first, before you see you data in the salary section. Our recommendation is that you utilize both Excel sheets for importing.

1. Prior to beginning the import process, first complete the Organization Data or the import will fail;
2. Make sure your data is formatted exactly like the example given (general format);
3. Your data cannot have any macros, formulas, links, hidden cells, etc;
4. Formatting of your data must match the formatting requirements of the example spreadsheet. At the top of our example spreadsheet in the first row, you will notice a red triangle. The triangle is a pull down instruction guide for each column (column A Clientid, column B Jobcode etc.) indicating the proper format which is general format;
5. All Clientid’s will be 0 (ZERO);
6. Jobcode is the Foushée Survey job code match (not your internal job code);
7. Select import, and follow the instructions on the importing form;
8. You will import one spreadsheet at a time, Salary and bonus data spreadsheet THEN Extra Income, FLSA etc. spreadsheet. You import 2 spreadsheets.
9. On your Employee spreadsheet, there is an “end” statement (see example on the spreadsheet. This statement should be typed in cell “A” for your last entry. The statement tells the program which cell is last for importing.
10. After you imported both sheets, you’re almost done. Just quickly review your data to make sure everything you submitted is in the data base. You can view your input by utilizing the pull down menu “Edit Previously Entered Data” and view you matched job codes, and make any changes;
11. If you imported **only** the salary and bonus data, you still need to go back and complete for each job; the exempt status, extra income, position match, average starting salary etc. Select the Job Code that you imported from the “Add New Job Here” to complete the input process;
12. The import will place your spreadsheet data in the survey questionnaire based on the job code on your spreadsheet;
13. Hit “Save Questionnaire Results to Hard Drive” from the Main Menu. This will create a “Your Company Name”.MDB file in Access, and will tell you where the file is about to be saved. The file is usually saved in the same folder as your questionnaire. Zip and attach this to your e-mail and send back to us at [Foushée@scottmadden.com](mailto:steve@fousheesurvey.com).

**ERROR MESSAGES IN EXCEL IMPORT**

There are built in error messages utilizing our Excel templates. If you receive an error message when importing your data, correct the error in your spreadsheet based on the error message. Exit out to the questionnaire menu, and start the import process again, i.e. Import salary and bonus etc. OR Import eligibility for extra income. This re-sets Excel for the import. The program indicates ONE ERROR AT A TIME, so you may have to do this more than once.

If you’re utilizing an older version of Office, when the Excel spreadsheet is opened, the user may be prompted to “Enable Editing”. If this is not clicked, the Excel import cannot find the spreadsheet for import. This same warning may come up on the database. The user will need to click “Enable Editing” to continue.

**SUBMITTING YOUR DATA**

Once you have completed your data input, you can order reports and/or mail us the information that you entered. To order reports click on “Order EH&S Report” from the Main Menu and follow the instructions. To mail us the information that you entered click on “Save Questionnaire Results to Hard Drive” from the Main Menu. This will copy your data base and create a file “YOUR COMPANY NAME.MDB” to the same folder as the Questionnaire database. A message will be displayed giving you the full file name (your company name.mdb). You must zip the file to send through e-mail, if not the file will be rejected (A Microsoft rule and mail that to us. Please send us the zipped file to the below e-mail address;

[Foushée@scottmadden.com](mailto:steve@fousheesurvey.com)

You may also mail the information to;

Foushee Surveys at ScottMadden, Inc.

3565 Piedmont Road

Building 4 Suite 500

Atlanta, GA 30305

**FOR QUESTIONS/COMMENTS**:

Please e-mail us at: [Foushée@scottmadden.com](mailto:steve@fousheesurvey.com)