Compease

Attract and retain talented employees by ensuring competitive salary levels

HR PERFORMANCE SOLUTIONS

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What is Compease?

Compease is a comprehensive, web-based salary administration program that provides the tools, information and consulting expertise your organization needs to manage employee compensation with ease, accountability and confidence. It ensures your compensation program is competitive in your market, equitable within your organization, and flexible enough to recognize individual differences in performance.

Since 1996, Compease has helped organizations build and maintain a competitive pay structure, drive employee performance and manage merit increases and compensation budgets. HR Performance Solutions compensation professionals gather salary information from a wide variety of leading compensation survey and data providers and build a custom system for each client that factors individual position responsibilities, location, size and industry.

The Compease dashboard appears on the home page and provides users with an 'at a glance' view of their company's compensation structure and system. Dashboard widgets include System at a Glance, Merit at a Glance, Jobs at a Glance, and Performance at a Glance.

Benefits.

With Compease you will have the confidence of knowing that your compensation program accurately reflects current market conditions. Once incorporated into your human resources strategy, you will soon notice its benefits, which include:
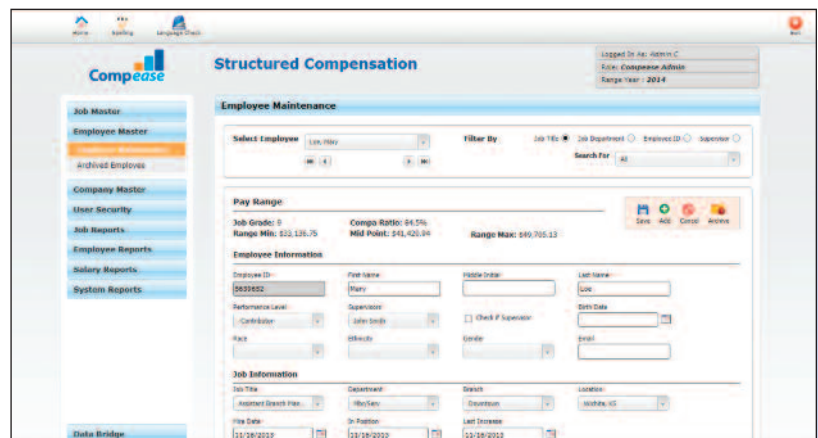
- Compensation equity across the organization
- Accurate and reliable salary and compensation planning tools based on current market data ensure you are not overpaying or underpaying your employees
- Increased staff retention and productivity
- Reduced HR administrative expense
- Improved ROI on your human capital

Features.

Compease was designed with one main goal in mind – to attract and retain the best employees. This enables your organization to be better positioned to succeed. Compease helps you accomplish this with its:

- **Job Evaluation System** – Ensure fairness by establishing the relative value of all jobs within your organization. Each job is objectively evaluated based on eight to ten factors and assigned to a grade within the salary structure.
- **Salary Grade and Ranges** – Verify that your compensation program remains competitive with salary data gathered from multiple reliable sources. Industry-specific data is used to create salary ranges matched to your size and geographic location.

- **Merit Increase Planning** – Get assistance with planning and controlling compensation budgets and increases. Plans are created based on your budget constraints, employee performance and compa-ratio (salary-in-range).
- **Compensation Management** – Reporting capabilities are extensive and include compa-ratio reports and current/projected salaries for individuals. Utilizing an objective salary system instills employee trust and satisfaction, as well as reduces pay-related conflicts.
- **Salary Updates** – Salary ranges stay current and competitive with annual updates.
- **Job Descriptions** –An extensive library of comprehensive job descriptions is provided and includes benchmark and pro-forma job titles. All job descriptions can be easily customized to meet the client's needs.

Employee data can be imported to Compease from any database, including all major HRIS and/or payroll applications. All data – including updates to data – will automatically integrate with Performance Pro. The employee data screen includes the pay range information for each employee based on the assignment of the position within the salary structure.

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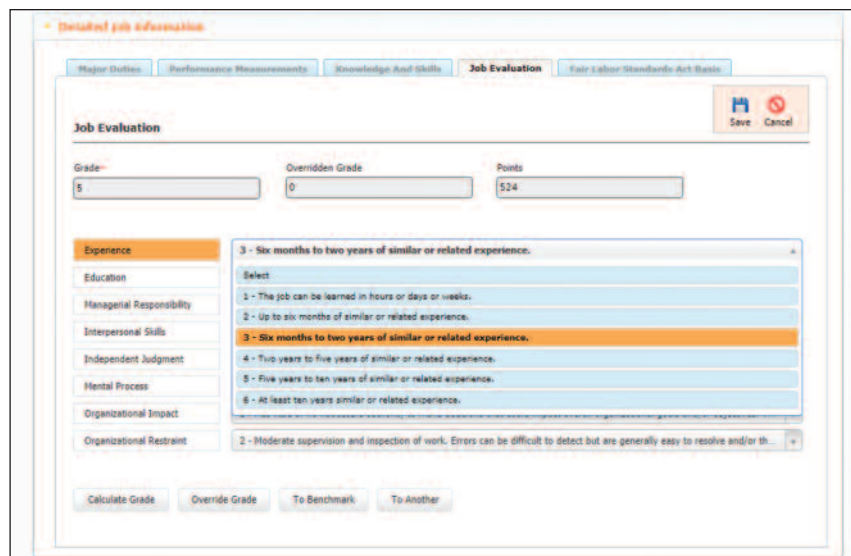# At a Glance.

Salary Ranges

Competitive salary ranges are established by evaluating each job and applying market data.

Job Evaluation

The job evaluation system determines the relative value of specific jobs so you can establish internal equity between those jobs. Compease automates this process and our certified compensation experts and consultants are available to provide any guidance and/or recommendations.

Ranges

Salary ranges are based on extensive salary data collected for each position and adjusted to reflect the location, industry and the size of your organization.

The Compease Job Evaluation System provides a logical way to establish the relative value of a job within your business and support its assignment to a pay or salary grade. By determining the level of knowledge and skill, problem solving, and accountability associated with a job, you can establish internal equity between jobs. Because the Compease job evaluation process is automated, it is easy to compare jobs. This comparison validates your evaluations and provides confidence that your compensation system is internally equitable and externally competitive with the market. Job evaluations can be updated to reflect changes to the job duties of any position.

Compa-Ratios

Compa-ratios (position-in-range) depict how an employee or department is paid relative to the market for comparable jobs. The results, expressed as a percentage of the market rate, give management the information they need to make informed decisions when it comes to pay increases or merit increase plans. A compa-ratio of 100% means the person is being paid a rate that is equitable to the market. Compa-ratios can also help you track the progress of your compensation goals, identify potential problems and devise plans to resolve any issues.

Examples

A compa-ratio of...

- 80% - 90% is considered an entry level rate
- 90% - 97% is considered appropriate for employees who are not yet fully trained
- 97% - 103% is considered appropriate for employees who are fully qualified and consistently perform at an acceptable level
- 103% is appropriate for employees who are fully qualified and consistently perform above acceptable levels
- 97% - 103% is the range where most employees with 2 to 5 years of experience should fall

Global Inc.
CompaRatio Report for All Employees

Prepared on: 3/24/2011 Revenue $ 10,000,001 Thru $ 25,000,000 Page: 1
Data Year: 2011

Department	Employee Name	Title	Grade	Date In Position	Min	Mid Point	Max	Current Salary Hourly	Annual	Compa Ratio
Executive - Salary - Full Time										
Executive	Grant, George	Chief Executive Officer	24	06/15/1980	$188,385.00	$251,180.00	$313,975.00		$217,000.00	86.4%
	Dwyer, Barb A	Chief Financial Officer	20	12/02/1999	$116,740.00	$155,654.00	$194,567.00		$148,921.00	95.7%
	Wray, Michael B	Chief Information Officer	18	05/19/2006	$92,772.00	$123,696.00	$154,620.00		$132,700.00	107.3%
		Total CompaRatio for: Executive - Salary - Full Time							$498,621.00	94.0%
Exempt - Salary - Full Time										
Production	Rowe, Robert	Production Manager	15	09/18/2009	$69,130.00	$86,413.00	$103,695.00		$72,419.00	83.8%
	Gonzales, Roman	Warehouse Manager	12	08/10/2000	$49,680.00	$62,101.00	$74,521.00		$65,000.00	104.7%
		Total CompaRatio for: Exempt - Salary - Full Time							$137,419.00	92.5%
NonExempt - Hourly - Full Time										
Finance	Reynolds, Faye	Accounting Spec Intermedia	6	01/01/2010	$12.68	$15.85	$19.02	$13.00	$27,040.00	82.0%
Production	Swearingen, Ronald	Forklift Operator	5	01/19/2004	$11.50	$14.38	$17.26	$13.92	$28,953.60	96.8%

The compa-ratio is a mathematical calculation that identifies the relationship between actual pay and market rate for a person, department or the total organization. For example, a 90% compa-ratio for an individual says that the individual is being paid at 90% of the prevailing market rate for his/her job. The compa-ratio is determined by dividing actual pay by the rate established as the mid-point for the grade. Compease generates complete compa-ratio reports that are sorted and printed by job title, department or the entire company.

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Annual Merit Increase Planning

Compease enables the development of fair and objective merit increase plans based on your allocated merit increase budget, employee performance and individual compa-ratios. The program's automated features help you develop a plan in minutes, change the overall merit pool with only a few simple keystrokes and test a variety of budget scenarios.

With Compease, you can establish up to nine different kinds of merit increase plans, giving you the capability to create plans by location, department, job title and more. This means no longer spending hours working with spreadsheets, calculators or paper projections, saving you time and money.

HR Performance Solutions provides each Compease client with annually updated salary data specific to their industry that includes salary range updates and information to determine merit increase budgets for the year. Everything you need to establish and maintain a solid annual merit increase plan.

The Compease Merit Matrix is a powerful and time-saving tool that provides structured flexibility to develop merit increase plans around your own compensation policies and budget. Then, based upon an employee's performance level and current salary within their pay grade range, an equitable and consistent merit increase percentage is assigned.

Salary Budgeting and Planning

When you combine compa-ratios with the merit increase plan, you're able to prepare a comprehensive salary budget report. With Compease, it doesn't get any easier than that!

Compease is designed to assist you in preparing your overall salary budget. The merit increase matrix that you develop, together with information about each employee's compa-ratio and performance rating, combine to create a comprehensive budget report. Annual Compensation Plan reports are available by department, branch, company, and employee.

Support.

Each Compease client receives unlimited product support for no additional cost, as part of the annual license renewal. In addition, our certified compensation professionals can assist with any compensation program and data analysis questions, whether they are about the application, a position, a salary range or the annual merit increase plan.

About Us

HR Performance Solutions was founded in 1989 and offers practical performance management and salary administration applications. These applications are time-tested, content rich and are used by over 200,000 professionals.

Our solutions are designed by human resource professionals with decades of experience to be secure, effective, flexible and easy to use. HR Performance Solutions is committed to continually improving and enhancing Compease with annual upgrades in order to help our clients expand the effectiveness and success of their workforce. Compease is integrated with Performance Pro, our web-based performance management application, for easy transfer of data between applications, including the results of performance appraisals to help with the calculation of merit increases in Compease.

Every Compease purchase includes onsite implementation and training by an HR compensation consultant. Visit hrperformancesolutions.net to sign up for a FREE no obligation Compease webinar.

For more information:

- Visit www.hrperformancesolutions.net to register for a live online demo
- Call toll-free 800.940.7522
- E-mail: sales@hrperformancesolutions.net