REVIEW SNAPCOMP™

Setup and Usage Guide

Setup

1. The first step to setting up the compensation dashboard is to make sure the box next to the "Allow Compensation Module" setting is checked on the Manage Company Information page to turn on the Compensation Dashboard.
2. Next, go to the Manage Employee Roles page and click Update next to role(s) (positions) that you would like to have access to the Compensation Dashboard. Please note that a manager does not need to have the Company Level Compensation or Department Level Compensation permissions to manage their direct reports' compensation. If you select a role to have the Department Level Compensation permission, they will have the ability to manage compensation within that department.
3. After you have activated the dashboard, the first thing to do is set up the employees' salaries. You can either set up the salaries with the import function (there is an updated import template in the Manage Employees section) or you can add the salaries individually by clicking on Update Employee Information for each employee. When you are adding the salaries just remember to not use a comma in the wage/salary amount (i.e. $45,000).
4. After adding in all of the salaries, you will want to click on the Compensation Dashboard link on the left hand side and then click on the Company Level Budget link. Then select the review period that the budget will apply to and then enter the budget in the field below and click Create.
5. Next, go back to the dashboard and click on Department Level Budget. Then select the review period that the budget will apply to. Below that you will see each department listed that you have created within the system. You can either use the Import Department Budget function to enter all of your departmental budget information or you can add them individually. If you add them individually, the system will not allow the total of all department budgets to exceed the company level budget.
6. Next, go back to the dashboard and click on the Manage Pay Grades link. Then either click on Create a Pay Grade or Import Pay Grades to add the pay grades into the system. The pay grades will represent what level of pay each job description is associated with and what level of compensation recommendations are given to those job descriptions. If you click on Create a Pay Grade, you will need to enter a name for the Pay Grade and then select which descriptions/job titles will belong to that pay grade. Once you are done, click Create or if you have multiple pay grades to add in click on Create and Add New Pay Grade.

7. After creating the pay grades, click on Levels next to each pay grade so you can enter the different compensation increase recommendation levels for each pay grade. When entering the levels you will see three fields to fill in; the Starting Rating, the Ending Rating, and the Recommended Pay Increase. The Starting Rating represents the lower end of the range for the overall rating on an employee's performance review. The Ending Rating represents the higher end of the range for the overall rating on an employee's performance review. And the Recommended Pay Increase represents the percentage that their salary will be increased if the overall rating on their performance review falls between the starting and ending rating. You will need to repeat this setup process for each pay grade.
8. After setting up the pay grades, go back to the dashboard and click on the Manage Approvers link. On the Manage Approvers page you will see each of the departments listed here as well. Click on the Add button next to each department to select the person(s) who are in charge of either approving or declining the recommended compensation increase made by an employee's manager. Once you have the approvers set up you are ready to use the compensation dashboard.

Usage

1. Once a review has been finalized by a manager, they (the manager who finalized the review) will receive a notification letting them know that they need to manage or edit the employee's compensation recommendation by going into the Compensation Dashboard.
2. Once the manager is in the compensation dashboard and finds the employee's name they will see:\; the employee's current salary, their rating on the performance review, their pay grade, the compensation recommendation as a percentage and as a dollar value.
3. Once they have reviewed that information, they can click on the link by the employee's name that says Add. After clicking on this link, they will be taken to a page where they have the option to edit the compensation recommendation. Once they are pleased with the recommendation, they will check the box that says "Send Recommendation for Approval" and click Create.
4. Once that is done by the manager, the approver that was selected for that department will receive a notification letting them know that they need to login to approve or decline the recommendation.
5. Next, the approver will find the employee whose recommendation they are to review and click on the Approval link by their name. On that page, they have the option of either approving or declining the recommendation. If they decline the recommendation they can add a message as to why they declined the recommendation and the manager will receive a notification including the message letting them know the recommendation was declined. If they agree with the recommendation, they can click Approve and at that point the compensation increase process is done.