

DEFINITIONS OF COLUMNS IN SALARIED and HOURLY COMPENSATION DATA TABS

Employers Council Survey Job Code:

Enter the job code in the survey you are matching, i.e. 37059 - which is the job code for President

Your Organization's Job Title Matched:

This is the job title in your organization that you are matching to the survey job code. For example: 37059, you will report CEO as the job title in your organization.

Salary / Base Range Minimum:

Formally established limits of pay for a given job. The lowest rate that can be paid to an entry-level employee who is qualified to perform the minimum requirements of the job. Leave blank if no formal salary ranges.

Salary / Base Range Maximum:

Formally established limits of pay for a given job. The highest rate an employee can obtain in the job. Leave blank if no formal salary ranges.

Actual Base Salary:

Report the actual base pay.

Average Hourly Rate:

Report the average rate of pay for all incumbents in the job.

Number of Incumbents:

Report the number of employees receiving each actual base pay.

Rates Reported Are:

Report if the actual base salary is hourly, monthly or annual.

Annual Bonus/Incentive Pay:

Report the annual bonus/incentive pay the incumbent received for the last fiscal / calendar year. Include additional compensation (bonuses / incentives / completion bonuses) as a percentage of base salary or lump-sum payment, **provide the total annual cash incentive.**

Basic Workweek:

Report the average number of hours per week worked by the incumbent/employee.

Exemption Status:

Indicate if the incumbent is exempt or non-exempt under Federal Wage-Hour Law.