

# Compensate Salary Planning

Compensate Salary Planning allows you to manage, cost and analyse the salary review process with ease.

The salary review process is one of the most challenging and time consuming tasks for any HR or Reward department.

Our research shows that on average it takes between two and four months to complete an annual pay review process. From agreeing the budget parameters and overall spend, to ensuring the reviewing managers are identified and have the right information to work with, the project requires considerable effort.

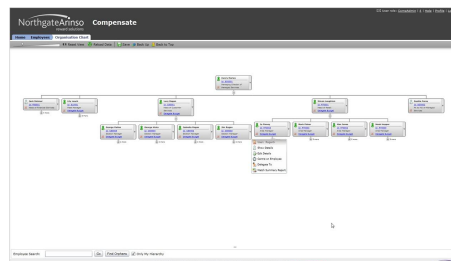
NorthgateArinso Reward Solutions has developed a new solution called Compensate Salary Planning. This new software complements our comprehensive suite of solutions, specially designed to give Reward Managers a complete set of tools enabling them to manage reward more effectively.

Compensate Salary Planning allows you to manage, budget and analyse your salary plans with ease. It underpins the compensation strategy and gives access to powerful, easy-to-use tools for more informed and equitable compensation decisions; freeing up HR time during busy periods. HR can also set the rules that are important to your business and drive through the corporate pay policy into divisional, departmental and individual pay decisions.

Using Compensate Salary Planning, you can allocate pay based on performance and effortlessly apportion pay increases across the entire business on a variety of criteria.

This offers the ability to create multiple budget plans in line with structure, business units or locations, while still ensuring compliance to compensation policy and guidance.

Compensate Salary Planning uses its own hierarchy brought in from any HRIS. This is presented to the user in an interactive organisation chart that allows the process administrators and reviewing managers to make changes by simply dragging and dropping employees into the correct hierarchy; speeding up amendments without the need to rely on the HRIS organisation structure for updates.



Cascading pay budgets allows managers to take control of their staff in local currencies and also permit local changes to be applied within pre defined budget limits.

The flexibility of Compensate Salary Planning means managers have access to a secure and easy-to-use tool that handles the compensation budget process. Distributing merit based compensation including base salary, variable pay, bonuses is simple to achieve. Workflow then submits the completed model back up to HR with comments for approval and can even inform managers and the HR department when a model is still outstanding for submission.

## Ease of use

The intuitive design of Compensate Salary Planning means that individuals who receive workflow cascades can quickly start apportioning pay increases with little training.

Administrators can easily configure the fields displayed in the manager view and by using this with NorthgateArinso's Compensate Salary Benchmarking application you can easily bring through different market rates based on multiple surveys allowing you to 'traffic light' those under or over the specified market rates.

The toolset also creates greater awareness and can trigger alerts to HR when a pay gap is potentially widening through the compensation process, helping the business remain compliant with legislation. Real time analysis means that HR can be kept up to date with the progress of the salary review process in a click of a button and send out reminders where necessary.

## Letter generation

The ability to create salary increase letters within the system and devolve the ability to edit, mail merge and print to line managers means that HR aren't tied up with the production of 100's or 1000's of letters.

## Editable fields

This new feature allows managers to change and edit fields based on elements such as performance. This means any increases can be consistently applied in line with the pay policy, and also provides more fields for value added management information to be produced.

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## Compa-ratios

Compensate Salary Planning now has the functionality to manage Compa Ratios, giving HR departments powerful tools to manage and accurately assess individual employee's pay levels within their organisation both internally and to the external market. Compa-ratios are a valuable tool for obtaining a benchmark of employees' salaries against a range of pre-determined standards. When the time approaches for your organisation to conduct performance reviews, the compa-ratio coupled with the employee's rating will provide much-needed insight into more targeted pay approaches. This also assists HR departments in being able to identify where their retention and talent management strategies need to be focused.

## Grade upper and lower limits

The upper and lower grade limits shows minimum and maximum salaries on a scatter graph. This helps give a picture of all employees and where they sit within their grade and quickly gives a visual representation of all employees under or over grade bands.

## Calculated elements

Elements such as bonus can be calculated based on salary and included in the pay review. These can be calculated as a percentage of the salary or more complicated calculations can also be created. This new piece of functionality allows managers and HR to see the true costs to the business of the pay rise.

## Integration

Compensate Salary Planning integrates seamlessly with any HR system and by utilising our other solutions it can provide powerful reward management information.

## Reporting & management reports

With a raft of management information at hand from outputting summary information for a budget period to popular Microsoft Office applications in graphical format, to historical comparisons ensuring that your pay policy is having the desired effect over time, Compensate Salary Planning gives you the real time data as and when you need it.

## Security

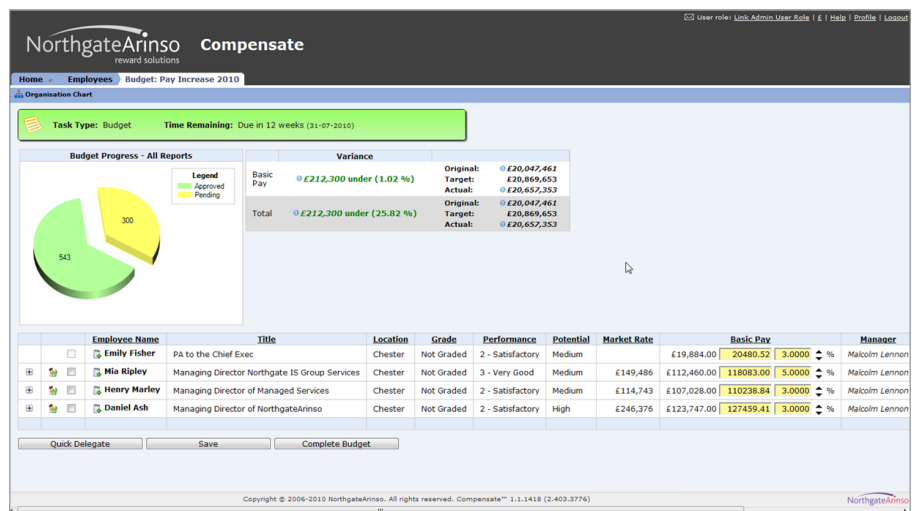
The compensation admin tool streamlines the pay review period and removes a certain element of risk of human error from the process. It also puts an end to pay increase data being manipulated in a variety of office applications then arriving back to HR or Reward to decipher and extract the relevant information. This therefore helps to reduce the risk of sensitive information being sent circulated via unsecured email.

With hierarchical control in the hands of the administrators, user access is restricted to manager level thus ensuring that only the data you want is displayed.

## Benefits of Compensate Salary Planning

- Helps to ensure pay policies are fair and equitable
- Uses market rates to ensure pay is competitive
- Budget creation on user defined mix
- Web based
- Common platform means you can integrate with other reward solutions
- Multiple languages & currencies
- User defined manager view
- Allows you to deploy compensation to a local level throughout the world without compromising corporate control and/or guidelines
- Can be used throughout the year as well as during focal periods
- HR visibility on status of pay increases deployed to managers.

## Manager view of the budget



For an initial discussion about your requirements call us on 01244 572722. Email: [rewardinfo@northgatearinso.com](mailto:rewardinfo@northgatearinso.com) or visit [www.northgatearinso-reward.co.uk](http://www.northgatearinso-reward.co.uk)