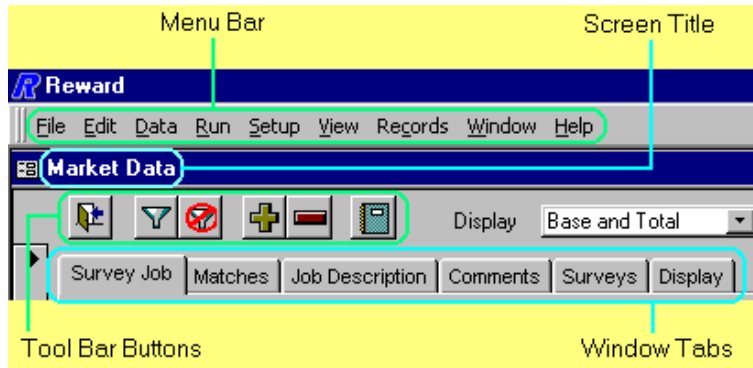


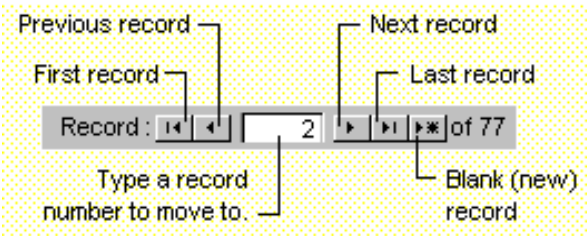
Form View



Form View—Common Tool Bar Buttons

- Displays the details that relate to the current screen or record. For example: market data details for a market source.
- Creates something. For example: (1) On the Salary Structure screen displays a screen from which you choose the method for creating a salary structure. (2) On the Import/Export Transfer Specification screen (setup) fills in fields on the Detail Specification screen.
- Deletes the current record.
- Adds a record. Creates a blank record, ready for you to add data.
- Cancels any previous filter action.
- Filters, or selects, a record or a group of records. The statements allow you to narrow REWARD information into a manageable subset that meets your specifications (for example, create a subset of all employees hired between 8/1/91 and 8/1/94).
- When the Error flag appears, click it to open the Error List window which lists errors that REWARD has detected in one or more settings or entries in the current window or area. For example, a flagged error on the Employee screen might be: "SSN missing or invalid."
- Displays the Report List, ready for you to select, filter, group, preview, or print.
- Saves the data and closes the current screen.
- Indicates the edit mode (changes not saved yet). To cancel the edit mode and your changes, press Esc. To save your changes, click the pencil bar at the left side of the screen. (Clicking the pencil icon is equivalent to Record menu > Refresh.)

Record Navigation Controls



View Menu

- Datasheet** When in Form view, displays the current table data in the Access datasheet mode (a table with one record per row and field data organized in columns).
- Form** When in Datasheet view, displays the current table data in a form (screen) that displays data one record at a time.

Find Function

- Edit menu > Find. OR...
- Right mouse button > Find.



Find Function—Wildcard Characters

- Question mark ?** Represents any single character in the same position as the question mark. E.g., if you enter HOB?SON, the system could find names like *Hobison, Hobbson, or Hoboson.*
- Asterisk *** Represents any number of characters in the same position as the asterisk. E.g., if you enter T*PY, the system could find *Tippy or Tipy.*
- Pound sign #** Represents a single number in the same position as the pound sign. Use this symbol to search for numbers only.
- Two brackets []** Enclose one or more characters to represent characters you wish to locate. E.g., if you enter ANN[AE], the system could find *Anna and Anne.*
- Hyphen -** Represents a range of characters. E.g., if you enter [A-N], the system finds all characters between *A and N.*
- Exclamation point !** Use after the first square bracket to exclude the characters after the exclamation point. E.g., if you enter [!S]AM, the system would find *Cam and Pam, but not Sam.*

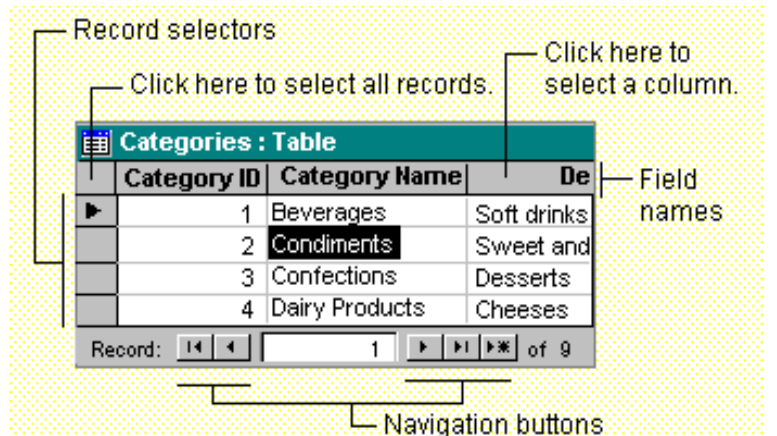
Data Menu—Standard Functions

- Employee** Opens the same-named screen for all employee-related data operations.
- Job** Opens the same-named screen for all job-related data operations.
- Market** Opens the same-named screen for all market-related data operations.
- Salary Structure** Opens the same-named screen for working with salary structures.
- Salary Planning** Opens the same-named screen for performing salary planning.

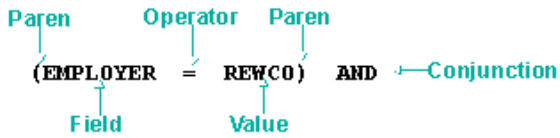
Record Menu (Ⓜ = Right mouse button)

- Quick Sort** Ⓜ Position cursor in the field to be sorted, then sort—specifying Ascending / Descending
 - Ascending*—Sorts records in the current table (form), according to the data in the currently selected field, in ascending alpha-numeric sequence.
 - Descending*—Sorts records in the current table (form), according to the data in the currently selected field, in descending alpha-numeric sequence.
- Filter / Sort** Ⓜ Opens the Filter dialog for defining the filter criteria.
- Show All Records** Ⓜ Deactivates the currently active data filter.
- Refresh** Redisplays the current screen (or table in Datasheet view) with updated data for calculated fields.
- Column controls** Available only when in Datasheet view.

Datasheet View



Filter Expressions—General Syntax



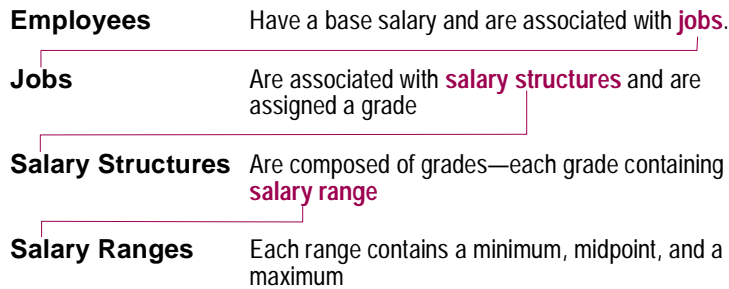
NOTE: The parentheses, operators, and conjunctions used to construct filter expressions are defined in pull-down lists in the Filter tool.

Example 1 (Simple): Select all employees who were hired between March 2, 1991 and March 2, 1993:

(Hire Date BETWEEN 3/2/91, 3/2/93)

Example 2 (Complex): Select all employees who have the job code E0050 (budget analyst) or who were hired on or after December 26, 1992—and from that subset, select all employees who work full-time (employment type of FT).
((Job Code = E0050 OR Hire Date >= 12/26/92) AND Employment Type = FT)

System Overview—Data Chain



Pay Ratio Types

Employee pay compared to a reference value. The pay ratio to be used is set via Setup > System Parameters > Default Pay Ratio Type:

Compa ratio	Formula: Pay/Midpoint Pay compared with the salary range reference point
Market ratio	Formula: Pay/EMV pay compared with the job's EMV
Band penetration	Formula: (Pay-BandMin) / (BandMax/BandMin) Where pay falls with respect to the salary band

Market-Pricing Your Jobs

- ⇒ **Enter market survey data**
 1. Data menu > Market—Survey tab.
 2. Click the Add (+) button. Enter survey data. OR...
 3. Use import process.
- ⇒ **Match market data to your jobs on job-by-job basis**
 1. Data menu > Job—Job tab. Select a company job record.
 2. Click the Matches tab. Click the Review Market Matches button.
 3. Review the market-match data in the Market Data Links for Job window. Add / Delete / Copy/Move Matches. OR...
- ⇒ **Match your jobs to market on a survey-by-survey basis**
 1. Data menu > Market—Survey Job tab. Select a market job.
 2. Click the Matches tab. Review market-match data on the Matches tab.
 3. Add / Delete / Go to Job. OR...
- ⇒ **Use Fast Match if you already know your Job Code**
 1. Data menu > Market—Survey Job tab. Select a job.
 2. Click the Fast Match button. Fast Match window opens.
 3. Enter / select a Job Code. Click the Match button.

Review and Adjust Job Matches

- ⇒ **Adjust a job's Estimated Market Value (EMV)**
 1. Data menu > Job—Job tab. Select a company job record.
 2. Click the Matches tab. Click the Review Market Matches button.
 3. On the Market Data Links for Job—Matches tab, modify the Weight and Adjustment data and use the Estimated Market Value buttons. Also, add or delete matches as suitable.

Tracking Your Jobs' Market Values

- ⇒ **Analyze market movement for a specific job**
 1. Data menu > Job—Job tab. Select a company job record.
 2. Click the Matches tab. Look at the EMV section
 3. Review current and previous market value compensation associated with the job. Click the EMV button for definition.
- ⇒ **Analyze market position / movement for all jobs**
 1. Run menu > Reports or click the Reports button.
 2. In the Report List window, click the Market Analysis button.
 3. Select the relevant report:

Market Comparison	Compare the EMVs of jobs with average compensation (for example, FTE base pay or total cash compensation) and the jobs' salary range midpoints.
Market Movement	Compare and contrast the current EMV with the previous EMV for each job.
Market Value Matrix	Analyze all market jobs plotted along a compensation continuum.

Model Salary Structures

- ⇒ **Build a salary structure**
 1. Data menu > Salary Structure.
 2. Create different structures using various methods:
 - **Move / Modify:** Copy an existing structure and then modifying the copy by changing various parameters like salary range spreads and midpoint differentials. Change all or part of the structure.
 - **Ranking Jobs to Market:** REWARD automatically pulls all EMVs from the entered market data and creates a structure from them.
 - **Parameter-driven:** Define parameters like percentage increase between midpoint, spread, and number of grades. REWARD creates a salary structure to your specifications.
 - **Non-Traditional:** Create a structure manually. If a Min-Mid-Max model does not fit your needs, create a structure with only two reference points (for example, minimum and market).
 - **Broad Banding:** Structure bands can have as many zones as necessary—each band can have a different number of zones. Bands (or zones) are defined with a minimum and maximum range and optionally may have a reference point.

Evaluating Salary Plans

- ⇒ **Use What-If approach for quick salary plan analysis**
 1. Setup menu > System Parameters > Reports
 2. Adjust the Compensation Scale value for all employee compensation by a set percentage of current compensation data. For example, if you enter 105%, all relevant calculations will use compensation data that is 5% above current compensation.
- ⇒ **Use a matrix for budgeting merit increases**
 1. Data menu > Salary Planning—Matrix Information tab.
 2. Select or create the matrix you want to use.
 3. Set parameters like Bring EEs to Minimum, Cap Salaries at % Maximum, and Use Lump Sums.
 4. Review the matrix detail.
 5. Change parameters or totals. REWARD then recalculates instantly.
- ⇒ **Use reports**
 1. Run menu > Reports or click the Reports button.
 2. In the Report List window, select relevant reports from:
 - Compensation
 - Salary Planning
 - Salary Structure
 - Salary Survey

How Can We Help You Today?

All System Operation Procedures
Press F1 at any time when running REWARD to open the User Guide.

Technical Support / Training
1-800-553-4658

Visit Us Anytime
www.watsonwyatt.com/reward

