



Introducing **Compease**®.  
Compensation made easy.

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KOKER GOODWIN & ASSOCIATES, INC.

Things are different now.



## Compease Salary Administration System

by **KOKER GOODWIN & ASSOCIATES, INC.**

Compensation made easy.

Once upon a time, secretaries wrote in shorthand on steno pads, copiers were sheets of carbon paper, and computers were called adding machines.

Back then, keeping on top of employee pay was relatively simple.

But things change. Today, salary administration is a delicate procedure. One that demands precision, equity, information, and verification.

**Compease** salary administration system software delivers the intricate tools you need to manage the realities of today – with ease, accountability, and confidence.

*It's been a long time coming.*

We realized our salaries were too disparate with the market, and we hadn't completed a close review for several years. The review process and the information we have been provided through the **Compease** process has been very beneficial for resource management and personnel planning.

**Duane Dunn, President, Seward County Community College**



## The future of salary administration is brought to you by **Compease**.

**Compease** is a comprehensive system of consulting, information, software, training, and ongoing service for people who administer salaries.

Years of experience in human resources compensation matters led the company's founders to create a powerful, automated salary administration system: **Compease**.

**Compease** is an efficient way to manage employee salaries and wages.

- ◆ With a few clicks of the mouse, you can develop salary grades and ranges, build salary budgets, and maintain job descriptions.
- ◆ You can instantly plan merit-based salary increases that reflect your budget and compensation philosophy.
- ◆ In just three minutes, you can update annual salary ranges.

**Compease** puts you in control.

- ◆ The program instantly provides you with salary data for organizations similar to yours in size, industry, and location.
- ◆ You can view hundreds of job descriptions, then adapt them to fit the specifics of your jobs.
- ◆ You'll have the power to incorporate performance standards into each job.

**Compease** gives you the tools to retain productive people at a reasonable price.

- ◆ You can easily market price jobs.
- ◆ You'll maintain internal pay equity.
- ◆ Your organization will stay competitive in the market.
- ◆ You'll know which individuals to recognize for their contributions.

Koker Goodwin & Associates' compensation experts develop your system and train you.

- ◆ We customize **Compease** specifically for your organization.
- ◆ We train you to use the **Compease** software tools.
- ◆ We assist you with policy development and employee communications.
- ◆ We provide unlimited 800-help-desk support, year-round.

**Most of all, you have the expertise of Koker Goodwin & Associates' compensation professionals accessible to help you with your compensation problems and questions – we are your compensation department.**

As the use and popularity of **Compease** has grown, companies have asked us to help them in other areas of their business. So we created these compensation and achievement tools:

- ◆ iPerformease – Compensation and performance management systems
- ◆ Incentease – Group incentive plan online administration software
- ◆ Executive pay and performance consultants

Take a look at all **Compease** can do for you. Then, call or e-mail for a private webinar.

## Charting your own **Compease** course.

**Compease** is as unique as the people and organizations that use it. It's designed to supply specific information, descriptions, and programs for your industry, your organization, your budgets, and your employees.

Here are some of the many options available to you with **Compease**, as well as areas of hands-on and 800-help-desk support from Koker Goodwin & Associates.

### One: Gathering necessary, relevant, and accurate data.

Koker Goodwin & Associates builds your system by researching and incorporating salary data from your labor markets – where you compete for labor.

It all begins with the job description – and you may never have to write another one

- ◆ Hundreds of industry-specific job descriptions built into the software
- ◆ Descriptions focused on duties and responsibilities, not tasks

Edit job descriptions to fit your unique situation

- ◆ Adopt descriptions intact
- ◆ Use job descriptions as a starting point, then adapt descriptions
- ◆ Cut and paste from descriptions to create new job descriptions
- ◆ Input your current job descriptions into a maintainable, alterable program

You can view an example of a **Compease**-enhanced job description in Appendix A below.

## Appendix A:

### Structured Compensation – Job Description

Koker Goodwin & Associates  
Structured Compensation - Job Description  
Payroll & Benefits Administrator

Prepared on: 3/6 Page: 1

Department: Human Resources Grade: 6  
Reports To: Human Resources Manager Classification: Non-Exempt  
Supervises: Direct: 0 Indirect: 0  
Approved By: Effective Date: 4/26/2005  
Revised Date: 3/5/2008

Role:  
To prepare, process, maintain, and review payroll, salary adjustments, payroll taxes, and year-end reports and maintain the human resources database to encompass salary and benefit information.

**Major Duties and Responsibilities:**

	(E) Essential or (N) Nonessential
30% Maintains the human resources database to include payroll and benefit information; processes payroll and audits payroll reports to ensure accuracy for salary increases, benefits and payroll deductions, and payroll adjustments; responsible for quarterly and year-end tax deadlines and procedures.	E
25% Processes monthly reports for the thrift plan, retirement, long-term disability, and life insurance benefits; updates reports to reflect new enrollments, terminations, leaves of absence, contribution, and salary changes, etc. (Reports affect benefit information for employees on a monthly basis and also determine Company contributions for the thrift plan, life insurance, long-term disability, and retirement plans.)	E
20% Processes IRS reports for testing and compliance to include thrift, retirement, education, and benefits; calculates and verifies other departmental data requirements.	E
10% Produces annual employee benefits statement as well as other database information with requirements, which may require integration of human resources database information with Word, Excel, or Access data; assists with database operating procedures as needed.	E
10% Calculates salaries for six-month and 12-month performance reviews and incentive compensation; communicates to supervisors about performance review deadlines.	N
5% Performs other related duties as assigned.	N

**Expectations:**

1. To process company payroll with 98% or greater accuracy.
2. To ensure benefits are administered with a 95% or greater accuracy.
3. To maintain the human resources database including payroll and benefit information with zero errors.
4. To ensure supervisors meet performance review deadlines as specified by department; calculations on performance reviews error free.

**Knowledge and Skills:**

Experience: Six months to two years of payroll and benefits experience.

Education: A high school education or GED.

Interpersonal Skills: Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (customers or vendors) requiring ordinary courtesy in providing assistance and information.

Confidential

### Major Duties and Responsibilities:

- 30% Maintains the human resources database to include payroll and benefit information; processes payroll and audits payroll reports to ensure accuracy for salary increases, contribution, and salary changes, etc. (Reports affect benefit information for employees on a monthly basis and also determine Company contributions for the thrift plan, life insurance, long-term disability, and retirement plans.)
- 25% Processes monthly reports for the thrift plan, retirement, long-term disability, and life insurance benefits; updates reports to reflect new enrollments, terminations, leaves of absence, contribution, and salary changes, etc. (Reports affect benefit information for employees on a monthly basis and also determine Company contributions for the thrift plan, life insurance, long-term disability, and retirement plans.)
- 20% Processes IRS reports for testing and compliance to include thrift, retirement, education, and benefits; calculates and verifies other departmental data requirements.
- 10% Produces annual employee benefits statement as well as other database information with requirements, which may require integration of human resources database information with Word, Excel, or Access data; assists with database operating procedures as needed.
- 10% Calculates salaries for six-month and 12-month performance reviews and incentive compensation; communicates to supervisors about performance review deadlines.
- 5% Performs other related duties as assigned.

### Expectations:

1. To process company payroll with 98% or greater accuracy.
2. To ensure benefits are administered with a 95% or greater accuracy.

We have used **Compease** for over four years. It is user-friendly, provides all kinds of reports, does merit budgeting, the list goes on and on.

**Rodger Smock, Vice President Human Resources,  
Priority One Credit Union**

**Two: Salary ranges and compensation for every job are evaluated.**

The end result – salary grades and ranges that are internally equitable and externally competitive.

Each job is graded by key elements – the software makes it simple

- ◆ Knowledge
- ◆ Skills
- ◆ Problem solving
- ◆ Accountability

**Compease** automated job evaluation

- ◆ Compares jobs
- ◆ Validates job evaluations
- ◆ Determines compensation equity

Your salary ranges are

- ◆ Indexed to reflect local labor market pay practices
- ◆ Developed for maximum, minimum, and midpoint values that help you stay competitive

You can view an example of a **Compease** compensation and salary range report in Appendix B below.

Appendix B:

**Structured Compensation Master Report**

Koker Goodwin & Associates  
Structured Compensation Master Report - by Job

**Payroll & Benefits Administrator**

Prepared on: 3/6 Page: 1

Job Evaluation:  
 Job Family: Clerical/Administrative Grade: 6  
 Classification: Non-Exempt Points: 485

Compensable Factors:

**Knowledge and Skills**  
 Experience: (3) Six months to two years of payroll and benefits experience.  
 Education: (2) A high school diploma or GED.  
 Managerial Responsibility: (1) Has no supervisory/managerial responsibilities but may, on occasion, serve as lead.

**Problem Solving**  
 Independent Judgment: (2) Specific standards and operating procedures provide some options and latitude for independent decision and action. Decisions are usually limited to choosing between two or three known options. Work requires limited analytical ability, judgment, and ingenuity. There is no room for discretion. Decisions normally take the form of administrative actions (very limited decision-making authority).

**Accountability**  
 Organizational Impact: (1) Has little or no noticeable authority to make decisions that would impact the overall company goals and objectives and would not have budgetary responsibilities. The impact of the job would generally affect the services or product which an individual customer would receive.

**Organizational Restraints**  
 (3) Limited supervision and inspection of work. Errors can be difficult to detect and resolve and the consequences of potential errors can be of significance.

Salary Range:	Minimum	Mid Point	Maximum
Bellingham, WA	\$13.05	\$16.32	\$19.58
Phoenix, AZ	\$12.43	\$15.53	\$18.64

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**Job Evaluated:**

**Job Family:** Clerical/Administrative

**Classification:** Non-Exempt

**Compensable Factors:**

**Knowledge and Skills**

- Experience: (3) Six months to two years of payroll and benefits experience.
- Education: (2) A high school education or GED.
- Managerial Responsibility: (1) Has no supervisory/managerial responsibilities but may, on occasion, serve as lead.

- Interpersonal Skills: (2) Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (customers or vendors) requiring ordinary courtesy in providing assistance and information.

**Problem Solving**

- Independent Judgment: (2) Specific standards and operating procedures provide some options and latitude for independent decision and action. Decisions are usually limited to choosing between two or three known options. Work requires limited analytical ability, judgment, and ingenuity. There is minimal room for discretion.

**Three: Compa-ratios to compare and manage compensation are established.**

The tools in **Compease** make managing compensation easy and accurate.

Use **Compease** to determine how your employees are being paid in comparison to the established market.

Compa-ratio report

- ◆ Shows where salary resources are spent
- ◆ Judges soundness of expenditures and allocations
- ◆ Points out potential problems and unnecessary expenses

Run and print Compa-ratio reports by

- ◆ Job title
- ◆ Department
- ◆ Organization-wide

Use Compa-ratios to develop compensation plans and to resolve problem areas.

You can view an example of a **Compease** Compa-ratio report in Appendix C below.

Appendix C:

**Compa-ratio Report**

Kelcey Goodwin & Associates  
CompaRatio Report by Department

Prepared on: 3/6 Revenue \$ 10,000,001 Thu \$ 25,000,000

Department	Employee Name	Title	Date In	Grade	Position	Min	Mid Point	Max	Current Salary	Hourly	Annual	Compa Ratio
<b>Department - Human Resources</b>												
<b>Executive - Salary - Full Time</b>												
Human Resources	Black, Monica	VP Of Human Resources	15	04/29/2007		\$85,862.00	\$113,816.00	\$142,270.00	\$125,000.00		\$125,000.00	109.8%
Total CompaRatio for: Executive - Salary - Full Time											\$125,000.00	109.8%
<b>Exempt - Salary - Full Time</b>												
Human Resources	Wells, Janet J	Trainer	9	06/19/2008		\$38,608.00	\$48,261.00	\$57,913.00	\$44,100.00		\$44,100.00	91.4%
	Jeffries, Jerry	Trainer	9	05/31/2002		\$38,608.00	\$48,261.00	\$57,913.00	\$52,375.00		\$52,375.00	108.5%
	LeDons, Mike J	Benefits Manager	12	01/23/2007		\$71,515.00	\$85,818.00	\$98,797.00	\$67,215.00		\$67,215.00	94.0%
	Dolan, Neva	Human Resources Manager	12	03/02/2006		\$71,515.00	\$85,818.00	\$98,797.00	\$71,000.00		\$71,000.00	99.3%
	McPheon, Tom	Training Manager	12	01/04/2008		\$71,515.00	\$85,818.00	\$98,797.00	\$61,415.00		\$61,415.00	85.9%
	George, Shirley I	Employment Manager	13	07/19/2007		\$82,331.00	\$98,797.00	\$117,432.00	\$73,250.00		\$73,250.00	89.0%
Total CompaRatio for: Exempt - Salary - Full Time											\$369,355.00	95.2%
<b>NonExempt - Hourly - Full Time</b>												
Human Resources	Martinez, Luana E	Receptionist	4	04/16/2007		\$18.57	\$13.22	\$19.26	\$12.50		\$25,792.00	93.8%
	Mason, Rochelle	Administrative Assistant	6	04/11/2002		\$13.05	\$16.32	\$19.58	\$15.95		\$33,176.00	97.7%
	La, Kabe	Payroll & Benefits Administ	6	02/01/1996		\$13.05	\$16.32	\$19.58	\$16.50		\$33,964.00	99.9%
	Shogren, Marc D	Benefits Specialist	7	09/18/2006		\$14.62	\$18.27	\$21.97	\$16.90		\$35,152.00	92.5%
	Wesley, Marvia L	Benefits Specialist	7	05/24/1999		\$14.62	\$18.27	\$21.97	\$21.35		\$44,608.00	116.8%
Total CompaRatio for: NonExempt - Hourly - Full Time											\$172,432.00	100.0%
Total CompaRatio for: Human Resources											\$666,787.60	98.2%

Department: 000 Page: 1

----- Salary Range -----

Job Title	Min	Mid Point	Max	- Current Salary - Hourly	- Current Salary - Annual	Compa Ratio
002	\$85,362.00	\$113,816.00	\$142,270.00	\$125,000.00	\$125,000.00	109.8%
<b>Salary - Full Time</b>						<b>\$125,000.00 109.8%</b>
006	\$38,608.00	\$48,261.00	\$57,913.00	\$44,100.60	\$44,100.60	91.4%
002	\$38,608.00	\$48,261.00	\$57,913.00	\$52,375.00	\$52,375.00	108.5%
007	\$57,212.00	\$71,515.00	\$85,818.00	\$67,215.00	\$67,215.00	94.0%
006	\$57,212.00	\$71,515.00	\$85,818.00	\$71,000.00	\$71,000.00	99.3%
008	\$57,212.00	\$71,515.00	\$85,818.00	\$61,415.00	\$61,415.00	85.9%
008	\$82,331.00	\$98,797.00	\$117,432.00	\$73,250.00	\$73,250.00	89.0%

Truly, in my professional career, I can't think of any other company who has surpassed our expectations as to product offering or professional service and expertise like you have.

Charlotte Davis, Vice President of Human Resources, Peoples Bank

**Four: Annual merit increases are planned.**

Annual merit increase planning is fast and simple. No spreadsheets, no calculators, no long hours.

From here on, it's a matter of pushing the button.

**Compease** automatically and instantly develops fair and objective merit increase plans for your organization based on

- ◆ Total merit increase budget
- ◆ Individual performance
- ◆ Individual Compa-ratios

Overall merit pool can be revised with a few simple keystrokes.

Develop plans by

- ◆ Location
- ◆ Department
- ◆ Job Title
- ◆ As many as nine separate plans

You can view an example of a **Compease** merit increase plan in Appendix D below.

Appendix D:

**Annual Compensation Plan**

Prepared on: 3/6 Page: 1

Koker Goodwin & Associates  
Annual Compensation Plan by Employee  
For Fiscal Year Ending 12/31/2008 Version 1

Emp. ID	Last Name	First Name	Job Title	Rate	Current Salary	Merit %	Merit Amt	Proposed Salary	Proposed Compa-Ratio	2008 Proposed Salary			
BM41	Black, Monica		VP Of Human Resources	11/01/2007	\$125,000.00	109.8%	5	3	0	0.50%	12	0.00%	\$125,625
DoN1	Dolan, Nora		Recruitment Manager	03/06/2007	\$71,000.00	99.3%	3	3	0	3.50%	12	0.00%	\$73,071
CoS1	Coepp, Shirley L		Employee Manager	07/19/2007	\$73,250.00	89.0%	1	3	0	6.50%	12	0.00%	\$75,234
Jch1	Jeffries, Jerry		Trainer	05/11/2007	\$52,375.00	108.5%	4	3	0	2.00%	12	0.00%	\$53,886
LaK1	La, Kahn		Payroll Benefits Administrator	02/01/2007	\$33,904.00	99.9%	3	3	0	3.50%	12	0.00%	\$34,991
LaM1	LeDoux, Mike J		Team Manager	07/13/2007	\$67,215.00	94.0%	2	3	0	5.00%	12	0.00%	\$68,615
MdJ1	Martinez, Louis E		Supervisor	04/16/2007	\$25,760.00	93.8%	2	3	0	5.00%	12	0.00%	\$26,652
McT1	McPherson, Tom		Training Manager	01/04/2008	\$61,415.00	100.0%	0.00%	0.00%	0.00%	\$0.00	0.00%	\$61,415	
MdM1	Moses, Rochelle		Administrative Assistant	03/23/2008	\$33,176.00	97.7%	3	3	0	3.50%	12	0.00%	\$34,059
SM41	Shogren, Marc D		Benefits Specialist	05/09/2007	\$35,152.00	92.5%	2	3	0	5.00%	12	0.00%	\$36,026
WdJ1	Wells, Janet J		Trainer	06/15/2008	\$44,100.00	91.4%	2	3	0	5.00%	12	0.00%	\$45,347
WdM1	Wesley, Marvis L		Benefits Specialist	05/24/2007	\$44,408.00	116.8%	5	3	0	0.50%	12	0.00%	\$44,541
Total					\$466,767.60	98.3%				3.01%	\$20,060.51	0.00%	\$486,828.11

Current Salary	Current Compa Ratio	P R L Rank	Merit %	Mo. Since Last Inc.	Adj. Merit %	Merit Increase Base Salary Percent	Merit Increase Amount
Salary	\$125,000.00	109.8%	5 3 0	0.50%	12	0.00%	0.50% \$625.00
Salary	\$71,000.00	99.3%	3 3 0	3.50%	12	0.00%	3.50% \$2,485.00
Salary	\$73,250.00	89.0%	1 3 0	6.50%	12	0.00%	6.50% \$4,761.25
Salary	\$52,375.00	108.5%	4 3 0	2.00%	12	0.00%	2.00% \$1,047.50
Hourly	\$33,904.00	99.9%	3 3 0	3.50%	12	0.00%	3.50% \$1,185.60
Salary	\$67,215.00	94.0%	2 3 0	5.00%	12	0.00%	5.00% \$3,360.75

**KOKER GOODWIN  ASSOCIATES, INC.**

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