

2020 Wage & Benefit Survey USER GUIDE

Thank you for participating in the wage and benefit survey for Lawrence, Limestone, Madison, and Morgan Counties! General information about the survey, helpful resources, and contact information can be found on the survey website at <u>horizonpointconsulting.com/2020wagesurvey</u>.

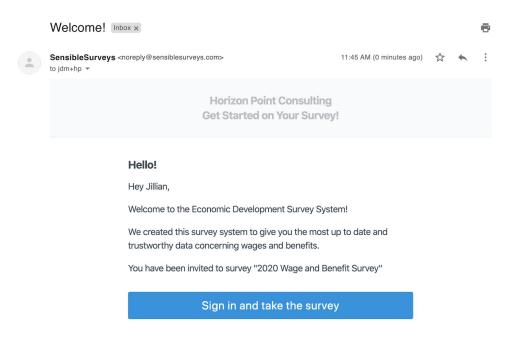
This user guide is for businesses participating in the survey and outlines each step of the process. Users with technical issues or questions about completing the survey should contact jdm@horizonpointconsulting.com.

Step 1. Register

Open registration closes April 10, 2020. Companies can register after April 10 by contacting jdm@horizonpointconsulting.com.

Step 2. Set Up Account

When the survey launches on April 15, registered users for each company will receive an email invitation with a link to set up their accounts. A sample of the email invitation is shown below.





When users click the link in the email invitation, they will be prompted to create a password (shown below). Creating an account allows users to save and return later. If more than one person at a company has data to enter on the company's behalf, the primary user can share the login credentials and multiple users can enter data.

	Hey Jillian,
	Welcome to the Horizon Point Consulting survey system!
	Please set a password for your freshly created account
	Password *
	Please confirm your password *
izonPoint	Continue

Step 3. Start Survey

After logging in, users will see the active survey in the dashboard and click "Start Survey" to begin entering data.

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- 53	Dashboard	2020 Wage and Benefit Survey Running				
¢ 1	Results My Account	Survey Open: April 13, 2020 Survey Close: May 15, 2020 2020 Wage & Benefit Survey for Lawrence, Limestone, Madison, and Morgan Counties in North Alabama. Start Survey				
0	Help v.1.3.6					



Step 4. Enter Data

All survey sections can be seen in the left hand menu. Sections will show a gray check mark until they are completed. Completed sections are shown below with green check marks.

Home	≡	🚼 🔠 Horizon Point Consulting 📃 Jillian Miles 🗸			
Dashboard	25% Complete	2020 Wage & Benefit Survey USER DEMO			
	Introduction and Guidelines	Medical Coverage			
Results	General Information	······································			
▲ My Account	Company and HR Data	1. Does your company offer medical coverage?			
	Pay Practices	Yes			
	Compensation Overview				
	O Compensation Data	○ No			
	General Benefit Information				
	/ Medical Coverage	2. Type of Plan			
	Prescription Drug Plan	E.g. PPO, HMO, etc.			
	O Dental Coverage	PPO			
	Vision Coverage				
	S Life Insurance				
	Health Spending/Savings Account	3. Plan Provider			
	Pension Plan (Defined Benefit)	BCBS Alabama			
	🕢 401(k) Plan				
	PTO (Paid Time Off)				
	Sick Leave	4. When do employees become eligible for coverage?			
	⊘ Vacation	30 days			
	Personal Leave				
Help v.	1.3.6 Paid Family Leave				

Step 5. Review and Submit

When users have finished entering data, the "Review and Submit" section will show all completed sections in green and users will be able to click a green "Submit" button.

If any sections are not complete, the green "Submit" button will not be active. Incomplete sections will be highlighted yellow. Navigate back to any incomplete section to complete it.

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Dashboard	100% Complete	Review & Submit	Dashboard	89% Complexe	Review & Submit
Results My Account	Prescription Drug Plan Dental Coverage Vision Coverage	Paid Family Leave Al required questions in section are completed. Review Section	Results	Prescription Drug Plun Heard Corrungs Heard Corrun	Paid Family Leave All required questions in section are completed. <u>Review Section</u>
	Health Spending/Savings Account	Short-term Disability All required questions in section are completed. <u>Review Section</u>			Short-term Disability All required questions in section are completed. Review Section
	Pension Plan (Exelend Benefit) Pension Plan (Exelend Benefit) Prof (bit True off) Prof (bit True off) Stat Leare Pension Leare Panto Leare Photo teum Disability Long teum Disability Sub contern Disability	O Long-term Disability Al required questions in section are completed. <u>Review Section</u>			Cong-term Disability All required questions in section are completed <u>Review Section</u>
		Education Assistance/Tuition Reimbursement Al required questions in section are completed. <u>Review Section</u>			Education Assistance/Tuition Reimbursement All required questions in section are completed. Review Section
		Selex-Time All required questions in section are completed. <u>Review Section</u>			Flex-Time You need to complete this section before you can submit the survey. <u>Review Section</u>
		O Holidays All required questions in section are completed. <u>Review Section</u>			Holidays All required questions in section are completed. <u>Review Section</u>
	 ⊘ Flex-Time ⊘ Holidays 	Thank You All required questions in section are completed. <u>Review Section</u>		⊘ Flex-Time ⊘ Holidays	Thank You All required questions in section are completed. <u>Review Section</u>
Help x1.3.6	⊘ Thank You II Review & Submit	Submit	Help v1.3.6	O Thank You	Submit



When a user has submitted the survey, the dashboard will show 100% completion with a green checkmark.

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 Dashboard Results My Accourt 	Survey Open: April 1, 2020 Survey Close: May 1, 2020	You have already completed and submitted the survey. You will be able to view result once the survey closes and the results are generated. 100% Complete
 Help 	v13.6	

The survey is scheduled to close on May 15, 2020. Results are expected by mid-June.

When results are published, users will log back in and click the "Results" tab from the main menu. Users will be able to filter results based on select criteria, as well as print or save a hard copy of the report.