



# *Salary Review*

# CPM Salary Review Studio

CPM Salary Review Studio provides on-line facilitation of the Salary Review Process for Salary increases as well as approval and tracking process.

**CPM Salary Review Studio cuts the Annual Salary Review process from Months to Weeks through an easy to use and flexible framework.**

**Employee Review**

Statement For: Shane Campbell

Position: Manager New Ventures

Base Role: Manager New Ventures

Previous Salary: 100,000.00

Last Increase: 11/04/2007

Increase %: 0.00 %

Increase \$: 0.00

Current Salary: 100,000.00

Band: E

PIR: 132.61

Last Rating: Meets Expectations

Total Fixed Rem: 122,000.00

Reason for last Increase: 5.00% increase on Current Salary 4.75% increase on Total Fixed Rem

Increase %: 4.754

New Salary: 105000.00

Comment: Shane has been an outstanding performer once again. He has developed a number of new channels showing good returns. A STAR!

Using numerous configurable settings the **Salary Review Studio** can be easily adapted on site to meet a clients specific Remuneration Strategy, whether Base Salary only, Total Fixed Remuneration, Matrix Driven increases, Multiple Banding/Policy Line support, multi-Budget. Another key feature is the tactile Process Control design where the Review can be launched and closed progressively as Business Units, Divisions, Countries are ready to go.

A full history of previous Reviews performed through the **Salary Review Studio** are also available at the time of performing the current Review.

When used with **CPM Survey Studio**, the outcome of any selected Survey can be linked to the CPM Salary Review Studio, where the Overall Result is then used to automatically assign a recommended increase in the upcoming Salary

Review based on a configurable Increase Matrix.

Where an external Performance Review solution is being used those external Performance Ratings can be easily imported into the Salary Review Studio to drive the Matrix.

Any number of Matrices can be setup as Matrix Groups. Each Employee can be attached to any Matrix Group which allows for multiple Matrices to be used within each company or across multiple companies.

Maintain Matrix Details				
	From PIR	To PIR	Result	Increase %
➔	0.00	80.00	Above Expectations	5.000
➔	80.00	90.00	Above Expectations	4.500
➔	90.00	100.00	Above Expectations	4.000
➔	100.00	110.00	Above Expectations	3.000
➔	110.00	999.00	Above Expectations	2.000
➔	110.00	999.00	Above Expectations	5.000
➔	100.00	110.00	Above Expectations	3.000

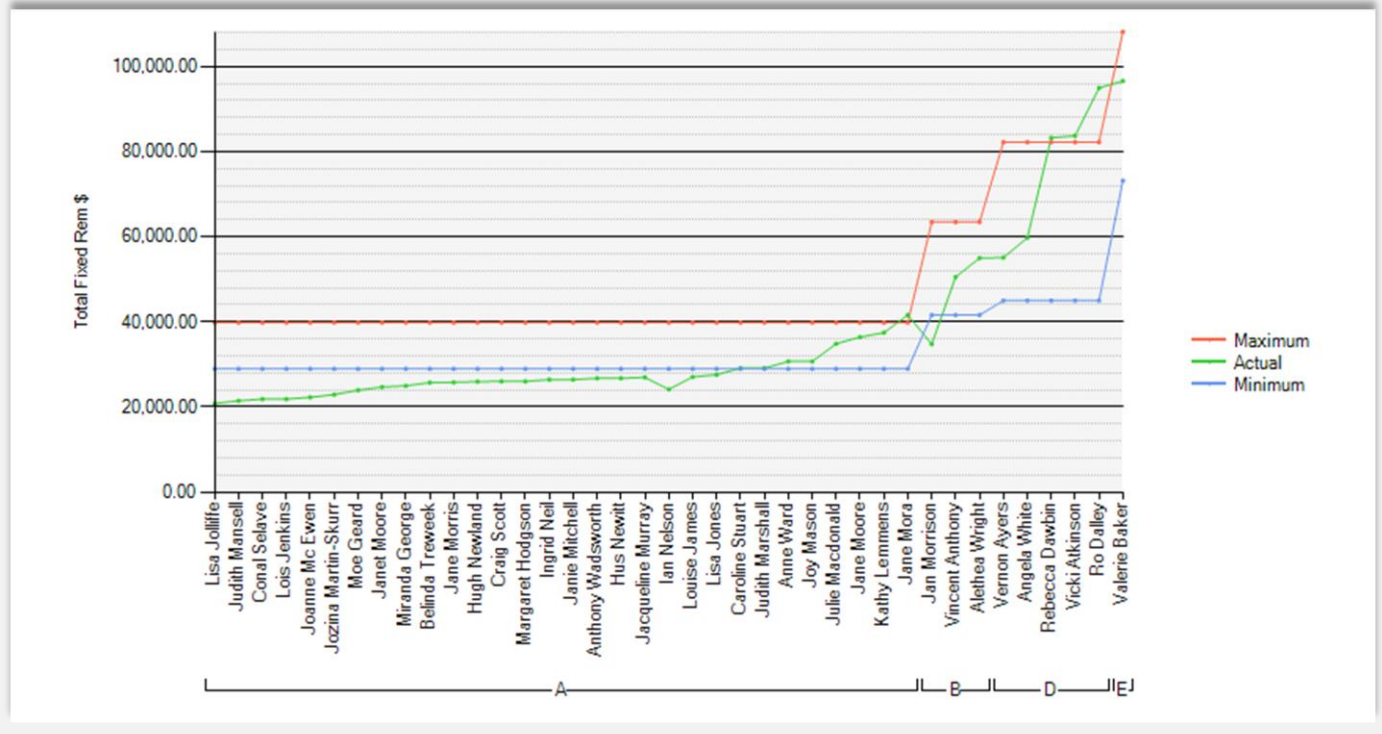
The CPM Salary Review supports multi-company and multi-country Reviews which can all be part of the one Review. With its tactile design, each company can be launched independently. There is no requirement to align to a prescriptive calendar.

Being built within **CPM Management Studio**, any number of Reporting or Graphical Analyses are available for both summarised and detailed reporting. The powerful analytics provide instant access to all Salary Review results, even whilst the Review is in progress. A full history of all Salary Review results are retained for comparative and historical trending.

### Detailed Policy Line Relativity

by Employee Name grouped by Role Band

+ Human Resources and OSH



Using **CPM Database Studio**, current Employee Salary and Benefits data can be imported directly from any existing Payroll or HCM Solution. Updating can be scheduled within CPM Management Studio to happen hourly or overnight.

The latest Remuneration data is available in CPM in the Current Remuneration Grid Views. Any number of Custom Grid Views can be created for the Summarised Header information and the Detailed Employee list. From the detail list the Employees full Remuneration Statement can be displayed.

Full security is applied to the Current Remuneration details as is applied to the Salary Review details so that each Manager can only access their Staff.

#### Employee Current Remuneration Details

Remuneration Summary Details			
Role Family	Total Annual Salary	Avg. Annual Salary	Avg. PIR
Finance	341,181.30	31,016.48	94.52
Human Resources and OSH	1,669,434.47	35,519.88	82.77
Information Technology	840,680.66	64,667.74	114.70
Operation	27,872,013.31	42,230.32	89.93
Sales and Marketing	2,860,555.55	43,341.75	96.71

When performing the Employee Review a Remuneration Summary Statement Form can be displayed. It is through this form that recommended increases can be made. These can be as either a % Increase or a specified Salary. There is also the facility to enter a Lump Sum or One Off Payment. The Lump Sum Payment may or may not be included in the Review Summary Totals.

The sophisticated calculation engine will automatically recalculate all Percentage Based Allowances and Superannuation Contributions based on the new Salary. Where the Salary Review policy is based on **Total Fixed Remuneration** the %age increases are applied against the Total Fixed Remuneration, with the Package being 'unbundled' and all %age derived Package components, such as Superannuation, are all dynamically recalculated to ensure the %age increase entered is preserved.

As well as being able to make recommendations on the Summary Statement form, recommended increases can also be made from the summary list of Reviewees. As increases are being recommended, the Total %age spend is being calculated and compared against the Budget. Where One Off Payments are also granted during the Review process, these One Off Payments can also be allocated against the Budget.

Fundamental to the **Salary Review Studio** is the use of its own Authorisation hierarchy which uses a simple four layer model of :

- **Approving Designate**
  - **Authorising Designate**
    - **Reviewing Designate**
      - **Review Group**
        - **Reviewed Employee**

Using Review Groups allows for an extremely flexible Review Process as the **Salary Review Studio** is not linked to any specific Organisational Chart or tree structure so divergent paths of Approval can be used for each Review Group.

Employee Benefit	Type of Benefit	Received From	Current Value	New Value
Bonus Projection %	Benefit	1/01/2007	10,000.00	10,500.00
Car Allowance	Annual Value	1/01/2007	6,000.00	6,000.00
Kiwi Saver	Company Super	1/01/2007	2,000.00	2,100.00
SuperLife	Company Super	1/01/2007	4,000.00	4,200.00
<b>Total Benefits in TFR</b>			<b>22,000.00</b>	<b>22,800.00</b>



The key focus of the **Salary Review Studio**<sup>©</sup> is to :

- Provide a standard method of performing the Salary Review Process
- Be simple to use by the end user
- Expedite the Salary Review through on-line access
- Enable on-line tracking of the Review Process
- Draw on information held within existing HRIS systems

Benefits that the **Salary Review Studio**<sup>©</sup> system provides :

- A standard Review Process and consistent returns
- Control over the quality of Reviews through exception highlights and warnings
- Professional and easy to use presentation
- Easily adapted on site for specific requirements
- On-line access to previous Review Details
- On-line access to Current Remuneration Information in a flexible Grid View

## Other Features of CPM Salary Review Studio

Salary Review Progress								
One Off Total	0.00	Current Remuneration Totals		New Remuneration Totals		% Increase		
Reviewer	Yvonne Adams	Salary	2,964,101.15	Budgeted	3,098,514.64	Budgeted	3.00%	
				Recommended	3,009,765.24	Recommended	0.05%	
Position	Director Distributors	Total Fixed Rem	3,008,266.64	Actual	3,025,318.37	Actual	0.57%	
>>Parent Group : HRIT Commercial Concepts Ltd								
——>>Approver : Yvonne Adams :: Director Distributors								
————>>Authoriser : Yvonne Adams :: Director Distributors								
Reviewer Progress Summary								
	Reviewing Employee	Reviewer	Status	Reviewees	Open	Reviewed	Authorised	Approved
⬇	Tafiau Bilsbury	General Manager - Sales	Reviewed	7	0	7	0	0
⬇	Stuart Brady	Claims Manager	Open	76	76	0	0	0
⬇	Nayna Frost	Spirits Director	Open	1	1	0	0	0

### Salary Review Progress Views

CPM Salary Review Studio has an intuitive Salary Review Progress tracking to provide total visibility over the entire Salary Review process. Each Employees is tracked through the Salary Review from 'Open' to 'Approved'.

As well as progress being tracked by actions against Employees, there is also on-line tracking of spend against budget highlighting immediately where Business Units or Managers are stepping outside their budget. This provides for a continual moderation process to help expedite the final executive sign-off.

### Clean and Simple Design

CPM Salary Review Studio uses a clean and simple design making the system easy to understand minimising the level of training required for Managers. Training for Reviewing Managers can be as simple as a 5 minute phone call. Users can even login using their standard network login and password.

### Approver/Authoriser Summary

<b>One Off Total</b>	0.00	<b>Current Remuneration Totals</b>	<b>New Remuneration Totals</b>	<b>% Increase</b>			
Reviewer	Dennis Trump	Salary	425,618.35	Budgeted	481,761.43	Budgeted	3.00%
				Recommended	470,382.20	Recommended	0.57%
Position	Director Wholesale	Total Fixed Rem	467,729.54	Actual	470,382.20	Actual	0.57%

Authoriser: {all}

Reviewer: {all}

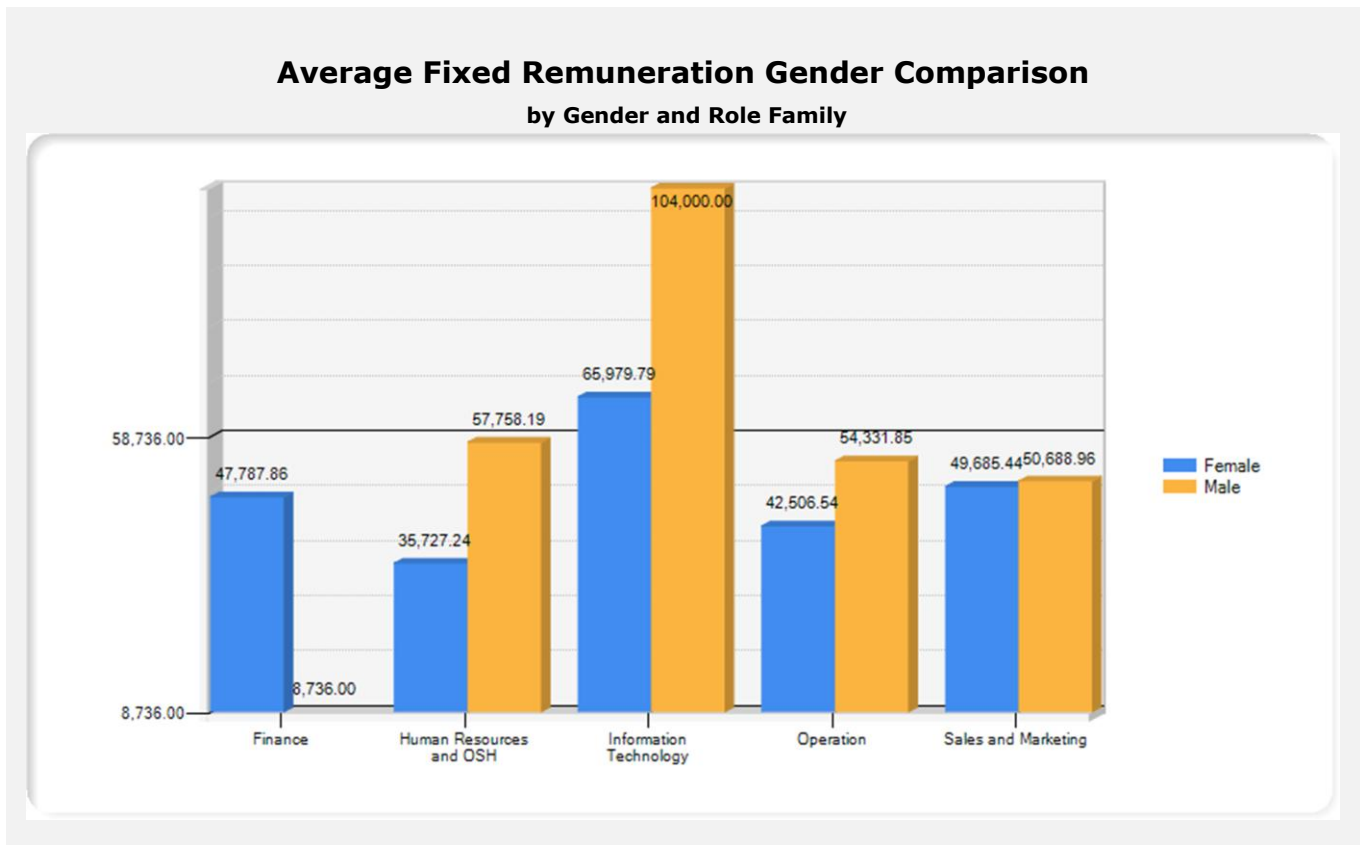
Review Group: {all}

Update Status: Approved

Name	Su	% Incr	Rec %	Increase	New Salary	New Fixed Rem	PIR	One Off
Ngair	Fre	8	0.00	0.00	87,567.00	87,567.00	95.18	0.00
Rebecca	Da	0	0.00	0.00	45,450.00	49,250.00	99.50	0.00
Rebecca	Da	5	0.00	0.00	77,258.67	83,258.67	123.35	0.00
Vanessa	Bal	7	1.00	1.00	98,166.63	102,093.30	110.97	0.00
Vicki	Aul	6	0.00	0.00	45,680.00	64,480.00	130.26	0.00
Vicki	Atk	2	2.00	2.00	74,031.65	83,733.23	124.05	0.00

Authorising and Approving of Reviews is a simple task where Managers can Authorise and Approve on mass. There is also the facility to filter on specific Authorisers, Reviewers or Review Groups. When filtered, all the Summary Header totals recalculate to present the summaries of that group.

### Wide Range of Reporting and Charting Options



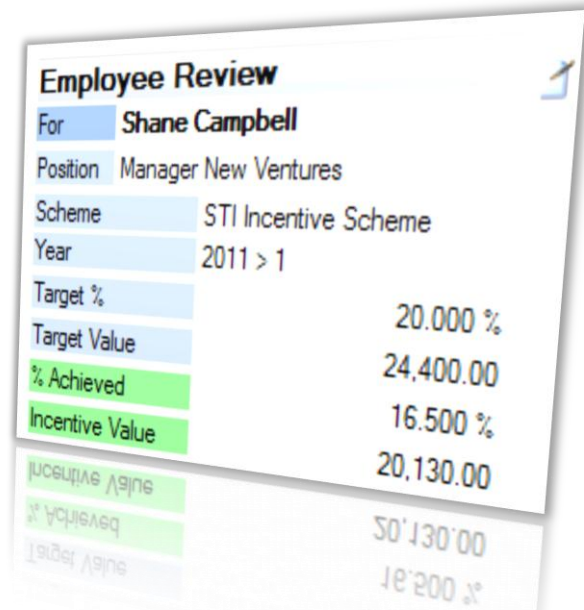
## Incentive Scheme Studio

*CPM Salary Review Studio includes a flexible Incentives and Bonus Scheme Manager enabling year round Incentive and Bonus Schemes.*

The Incentive/Bonus Scheme Manager facilitates all forms of Short Term Incentive and Bonus Schemes through the year. The flexible Incentive/Bonus Scheme Builder allows for the most simple of Bonus Schemes through to complex Incentive Plans.

There is full support for Multi-Scheme participation throughout the Incentive Year. Each period of participation can be based on an alternative Salary Base, Target % and rules around Payment. Each period can also be reviewed by the appropriate Manager.

All Incentive Payments can be automatically pro-rated to reflect the term spent within that Scheme. Never has managing Short Term Incentive schemes been easier.



**Employee Review**  
 For **Vicki Asnani**  
 Position **General Manager Operations**  
 Scheme **STI Incentive Scheme**  
 Year **2011 > 1**

Target Indicator	Result %
Overall EBIT	80.000
Personal Performance	75.000

**Current Performance Rating**  
 The last available Performance Rating. The End of Year rating should be used. 1/2 Year Ratings should only be used where a End of Year Rating is unavailable.

Target %	25.000 %
Target Value	32,200.00
% Achieved	19.688 %
Incentive Value	25,357.50
Additional Payment	0.00
% Achieved	78.750

Total Remuneration Details		Total Rem Policy	
Total Rem	154,157.50	Minimum	83,920.00
Incentive(%)	19.688 %	Mid Point	104,900.00
Incentive(\$)	25,357.50	Maximum	117,390.00
New PIR	146.957 %		
Additional (\$)	0.00		
Salary	110,000.00		
Total Benefits	18,800.00		
Fixed Rem	128,800.00		

When establishing a Scheme, the scheme can run for a specified Date Range and when an Employee has not been active for the entire duration of the Scheme the Incentive Manager can be configured to automatically pro-rata the Employees Target Incentive value by either completed Months within the Incentive Period or number of Days.

When setting the Target Indicators on which the payout of the Incentive will be based, certain Target Indicators can be set as 'Global Indicators' where the result is set at a Global level and

not by the Manager. This may well be the case for EBIT Results where the Company's final End of Year Financial result is set at a Group level and automatically applied to all Employee's whose Incentive Scheme has the EBIT result as one of the factors.

There is also the ability to apply varying weightings to each of the contributing Target Results where the EBIT result may carry a 75% weighting in terms of what portion of the Incentive to payout whereas Personal Performance may only carry a 25% weighting.

Multiple profiles can be created within the single Incentive Scheme where some Employees have a 75/25 split and others have a 50/50 split whilst some may have 100% based on personal performance.

Incentive/Bonus Scheme Progress									
Reviewer	Tafiau Bilsbury		Total Remuneration		Target Values		Incentive Achieved		
			Current Rem	694,048.23	Target %	18.340 %	Achieved (%)	4.600 %	
Position	Marketing Manager		New Total Rem	725,973.41	Target (\$)	127,285.82	Achieved (\$)	31,925.18	
							Additional Payment	0.00	
Incentive/Bonus Scheme	STI Incentive Scheme >> 2011 >> 1								
>>Parent Group : HRIT Commercial Concepts Ltd									
>>>Approver : Yvonne Adams :: Director Distributors									
>>>Authoriser : Tafiau Bilsbury :: General Manager - Sales									
Reviewer Progress Summary for STI Incentive Scheme >> 2011 >> 1									
	Reviewing Employee	Reviewer	Status	Reviewees	Open	Reviewed	Authorised	Approved	
👇	Susana Blows	National Sales Manager	Reviewed	1	0	1	0	0	
👇	Patricia Evans	National Sales Manager	Open	7	4	3	0	0	

### Incentive Scheme Progress Views

As with the CPM Salary Review Studio, comprehensive Incentive Scheme Progress tracking to provide total visibility over the entire Incentive Scheme process. Each Employees is tracked from 'Open' to 'Approved'.

Approver/Authoriser Incentives & Bonus Summary									
Reviewer	Dennis Trump		Total Remuneration		Target Values		Incentive Achieved		
			Current Rem	1,235,861.94	Target %	14.794 %	Achieved (%)	8.995 %	
Position	Director Wholesale		New Total Rem	1,343,553.30	Target (\$)	177,111.03	Achieved (\$)	107,691.36	
							Additional Payment	0.00	
Incentive/Bonus Scheme	STI Incentive Scheme >> 2011 >> 1								
Authoriser	Dennis Trump (Director Wholesale)								
Reviewer	{all}								
Review Group	{all}		Status	{all}		Update Status		Approved	
Approve/Authorise Employee									
Name	Surname	Status	Age	Target %	Acheived %	Achieved \$	New Total Rem	Bonus (\$)	
👇	Vicki Asnani	Reviewed	750	25.000	19.688	25,357.50	154,157.50	0.00	
👇	Vicki Aston	Open		0.000	25.000	0.000	155,958.00	0.00	
👇	Valerie Baker	Open		80.000	15.000	3,823.38	99,503.38	0.00	

Authorising and Approving of Incentives is a simple task where Managers can Authorise and Approve on mass. There is also the facility to filter on specific Authorisers, Reviewers or Review Groups. When filtered, all the Summary Header totals recalculate to present the summaries of that group.



## Key Features

Some of the features of **CPM Salary Review Studio<sup>©</sup>** are :-

- 📁 Support for Multi-Company and Multi-Country Review process.
- 📁 Tactile design allowing for progressive deployment of the Salary Review process.
- 📁 Powerful Terminology feature allowing for easy on-site setting of terminology and definitions recognisable to the business.
- 📁 Many customisable settings for the Salary Review process, such as whether the Review is based on Salary, Fixed Remuneration, inclusive or exclusive of One Off Payments, whether Policy Banding is in use, if the Policy Ratio is based on Total Fixed Remuneration or Base Salary, etc.
- 📁 Sophisticated calculation engine where the Total Package is automatically unbundled and recalculated to provide true total cost where increases are based on Total Fixed Remuneration.
- 📁 When used in conjunction with CPM's Survey Studio, Surveys can be linked to the active Salary Review. The overall Result can be used to automatically generate a recommended increase based on a user-defined Matrix.
- 📁 On-Line Current Remuneration Management allowing for on-line access to latest Remuneration Information for Enquiry, Reporting and Analysis.
- 📁 Dynamic Grid Views for both Summary Remuneration Details and Employee Details.
- 📁 Flexible Incentive Scheme Management with multiple Scheme participation by an Employee within a single Incentive Year.
- 📁 Comprehensive and flexible creation of Compensation Statements and Salary Review Letters.
- 📁 Full Active Directory support where Managers can logon using their Network Logon Id's and password.
- 📁 Using CPM's Data driven Reporting Framework any number of Reports and Charts can be used to deliver comprehensive Analytics on the Salary Review and Incentive Schemes.
- 📁 Built-in Scheduler which allows for the automated scheduling of Data Imports of all Employee and Organisational Master data from external Payroll and HCM solutions.
- 📁 Direct connection to external Databases for automated data importing when used with the scheduler (see following page on 'Bringing the World together')
- 📁 Automated Data Transposition on import for standardised information
- 📁 Built on Microsofts latest Web, Database and Reporting tools



## Bringing the World together

### ***At the heart of any Workforce Metrics system is its Data Warehouse.***

The foundation upon which **CPM Management Studio<sup>©</sup>** is built is its Data Warehouse Engine which can dynamically import information from any range of systems in varying formats.

The flexibility of the BI Engine seamlessly brings together data from any number of data repositories, whether proprietary Payroll/HR systems, systems located in different countries, or even information found on spreadsheets and other bespoke solutions within a business.

**CPM Management Studio<sup>©</sup>** now presents a real alternative to expensive and risky Global Payroll/HR deployments. Now Global Workforce Reporting can be achieved quickly and easily from existing Systems.

**CPM Management Studio<sup>©</sup>** is already providing Global Workforce Reporting for a number of companies.

Whilst capable of delivering complex multi-system and multi-country solutions the system is scalable so that it can also deliver for a Company using a Single HRIS platform.

The BI Engine is only part of the entire **CPM Management Studio<sup>©</sup>** solution with the Dashboard and Reporting Studios being other key components. Such is the flexibility and scalability of the system that it is meeting the needs of organisations from 300 employees through to 15,000+.

The BI Engine includes numerous transformation tools allowing information to be rationalised as it is imported. The data mapping can create alternative reportable elements such as translating multiple Termination Reasons into broader groupings of Involuntary or Involuntary, varying definitions of Employment Types into a standardise list where CAS, CA, C can all be mapped to Casual.



**Technical Requirements**

Database *SQL Server SQL Server 2005/ 2008/2008 R2  
SQL Server 2005/2008/2008 R2 Reporting Services*

Web Server *Windows Server2003  
IIS Web Services 6  
ASP.NET 2.0, 3.5 or 4.0*

Development Environment *Microsoft Visual Studio 2008 and 2010*

Browser requirements *MS Explorer 7 or greater*

For more information and Video demos, visit HRIT's Website

**[www.hrit.co.nz](http://www.hrit.co.nz)**