

# 2023 Compensation & Benefits Survey Participation Tips

Milestone	Description	Tips
<b>GET READY</b>	Job matching is one of the most time-consuming participation steps. Prepare by reading the Instructions tab and reviewing the Job Descriptions and Jobs Added/Removed tabs. Take note of new survey jobs for which you may have a match. If your company participated in 2022, you may contact Altura to request your prior year's matches.	Note that your requested "prior year matches" includes job matches only, not your entire prior year participation form.
<b>COMPLETE GENERAL INFO</b>	Complete the Contact Info and Company Info sections, including primary industry classification, annual revenues, number of employees, turnover statistics, union status and number of shifts.	All participating companies (unless public) consider revenues confidential. Reporting revenues is an expectation of participation. We hold the info in confidence and only use it to assign companies to revenue categories internally and to provide participant demographics.
<b>REPORT YOUR PAY DATA</b>	Referencing your notes from the GET READY step as well as your "prior year matches," complete job matching, collect individual pay information for employees whose jobs match a survey job, and complete the data table on the Reporting Pay Data tab.	The Reporting Pay Data tab includes base salary and most recent bonus/incentive award received. Skipping this column if employees did receive an award means submitting incomplete and ultimately inaccurate data.
<b>REPORT YOUR BENEFITS PLANS AND PRACTICES</b>	This is the longest "practices" tab in the survey, so tackle this next. Note that the health insurance plan table (rows 54-60) has been modified this year and that – based on feedback from participants with High Deductible plans – we have added a column for Office Visit Co-Insurance paid by employee.	Altura's most common follow-up questions result from inaccurate completion of the health and dental insurance data. Please read the instructions in this section carefully.
<b>COMPLETE PAY PRACTICES</b>	This tab covers compensation increases, premium pay (shift differentials and holiday pay), high level info about incentive practices as well as special situation bonus plans. As you gather the necessary information, note that we have added a row for "exempt supervisory" employees to the shift differential tables this year.	Your responses to the Incentive questions here (particularly Question 4a) should be consistent with your reporting of award amounts in Column G of the Reporting Pay Data tab. For example, if you report incentive awards for production employees in Column G, then your responses in 4a should note that these employees are eligible for an incentive. Same with the reverse.
<b>COMPLETE MANUFACTURING WORKFORCE TRENDS QUESTIONS</b>	This tab includes information above and beyond direct pay and benefits practices, but it allows Manufacturers Alliance to gather and share key workforce issues and trends shared by Minnesota manufacturers.	Some questions on this tab may require reaching out to colleagues. This information is highly valued by the members who participate; we appreciate your taking the time to complete as many questions as possible.