

Enhanced Workbench tool User's Manual

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Purpose

The Enhanced Workbench tool (EWB) is designed to assist pay pools in determining and calculating how to (1) award shares, and (2) distribute employee payouts between a salary increase and a bonus. The EWB is designed to treat all employees in an equitable fashion by following consistent business rules based on each employee's individual situation, while still compensating employees based on performance, market conditions, and budget constraints.

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Features and Requirements

The EWB automatically calculates the number of shares to be awarded to each pay pool member based on their raw (unrounded) rating. The user inputs the dividing points between share levels (default values are available but can be changed.)

The distribution of the payout between salary increase and bonus takes into account the member's relative location in their salary range, based on quartiles or thirds. The percentage awarded for salary increases are set for each of these segments of the salary range. Thus, based on your business rules, you can elect to award a higher percentage of the payout to a salary increase for those who are lower in the salary range, if desired.

When an employee's salary increase crosses into a new quartile (or third), the distribution of the remainder of the payout is calculated based on that new location in the salary range.

Default salary ranges in the EWB are based on GS-equivalencies, although salary ranges can be changed and special salary ranges can also be added.

The EWB uses a single (but editable) base pay allocation (with a default of 100%) for employees' with a salary below the salary range for their work.

The EWB allows the user to specify minimum salary increase percentages. This means that a pay pool member whose calculated salary increase might be quite small (based on their performance rating and location in the salary range) would receive a larger salary increase.

The user can select either quartiles or thirds when dividing salary ranges (there are two separate versions of the EWB for this purpose).

The EWB will come very close to a zero balance in the amount of pay pool dollars funded vs. expended.

Compensation Strategy

Under NSPS, the salary increase portion of the performance payout is the primary vehicle for salary progression for employees. The EWB should be used in conjunction with an overall compensation strategy that takes this into consideration. A compensation strategy to determine the split between base salary increase and bonus should address the following considerations:

- (a) Current salary and complexity of work performed in comparison with others in similar work assignments;
- (b) Performance-based compensation received during the rating cycle associated with promotions, reassignments, or awards;
- (c) Local market salary levels of comparable occupations in private sector and other government activities;
- (d) Attrition and retention rates of critical skill shortage personnel; and
- (e) Overall contribution to the mission of the organization.

Portions of the EWB such as the salary ranges, share rounding, initial base pay allocation percentage, minimum salary increase percentage, and eligibility for funding re-allocation can be used to implement portions of the compensation strategy. Pay pools should always take care to act consistently with their published business rules.

Overview of the Process

The EWB is used after the pay pool panel has completed its deliberations and determined the final ratings for the members of the pay pool. These ratings are recorded in the Compensation Workbench (CWB). Data is then copied from the CWB (as described in this guide) and pasted into the EWB.

The EWB is then used to calculate the number of shares and the distribution of pay pool dollars based on predetermined base/bonus split methodology and philosophy. There are a number of parameters that must be set, and decisions made, during this process.

The EWB initially determines the number of shares to award to each pay pool member based on their raw rating and the user-controlled table that specifies the dividing point between shares. The user must then identify the specific salary range to be applied to each employee; this should be based on salary ranges identified by the user which can be GS-based. It then does an initial allocation of salary increase dollars based on the initial base pay allocation percentages based on the number of shares, the location within the salary range (based on quartiles or thirds), and the distribution of shares awarded in the pool. Minimum salary increases, if used, are also applied. Finally, a funding re-allocation step is performed for those who have been identified as eligible.

Once completed, selected data reflecting these decisions is copied from the EWB and pasted back into the CWB. The CWB can then be finalized and certified, and the resulting rating and payout data can be exported and uploaded in the HR system (DCPDS) for processing.

Open the Enhanced Workbench

Choose “Enable Macros” at the pop-up box when opening the EWB.

Step 1, Set up the Parameters for Pay Distribution

In the EWB, the initial distribution of the performance payout to base pay is dependent on the following:

- the salary of an employee within their salary range,
- the number of shares they receive,
- the number of shares they receive relative to the overall distribution of shares based on ratings.

Ensure the EWB has the most up to date pay band salaries:

- Copy the salary ranges from the control points tab in the CWB into the control point tab of EWB.

Screen 1

	A	B	C	D	E	F	G	H	I	J	K
1	Pay Schedule	Minimum	Maximum	Control Point One	Control Point Two						
2	YA1	\$26,461	\$64,403								
3	YA2	\$40,093	\$91,801								
4	YA3	\$78,359	\$133,985								
5	YB1	\$17,174	\$39,161								
6	YB2	\$32,778	\$58,622								
7	YB3	\$48,509	\$77,194								
8	YC1	\$32,778	\$64,403								
9	YC2	\$58,141	\$113,908								
10	YC3	\$81,700	\$133,985								
11	YD1	\$26,461	\$64,403								
12	YD2	\$40,093	\$91,801								
13	YD3	\$78,359	\$133,985								
14	YE1	\$17,174	\$39,161								
15	YE2	\$32,778	\$58,622								
16	YE3	\$48,509	\$77,194								
17	YE4	\$65,894	\$91,801								
18	YF1	\$32,778	\$64,403								
19	YF2	\$58,141	\$113,908								
20	YF3	\$78,359	\$133,985								
21	YG2	\$89,269	\$175,000								
22	YG3	\$115,143	\$225,000								
23	YH1	\$26,461	\$64,403								
24	YH2	\$40,093	\$108,483								
25	YH3	\$78,359	\$133,985								
26	YI1	\$17,174	\$39,161								
27	YI2	\$32,778	\$58,622								
28	YI3	\$48,509	\$77,194								
29	YJ1	\$32,778	\$64,403								
30	YJ2	\$58,141	\$113,908								
31	YJ3	\$81,700	\$133,985								

Ensure the salary ranges are correct:

- Go to the Salary Ranges worksheet in the EWB (See Screen 2.)
- Currently salary ranges 1 through 15 are based on the General Schedule (GS) pay ranges for those grades. *If using the GS ranges the maximum of*

the salary ranges should be increased by the amount of the General Pay Increase (GPI) allocated to Element 2 funding.

- For special pay categories (those not based on GS pay ranges) the salary ranges are manually entered in the special pay area with the associated numbers of 16 to 35. Writing the name of the Special Pay group in column A (e.g., IT Specialists), next to the salary range will make it easier to track when there is more than one special pay category. Salary ranges can also be input based on the pay pools compensation strategy.

Screen 2

GS Equivalent Grades	Salary Range	Minimum	Maximum
1	1	\$17,046	\$21,962
2	2	\$19,165	\$24,836
3	3	\$20,911	\$27,997
4	4	\$23,475	\$31,435
5	5	\$26,264	\$35,160
6	6	\$29,276	\$39,198
7	7	\$32,534	\$43,554
8	8	\$36,030	\$48,239
9	9	\$39,795	\$53,285
10	10	\$43,824	\$58,676
11	11	\$48,148	\$64,465
12	12	\$52,709	\$70,688
13	13	\$57,534	\$77,365
14	14	\$62,625	\$84,505
15	15	\$68,093	\$92,118
16	16	\$75,390	\$100,215
17	17		
18	18		
19	19		
20	20		
21	21		
22	22		
23	23		
24	24		
25	25		
26	26		
27	27		
28	28		
29	29		

Pay Pool Business Rules and Methodology

The EWB allows you to specify how to award shares based on your pay pool business rules regarding identifying the minimum and maximum of the unrounded performance score. The performance score is the sum of all adjusted, weighted objective ratings. (The score is rounded following rules set by DoD for rating levels (e.g., 2.51 to 3.50 is a level 3). The below screen shot (Screen 3) shows the fields that can be adjusted in the EWB, Pay Pool Panel tab, to reflect the management philosophy of the organization. The cells in yellow are editable.

If you wish to use shares awarded using a different method simply input the share values into Column AC of the EWB Pay Pool Panel worksheet instead of using the values that are automatically calculated.

Screen 3

	A	B	C	D	E	F	G	H	I
1					Rating				
2					Minimum	Maximum			
3				6	4.78	5.00			
4				5	4.51	4.75			
5			Shares	4	4.01	4.50			
6				3	3.51	4.00			
7		Employees:		2	3.00	3.50			
8		93		1	2.51	2.99			
9		Total CY07 Base Pay:							
10		\$7,502,692							
11	Last Name	First Name	Employee ID	Appraisal ID	Pay Pool ID	Wildcard 1	Pay Schedule	Pay Band	Occ Code
12									
13									

At management discretion, the number that is multiplied by the B_n (see Figures 1 and 2 for explanation of B_n variable) can be adjusted to reflect the philosophy of the organization. There are two versions of the EWB: one that uses quartiles (as shown in Figure 1) and an alternative version that uses thirds (as shown in Figure 2.)

The default settings (see Figures 1 and 2) are designed with the basic concept that an employee's market competitiveness (target location within the salary range) is related to their performance. Given the market competitiveness (earnings target relative to performance) of the employee based on their performance rating, a greater distance from the market competitive salary would require a proportionately larger portion of payout be applied to base salary. So, the higher the B_n for an employee with a performance rating of "4" or "5" the more differentiated (key asset / critical personnel) they are; the individuals the organization needs to target for retention becomes evident. A high B_n value for employees with a rating "3" will enhance base pay increases for all "valued performers."

When an employee's salary crosses a quartile or third the remaining payout will be based on the new quartile or third.

Figure 1

Rating	Shares	1 st quartile	2 nd quartile	3 rd quartile	4 th quartile	B_n
5	6	100% * B_6	100% * B_6	90% * B_6	75% * B_6	$B_6 = 1 - \% \text{ receiving 6 shares}$
	5	100% * B_5	100% * B_5	90% * B_5	75% * B_5	$B_5 = 1 - \% \text{ receiving 5 or 6 shares}$
4	4	100% * B_4	100% * B_4	90% * B_4	25% * B_4	$B_4 = 1 - \% \text{ receiving 4 or 5 or 6 shares}$
	3	100% * B_3	100% * B_3	90% * B_3	25% * B_3	$B_3 = 1 - \% \text{ receiving 3 or 4 or 5 or 6 shares}$
3	2	75% * B_2	50% * B_2	25% * B_2	10% * B_2	$B_2 = \% \text{ receiving 2 or 1 share or 0 shares}$
	1	75% * B_1	50% * B_1	25% * B_1	10% * B_1	$B_1 = \% \text{ receiving 1 share or 0 shares}$

Figure 2

Rating	Shares	1 st Third	2 nd Third	3rd Third	B_n
5	6	100% * B_6	100% * B_6	90% * B_6	$B_6 = 1 - \% \text{ receiving 6 shares}$
	5	100% * B_5	100% * B_5	90% * B_5	$B_5 = 1 - \% \text{ receiving 5 or 6 shares}$
4	4	100% * B_4	100% * B_4	25% * B_4	$B_4 = 1 - \% \text{ receiving 4 or 5 or 6 shares}$
	3	100% * B_3	100% * B_3	25% * B_3	$B_3 = 1 - \% \text{ receiving 3 or 4 or 5 or 6 shares}$
3	2	75% * B_2	50% * B_2	10% * B_2	$B_2 = \% \text{ receiving 2 or 1 share or 0 shares}$
	1	75% * B_1	50% * B_1	10% * B_1	$B_1 = \% \text{ receiving 1 share or 0 shares}$

The basic impact of the B_n is to reduce the salary increase going to employees receiving more than 2 shares based on the percentage of employees in the pay pool receiving at least that number of shares and to increase the salary increase going to employees based on the percentage of employees in the pay pool receiving that number of shares or fewer. A higher share distribution will dilute the salary increases for all share levels and locations within the salary ranges.

Figures 3 and 4 show the impact of different rating distributions on the initial base pay allocation. The final salary increase will vary from the initial allocation depending on the minimum salary increase rules and the funding re-allocation.

Figure 3

Rating	Shares	1st quartile	2nd quartile	3rd quartile	4th quartile	% Receiving Rating
5	6	97%	97%	87%	73%	3%
	5	90%	90%	81%	68%	7%
4	4	81%	81%	73%	20%	9%
	3	70%	70%	63%	18%	11%
3	2	53%	35%	18%	7%	25%
	1	34%	23%	11%	5%	45%

Figure 4

Rating	Shares	1st quartile	2nd quartile	3rd quartile	4th quartile	% Receiving Rating
5	6	90%	90%	81%	68%	10%
	5	70%	70%	63%	53%	20%
4	4	40%	40%	36%	10%	30%
	3	20%	20%	18%	5%	20%
3	2	15%	10%	5%	2%	15%
	1	4%	3%	1%	1%	5%

The below screen shot (Screen 4) shows the fields that can be adjusted in the EWB to reflect the management philosophy of the organization. The cells in yellow are editable. Unless you have business rules or other information upon which to base these percentage decisions, you can start with the default percentages provided in the EWB.

The Base Pay Allocation % for employees below their salary range is separate from the matrix to accommodate uniquely situated employees, who are paid below the minimum of the salary range for the scope and complexity of the work they perform. The default

setting applies 100% of the performance payout to base pay until the employee reaches the minimum of the salary range. However, this figure is adjustable should an organization want the employee in this situation to receive some cash award.

Screen 4

	J	K	L	M	N	O	P	Q	R	S	
1						Shares					
2				1	2	3	4	5	6		
3			1	75.00%	75.00%	100.00%	100.00%	100.00%	100.00%		
4		Quartile	2	50.00%	50.00%	100.00%	100.00%	100.00%	100.00%		
5			3	25.00%	25.00%	90.00%	90.00%	90.00%	90.00%		
6			4	10.00%	10.00%	25.00%	25.00%	75.00%	75.00%		
7											
8				Base Pay Allocation % to employees below market range							
9									100.00%		
10											
11											
	Occ Cat Code	Org Structure ID	UIC/PAS Code	Current Base Salary	Salary Range	Retained Pay	Rated?	Modal Rating Eligibility?	Include Salary in Pay Pool?	Payout Eligibility?	Sp Sit Cor
12											
13											

If the pay pool wishes to ensure that employees receiving a given share level and within a location within the salary range receives a minimum percentage salary increase they should use the yellow editable cells in the table in the Minimum Pay Increase tab to set the percentages (Screen 5).

Note: the salary increase percentage can only be reached as long as the share values, which are driven by the ratings and share awards, are high enough to support the pay increase. The Calculated Minimum Base Pay Distributions is the percentage of the performance award for each share level that must go to base pay to reach the minimum % base pay increase, given the share value.

Screen 5

The screenshot shows an Excel spreadsheet with two tables. The first table, 'Minimum % Base Pay increase', has columns for Shares (1-6) and rows for Quartile (1-4). The second table, 'Calculated Minimum Base Pay Distributions', has columns for Shares (1-6) and rows for Quartile (1-4). The data in the second table shows percentages for each combination of share level and quartile.

Minimum % Base Pay increase							
		Shares					
		1	2	3	4	5	6
1	1	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%
2	2	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%
3	3	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%
4	4	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%

Calculated Minimum Base Pay Distributions							
		Shares					
		1	2	3	4	5	6
1	1	58.85%	29.43%	19.62%	14.71%	11.77%	9.81%
2	2	58.85%	29.43%	19.62%	14.71%	11.77%	9.81%
3	3	58.85%	29.43%	19.62%	14.71%	11.77%	9.81%
4	4	58.85%	29.43%	19.62%	14.71%	11.77%	9.81%

Step 2, Pay Pool Funding

The below screen shot (Screen 6) shows the fields, in the EWB Pay Pool Panel tab, that reflect the pay pool funding. The cells in yellow are editable, and should be copied exactly from the CWB into EWB.

Screen 6

		Pay Pool Fund				Funds Allocated										
3		Base Salary Increase	2.2600%	\$169,560												
4		Remaining GPI	1.2500%	\$93,783												
5		Total Salary Funding	3.5100%	\$263,343	3.5099%	\$263,340										
6		Bonus	2.0000%	\$150,853	1.9993%	\$150,000										
7		Total Pay Pool Funding	5.5100%	\$413,396	5.5092%	\$413,340										
8		EPI/OAR Salary Totals														
9		EPI Salary	\$0													
10	Remaining \$	OAR Salary	\$0													
11	\$0	Total	\$0													
11	Pro-Rated Salary Increase (\$)	EPI Salary (\$)	OAR Salary (\$)	New Base Salary (computed)	Control Point	Hit Control Point?	Allow Over Control Point?	Max for Pay Band	Hit Max for Band?	Performance Salary Increase (\$)	EPI (\$)	OAR (\$)	Final Base Salary Increase (\$)	2008 Base Pay	New Salary in Relation to Pay Band Max	Wildcard 3
14				\$88,086	\$0	No		\$133,985	No	\$1,607			\$1,607	\$88,086	\$45,899	
15				\$106,582	\$0	No		\$133,985	No	\$1,944			\$1,944	\$106,582	\$27,403	
16				\$76,364	\$0	No		\$91,801	No	\$1,896			\$1,896	\$76,364	\$15,437	
17				\$107,054	\$0	No		\$133,985	No	\$11,916			\$11,916	\$107,054	\$26,931	
18				\$85,113	\$0	No		\$91,801	No	\$6,559			\$6,559	\$85,113	\$6,888	
19				\$106,582	\$0	No		\$133,985	No	\$1,944			\$1,944	\$106,582	\$27,403	
20				\$80,502	\$0	No		\$91,801	No	\$1,468			\$1,468	\$80,502	\$11,299	
21				\$34,787	\$0	No		\$64,403	No	\$880			\$880	\$34,787	\$29,616	
22				\$70,385	\$0	No		\$91,801	No	\$1,919			\$1,919	\$70,385	\$21,416	
23				\$71,256	\$0	No		\$91,801	No	\$5,491			\$5,491	\$71,256	\$20,545	
24				\$41,784	\$0	No		\$58,622	No	\$762			\$762	\$41,784	\$16,838	
25				\$113,876	\$0	No		\$133,985	No	\$2,077			\$2,077	\$113,876	\$20,109	
26				\$105,987	\$0	No		\$133,985	No	\$1,933			\$1,933	\$105,987	\$27,998	
27				\$96,017	\$0	No		\$133,985	No	\$4,741			\$4,741	\$96,017	\$37,968	
28				\$85,015	\$0	No		\$91,801	No	\$3,797			\$3,797	\$85,015	\$6,786	
29				\$90,199	\$0	No		\$91,801	No	\$1,645			\$1,645	\$90,199	\$1,602	
30				\$99,611	\$0	No		\$133,985	No	\$1,817			\$1,817	\$99,611	\$34,374	
31				\$91,801	\$0	No		\$91,801	No	\$4,528			\$4,528	\$91,801	\$0	
32				\$94,150	\$0	No		\$91,801	No	\$1,535			\$1,535	\$94,150	\$7,651	
33				\$73,847	\$0	No		\$91,801	No	\$3,646			\$3,646	\$73,847	\$17,954	
34				\$80,137	\$0	No		\$91,801	No	\$1,462			\$1,462	\$80,137	\$11,684	
35				\$98,770	\$0	No		\$133,985	No	\$1,802			\$1,802	\$98,770	\$35,215	
36				\$51,988	\$0	No		\$91,801	No	\$1,316			\$1,316	\$51,988	\$39,813	
37				\$99,232	\$0	No		\$133,985	No	\$4,406			\$4,406	\$99,232	\$44,753	

Screen 7a shows the Cell AD10 in the CWB Pay Pool Panel Tab, which is used to input the rate range adjustment (RRA,) and its value should be copied into Cell AF 11 of the EWB Pay Pool Panel Tab (Screen 7b) if not already present.

Screen 7a

Microsoft Excel - Compensation Workbench_2009_30-testimport (2).xls [Read-Only]

File Edit View Insert Format Tools Data Approval Window Help

Type a question for help

AD10 =CONCATENATE("RRA: ",TEXT(RRA,"0.00%"))

										Pay Pool Fund				Funds Allocated			
Go To: Funding Objectives Ratings and Shares Salary Increase Bonus										Base Salary Increase 2.2600% \$148,632				Surplus/Deficit			
Employees: 70										Remaining GPI 1.1600% \$76,289							
Total CY08 Base Pay: \$6,576,641										Total Salary Funding 3.4200% \$224,921				2.3768% \$156,314 \$68,607			
										Bonus 1.0000% \$65,766				2.0425% \$134,331 (\$68,565)			
										Total Pay Pool Funding 4.4200% \$290,687				4.4194% \$290,645 \$42			

Last Name	First Name	Wildcard 2	Average Score	Rating	Shares	Performance Payout (\$)	Rate Range Adjustment	Current Base Salary + RRA	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)	Pro-Rated Salary Increase (\$)	EPI Salary (\$)	OAR Salary (\$)
Armbruster	Caryn K		3.95	4	4	\$5,792	\$1,863	\$97,212	\$3,475	60.0%	100.00%				
Ballam	Kris H		4.00	4	4	\$5,952	\$1,709	\$99,909	\$3,571	60.0%	100.00%				
Chiarella	Isaura O		3.20	3	2	\$2,742	\$1,575	\$92,046	\$1,645	60.0%	100.00%				
Dripps	Timmy B		3.55	4	4	\$6,437	\$1,848	\$108,035	\$3,862	60.0%	100.00%				
Kroells	Chantel P		2.80	3	2	\$3,374	\$1,938	\$113,277	\$2,024	60.0%	100.00%				
Popescu	William G		2.60	3	2	\$2,848	\$1,836	\$95,810	\$1,709	60.0%	100.00%				
Alvarenga	Mervin W		3.75	4	4	\$7,368	\$2,115	\$123,664	\$4,421	60.0%	100.00%				
Corda	Cliff C		2.95	3	2	\$2,703	\$1,553	\$90,756	\$1,622	60.0%	61.04%				
Everheart	Barry M		3.50	3	2	\$3,183	\$1,828	\$106,850	\$1,910	60.0%	100.00%				
Fedalen	Hai I		3.50	3	2	\$3,232	\$1,856	\$108,510	\$1,939	60.0%	100.00%				
Mormon	Monty O		3.20	3	2	\$2,949	\$1,694	\$99,008	\$1,769	60.0%	100.00%				
Occhipinti	Levi P		3.65	4	4	\$2,546	\$731	\$42,733	\$1,528	60.0%	100.00%				
Schetter	Louis S		4.00	4	4	\$6,009	\$1,725	\$100,852	\$3,605	60.0%	100.00%				
Stebel	Kelley X		3.90	4	4	\$5,661	\$1,625	\$95,012	\$3,397	60.0%	100.00%				
Strength	Lorita M		3.60	4	4	\$6,173	\$1,772	\$103,607	\$3,704	60.0%	100.00%				
Tupick	Harland K		3.50	3	2	\$3,375	\$1,938	\$113,293	\$2,025	60.0%	100.00%				
Barietta	Tomas K		3.50	3	2	\$3,910	\$2,245	\$131,257	\$2,346	60.0%	80.80%				
Bularz	Kevin Q		4.70	5	6	\$11,831	\$2,265	\$132,381	\$7,099	60.0%	27.45%				
Enderle	Isaiah S		3.20	3	2	\$3,453	\$1,983	\$115,914	\$2,072	60.0%	100.00%				
Eutler	Alexander H		3.50	3	2	\$3,561	\$2,045	\$119,541	\$2,137	60.0%	100.00%				
Franceschi	Benjamin		3.80	4	4	\$6,746	\$1,937	\$113,225	\$4,048	60.0%	100.00%				
Galindez	Johnathon		4.10	4	4	\$5,333	\$1,531	\$89,517	\$3,200	60.0%	100.00%				
Heckendorf	Rusty U		3.70	4	4	\$5,315	\$1,526	\$89,209	\$3,189	60.0%	100.00%				
Hibbetts	Seth W		3.80	4	4	\$4,868	\$1,341	\$78,359	\$2,801	60.0%	100.00%				
Hogancamp	Sharon E		3.90	4	4	\$7,742	\$2,223	\$129,940	\$4,645	60.0%	62.90%				
Howson	Kent		3.75	4	4	\$7,420	\$2,130	\$124,533	\$4,452	60.0%	100.00%				
Jephson	Quincy L		4.10	4	4	\$3,162	\$908	\$53,077	\$1,897	60.0%	100.00%				
Leanos	Blythe		0.00	0		\$0	\$0	\$115,521	\$0	60.0%					
Mamoran	Kevin R		3.70	4	4	\$7,893	\$2,266	\$132,477	\$4,736	60.0%	37.15%				

Instructions / Funding / Control Points / Objectives / Pay Pool Panel / Statistics / Summary / Rating Charts / Share Charts / Combo Chart / Salary Markers / Record | 4 |

Draw / AutoShapes / Ready

Screen 7b

10	Sub-Panel Manager	Wildcard 2	Average Score	Rating	Shares	Performance Payout (\$)	Rate Range Adjustment	Current Base Salary	Salary Range Quartile	Delta from minimum values set	% of Salary Increase	Salary Increase (\$) After Range Calculations	Salary Increase after Pro-rate Check	Max Salary Increase for Pay Band & Payout	Allow Funding Allocation?	% of Base Increase Above Sa Fundin
11				Avg: 3.54	Avg: 2.60		RRA: 1.74%					Remaining \$	\$76,223			
12																
13																
14	Burns, Ian		2.98	3.00	1	\$1,805	\$1,479	\$86,479	1	\$844	79.45%	\$1,062	\$1,062	\$1,805	Yes	0.57%
15	Burns, Ian		3.19	3.00	2	\$4,368	\$1,790	\$104,638	4	\$1,046	81.36%	\$1,285	\$1,285	\$4,368	Yes	0.89%
16	Burns, Ian		4.23	4.00	4	\$6,218	\$1,274	\$74,468	4	\$0	0.00%	\$1,254	\$1,254	\$6,218	Yes	0.67%
17	Burns, Ian		4.91	5.00	6	\$11,916	\$1,628	\$95,138	3	\$0	0.00%	\$9,743	\$9,743	\$11,916	Yes	5.21%
18	Burns, Ian		4.22	4.00	4	\$6,559	\$1,344	\$78,554	2	\$0	0.00%	\$4,931	\$4,931	\$6,559	Yes	2.64%
19	Burns, Ian		3.85	4.00	3	\$6,553	\$1,790	\$104,638	4	\$387	30.12%	\$1,286	\$1,286	\$6,553	Yes	0.89%
20	Burns, Ian		3.22	3.00	2	\$3,299	\$1,352	\$79,034	2	\$66	6.82%	\$971	\$971	\$3,299	Yes	0.52%
21	Burns, Ian		3.47	3.00	2	\$1,415	\$580	\$33,907	1	\$0	0.00%	\$582	\$582	\$1,415	Yes	0.31%
22	Burns, Ian		3.24	3.00	2	\$2,858	\$1,171	\$68,466	0	\$0	0.00%	\$1,269	\$1,269	\$2,858	Yes	0.88%
23	Burns, Ian		4.23	4.00	4	\$5,491	\$1,125	\$65,765	2	\$0	0.00%	\$4,158	\$4,158	\$5,491	Yes	2.22%
24	Burns, Ian		3.33	3.00	2	\$1,712	\$702	\$41,022	2	\$34	6.82%	\$504	\$504	\$1,712	Yes	0.27%
25	Burns, Ian		3.05	3.00	2	\$4,667	\$1,913	\$111,799	3	\$734	53.41%	\$1,373	\$1,373	\$4,667	Yes	0.73%
26	Burns, Ian		3.39	3.00	2	\$4,344	\$1,780	\$104,054	4	\$1,040	81.36%	\$1,278	\$1,278	\$4,344	Yes	0.68%
27	Burns, Ian		3.89	4.00	3	\$5,716	\$1,562	\$91,276	2	\$0	0.00%	\$3,135	\$3,135	\$5,716	Yes	1.68%
28	Burns, Ian		3.56	4.00	3	\$5,086	\$1,390	\$91,218	3	\$0	0.00%	\$2,510	\$2,510	\$5,086	Yes	1.34%
29	Burns, Ian		2.89	3.00	1	\$1,848	\$1,515	\$88,554	4	\$1,058	97.26%	\$1,088	\$1,088	\$1,848	Yes	0.58%
30	Burns, Ian		3.45	3.00	2	\$4,083	\$1,673	\$97,794	3	\$642	53.41%	\$1,202	\$1,202	\$4,083	Yes	0.64%
31	Burns, Ian		4.66	5.00	5	\$9,109	\$1,493	\$87,273	4	\$0	0.00%	\$4,528	\$4,528	\$9,109	Yes	2.42%
32	Burns, Ian		3.42	3.00	2	\$3,449	\$1,413	\$83,615	3	\$542	53.41%	\$1,015	\$1,015	\$3,449	Yes	0.54%
33	Burns, Ian		3.55	4.00	3	\$4,396	\$1,201	\$70,201	1	\$0	0.00%	\$2,411	\$2,411	\$4,396	Yes	1.29%
34	Norris, Luke		3.05	3.00	2	\$3,284	\$1,346	\$78,675	2	\$66	6.82%	\$966	\$966	\$3,284	Yes	0.52%
35	Norris, Luke		3.14	3.00	2	\$4,048	\$1,659	\$96,968	3	\$636	53.41%	\$1,191	\$1,191	\$4,048	Yes	0.64%
36	Norris, Luke		3.00	3.00	2	\$2,115	\$867	\$50,672	1	\$0	0.00%	\$870	\$870	\$2,115	Yes	0.46%
37	Norris, Luke		3.56	4.00	3	\$5,312	\$1,451	\$84,626	1	\$0	0.00%	\$2,913	\$2,913	\$5,312	Yes	1.56%

Step 3, Data transfer from CWB to EWB

The EWB is designed to follow the same basic format as the CWB, but due to some minor differences the information from the CWB must be copied and pasted in separate steps.

1. (Screen 8) Go to the CWB Pay Pool Panel worksheet and copy all the personnel information from columns A (Last Name) to M (Current Base Salary.)
2. (Screen 9) Go to the EWB Pay Pool Panel worksheet, go to the first cell for last names (which will be in column A row 14), right click, and use the paste special function, select Values, and click OK. (Screen 10 shows after pasting.)
3. (Screen 11) Go to the CWB Pay Pool Panel worksheet and copy all the personnel information from columns N (Retained Pay) to Y (Average Score.)
4. (Screen 12) Go to the EWB Pay Pool Panel worksheet, go to the first cell for retained pay (which will be in column O row 14), right click, and use the paste special function, select Values, and click OK. (Screen 12 shows after pasting.)

Screen 8

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Go To:													
2	Funding													
3	Objectives													
4	Ratings and Shares													
5	Salary Increase													
6	Bonus													
6	Employees:												70	
8	Total CY08 Base Pay:												\$6,576,641	
10														
11	Last Name	First Name	Employee ID	Appraisal ID	Pay Pool ID	Wildcard 1	Pay Schedule	Pay Band	Occ Code	Occ Cat Code	Org Structure ID	UIC/PAS Code	End Cycle Base Salary	Ret P
64	Harvin	Man T	464432	31252	CPMSTEST-CC		YA	3	0301	A	K	W27PAA	\$103,725	
65	Lazzara	Ernesto V	466681	33830	CPMSTEST-CC		YA	3	0301	A	621755E	W1B0AA	\$118,675	
66	Rajwani	Lenard C	467046	31674	CPMSTEST-CC		YB	2	0303	T	621761E	W1B0AA	\$53,815	
67	Ellicott	Venessa G	467329	31629	CPMSTEST-DD		YA	3	0343	A	621722B	W1B0AA	\$103,592	
68	Flesch	Les B	466814	33750	CPMSTEST-DD		YD	3	0801	P	621723B	W1B0AA	\$127,824	
69	Rothenbach	Jarrod P	467260	31618	CPMSTEST-DD		YB	2	0303	T	621721B	W1B0AA	\$54,381	
70	Schlembach	Joslyn M	466936	31648	CPMSTEST-DD		YB	2	0303	T	621723B	W1B0AA	\$56,936	
71	Albani	Jewell I	468444	29235	CPMSTEST-A1		YA	2	0301	A	G3BB	W3YTA	\$70,847	
72	Bierer	Cassie U	466957	31654	CPMSTEST-B1		YA	2	0201	A	621711A	W1B0AA	\$45,682	
73	Buchwald	Collene L	466895	33773	CPMSTEST-C1		YA	2	0301	A	621710A	W1B0AA	\$61,216	
74	Dolman	Dawne X	466816	33819	CPMSTEST-HQ		YB	2	0303	T	621711A	W1B0AA	\$40,202	
75	Eckerle	Dirk Q	466990	31660	CPMSTEST-HQ		YA	2	0560	A	621711A	W1B0AA	\$71,696	
76	Gammons	Andera N	466977	31658	CPMSTEST-HQ		YA	2	0301	A	621711A	W1B0AA	\$62,078	
77	Hieronymus	Catheryn V	467430	31642	CPMSTEST-HQ		YA	2	0301	A	M	W27PAA	\$88,553	
78	Mcree	Johnnie X	466923	33787	CPMSTEST-HQ		YA	2	0301	A	621711A	W1B0AA	\$43,140	
79	Palanza	Dawna Y	466802	33817	CPMSTEST-HQ		YA	2	2003	A	621711A	W1B0AA	\$48,409	
80	Pettinger	Stephan X	467081	31681	CPMSTEST-HQ		YB	2	0305	C	621711A	W1B0AA	\$42,119	
81	Rideout	Jean B	467018	31668	CPMSTEST-HQ		YA	2	0201	A	621711A	W1B0AA	\$81,418	

Screen 10

Microsoft Excel - EWB4 v 7.4 .xls

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100%

Armbruster													
				Rating									
				Minimum	Maximum							1	2
				6	4.76							75.00%	75.00%
				5	4.51					Quartile		50.00%	50.00%
		Shares		4	4.01							25.00%	25.00%
				3	3.51							10.00%	10.00%
		Employees:		2	3.00								
		93		1	2.51								
		Total CY07 Base Pay:											Bas employ
		\$8,448,180											
Last Name	First Name	Employee ID	Appraisal ID	Pay Pool ID	Wildcard 1	Pay Schedule	Pay Band	Occ Code	Occ Cat Code	Org Structure ID	UIC/PAS Code	Current Base Salary	Salary Range
Armbruster	Caryn K	466945	31652	CPMSTEST-AA		YA	3	0346	A	621767F	W1B0AA	\$95,549	
Ballam	Kris H	466965	31656	CPMSTEST-AA		YA	3	0346	A	621766F	W1B0AA	\$98,200	
Chiarella	Isaura O	464566	31278	CPMSTEST-AA		YA	3	0346	A	621767F	W1B0AA	\$90,471	
Dripps	Timmy B	464383	31239	CPMSTEST-AA		YA	3	0346	A	621764F	W1B0AA	\$106,187	
Kroells	Chantel P	467176	31604	CPMSTEST-AA		YA	3	0346	A	621767F	W1B0AA	\$111,339	
Popescu	William Q	467009	31666	CPMSTEST-AA		YA	3	0346	A	621767F	W1B0AA	\$93,974	
Alvarenga	Mervin W	466710	33836	CPMSTEST-BB		YA	3	0301	A	62179G	W1B0AA	\$121,549	
Corda	Cliff C	467162	31602	CPMSTEST-BB		YA	2	0301	A	62179G	W1B0AA	\$89,203	
Everheart	Barry M	466887	33770	CPMSTEST-BB		YA	3	0301	A	62179G	W1B0AA	\$105,022	
Fedalen	Hai I	467390	31635	CPMSTEST-BB		YA	3	0301	A	62179G	W1B0AA	\$106,654	
Mormon	Mindy G	466930	31646	CPMSTEST-BB		YA	3	0301	A	62179G	W1B0AA	\$97,314	

Ready Sum=6602782 NUM

Screen 11

Microsoft Excel - Compensation_Workbench_2008_3.0-testimport.xls

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Type a question for help

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N11 Retained Pay

1 Go To: C
2 Funding
3 Objectives
4 Ratings and Shares
5 Salary Increase
6 Bonus
7 Employees: 70
8 Total CY08 Base Pay:
9 \$6,576,641
10

11 Last Name First Name Retained Pay Rated? Modal Rating Eligibility? Include Salary in Pay Pool? Payout Eligibility? Specialty Situated Condition Rating Official Sub Pay Pool Manager Wildcard 2 Average Score

11	Last Name	First Name	Retained Pay	Rated?	Modal Rating Eligibility?	Include Salary in Pay Pool?	Payout Eligibility?	Specialty Situated Condition	Rating Official	Sub Pay Pool Manager	Wildcard 2	Average Score
13	Armbruster	Caryn K		Yes	No	Yes	a	a	Isham, Leslie Q			3.95
14	Ballam	Kris H		Yes	No	Yes	a	a	Old, Ed K			4.00
15	Chiarella	Isaura O		Yes	No	Yes	a	a	Old, Ed K			3.20
16	Dripps	Timmy B		Yes	No	Yes	a	a	Isham, Leslie Q			3.55
17	Kroelts	Charitel P		Yes	No	Yes	a	a	Old, Ed K			2.80
18	Popescu	William Q		Yes	No	Yes	a	a	Old, Ed K			2.60
19	Alvarenga	Mervin W		Yes	No	Yes	a	a	Escovedo, Delmar M			3.75
20	Corda	Cliff C		Yes	No	Yes	a	a	Pigman, Emory U			2.95
21	Everheart	Barry M		Yes	No	Yes	a	a	Escovedo, Delmar M			3.50
22	Fedaten	Hai I		Yes	No	Yes	a	a	Escovedo, Delmar M			3.50
23	Mormon	Morty O		Yes	No	Yes	a	a	Escovedo, Delmar M			3.20
24	Occhipinti	Levi P		Yes	No	Yes	a	a	Tupick, Harland K			3.65
25	Scheffer	Louis S		Yes	No	Yes	a	a	Pigman, Emory U			4.00
26	Stiebel	Kelley X		Yes	No	Yes	a	a	Pigman, Emory U			3.90
27	Strength	Lorita M		Yes	No	Yes	a	a	Tupick, Harland K			3.60
28	Tupick	Harland K		Yes	No	Yes	a	a	M2MDEFAULT, Army A			3.50
29	Barletta	Tomas K		Yes	No	Yes	a	a	Haymaker, Esmeralda P			3.50

Ready Sum=235.98 NUM

Screen 12

Microsoft Excel - EWB4 v 7.4.xls

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Type a question for help

Paste Special

Paste

- All
- Formulas
- Values
- Formats
- Comments

Operation

- None
- Add
- Subtract
- Validation
- All except borders
- Column widths
- Formulas and number formats
- Values and number formats
- Multiply
- Divide

Skip blanks Transpose

Paste Link OK Cancel

	U	V	W	X	Y	Z	AA	AB	
1									
2									
3									
4									Calc Share Value =
5									Share Value Used=
6									(Calculated)
7									
8									
9									
10									
11									
12	Current Base Salary								
13									
14	\$95,549								
15	\$98,200								
16	\$90,471								
17	\$106,187								
18	\$111,339								
19	\$93,974								
20	\$121,549								
21	\$89,203								
22	\$105,022								
23	\$106,654								
24	\$37,314								

Specialty Situated Condition Rating Official Sub-Panel Manager Wildcard 2 Average Score Rating Shares Pe F

Avg: 3.54 Avg: 2.60

Pay Pool Panel Salary Ranges Minimum pay increases Aggregate Allocation Results

Ready NUM

Screen 13

Microsoft Excel - EWB4 v 7.4.xls

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Type a question for help

Arial B Bold Italic Underline

100%

	M	N	O	P	Q	R	S	U	V	W	X	Y	Z	AA	AB	
1			Shares													
2	1	2	3	4	5	6					Ratings and Shares					
3	75.00%	75.00%	100.00%	100.00%	100.00%	100.00%										Calc Share Value =
4	50.00%	50.00%	100.00%	100.00%	100.00%	100.00%										Share Value Used=
5	25.00%	25.00%	90.00%	90.00%	90.00%	90.00%										(Calculated)
6	10.00%	10.00%	25.00%	25.00%	75.00%	75.00%										
7																
8		Base Pay Allocation % to employees below market range														
9						100.00%										
10																
11															Avg:	Avg:
12														3.54	2.60	
13																
14	\$95,549			Yes	No	Yes	a	a	Keaton, Larri	Burns, Ian			2.98	3.00	1	
15	\$98,200			Yes	No	Yes	a	a	Keaton, Larri	Burns, Ian			3.19	3.00	2	
16	\$90,471			Yes	No	Yes	a	a	Keaton, Larri	Burns, Ian			4.23	4.00	4	
17	\$106,187			Yes	No	Yes	a	a	Keaton, Larri	Burns, Ian			4.91	5.00	6	
18	\$111,339			Yes	No	Yes	a	a	Keaton, Larri	Burns, Ian			4.22	4.00	4	
19	\$93,974			Yes	No	Yes	a	a	Henderson, R	Burns, Ian			3.85	4.00	3	
20	\$121,549			Yes	No	Yes	a	a	Henderson, R	Burns, Ian			3.22	3.00	2	
21	\$89,203			Yes	No	Yes	a	a	Henderson, R	Burns, Ian			3.47	3.00	2	
22	\$105,022			Yes	No	Yes	a	a	Henderson, R	Burns, Ian			3.24	3.00	2	
23	\$106,654			Yes	No	Yes	a	a	Henderson, R	Burns, Ian			4.23	4.00	4	
24	\$37,314			Yes	No	Yes	a	a	Holloway, R	Burns, Ian			3.33	3.00	2	

Ready Sum=\$172 NUM

Step 4, Adjusting for pay pool size

The EWB has 106 rows by default. Based on the size of the pay pool transferred you may need to either copy the formulas to additional rows, or delete extra rows. (See screens 14-16)

To copy formulas

To copy the formulas highlight cells AA through CT, click on the small square at the bottom right of the cell in column CT, row 106 and drag down until you reach the last highlighted row, which contains the last employee in the pay pool 15.)

To delete extra rows

If the pay pool is smaller than the number of rows initially in the EWB, delete the rows containing information below the last individual in the pay pool.

Screen 14

	AA	AB	AC	AD	AE	AF	AG	AI	AJ	AK	AL	AM	AN
1													
2				Salary Increase									
3			Calc Share Value =								Total Employees:	93	
4			2.0673%								% with 6 share:	3.23%	
5			Share Value Used=								% with 5 share:	7.53%	
6			(Calculated)								% with 4 share:	8.60%	
7											% with 3 share:	25.81%	
8											% with 2 share:	38.71%	
9											% with 1 share:	13.98%	
10											% with 0 share:	2.15%	
11		Avg:	Avg:									Remaining \$	#N/A
		3.54	2.60										
	Average Score	Rating	Shares	Performance Payout (\$)	Rate Range Adjustment	Current Base Salary	Salary Range Quartile	Delta from minimum values set	% of Salary Increase	Salary Increase (\$) After Range Calculations	Salary Increase after Pro-rate Check	Max Salary Increase for Pay Band & Payout	Allow Funding Re-Allocation?
1206	3.00	3.00	2	\$3,633	\$1,530	\$89,419	#N/A	#N/A	#N/A	#N/A	#N/A	\$3,633	Yes
1207													
1208													
1209													
1210													
1211													
1212													
1213													
1214													
1215													
1216													
1217													
1218													
1219													
1220													

Step 5, Entering Salary Ranges

Salary range is an indicator representing a combination of factors that result in an employee's competitive salary level. The employee's position with respect to their salary range is determined based on where the individual's salary is located within the salary range. In this iteration of the EWB, salary ranges are set up by default to match GS grade levels (with allowance for other salary ranges that do not fit the GS pattern).

An employee's Salary Range should be input into Column N of the EWB Pay Pool Panel Tab. (See Screen 17.) Currently, the salary range for most employees corresponds to their former GS level (for Special Pay groups it will correspond to the number (16 to 35) chosen in the Salary Range worksheet.) Eventually, this will require more analysis and decision making from management, but that will also be necessary for other compensation decisions. The salary range to be entered should be based on the scope and complexity of the work actually performed and *not* based on the employees salary (e.g. if a person was a GS-11 equivalent and moves to a GS-13 equivalent position, which is limited to a 5% reassignment increase, the salary range in the EWB would be listed as 13 based on the position, not 11 based on the salary.)

Screen 17

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1				Rating										Shared
2				Minimum	Maximum							1	2	3
3			6	4.76	5.00						1	75.00%	75.00%	100.00%
4			5	4.51	4.75					Quartile	2	50.00%	50.00%	100.00%
5		Shares	4	4.01	4.50						3	25.00%	25.00%	90.00%
6			3	3.51	4.00						4	10.00%	10.00%	25.00%
7		Employees:	2	3.00	3.50									
8		69	1	2.51	2.99									
9		CY07 Base Pay:												Base Pay Alloc
10		\$6,499,051												employees below
11														
12	First Name	Employee ID	Appraisal ID	Pay Pool ID	Wildcard 1	Pay Schedule	Pay Band	Occ Code	Occ Cat Code	Org Structure ID	UIC/PAS Code	Current Base Salary	Salary Range	Retain Pay
13														
14	Caryn K	466945	31652	CPMSTEST-AA		YA	3	0346	A	621767F	W1B0AA	\$95,549	15	
15	Kris H	466965	31656	CPMSTEST-AA		YA	3	0346	A	621766F	W1B0AA	\$98,200	15	
16	Isaura O	464566	31278	CPMSTEST-AA		YA	3	0346	A	621767F	W1B0AA	\$90,471	14	
17	Timmy B	464383	31239	CPMSTEST-AA		YA	3	0346	A	621764F	W1B0AA	\$106,187	15	
18	Chantel P	467176	31604	CPMSTEST-AA		YA	3	0346	A	621767F	W1B0AA	\$111,339	15	
19	William Q	467009	31666	CPMSTEST-AA		YA	3	0346	A	621767F	W1B0AA	\$93,974	14	
20	Mervin W	466710	33836	CPMSTEST-BB		YA	3	0301	A	62179G	W1B0AA	\$121,549	15	
21	Cliff C	467162	31602	CPMSTEST-BB		YA	2	0301	A	62179G	W1B0AA	\$89,203	13	
22	Barry M	466887	33770	CPMSTEST-BB		YA	3	0301	A	62179G	W1B0AA	\$105,022	15	
23	Hai I	467390	31635	CPMSTEST-BB		YA	3	0301	A	62179G	W1B0AA	\$106,654	15	
24	Monty O	466930	31646	CPMSTEST-BB		YA	3	0301	A	62179G	W1B0AA	\$87,314	14	

Step 6, Funding Re-Allocation

Funding re-allocation may increase or decrease an employee's base salary increase depending on initial allocation results relative to the funding floor. Cell AL11 of EWB Pay Pool Panel Tab (See Screen 18) contains the dollars that will be re-allocated among the eligible population. The re-allocation process is designed to go from the initial allocation to meeting the funding floor, while maintaining employees' relative compensation positions from the initial allocation.

Depending on compensation philosophy some employees may be ineligible for the funding re-allocation. Examples include consideration of the desired minimum salary increases or perhaps other compensation the employee has recently received.

For employees eligible for funding re-allocation, the re-allocation that they receive is based on the percentage their dollar value salary increase makes up of the total salary increase dollars paid out. It should be noted that if an employee receives the minimum salary increase, a funding re-allocation could adjust their base salary to either above or below the desired minimum. The re-allocation decision should be based on business rules established prior to beginning the rating process.

Column AI (Delta from minimum values set) of the Pay Pool Panel worksheet of EWB, shows the dollar value increase the minimum salary rule added to the initial salary increase the employee received. Column AJ (% of Salary increase) shows the percentage of the initial salary the employee received because of the minimum salary rule. This column provides a rate/volume analysis of how much of the employees salary increase is driven by market competitiveness rules versus the minimum pay increase rules. The higher the percentage the more the salary increase is driven by the minimum pay increase rules; the lower the percentage the more the salary increase is driven by market competitiveness rules. Column AN (Allow funding Re-allocation) is used to input yes or no for eligibility for funding re-allocation.

Step 7, Results

Once steps 1 through 6 have been accomplished, the allocation process is complete (See Screen 18.) Due to rounding there will be a small number of dollars left in the base pay allocation and due to truncating and if there is retained pay, there will be a small number of bonus dollars left (the number will be much smaller if no employees are on retained pay.)

Screen 18

	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	
1											
2			Pay Pool Fund				Funds Allocated				
3			Base Salary Increase	2.2600%	\$146,878						
4			Remaining GPI	1.2500%	\$81,238				Surplus/Deficit		
5			Total Salary Funding	3.5100%	\$228,116	3.5100%	\$228,115		\$1		
6			Bonus	2.0000%	\$129,981	1.9993%	\$129,933		\$48		
7			Total Pay Pool Funding	5.5100%	\$358,097	5.5092%	\$358,048		\$49		
8	EPI/OAR Salary Totals										
9	EPI Salary	\$0									
10	OAR Salary	\$0							Balance:		
11	Total	\$0							\$1		
	EPI Salary (\$)	OAR Salary (\$)	New Base Salary (computed)	Control Point	Hit Control Point?	Allow Over Control Point?	Max for Pay Band	Hit Max for Band?	Performance Salary Increase (\$)	EPI (\$)	
12											
13											
14			\$99,139	\$0	No		\$133,985	No	\$1,927		
15			\$102,600	\$0	No		\$133,985	No	\$2,691		
16			\$99,348	\$0	No		\$133,985	No	\$7,302		
17			\$120,890	\$0	No		\$133,985	No	\$12,855		

Before making any changes to the initial allocations provided by the EWB you should go to the Aggregate Allocation Results worksheet (See Screen 19.) The tables provided show the initial allocation of the performance payout to base pay increases based on shares and quartile and the average redistribution by share and quartile used to reach the funding floor. At this stage, you will have a baseline snapshot of the EWB. You should print a copy and save for pay pool records in order to compare to the effects pay pool panel changes may have. Once changes are made the Aggregate Results table will still provide a rough estimate of the baseline before changes were made, but it will be increasingly less precise the more changes that are made. To determine the estimate of the baseline you can input the salary, performance award, shares, and salary range of the employee in question and the model will provide the estimates. If you no longer have the pay pool data, but have the print out of the Aggregate Allocation Results page you will need to input the matrix results from the printout into the matrices in the worksheet; it will then provide you with the estimates.

Screen 19

Initial Percentage of Base Pay After Beta							
Salary Split			Shares				
		1	2	3	4	5	6
1	1	61.95%	38.04%	50.72%	81.16%	89.86%	97.10%
2	2	61.95%	30.97%	50.72%	81.16%	89.86%	97.10%
3	3	61.95%	30.97%	45.65%	73.04%	80.87%	87.39%
4	4	61.95%	30.97%	20.65%	20.29%	67.39%	72.83%

Funding Redistribution			Shares				
		1	2	3	4	5	6
1	1	161.42%	168.75%	158.93%	0.00%	111.36%	0.00%
2	2	161.42%	178.54%	158.92%	131.70%	114.46%	110.95%
3	3	161.42%	178.58%	178.57%	165.73%	0.00%	170.22%
4	4	161.42%	139.29%	170.45%	0.00%	171.58%	0.00%

Base Pay Allocation % to employees below market range	100.00%
Performance Award	\$1,805
Salary	\$85,000
Shares	1
Salary Range	14
Initial Base Pay Increase	\$1,118.17
Base Pay Increase After	\$ 1,805.00

At this point, if the pay pool panel or pay pool manager wants to make changes to individual allocations there are two approaches that can be taken. (Note: Moving away from the initial allocation of the tool should be based on pre-established business rules.)

1. If you want to make a change to one employee's allocation without proportionally changing another's, use column AL (Salary Increase after Pro-rate Check), in EWB Pay Pool Panel tab, to change the salary increase in question. Other employees' salary increases will be readjusted in the appropriate direction to compensate for the change and still meet base pay increase floor. (See Screen 20.) Selecting No in column AN (Allow Funding Re-allocation) will leave the employees salary as the amount input in column AL.
2. If you want to make a change to an employee's individual salary increase and not have the other employees' salary increases automatically readjust, use column BP (Final Salary Increase, Funding Allocated) to change the salary increase. (See Screen 21.)

Screen 20

	AE	AF	AG	AI	AJ	AK	AL	AM	AN	AO	BP	BQ	BR
1													
2						Total Employees:		69		B			
3						% with 6 share		2.90%		97.10%			
4						% with 5 share		7.25%		89.86%			
5						% with 4 share		8.70%		81.16%			
6						% with 3 share		30.43%		50.72%			
7						% with 2 share		34.78%		50.72%			
8						% with 1 share		14.49%		15.94%			EP
9						% with 0 share		1.45%					E
10							Remaining \$				Remaining \$		Remaining \$
11	RRA:	1.74%					\$77,368				\$1		\$0
12	Rate Range Adjustment	Current Base Salary	Salary Range Quartile	Delta from minimum values set	% of Salary Increase	Salary Increase (\$) After Range Calculations	Salary Increase after Pro-rate Check	Max Salary Increase for Pay Band & Payout	Allow Funding Re-allocation?	% of Base Pay Increases (If Above Salary Funding)	Final Salary Increase, Funding Allocated	Pro-Rate Salary Increase (%)	Pro-Rated Salary Increase (\$)
13													
14	\$1,663	\$97,212	1	\$963	80.70%	\$1,194	\$1,194	\$1,927	Yes	0.79%	\$1,927.00		
15	\$1,709	\$99,909	1	\$0	0.00%	\$1,507	\$1,507	\$3,962	Yes	1.00%	\$2,691.00		
16	\$1,575	\$92,046	2	\$0	0.00%	\$5,612	\$5,612	\$7,302	Yes	3.72%	\$7,302.00		
17	\$1,848	\$108,035	2	\$0	0.00%	\$11,586	\$11,586	\$12,855	Yes	7.69%	\$12,855.00		
18	\$1,938	\$113,277	3	\$0	0.00%	\$6,416	\$6,416	\$8,986	Yes	4.26%	\$8,986.00		
19	\$1,636	\$95,610	3	\$0	0.00%	\$2,597	\$2,597	\$5,688	Yes	1.72%	\$4,637.00		
20	\$2,115	\$123,664	4	\$1,270	83.62%	\$1,519	\$1,519	\$4,905	Yes	1.01%	\$2,713.00		
21	\$1,553	\$90,756	4	\$862	82.53%	\$1,045	\$1,045	\$1,045	Yes	0.69%	\$1,045.00		
22	\$1,828	\$106,850	2	\$238	18.12%	\$1,313	\$1,313	\$4,238	Yes	0.87%	\$2,344.00		
23	\$1,856	\$108,510	2	\$0	0.00%	\$6,592	\$6,592	\$8,608	Yes	4.37%	\$8,608.00		
24	\$1,684	\$99,008	3	\$718	59.06%	\$1,216	\$1,216	\$3,927	Yes	0.81%	\$2,172.00		

Screen 21

Microsoft Excel - EWB4 v 7.4 .xls										
File Edit View Insert Format Tools Data Approval Window Help Adobe PDF										
Type a question for help										
BP1										
	AK	AL	AM	AN	AO	BP	BQ	BR	BS	BT
1										
2	Total Employees:		69		B					
3	% with 6 share:		2.90%		97.10%					
4	% with 5 share:		7.25%		89.86%					
5	% with 4 share:		8.70%		81.16%					
6	% with 3 share:		30.43%		50.72%					
7	% with 2 share:		34.78%		50.72%					
8	% with 1 share:		14.49%		15.94%					EPI/OAR Salary Totals
9	% with 0 share:		1.45%							EPI Salary \$0
10		Remaining \$				Remaining \$		Remaining \$	OAR Salary	\$0
11		\$77,368				\$1		\$0	Total	\$0
12	Salary Increase (\$) After Range Calculations	Salary Increase after Pro-rate Check	Max Salary Increase for Pay Band & Payout	Allow Funding Re-Allocation?	% of Base Pay Increases (If Above Salary Funding)	Final Salary Increase, Funding Allocated	Pro-Rate Salary Increase (%)	Pro-Rated Salary Increase (\$)	EPI Salary (\$)	OAR Salary (\$)
13										
14	\$1,194	\$1,194	\$1,927	Yes	0.79%	\$1,927.00				
15	\$1,507	\$1,507	\$3,962	Yes	1.00%	\$2,691.00				
16	\$5,612	\$5,612	\$7,302	Yes	3.72%	\$7,302.00				
17	\$11,586	\$11,586	\$12,855	Yes	7.69%	\$12,855.00				
18	\$6,416	\$6,416	\$8,986	Yes	4.26%	\$8,986.00				
19	\$2,597	\$2,597	\$5,688	Yes	1.72%	\$4,637.00				
20	\$1,519	\$1,519	\$4,905	Yes	1.01%	\$2,713.00				
21	\$1,045	\$1,045	\$1,045	Yes	0.69%	\$1,045.00				

Step 8, Transfer of Allocation information to CWB

Once you are satisfied with the salary increases, you are ready to transfer the shares and allocation information back into the CWB.

1. Go to the Funding worksheet of the CWB and be sure the proper funding levels are entered. (See Screen 22.)
2. Be sure under Assign Salary Increase that “dollar amount” is selected. (See Screen 22.)
3. Go to EWB pay pool panel worksheet and go to column AB (Shares,) copy all of the share values. (See Screen 23.)
4. Go to the CWB, go to the Pay Pool Panel worksheet, go to the first cell in Shares (which will be column AA row 13,) right click, and use the paste special function, select Values, and click OK. (See Screen 24 and Screen 25.)
5. Return to the EWB (Pay Pool Panel Tab), go to column BP (Final Salary Increase, Funding Allocated,) and copy all of the salary increase values. (See Screen 26.)
The salary increase cell for employee’s receiving retained pay is locked and will interfere with pasting if you attempt to paste over it. If you have employees on retained pay then you will have to copy the salaries of the other employees that are in between the locked cells of the employee’s receiving retained pay.
6. Go to the CWB, go to the Pay Pool Panel worksheet, go to the first cell in Salary Increase (\$) (which will be column AF row 13,) right click, and use the paste special function, select Values, and click OK. (See Screen 27.)
7. The process is now complete.
8. To check that the transfer has been done correctly check that the funds allocated section of the CWB Pay Pool Panel worksheet and the Funds Allocated Section of the EWB Pay Pool Panel worksheet are for the same amounts.

Screen 22

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File Edit View Insert Format Tools Data Approval Window Help Adobe PDF Type a question for help

A1

A B C D E F G H I J K L M N O P Q R S T

4 = \$290,687 [Control Points](#)

5 [Pay Pool Panel](#)

6

8 **Pay Pool Funding Elements:**

	%	\$	
Pay Pool Fund = Salary Increase (Element 1)	2.2600%	\$148,632	
+ Remaining GPI (Element 2)	1.1600%	\$76,289	
<hr/>			
Total Salary Fund	3.4200%	\$224,921	77.4%
+ Bonus (Element 3)	1.0000%	\$65,766	22.6%
<hr/>			
Pay Pool Fund	4.4200%	\$290,687	

Use Proration
 Use Control Points
 Use EPI/OAR

Update VA Max Pays

GPI	2.90%
Rate Range Adjustment	1.74%

30 **Select Share Value:**

Estimated 2.0000%
 Calculated 1.5155%

37 **Assign Salary Increase:**

Dollar Amount Percentage

Instructions Funding Control Points Objectives **Pay Pool Panel** Statistics Summary Rating Charts Share Charts Corr

Ready NUM

Screen 23

Microsoft Excel - EWB4 v 7.4.xls

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AB14 =IF(AND(Z14<=\$F\$3,Z14>=\$E\$3),6,IF(AND(Z14<=\$F\$4,Z14>=\$E\$4),5,IF(AND(Z14<=\$F\$5,Z14>=\$E\$5),4,IF(AND(Z14<=\$F\$6,Z14>=\$E\$6),3,IF(AND(Z14<=\$F\$7,Z14>=\$E\$7),2,IF(AND(Z14<=\$F\$8,Z14>=\$E\$8),1,0))))))

Rating	Shares	Performance Payout (\$)	Rate Range Adjustment	Current Base Salary	Salary Range Quartile	Delta from minimum values set	% of Salary Increase	Salary Increase (\$) After Range Calculations	Salary Increase after Pro-rate Check	Max Salary Increase for Pay Band & Payout	Allow Funding Re-Allocation?	% of Base Increase Above Sa Fundin
3.00	1	\$2,092	\$1,805	\$105,530	2	\$1,129	87.13%	\$1,296	\$1,296	\$2,092	Yes	0.86%
5.00	5	\$11,973	\$2,065	\$120,740	4	\$0	0.00%	\$6,978	\$6,978	\$11,973	Yes	4.63%
3.00	2	\$2,163	\$933	\$54,548	2	\$121	18.12%	\$670	\$670	\$2,163	Yes	0.44%
3.00	2	\$4,180	\$1,803	\$105,395	2	\$235	18.12%	\$1,295	\$1,295	\$4,180	Yes	0.86%
4.00	3	\$7,737	\$2,225	\$130,049	5	\$0	0.00%	\$0	\$0	\$3,936	Yes	0.00%
3.00	2	\$2,194	\$947	\$55,328	2	\$123	18.12%	\$680	\$680	\$2,194	Yes	0.45%
3.00	2	\$2,297	\$991	\$57,827	1	\$0	0.00%	\$695	\$695	\$695	Yes	0.46%
3.00	2	\$2,859	\$1,233	\$72,080	1	\$0	0.00%	\$1,088	\$1,088	\$2,859	Yes	0.72%
3.00	2	\$1,843	\$795	\$48,477	1	\$0	0.00%	\$701	\$701	\$1,843	Yes	0.47%
4.00	3	\$3,705	\$1,066	\$62,282	1	\$0	0.00%	\$1,879	\$1,879	\$3,705	Yes	1.25%
2.00	0	\$0	\$700	\$40,902	1	\$0	0.00%	\$0	\$0	\$0	Yes	0.00%
3.00	1	\$1,446	\$1,248	\$72,944	1	\$723	80.70%	\$896	\$896	\$1,446	Yes	0.59%
3.00	1	\$1,252	\$1,081	\$63,159	2	\$676	87.13%	\$776	\$776	\$1,252	Yes	0.51%
4.00	3	\$5,360	\$1,541	\$90,094	4	\$427	38.59%	\$1,107	\$1,107	\$1,707	Yes	0.73%
4.00	3	\$2,611	\$751	\$43,891	1	\$0	0.00%	\$1,324	\$1,324	\$2,611	Yes	0.88%
3.00	1	\$976	\$843	\$49,252	1	\$488	80.70%	\$605	\$605	\$976	Yes	0.40%
3.00	1	\$849	\$733	\$42,852	1	\$424	80.70%	\$526	\$526	\$849	Yes	0.35%
4.00	4	\$6,571	\$1,417	\$82,835	3	\$0	0.00%	\$3,669	\$3,669	\$6,571	Yes	2.43%

Pay Pool Panel | Salary Ranges | Minimum pay increases | Aggregate Allocation Results | Cont

Ready | Sum=182 | NUM

Screen 24

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Type a question for help

100% Arial 8

AA13 4

Paste Special

Paste

- All
- Formulas
- Values
- Formats
- Comments

Validation

- All except borders
- Column widths
- Formulas and number formats
- Values and number formats

Operation

- None
- Add
- Subtract
- Multiply
- Divide

Skip blanks Transpose

Paste Link OK Cancel

	Y	Z	AA	AB	AC	AD	AE
	Calc Share Value =		1.5155%				
	Share Value Used=		1.5155%				
			(Calculated)				
		Avg:	Avg:	Remaining \$			
		3.36	2.94	\$42			
		Average Score	Rating	Shares	Performance Payout (\$)	RRA: 1.74%	Rate Range Adjustment
							Current Base Salary + RRA
13	Armbruster	Caryn K	Isham, Leslie Q				
14	Ballam	Kris H	Old, Ed K	3.95	4	4	\$5,792
15	Chiarrella	Isaura O	Old, Ed K	4.00	4	4	\$5,952
16	Dripps	Timmy B	Isham, Leslie Q	3.20	3	2	\$2,742
17	Kroells	Chantel P	Old, Ed K	3.55	4	4	\$6,437
18	Popescu	William Q	Old, Ed K	2.80	3	2	\$3,374
19	Alvarenga	Mervin W	Escovedo, Delmar M	2.60	3	2	\$2,848
20	Corda	Cliff C	Pigman, Emory U	3.75	4	4	\$7,368
21	Everheart	Barry M	Escovedo, Delmar M	2.95	3	2	\$2,703
22	Fedalen	Hai I	Escovedo, Delmar M	3.50	3	2	\$3,183
23	Mormon	Monty O	Escovedo, Delmar M	3.50	3	2	\$3,232
24	Occhipinti	Levi P	Tupick, Harland K	3.20	3	2	\$2,949
25	Scheffer	Louis S	Pigman, Emory U	3.65	4	4	\$2,546
26	Stiebel	Kelley X	Pigman, Emory U	4.00	4	4	\$8,009
27	Strength	Lorita M	Tupick, Harland K	3.90	4	4	\$5,661
28	Tupick	Harland K	M2MDEFAULT, Army A	3.60	4	4	\$6,173
29	Barletta	Tomas K	Haymaker, Esmeralda P	3.50	3	2	\$3,375
30	Bularz	Kevin Q	Haymaker, Esmeralda P	3.50	3	2	\$3,910
31	Enderle	Isaiah S	Haymaker, Esmeralda P	4.70	5	6	\$11,831
32	Eutsler	Alexander H	Howson, Kent	3.20	3	2	\$3,453
33				3.50	3	2	\$3,561

Ready NUM

Screen 25

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Go To:		Pay Pool Fund											
1	Funding	Calc Share Value =		1.6238%		Base Salary Increase		2.2600%		\$148,632			
2	Objectives	Share Value Used=		1.6238%		Remaining GPI		1.1600%		\$76,289			
3	Ratings and Shares	(Calculated)		Salary Increase		Total Salary Funding		3.4200%		\$224,921			
4	Salary Increase	Employees:		70		Bonus		1.0000%		\$65,766			
5	Bonus	Total CY08 Base Pay:		\$6,576,641		Total Pay Pool Funding		4.4200%		\$290,687			
6		Avg:	Avg:	Remaining \$									
7		3.36	2.63	\$39									
8													
9													
10													
11	Last Name	First Name	Average Score	Rating	Shares	Performance Payout (\$)	Rate Range Adjustment	Current Base Salary + RRA	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)	Pro-Rated Salary Increase (\$)
12													
13	Armbruster	Caryn K	3.95	4	1	\$1,551	\$1,663	\$97,212	\$931	60.0%	100.00%		
14	Ballam	Kris H	4.00	4	2	\$3,189	\$1,709	\$99,909	\$1,913	60.0%	100.00%		
15	Chiarella	Isaura O	3.20	3	4	\$5,876	\$1,575	\$92,046	\$3,526	60.0%	100.00%		
16	Dripps	Timmy B	3.55	4	6	\$10,345	\$1,848	\$108,035	\$6,207	60.0%	100.00%		
17	Kroells	Charitel P	2.80	3	4	\$7,231	\$1,938	\$113,277	\$4,339	60.0%	100.00%		
18	Popescu	William Q	2.60	3	3	\$4,577	\$1,636	\$95,610	\$2,746	60.0%	100.00%		
19	Alvarenga	Mervin W	3.75	4	2	\$3,947	\$2,115	\$123,664	\$2,368	60.0%	100.00%		
20	Corda	Cliff C	2.95	3	2	\$2,896	\$1,553	\$90,756	\$1,738	60.0%	58.40%		
21	Everheart	Barry M	3.50	3	2	\$3,410	\$1,828	\$106,850	\$2,046	60.0%	100.00%		
22	Fedalen	Hai I	3.50	3	4	\$6,927	\$1,856	\$108,510	\$4,156	60.0%	100.00%		
23	Mormon	Monty O	3.20	3	2	\$3,160	\$1,694	\$99,008	\$1,896	60.0%	100.00%		
24	Occhipinti	Levi P	3.65	4	2	\$1,364	\$731	\$42,733	\$818	60.0%	100.00%		
25	Scheffer	Louis S	4.00	4	2	\$3,219	\$1,725	\$100,852	\$1,931	60.0%	100.00%		
26	Stiebel	Kelley X	3.90	4	3	\$4,549	\$1,625	\$95,012	\$2,729	60.0%	100.00%		
27	Strength	Lorita M	3.60	4	3	\$4,960	\$1,772	\$103,607	\$2,976	60.0%	100.00%		
28	Tupick	Harland K	3.50	3	1	\$1,808	\$1,938	\$113,293	\$1,065	60.0%	100.00%		
29	Barletta	Tomas K	3.50	3	2	\$4,189	\$2,245	\$131,257	\$2,513	60.0%	77.29%		
30	Bularz	Kevin Q	4.70	5	5	\$10,564	\$2,265	\$132,381	\$6,338	60.0%	30.16%		
31	Enderle	Isaiah S	3.20	3	2	\$3,700	\$1,983	\$115,914	\$2,220	60.0%	100.00%		
32	Eutsler	Alexander H	3.50	3	3	\$5,723	\$2,045	\$119,541	\$3,434	60.0%	100.00%		

Instructions / Funding / Control Points / Objectives / Pay Pool Panel / Statistics / Summary / Rating Charts / Share Charts / Cor

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Sum=182 NUM

Screen 26

Microsoft Excel - EWB4 v 7.4.xls													
File Edit View Insert Format Tools Data Approval Window Help Adobe PDF													
Type a question for help													
BP14 =ROUND(IF((B014*BM\$11)+BM14>\$AM14,\$AM14,(B014*BM\$11)+BM14),0)													
	AK	AL	AM	AN	AO	BP	BQ	BR	BS	BT	BU	BV	BW
1													
2	Total Employees:		69			B							
3	% with 6 share:		2.90%			97.10%							
4	% with 5 share:		7.25%			89.86%							
5	% with 4 share:		8.70%			81.16%							
6	% with 3 share:		30.43%			50.72%							
7	% with 2 share:		34.78%			50.72%							
8	% with 1 share:		14.49%			15.94%							
9	% with 0 share:		1.45%										
10		Remaining \$				Remaining \$		Remaining \$					
11		\$77,368				\$1		\$0					
	Salary Increase (\$) After Range Calculations	Salary Increase after Pro-rate Check	Max Salary Increase for Pay Band & Payout	Allow Funding Re-Allocation?	% of Base Pay Increases (If Above Salary Funding)	Final Salary Increase, Funding Allocated	Pro-Rate Salary Increase (%)	Pro-Rated Salary Increase (\$)	EPI Salary (\$)	OAR Salary (\$)	New Base Salary (computed)	Control Point	Hit Control Point?
12													
13													
14	\$1,194	\$1,194	\$1,927	Yes	0.79%	\$1,927.00					\$99,139	\$0	No
15	\$1,507	\$1,507	\$3,962	Yes	1.00%	\$2,691.00					\$102,600	\$0	No
16	\$5,612	\$5,612	\$7,302	Yes	3.72%	\$7,302.00					\$99,348	\$0	No
17	\$11,586	\$11,586	\$12,855	Yes	7.69%	\$12,855.00					\$120,890	\$0	No
18	\$6,416	\$6,416	\$8,986	Yes	4.26%	\$8,986.00					\$122,263	\$0	No
19	\$2,597	\$2,597	\$5,688	Yes	1.72%	\$4,637.00					\$100,247	\$0	No
20	\$1,519	\$1,519	\$4,905	Yes	1.01%	\$2,713.00					\$126,377	\$0	No
21	\$1,045	\$1,045	\$1,045	Yes	0.69%	\$1,045.00					\$91,801	\$0	No
22	\$1,313	\$1,313	\$4,238	Yes	0.87%	\$2,344.00					\$109,194	\$0	No
23	\$6,592	\$6,592	\$8,608	Yes	4.37%	\$8,608.00					\$117,118	\$0	No
24	\$1,216	\$1,216	\$3,927	Yes	0.81%	\$2,172.00					\$101,180	\$0	No
25	\$606	\$606	\$1,695	Yes	0.40%	\$1,082.00					\$43,815	\$0	No
26	\$1,522	\$1,522	\$4,000	Yes	1.01%	\$2,717.00					\$103,569	\$0	No
27	\$3,054	\$3,054	\$5,653	Yes	2.03%	\$5,453.00					\$100,465	\$0	No

Screen 27

Microsoft Excel - Compensation_Workbench_2008_3.0-testimport.xls

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Type a question for help

AF13 =IF(\$A13="", "", IF(\$O13="No", 0, ROUND(\$AB13*\$AG13, 0)))

1	Go To:	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	
2	Funding	Salary Increase			Pay Pool Fund			Funds Allocated					
3	Objectives				Base Salary Increase	2.2600%	\$148,632						
4	Ratings and Shares				Remaining GPI	1.1600%	\$76,269						
5	Salary Increase		Employees:		Total Salary Funding	3.4200%	\$224,921	2.4478%	\$160,980	\$63,941	55.4%		
6	Bonus		70		Bonus	1.0000%	\$65,766	1.9716%	\$129,668	(\$63,902)	44.6%		
7					Total Pay Pool Funding	4.4200%	\$290,687	4.4194%	\$290,648	\$39			
8			Total CY08 Base Pay:										
9		\$6,576,641											
10			RRA: 1.74%		Apply Default			Remaining \$	\$0	EPI Salary	\$0		
11	Last Name	First Name	Rate Range Adjustment	Current Base Salary + RRA	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)	Pro-Rated Salary Increase (\$)	EPI Salary (\$)	OAR Salary (\$)	New Base Salary (computed)	
12													
13	Armbruster	Caryn K	\$1,863	\$97,212	\$931	60.0%	100.0%					\$98,143	
14	Ballam	Kris H	\$1,709	\$99,909	\$1,913	60.0%	100.0%					\$101,822	
15	Chiarella	Isaura O	\$1,575	\$92,046	\$3,526	60.0%	100.0%					\$95,572	
16	Dripps	Timmy B	\$1,848	\$108,035	\$6,207	60.0%	100.0%					\$114,242	
17	Kroells	Charlet P	\$1,938	\$113,277	\$4,339	60.0%	100.0%					\$117,616	
18	Popescu	William Q	\$1,636	\$95,610	\$2,746	60.0%	100.0%					\$98,356	
19	Alvarenga	Mervin W	\$2,115	\$123,664	\$2,368	60.0%	100.0%					\$126,032	
20	Corda	Cliff C	\$1,553	\$90,756	\$1,738	60.0%	58.40%					\$92,494	
21	Everheart	Barry M	\$1,828	\$106,850	\$2,046	60.0%	100.0%					\$108,896	
22	Fedalen	Hai I	\$1,856	\$108,510	\$4,156	60.0%	100.0%					\$112,666	
23	Mormon	Monty O	\$1,894	\$99,008	\$1,896	60.0%	100.0%					\$100,904	
24	Occhipinti	Levi P	\$731	\$42,733	\$818	60.0%	100.0%					\$43,551	
25	Scheffer	Louis S	\$1,725	\$100,852	\$1,931	60.0%	100.0%					\$102,783	
26	Stiebel	Kelley X	\$1,625	\$95,012	\$2,729	60.0%	100.0%					\$97,741	
27	Strength	Lorita M	\$1,772	\$103,607	\$2,976	60.0%	100.0%					\$106,583	
28	Tupick	Harland K	\$1,938	\$113,293	\$1,085	60.0%	100.0%					\$114,378	
29	Barletta	Tomas K	\$2,245	\$131,257	\$2,513	60.0%	77.29%					\$133,770	
30	Bularz	Kevin Q	\$2,265	\$132,381	\$6,338	60.0%	30.16%					\$138,719	
31	Enderle	Isaiah S	\$1,983	\$115,914	\$2,220	60.0%	100.0%					\$118,134	
32	Eutsler	Alexander H	\$2,045	\$119,541	\$3,434	60.0%	100.0%					\$122,975	
33												\$116,200	

Ready NUM