Market Analysis

- Link to Benchmark
- Advanced Matching
- Copy Match
- Second-Year Matching
Users can link survey market data to jobs and analyze the differences between pay and market.

The flow chart on the following page shows the typical process a user would go through to market price a job in the Talent|REWARD tool.
Market Analysis Process Flow

1. **Job analysis assignment received**
2. Log in to Talent|REWARD
3. Search for job to be analyzed
4. Click on job title to review existing matches

If existing matches are appropriate

   - To add a new match, begin matching process
     - Select Add
     - Select desired surveys and scopes to be used in analysis
     - Click on Survey Job Title to review job titles (and descriptions where available)
     - Use filter choices to further filter by survey job title, code, criteria, etc.
     - Click View Jobs to see matches meeting your criteria
     - Review and select appropriate matches
     - Click on Edit Matches
     - Determine any weightings or adjustments needed
     - Determine any premium or discount required

     Add comment to document reason for adjustment or other pertinent information
     - Click on SAVE

Review detailed information on screen
Adjust settings to reflect desired reporting/analysis
Run Market Match Report (filtered for specific job code)
In REWARD there are two ways to approach market analysis:

- Market price a single job
- Market price a group of jobs at the same time

Both processes are addressed in the following pages, and both processes begin on the Job Records screen.
### Market Pricing a Single Job

#### Job Records

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Job Family</th>
<th>Region Code</th>
<th>EE</th>
<th>Avg Pay</th>
<th>Market Value (Base)</th>
<th>Compa Central</th>
<th>Grade Level</th>
<th>Market Predicted Grade</th>
<th>Structure Name</th>
<th>Grade Min</th>
<th>Grade Midpoint</th>
<th>Grade Max</th>
<th>Job Has Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>290650</td>
<td><strong>Application Programmer II</strong></td>
<td>IT</td>
<td>US</td>
<td>134</td>
<td>$90,113</td>
<td>$82,416</td>
<td>50% 11</td>
<td>11</td>
<td>11</td>
<td>2010-11 US Structure</td>
<td>$75,354</td>
<td>$79,131</td>
<td>$83,926</td>
<td>Yes</td>
</tr>
<tr>
<td>287728</td>
<td><strong>Applications Programming Consultant Manager</strong></td>
<td>IT</td>
<td>US</td>
<td>59</td>
<td>$135,102</td>
<td>$129,536</td>
<td>50% 15</td>
<td>15</td>
<td>15</td>
<td>2010-11 US Structure</td>
<td>$85,694</td>
<td>$93,341</td>
<td>$101,768</td>
<td>Yes</td>
</tr>
<tr>
<td>283833</td>
<td><strong>Applications Programming Consultant Analyst Sr.</strong></td>
<td>IT</td>
<td>US</td>
<td>175</td>
<td>$92,939</td>
<td>$87,939</td>
<td>50% 14</td>
<td>14</td>
<td>14</td>
<td>2010-11 US Structure</td>
<td>$74,931</td>
<td>$82,302</td>
<td>$90,623</td>
<td>Yes</td>
</tr>
<tr>
<td>202107</td>
<td><strong>Applications Systems Manager</strong></td>
<td>Sing</td>
<td>10</td>
<td>90</td>
<td>$92,934</td>
<td>$87,939</td>
<td>50% 14</td>
<td>14</td>
<td>14</td>
<td>2010-11 US Structure</td>
<td>$74,931</td>
<td>$82,302</td>
<td>$90,623</td>
<td>No</td>
</tr>
<tr>
<td>287688</td>
<td><strong>Computer Technician Associate I</strong></td>
<td>IT</td>
<td>US</td>
<td>17</td>
<td>$34,366</td>
<td>$40,070</td>
<td>50% 04</td>
<td>04</td>
<td>04</td>
<td>2010-11 US Structure</td>
<td>$38,666</td>
<td>$41,565</td>
<td>$44,465</td>
<td>Yes</td>
</tr>
<tr>
<td>283232</td>
<td><strong>Consultant I</strong></td>
<td>IT</td>
<td>US</td>
<td>22</td>
<td>$40,016</td>
<td>$40,217</td>
<td>50% 05</td>
<td>05</td>
<td>05</td>
<td>2010-11 US Structure</td>
<td>$31,651</td>
<td>$40,104</td>
<td>$48,517</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Click on the job title to go to the market matches screen*
If a job has already been priced, you will see the market matches on the screen.
If a job has not yet been priced, or you want to add additional survey match data, click Add to go to Talent|REWARD’s survey data library.
Matching includes a 4-step process:
1. View existing matches
2. Search for matches
3. Select matches
4. Edit matches (checkout)
The first time you use the survey library, you should click on Advanced Options to define what you will see when you enter the survey data library.
Advanced Survey Data Filter Options

Users can control what surveys will be included in survey library searches.

Users can control the match hints and selections that appear in survey library searches.

Make your selections and click on Save.

Changes will be reflected next time you enter the survey library.
Searching for Market Data

Once the advanced settings have been established, you can further filter data to find the best match. Filter based on survey Job Title, survey Job Description, Scope or Survey Job Code by typing in the designated fields and clicking on Apply.

Select Show Columns to add columns and search on fields such as career map ladder and level.
If you don’t know the title or code you are interested in, click on **Survey Job Title** to review Survey Job Titles and Survey Job Descriptions (if available and loaded into the database).
Creating Market Data Filters

- Talent|REWARD allows you to create and save your filter settings so that you can use pre-established survey and scopes for your data analysis.

- The process:
  1. Select **Clear All Selections**
  2. Click on column header, such as **Survey Label**
     - This will bring up a list of field choices (surveys); select desired option
  3. Click on additional column header, such as **Scope**
     - This will bring up a list of available choices (scopes) within the surveys you previously selected; select your desired scopes
  4. Save your setting
     - Name your setting
     - Click **OK**; search will now appear in drop-down list of saved searches
For searches needed frequently, users can save market data searches by clicking on Save Search and then naming the search.

Use saved searches by selecting them from the Restore Search drop-down or delete saved searches from the Delete Search drop-down.
Searching for Market Data

- Once you have narrowed your search down to fewer than 500 potential matches, REWARD allows you to review those results more closely.

<table>
<thead>
<tr>
<th>Survey Vendor</th>
<th>Survey Label</th>
<th>Survey Job Title</th>
<th>Level</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>General Programmer/Analyst (1820)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Generic Systems/Applications Programmer (1865)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mainframe Programmer (1820)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operating Systems Programmer (1860)</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

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## Selecting Survey Matches

### Instructions:
- **Click here to return to market data search screen**
- **Click here to sort survey results**
- **Click here to finalize matches**
- **Click here to review the survey job description**
- **Click here to edit the survey data for this survey job**
- **Click the box to select the desired matches**

### Survey Matches Table:

<table>
<thead>
<tr>
<th>Match</th>
<th>Survey Vendor</th>
<th>Survey Name</th>
<th>Effective Date</th>
<th>Survey Job Title</th>
<th>Survey Job Code</th>
<th>Scope</th>
<th>50th %ile Range</th>
<th>Incumbents</th>
<th>Companies</th>
<th>Global Grad</th>
<th>Matches</th>
</tr>
</thead>
</table>

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## MARKET ANALYSIS

**Editing Matches**

Confirm which Match Year is being used

Add match comments here

Use this field to change the weight of the match

Click here to finish . . .

*data is not considered matched until you SAVE*

Use this field to add a premium or discount to the match

---

**Candidate Matches**

<table>
<thead>
<tr>
<th>Match</th>
<th>Survey Source</th>
<th>Survey Name</th>
<th>Survey Job Title</th>
<th>Survey Job Code</th>
<th>Survey Level</th>
<th>Scope</th>
<th>Global Grade</th>
<th>Incumbents/Companies</th>
<th>Weight</th>
<th>Adj %</th>
<th>Match Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towers Watson</td>
<td>2010 Towers Watson Geographic Report on Information Technology Personnel Compensation</td>
<td>Operating Systems Programmer</td>
<td>1800</td>
<td>1</td>
<td>State: New York</td>
<td>6</td>
<td>4</td>
<td>51,230.00</td>
<td>100</td>
<td>0</td>
<td>%</td>
</tr>
<tr>
<td>Towers Watson</td>
<td>2010 Towers Watson Geographic Report on Information Technology Personnel Compensation</td>
<td>Operating Systems Programmer</td>
<td>1800</td>
<td>1</td>
<td>State: New York</td>
<td>6</td>
<td>4</td>
<td>51,230.00</td>
<td>100</td>
<td>0</td>
<td>%</td>
</tr>
</tbody>
</table>

---

Your matches will not be saved until you press the button.

- save
- cancel

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Click Sections to choose what types of data will appear on the screen.

**Display Sections**

- **Job Information:** This section displays information about the job such as code, title, job family, salary structure, grade ranges, number of incumbents, and pay information.

- **Incumbent List:** This section lists the incumbents for this job.

- **Survey Matches Analyses (Text):** This section displays the salary survey matches for this job and the associated pay values. Summary pay information is displayed along with differentials that compare market pay vs. employee pay.

### Incumbents

<table>
<thead>
<tr>
<th>Name</th>
<th>Pay</th>
<th>Job Title</th>
<th>Annual Salary Amt</th>
<th>Market Value (Base)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfred, Nicole</td>
<td>$9,242,665</td>
<td>Application Programmer II</td>
<td>$76,149</td>
<td>$68,228</td>
</tr>
<tr>
<td>Bar-Lev, David</td>
<td>$8,888,568</td>
<td>Application Programmer II</td>
<td>$68,725</td>
<td>$68,228</td>
</tr>
<tr>
<td>Bell, Benjamin</td>
<td>$8,685,758</td>
<td>Application Programmer II</td>
<td>$65,857</td>
<td>$68,228</td>
</tr>
<tr>
<td>Driskill, Mark</td>
<td>$8,567,568</td>
<td>Application Programmer II</td>
<td>$64,567</td>
<td>$68,228</td>
</tr>
</tbody>
</table>

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Click Survey Data to choose what survey pay types and comparators will be used in analyses.
Click Analyses to choose which survey and employee pay components are to be used in the calculation of market values and employee pay values.

User can create up to three different analyses for comparing market pay and employee pay.
Other User Options

Click Other to change the calculation options

Users can set the market range to be a specific percentage above and below the market value

Users can select whether they want the differential to be a percent-of-market or percent-of-pay calculation

Users should check this box if they want to view the market and employee calculations as incumbent-weighted statistics

Users should indicate whether they want the differential shown in the system and on reports to be the market values compared to the average incumbent pay or the grade midpoint
## Market Matches Screen: Interactive Chart

**MARKET ANALYSIS**

**Click here to launch Interactive Chart depicting employee, job and market data**

### Application Programmer II (298058-7/US) as of June 1, 2010

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Job Family</th>
<th>Region Code</th>
<th>EEs</th>
<th>Avg Pay</th>
<th>Benchmark Status</th>
<th>Market Value (Base)</th>
<th>Comparator</th>
<th>Grade Level</th>
<th>Market Predicted Grade</th>
<th>Structure Name</th>
<th>Grade Min</th>
<th>Midpoint</th>
<th>Grade Max</th>
<th>Job Has Match</th>
<th>Misc.</th>
<th>EE Pay</th>
<th>FTE Base</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>298058</td>
<td>Application Programmer II</td>
<td>II</td>
<td>US</td>
<td>134</td>
<td>$90,113</td>
<td>$88,226</td>
<td>30th Percentile</td>
<td>JM/C</td>
<td>--</td>
<td>Job Market Ranges</td>
<td>--</td>
<td>$70,000</td>
<td>$75,000</td>
<td>$80,000</td>
<td>Yes</td>
<td></td>
<td>$78,369</td>
<td>$78,369</td>
<td></td>
</tr>
</tbody>
</table>

**Job Matches**

- **add**
- **edit**
- **advanced matching**
- **link to benchmark**
- **market price override**
- **preview report**

**Actions**

<table>
<thead>
<tr>
<th>Action</th>
<th>Survey Name</th>
<th>Survey Job Title</th>
<th>Survey Level</th>
<th>Survey Job Code</th>
<th>Scope</th>
<th>Incumbents</th>
<th>Companies</th>
<th>Global Grade</th>
<th>Weight</th>
<th>Adj</th>
<th>Pay Type</th>
<th>50th %tile</th>
<th>65th %tile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010 Towers Watson Geographic Report on Information Technology Personnel Compensation (1/2010)</td>
<td>Operating Systems Programmer</td>
<td>1</td>
<td>1850</td>
<td>State</td>
<td>New York</td>
<td>5</td>
<td>4</td>
<td>--</td>
<td>100</td>
<td>0.0%</td>
<td>Base Actual Total Cash Amt</td>
<td>$51,250</td>
</tr>
<tr>
<td></td>
<td>2010 Towers Watson Geographic Report on Information Technology Personnel Compensation (1/2010)</td>
<td>Operating Systems Programmer</td>
<td>All</td>
<td>1850</td>
<td>State</td>
<td>New York</td>
<td>238</td>
<td>39</td>
<td>--</td>
<td>100</td>
<td>0.0%</td>
<td>Base Actual Total Cash Amt</td>
<td>$77,000</td>
</tr>
</tbody>
</table>

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Interactive Chart Results

**Salary Structure range**

**Market Rate**

**Competitive Market Range**

**Average Actual Employee Pay**

**Diamonds represent employees grouped by pay rate; the size of the diamond increases with the number of employees in that group**

**Percentiles on chart coincide with those selected in the Survey Data screen**

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Application Programmer II (296058-7/US)

- Market: Base
- Job Market Ranges
- FTE Base
- Incumbent Pay Distribution

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Interactive Chart Results

Click on a red diamond to bring up a list of employees in that pay grouping.
**Market Matches Screen: Preview Report**

**MARKET ANALYSIS**

Click here to preview and print a market pricing report for this job.
## Market Pricing Report

### Client Job Information
- **Job Title**: Application Programmer II
- **Job Code**: 206069
- **Qualifier**: 7
- **Region**: US
- **EEs**: 134
- **Job Family**: IT

### Salary Structure Name and Grade
- **Salary Structure Name and Grade**: WMR
- **Job Market Bands**: JMR
- **JMR**: Min, mid, Max:
  - Min: 78.000
  - Mid: 88.000
  - Max: 98.000
- **Base**: 78.360
- **Low**: 90.113
- **Avg**: 104.482

### Market Data
- **Date to which all market data is aged**: 1-Jan-2010
- **Survey Pay Rates for each market percentile**
  - 50th Percentile: 51.260
  - 55th Percentile: 60.500
  - 55th Percentile: 52.380
  - 55th Percentile: 60.940

### Survey Job Title and Code
- **Job Title**: Operating Systems Programmer / MIS, Level 1
- **Wgt**: 100
- **Adj**: 0.0%
- **Page**: 4
- **Inc**: 5
- **Survey Pay Type**
  - **Actual Total Cash**: 37.000
  - **Actual Total Cash**: 86.702
  - **Actual Total Cash**: 61.490

### Survey Name
- **State**: New York
- **Scope Measure used for this data cut**

### Pay
- **Pay = the average compensation for incumbent in this job**
- **Base Pay**: 86.228
- **Market Pay**: 94.113
- **Difference**: 14.8%

### Differential Percentage
- **Differential Percentage = average pay relative to the market**
After viewing the report, jump to other areas in REWARD.
Market Pricing — Multiple Jobs

- The process for market pricing multiple jobs is very similar to pricing a single job:
  - To price multiple jobs, you need to select which jobs will be priced:
    1. Create a search from the Jobs tab to identify jobs to be matched
    2. Select jobs to include in the market pricing
    3. From the Action drop-down, select Add Survey Matches
    4. Search for matches — you will be searching for matches appropriate for all jobs
    5. Select possible market matches for all positions
    6. Edit final matches for each individual job and save decisions for all jobs in the set
- The 6-step process follows for matching multiple jobs
From the Jobs tab, create a simple or advanced search to locate the jobs you wish to price.

**Simple search - jobs**

- **Job Title**: Type the job title you want to search for.
- **Contains the words**: Enter the keywords you want to search for.

**Advanced search - jobs**

- **Your saved search name**: Accountants in New York
- **Expression builder**
  - **Connector**: ( 
  - **Column**: Job Title
  - **Operator**: Not Equals
  - **Value**: Accountant
  - **Operator**: Equals
  - **Value**: New York

**Search Expression**

```
JobTitle like &Accountant AND WorkLocation = New York
```

When apostrophes are used, an additional apostrophe is required, e.g., [jo's dog] must read as [jo"s dog]
Multiple Job Pricing — Step 2: Select Jobs

**MARKET ANALYSIS**

Select jobs to include in multiple job pricing

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Job Family</th>
<th>Region Code</th>
<th>EEa</th>
<th>Avg Pay</th>
<th>Benchmark Status</th>
<th>Market Value (Base)</th>
<th>Comparator</th>
<th>Grade Level</th>
<th>Market Predicted Grade</th>
<th>Structure Name</th>
<th>Grade Min</th>
<th>Grade Midpoint</th>
<th>Grade Max</th>
<th>Job Has Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>202860</td>
<td>Accountant I</td>
<td>Accounting/Finance</td>
<td>US</td>
<td>1</td>
<td>$42,832</td>
<td>65th %tile</td>
<td>$51,300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>202861</td>
<td>Accountant I</td>
<td>Accounting/Finance</td>
<td>US</td>
<td>2</td>
<td>$45,274</td>
<td>50th %tile</td>
<td>$58,045</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>208051</td>
<td>Accountant II</td>
<td>Accounting/Finance</td>
<td>US</td>
<td>4</td>
<td>$55,727</td>
<td>65th %tile</td>
<td>$88,045</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>208011</td>
<td>Accountant II</td>
<td>Accounting/Finance</td>
<td>US</td>
<td>8</td>
<td>$55,727</td>
<td>50th %tile</td>
<td>$88,045</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
Once jobs are found, click Add Survey Matches from the Actions drop-down.
Follow the same search steps you would to price one job; however, note that multiple jobs are being matched.
**Multiple Job Pricing — Step 4: Select Match Candidates**

Select the matches most appropriate for jobs being priced.

<table>
<thead>
<tr>
<th>Match</th>
<th>Survey Vendor</th>
<th>Survey Name</th>
<th>Effective Date</th>
<th>Survey Job Code</th>
<th>Survey Job Title</th>
<th>Survey Level</th>
<th>Scope</th>
<th>65th %ile Base (USD)</th>
<th>Incumbents</th>
<th>Companies</th>
<th>Global Grade</th>
<th>Matches</th>
</tr>
</thead>
</table>
Similar to single job matching, match decisions will be made in Edit Matches; however, when matching multiple jobs, match decisions can be made for all jobs in one process.

Click here to finish . . . data is not considered matched until you SAVE.
Building a Display Library

Previously saved displays are retrieved using the Select Display drop-down

Different screen displays can be created and saved to analyze different pay elements and statistics
This display shows base pay at the 50th percentile for each match individually in aggregate.
To Complex...

This display compares base pay and actual total cash amount at the 50th, 65th and 75th percentiles.
Creating a New Display

1. Click on the Save Display link

2. Use the options in Sections, Survey Data, Analyses, and Other to configure your screen
Link to Benchmark
How to Link Benchmark Jobs

- The market value of a job can be connected to the survey matches and market value of another job using the **Link to Benchmark** feature.

1. Select the job without a market value that is to be linked to another job.
How to Link Benchmark Jobs

**Step 2:** On the job matches screen, click Link to Benchmark

---

**Note:** Do not use this functionality if your job has been market priced — existing matches and market values will be lost.
How to Link Benchmark Jobs

3: Identify the benchmark job by entering key information and clicking Search
How to Link Benchmark Jobs

4: Click on the Job Title to select the benchmark job that has survey matches and market value to be used as a reference for your job
How to Link Benchmark Jobs

5: Add a comment that explains why this link was made or why an adjustment was used.

6: If appropriate, adjust the market value by entering an adjustment factor. For example; if the benchmark job is priced using the National scope, and the job you are linking it to is priced at 10% below National, you should enter an adjustment of .90.

7: To confirm the link, select Create or Modify Link.
How to Link Benchmark Jobs

- When you view the matches for a linked job, you are really viewing the matches for the benchmark job. An indicator tells you this job is linked to a benchmark job.

Indicates the benchmark job to which this job is linked

You may UNLink or Edit Link
To search for Benchmarked or Linked jobs, select the new Benchmark Status column in the Job Search and search for “B” or “L”.

The Benchmark Status column can be added to the job view by creating a custom view (see Tools: Custom Views).
Advanced Matching
From the job matches screen, click Advanced Matching
Advanced Matching: Job Matching Options

Job Matching Options

<table>
<thead>
<tr>
<th>New Match</th>
<th>Copy Match</th>
<th>Second-Year Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;I need to search the survey database to find an appropriate match for Accountant.&quot;</td>
<td>&quot;I want to copy matches from another market-priced job, perhaps from another database, and apply those matches to Accountant.&quot;</td>
<td>Copy matches from previous-year surveys into their current-year survey equivalent.</td>
</tr>
</tbody>
</table>

- New Match link is used to add survey data
- Copy Match link is used to copy matches from one job to another
- Second-Year Match link is used to update matches from one match year to another with new survey data
Copy Match
To copy the matches from one job to another, select Copy Match from the Advanced Matching – Job Matching Options screen.
Advanced Matching: Copy Match

- Search for the position to copy matches from

INSTRUCTIONS for copying matches

You have chosen to add matches to this job by copying existing survey matches from another job.

To make this work, fill in the "Job Title" field on the left with the job title (or a fragment of the job title) of an existing job that you'd like to search for, and then click on the Display Existing Matches button. The idea is to copy matches from the jobs that you find to the current job.

Note that the search results will only contain jobs that have been matched to market data.

When you find a job that you want to copy matches from (they'll show up as a list on the right), click on the job title of the jobs that you want. This will copy the matches from the selected job to your shopping cart for the current job, and take you to the checkout screen, where you can adjust them, delete them, etc. Note that you aren't actually making any matches until you provide confirmation on the checkout screen.

To get this help text back at any time during the search process, click on the Search Tips button.
Copy Match

The job title and job code for the position you are currently pricing

Enter the title of the job you want to copy matches from

Click on Display Existing Matches to view potential matches
To copy or review the matches from these jobs, click on the job title. This will take you to Match Checkout where you can review the matches.

Click on the Job Title to copy and review matches.
Select this option if you want to copy the weightings and adjustments used in the original job.

Confirm matches are appropriate for your position, make any adjustments needed and click Save.
Second-Year Matching
When new salary surveys are published, you can update the matches to use the new survey data by using the **Second-Year Matching** process.

**Note:** Even though Second-Year Match is accessed through a single job, the process will apply to all jobs.
Access to Second-Year Matching

Job Matching Options

<table>
<thead>
<tr>
<th>New Match</th>
<th>Copy Match</th>
<th>Second-Year Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;I need to search the survey database to find an appropriate match for Accountant II.&quot;</td>
<td>&quot;I want to copy matches from another market-priced job, perhaps from another database, and apply those matches to Accountant II.&quot;</td>
<td>Copy matches from previous-year surveys into their current-year survey equivalents.</td>
</tr>
</tbody>
</table>

Select Second-Year Match from the Job Matching Options
• Review the match results

# Year 1 Matches shows the number of original matches

# Year 2 Did Match shows the number of matches made to the new survey

If the # Year 1 Matches does not equal the # Year 2 Did Match, click on the Manual Reconciliation Link
The screen that appears is designed to help you link last year’s jobs to this year’s jobs. One side of the screen is devoted to the jobs from **Last Year’s Survey** that were used, and the other side is devoted to all the jobs from **This Year’s Survey**.

The screen is designed for a user to select a job from **Last Year’s Survey** then click on **Link** next to the appropriate job from **This Year’s Survey**.
Options — Last Year’s Survey

- Sort by job title or code
- Configure the screen so that Last Year’s survey is on the left or right
- Choose to refresh Last Year’s Survey after each reconciliation

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Level</th>
<th>Scope</th>
<th>select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>7250</td>
<td>2</td>
<td>For-Profit Organizations All Organizations</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>7250</td>
<td>2</td>
<td>For-Profit Organizations Sector: Health Care</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>7250</td>
<td>2</td>
<td>For-Profit Organizations United States</td>
<td></td>
</tr>
</tbody>
</table>
Options — This Year’s Survey
- Show similar jobs or all. If you don’t want REWARD to filter its best-guess choices, select all
- Turn ratings (symbols) on or off
- Show Translated on or off

<table>
<thead>
<tr>
<th>Link</th>
<th>Job Title</th>
<th>Job Code</th>
<th>Level</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Link Icon]</td>
<td>Administrative Services - No Applicable Discipline Entry</td>
<td>AAS999</td>
<td>U1</td>
<td>For-Profit Organizations All Organizations</td>
</tr>
<tr>
<td>![Link Icon]</td>
<td>Administrative Services - No Applicable Discipline Intermediate</td>
<td>AAS999</td>
<td>U2</td>
<td>For-Profit Organizations All Organizations</td>
</tr>
<tr>
<td>![Link Icon]</td>
<td>Administrative Services - No Applicable Discipline Lead</td>
<td>AAS999</td>
<td>U4</td>
<td>For-Profit Organizations All Organizations</td>
</tr>
<tr>
<td>![Link Icon]</td>
<td>Administrative Services - No Applicable Discipline Senior</td>
<td>AAS999</td>
<td>U3</td>
<td>For-Profit Organizations All Organizations</td>
</tr>
</tbody>
</table>
The symbols have specific meanings:
- ** giochi = Data matches from Year 1 to Year 2**
- ** x = Data does not match from Year 1 to Year 2**
- ** ? = Data partially matches from Year 1 to Year 2**

Select a job from the list under Last Year’s Survey and This Year’s Survey will refresh with best-guess choices.
Identify the appropriate match from This Year’s Survey and click on the Link icon.

**Note:** The screen will refresh after selecting the Link icon, however you should repeat this process until all of the jobs under Last Year’s Survey have been manually reconciled.
Translations

- REWARD looks for an exact match of the text from the previous year’s survey to the current year’s survey, so if data changes from one year to the next, REWARD will not identify it as a match.
- Translations allow users to tell REWARD that X from last year is equal to Y this year.
- This often happens with survey scopes – for example what was “United States” in last year’s scopes, may be “U.S.” this year.

Click Translate from This Year’s Survey

Second Year Match Translations

<table>
<thead>
<tr>
<th>Link</th>
<th>Job Title</th>
<th>Job Code</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no translations yet.

Add + Apply Translations
Advanced Matching — Second-Year Match

Second Year Match Translations

1. Enter the translations to be made

2. Click Save

3. When all translations have been entered, click Apply Translations and complete the second year matching process
• Second-Year matches can be recalled (deleted) for any survey-equivalent pair.

Second-Year matches can be recalled (deleted) for each survey-equivalent pair.