

**California State University
MPP Benchmark Salary Survey**

Survey Tool Instructions

**Human Resources
2004**

Introduction

Human Resources created the MPP Benchmark Salary Survey data collection tool to simplify the data collection process and minimize the workload for campuses. These improvements were based on campus recommendations with one goal in mind: Create the least amount of work for CSU HR Professionals while delivering the highest quality report. With the database tool, you only need to provide a few data elements for each benchmark match. Human Resources will then retrieve the remainder of the employee data (base salary, grade level, MPP Job Code, etc.) from the Campus Information Retrieval System (CIRS).

We hope you continue to find the process to be user-friendly, fast and efficient. We welcome any feedback and suggestions you may have for further enhancements.

If you need any assistance, please contact Ezequiel Navarro at (562) 951-4456 or Arlene Coronel at (562) 951-4419.

Contents

I. Entering Campus Information

II. Viewing and Printing Reports

III. Submitting the MPP Benchmark Salary Survey to Human Resources

Main Toolbar

You can access the sections discussed in these instructions from the main toolbar. The toolbar contains the following options:

Contact Information

Match Entries

Campus Reports

- Campus Benchmark Report
- Campus Worksheet
- Job Description by Job Title
- Job Descriptions by Survey Code

Survey Tool Instructions

Navigating through Survey Codes

There are a few ways of locating specific Survey Codes, below are two examples.

A. Navigating through the Records in the Database

B. Using Survey Codes to Quickly Locate Job Titles

Screenshot: Navigation Bar



A. Navigating through the Records in the Database

Job Titles are sorted numerically by Survey Code. The navigation buttons are an efficient way to move to the first, previous, next, or last record.

First Record: Click to view the first job title in the recordset

Previous Record: Click to view the previous job title in the recordset

Next Record: Click to view the next job title in the recordset

Last Record: Click to view the last job title in the recordset

B. Using Survey Codes to Quickly Locate Job Titles

You can also search the database for a Job Title using its Survey Code.

1. Place the cursor in the "Survey Code" field and type Control+F or click on the binoculars icon.
2. If it isn't already, select the option "Any part of field" from the Match drop-down menu.
3. Enter the Survey Code in the "Find What" field.
4. Click on the Find Next button until you locate the Job Title you want to benchmark.
5. Click on the Cancel button to return to the form.

I. Entering Campus Information

The database contains incumbent information for the positions your campus benchmarked in 2003. Please verify that all incumbent information is still current for each benchmark (e.g., PIMS position number, working title, etc.). If the incumbent data is not current, please update.

Note on Microsoft Access:

There is not a "save" action in Access databases. Each form will automatically save the information as it is entered. Use the TAB key to move from one field to the next on the following forms.

Contact Information

Enter your name, title, phone number, e-mail and select your campus.

Screenshot: Contact Information Form

Match Entries

Use the Match Entries form to enter incumbent information for each benchmark.

1. Click on "Match Entries" on the main toolbar.
2. Locate the Job Title/Survey Code for which you want to enter benchmark information.
3. Under Incumbent Information, select your campus from the drop-down menu, enter the employee's PIMS position number (format: WWW-XXX-YYYY-ZZZ), last 4 digits of their social security number, last name, first name, and working title.
4. Deleting existing incumbent data: If necessary, select the row of data you want to delete (click the right-pointing triangle), then from the Edit menu, choose "Delete Record".

Screenshot: Match Entries Form

When entering incumbent information, please note the following:

1. Report only MPP employees on the campus CSU payroll as of April 1, 2004.
2. Do not include Foundation or other non-CSU employees.
3. If your campus does not have a comparable position, leave the incumbent information blank for that Survey Code.
4. If the position is vacant, do not report any information for the current year. Delete existing incumbent data, if necessary.
5. For positions with multiple incumbents, enter each employee's information in a separate row (record). [Critical Step]
6. For incumbents in multiple positions, only benchmark to position(s) where he/she is fulfilling ALL the responsibilities of the job.
7. **Please return the MPP Benchmark Salary Survey to Human Resources by Thursday, April 15, 2004.**

II. Viewing and Printing Reports

The following reports are accessible for campus use from the "Campus Reports" drop-down menu on the main toolbar.

- A. Campus Benchmark Report
- B. Campus Worksheet
- C. Job Descriptions by Job Title
- D. Job Descriptions by Survey Code

Note: To ensure proper viewing, please adjust all margins to .25 inches. Click on File, Page Setup, Margins.

A. Campus Benchmark Report

Generates a report of Job Descriptions and the data you entered into the database. Print a copy of this report when you have completed entering all your incumbent information. The report is sorted by Survey Code. Vacant Positions are listed at the end of the report.

Report Snapshot: Campus MPP Benchmarked Positions

Your Campus

Long Beach

Job Title

Survey Code

001 - Vice President/Provost, Academic Affairs

Description

The senior academic official responsible for providing executive guidance, direction and policy formation for the...

| Position Number | Last 4 SSN | Last Name | First Name | Working Title |
|------------------|------------|-----------|------------|--|
| 111-023-4546-001 | 2355 | Doe | Joanne | Provost and Vice President, Academic Affairs |

Note: If the report contains information for a different campus, you need to correct the campus selection for the incumbent.

B. Campus Worksheet

You can use a printed copy of this worksheet to assist you in your data gathering process. You can write on the worksheet and then later key the information into the Data Entry Form. The worksheet is sorted by Survey Code.

Report Snapshot: Campus Worksheet

Job Title

Survey Code

001 - Vice President/Provost, Academic Affairs

Description

The senior academic official responsible for providing executive guidance, direction and policy formation for the...

| Position Number | Last 4 SSN | Last Name | First Name | Working Title |
|-----------------|------------|-----------|------------|---------------|
| | | | | |

C.-D. Job Description Reports

View and print an alphabetical list by Job Title, or a numeric list by Survey code, of all positions in the MPP Benchmark Salary Survey.

Report Snapshot: Job Descriptions by Job Title

Survey Code

Job Title

062

Associate Dean, Graduate Programs

Description

Under direction of the dean, provides administrative support to the Graduate Program. Responsibilities may...

III. Submitting the MPP Benchmark Salary Survey to HR Administration

Verify the Campus Benchmark Report

After you have verified the data and made the necessary corrections, print the final report for your reference. Please save a copy of the database file to a CD or diskette, and store in a safe place since this file contains confidential employee information.

Due Date

Thursday, April 15, 2004

Questions

Questions on the MPP Benchmark Salary Survey data collection tool can be directed to Arlene Coronel at (562) 951-4419 or Ezequiel Navarro at (562) 951-4456.

Submit the MPP Benchmark Salary Survey to Human Resources Administration

Once you have completed all the data entry and validation outlined in these instructions, please return the diskette via mail to:

Arlene Coronel
CSU Office of the Chancellor Human Resources
401 Golden Shore, 4th Floor
Long Beach, CA. 90802-4210

IMPORTANT NOTE: DO NOT SEND THE DATA FILE BACK VIA E-MAIL.

This file contains confidential employee information.

**Please submit to Human Resources Administration
by Thursday, April 15, 2004.
Thank you!**