Milliman Online Results - Quick Reference Guide

CREATE CUSTOM DATA BREAKOUTS BASED ON USER-SELECTED GROUPS OF COMPARABLE ORGANIZATIONS

Access Results

surveyresults.milliman.com



1. Log in to your results account

To access the data results, go to **surveyresults.milliman.com**. Enter your **user ID and password** from your survey results email. Under "Your Surveys" click the survey name..

2. Download Reports



Download the full pdf report and the spreadsheet summaries including **prevalent data breakouts, job descriptions, participant directory, salary adjustment trends, compensation / benefit policy issues, graphical analysis, and more**.

3. Create Custom Reports

Generate **custom data breakouts** aligned to your specific labor market and compensation needs.

- ✓ Pay Period*: Annual, Monthly, Hourly
  - ✓ *Conversion based on 2080 annual hours.
- ✓ Search Job
- ✓ Job Category/Title
- ✓ Set Criteria (Data Filter Options)
- ✓ Adjust Salary (Age Actual Salaries and Salary Ranges)
- ✓ Save Criteria

Start with the list of jobs on the left. Select a Job **Category** then select a Job **Title**. (Need help finding a job? Click on the “Search Job” button.) View the duties and responsibilities associated with the job under the job title at the top of the page. Click on **Read More** for the full description, if applicable.

Help/Tip

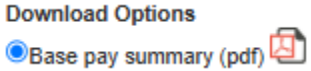
***Note to Participants**: View **Your Job Title** and **Your Job Code** just above the job description, where applicable.*

4. Set Criteria



To customize your report, select the **Set Criteria** button. Scope the data by predefined criteria (in gray) including geographic location, organization size, industry, etc. When you are finished making your selections in the gray area of the window, click on the **Update Selected Orgs** button at the bottom of the screen. Organizations that match your criteria will be checked in the Organizations Matching Criteria window. Organizations not matching the criteria selections will appear in the Not Matching Organizations window. You can further refine the group of comparable organizations included in your scope by selecting or deselecting organizations matching criteria/not matching lists (do not select “Update Selected Orgs” again after selecting or deselecting organizations matching criteria/not matching, as this will reset any manual selections). When you have completed your criteria settings, click on **Apply to Results**.

5. Base pay summary (pdf)



Click the **Print / Download report** button and select “**Base pay summary (pdf)**” to generate base pay summary data including a record of the criteria filters applied to the result set, and a list of organizations matching the overall report criteria.

6. Save Criteria



To create and save your unique criteria set, select the **Save Criteria** button. Enter a short description, e.g., Peer Group 1, and click “Add Criteria Set.” Your new description will show up in the “Current criteria set” window. Click on the **Set Criteria** button at the top of the screen. Your survey criteria description will show at the top of the screen. Make your selections from the available criteria and, when you have completed your criteria settings, click on **Apply to Results**.

Help/Tip

***Note to Participants**: See option to exclude (or include) your data in the market analyses at the top of the screen of the **Survey Criteria** window.*

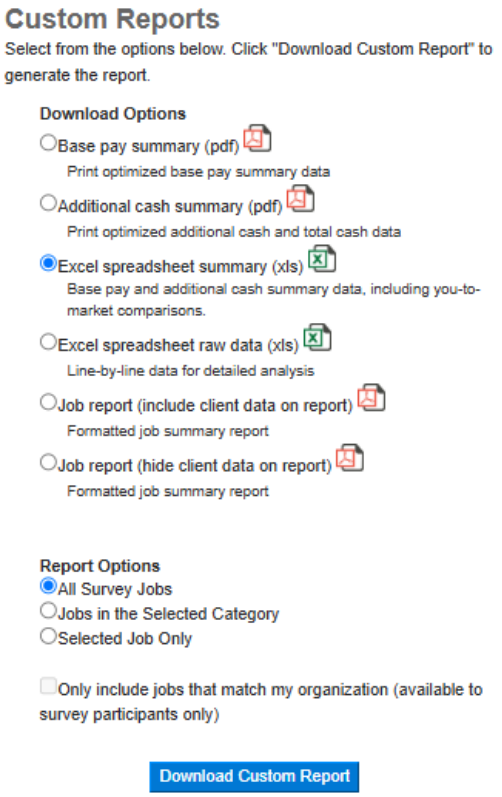
Download reports

Download reports for one job, one category, or all jobs in the survey. The download "Job report" options allows you to view the going market rate along with the names of the organization that matched the job.

1. Print / Download Custom Reports

Select from the options below **Custom Reports** to generate reports.

2. Print / Download Options



Select from the following download options:

- **Base pay summary** This is a print optimized pdf report of base pay summary data, including a record of the criteria filters applied to the result set and a list of organizations matching the overall report criteria
- **Additional cash summary** This is a print optimized pdf report of additional cash and total cash data, including a record of the criteria filters applied to the result set and a list of organizations matching the overall report criteria
- **Excel spreadsheet summary** Base pay and additional cash summary data, including you-to-market comparisons and job descriptions
- **Excel spreadsheet raw data** Base pay line-by-line data for detailed analysis
- **Job report** View the going market rate along a record of the criteria filters applied to the result set and a list of organizations matching the job. "Include client data on the report" includes a you-to-market comparison.

Select from the following report options:

- **All Survey Jobs** This option prints all the jobs in the survey either with all data or the data as revised by your criteria selections.
- **Jobs in the Selected Category** Select this option when you want just the jobs in the selected family to print.
- **Selected Job Only** This is the default and will print just the job on the screen.
- **Hide client data on report** Checking this box will hide your participant job data on the print report. ***Note to Participants:*** *To exclude your data go to Set Criteria and check the box.*

Report definitions

The following are brief explanations of the data represented on the **Survey Results** page.

Note for **Category/Titles:**

**** = New*** ***** = Revised***

1. **Pay Period** – Adjust the survey data to reflect annual, monthly, or hourly pay. Conversion of data are based on 2080 annual hours.
2. **Category/Title** – Survey Category and survey benchmark job title, not necessarily the title used by participating organizations.
3. **# of Organizations** – Number of organizations reporting salary data for this position.
4. **# of Incumbents** – Number of job incumbents in this position as reported by participating organizations.
5. **Simple Mean** – **Simple Mean** – The average base pay, computed by totaling the average base pay paid in each organization and dividing by the number of organizations. This measure gives equal weight to the wages paid by each organization, regardless of the number of incumbents.
6. **Weighted Mean** – **Weighted Mean** – The average base pay, computed by totaling the base pay paid to each incumbent and dividing by the total number of incumbents. This measure reflects the influence on the marketplace by organizations with many incumbents in one job.
7. **25th Percentile** – **25th Percentile** – The 25th percentile: 25% of organizations are below this level.
8. **50th Percentile (Median)** – **50th Percentile / Median** – The 50th percentile: Half of all organizations are below this level; half are above this level.
9. **75th Percentile** – **75th Percentile** – The 75th percentile: 75% of organizations are below this level.
10. **Nth Percentile** – **Nth Percentile –** Use the drop down boxes to set your own values.
11. **Established Range** – **Established Range** – (Average Minimum, Midpoint, and Maximum) – The simple average of range minimums and maximums reported by organizations with established ranges.

Please note that up to 2 years of published survey(s) will be available to survey subscribers: current year survey(s) and most recent prior year survey(s).

Survey methodology

When using the results of the survey, please keep in mind that even the most accurate survey data provide only one basis for determining internal pay levels. Other important considerations may be: actual degree of responsibility of specific jobs, performance and experience of current job incumbents, present internal pay levels, and other similar factors.

Third-party data	Independent, objective, third-party data compilation: Milliman is an independent data provider.
Relevant geographic area	Milliman compiles and reports local market data, such as the Puget Sound Metro geographic area.
Age of Survey Data	Milliman surveys are typically conducted annually, and are thus less than two years old.
Sufficient Sample Size	Milliman requires data from 5 or more organizations, in order for market data to be displayed (exception for public sector organizations).
Mean Data	Milliman reports simple mean, weighted mean, and median data. No individual employer represents more than 25% of the weighted mean.
Job Match	Milliman surveys cover many specific jobs, and levels within job families. Job descriptions are included to ensure appropriate job matching.
Advisory Committees	Milliman surveys utilize the experience and guidance of professional cross-industry and industry specific volunteers to ensure the survey evolves as market needs change.

Milliman surveys are for the private use of the recipient; reproducing or distributing the data without written permission is prohibited. Milliman has exercised reasonable care in compiling data and preparing the results, but does not warrant that the reports are free from all errors and omissions. Milliman disclaims all express and implied warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose.