



# GEM REWARD SURVEY PROGRAM - START-UP SCREEN



To go to the template where:

- you register your name and coordinates of the company you are representing;
- enter pertinent data regarding the profile of your organization.

When survey completed, click on this button. It will create an email with your data as attachment to be sent to the survey provider (TymWork)

The GEM help instructions (currently activated)

To print the survey Job Description

To exit the application

The template where you will enter your incumbents based on your job matching exercise.  
You can either enter individuals one by one or create a Excel spreadsheet populated by your current HRIS system and do an upload.

The templates where you enter your various C&B policies and practices.

To print your inputs to the survey has a hard copy for your files.





# GEM REWARD SURVEY - COMPANY PROFILE

FileMaker Pro Advanced - [GEM SALARY SURVEY 2012 QUESTIONNAIRE - TymWork]

File Edit View Tools Help

GEM REWARD SURVEY - Switzerland 2012

Company Profile

CONTACT DETAILS COMPANY PROFILE

Company Name

Industry Sector

- Oil/Chemicals
- Pharma
- Medical Devices
- Electrical Devices
- Mechanical Devices
- High Tech
- Telecom
- Software
- Fast Consumer Goods
- Industrial Goods
- Financial Services
- Trading
- Other

Parent Nationality

Nature of Operations

Entity reported in the survey and its geographical coverage.

- Worldwide
- Western Europe
- Eastern Europe
- European Region
- Switzerland
- Middle East
- Africa
- North America
- Latin America
- Asia Pacific

Headcount

LOCAL ENTITY REGION (if HQs)

Total headcount managed by the reported entity

Managed Revenues

LOCAL ENTITY REGION (if HQs)

Total annual revenues generated by the reported entity

Survey's Comments

Templates (tabs) where you resgistrate your coordinates and enter pertinent data regarding your organization.

TyM Work

100 Browse

To go back to the main screen (start-up)

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The templates where you enter your various HR poplicies and practices.



# GEM REWARD SURVEY - SALARY DATA

FileMaker Pro Advanced - [GEM SALARY SURVEY 2012 QUESTIONNAIRE - TymWork]

File Edit View Insert Format Records Scripts Tools Window Help

Records: 3 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: Salary data View As: Preview

## GEM REWARD SURVEY - Switzerland 2012

### Salary Data

JC / GR	Job Title / Company Job Title	ABS	Tgt Variable	Actual Variable	Salary Range	Variable Components	Stock Eligibility	Age	Sen.	Car	Rep.	Complex	Comments
					Min Midpoint Max	IPS Ind Team Cpy	SOP RSP ESPPI						
FIN25	Internal Auditor	104'104	5'205	5'205	83'600 104'500 125'400	● □ □ ●	□ □ □	45	3	●	□	□	less equal more
GR 3	Executive Assistant	Ee #: 25320											
FIN05	General Accounting Manager	165'776	19'893	19'893	152'000 190'000 228'000	□ ● □ □	□ □ □	36	3	□	□	□	less equal more
GR 6	FP&A Manager	Ee #: 963211											
HR05	HR Specialist	128'213	15'386	14'000	106'265 132'831 159'397	□ □ □ □	□ □ □	60	16	□	□	□	less equal more
GR 3	HR Specialist	Ee #: 366985											

Company Profile Salary Data C&B Practices Total found positions 3

100 Browse XLS XLS New Duplicate Find Delete List Print

Current incumbent entry

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Should you decide not to enter incumbents data directly on the current template, you can import existing data to the GEM Database. Open the preset xls spreadsheet to be used as template to gather incumbent data from your HRIS system (e.g. PeopleSoft, SAP, etc.). Once completed, save the xls spreadsheet (respecting name and location of file) and select the upload icon to populate the GEM database (current template)

To go back to the main screen (start-up).

Create a new incumbent entry

Duplicate current incumbent entry

Search data entries

The templates where you enter your various HR poplicies and practices.

Export to an xls spreadsheet your incumbents salary entries

Delete current or a set of incumbent entries.

Print you incumbents salary entries





# GEM REWARD SURVEY - SALARY DATA

JC / GR	Job Title / Company Job Title	ABS	Tgt Variable	Actual Variable
ADM01	Secretary	58'500	520	5'205
GR 1	Secretary Admin Dpt	Ee # : 25320		
FIN05	General Accounting Manager	165'776	19'893	19'893
GR 6	FPLA Manager	Ee # : 583211		

Below are the **navigation buttons** (green & grey) between the Salary Data screen, the Position Surveyed list, and the full job description. Whenever you click on these buttons, they bring you to specific screens (as indicated by the arrows).

Job Code	Job Title	GEM Gr	HAY	TWyatt	Mercer
ADM01	Secretary	1	120-200	6-7	49-50
ADM02	Admin Assistant	2	210-300	8-9	51-52
ADM03	Executive Assistant	3	310-420	9-10	53

### BENCHMARK JOB DESCRIPTION

Position title : **SECRETARY**

Reports to : See below

Department : Any

Field : Administrative Support

Job Code : **ADM01**

GEM grade : 1

Hay points : 120-200

W.Wyatt level : 6-7

Mercer position class : 49-50

**JOB PURPOSE** (Key Accountabilities)

Provides administrative and secretarial assistance  
Takes dictation and types in at least one European language including English  
Maintains files and records, answers telephones, handles simple transactions  
Organizes meetings, travel arrangements, and agendas.

Print the selected job





# GEM REWARD SURVEY – C&B QUESTIONNAIRE

Each main templates have sub-templates (e.g. page 1,2 and 3) with additional questions related to the specific subject. Just click on the appropriate page to be directed to next set of questions.

The templates (tabs) where you enter your various C&B policies and practices.

To go back to the main screen (start-up)

To go to the template where:

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