

XpertHR Salary Surveys User Guide

A user guide to reports, job pricing
and spreadsheet tools



What's inside?

Overview of salary surveys

How to participate

Using reports and spreadsheets

Using job pricing

Using spreadsheet tools

A note on confidentiality



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Overview of salary surveys

XpertHR Salary Surveys enables you to benchmark the pay and benefits of your staff against market rates. Define the job by seniority and function, refine your selection by location, industry or size of organisation, and see how the salaries you pay compare against employers of similar staff to inform your reward decisions and recommendations.

A subscription to an XpertHR Salary Survey gives you unlimited access to a whole range of data tools for that survey, including all PDF reports, unmetered use of Job Pricing and Excel applications.

▶ [Go to XpertHR Salary Surveys home page](#)

Understanding and using market data

XpertHR Salary Surveys aims to provide data and the tools to understand it in easy-to-use formats that enable you to do your job without the need for expensive reward consultants.

In applying the data, you will need to take into account your organisation's reward strategy and the aims and objectives of your current project.

XpertHR publishes detailed guides on salary surveys including [How to use a salary surveys](#).

What salary surveys does XpertHR offer?

XpertHR offers a range of salary surveys covering core business roles, key industries and specialist occupational groups. We are the market leaders in providing salary data for technology staff, the distribution sector, higher education, the voluntary sector and more.

▶ [See a full list of our surveys and to find out more about them](#)

User training

As part of your XpertHR subscription we provide four modules of training:

- How to participate in an XpertHR Salary Survey
- How to use survey reports and online tools
- How to use spreadsheet tools
- How to job match and bespoke advice (large scale exercises or site visits may be chargeable)

You can take advantage of these sessions at any time during your subscription and they are usually delivered by phone or online.



How to participate

Why take part?

XpertHR Salary Surveys provides a give-and-get service. For us to provide value to all subscribers, it is important that each subscriber provide their own pay data. In this way everyone shares and everyone benefits.

Organisations that submit data unlock Job Pricing features enabling direct comparisons between their own data and market pay rates. Additionally we can only create bespoke spreadsheet tools for your organisation if we have your data.

Participation

We expect subscribers to participate in the surveys to which they subscribe. We will work with you to make this process as easy and productive as possible.

Participation involves completing the spreadsheet questionnaire supplied by XpertHR Salary Surveys in your secure participant portal. You will need to give us demographic information about your organisation and salary data on your employees so that we can create our salary survey reports and applications. We will also create spreadsheets unique to your organisation comparing your data to whole sample data.

▶ [Download an example of a spreadsheet questionnaire](#)

XpertHR Salary Surveys provides written guidance notes to help you through this process, and the salary surveys team is available by phone and email to give you all the support and advice you need. We want to help you submit good quality data to ensure you are able to make the best possible use of the service.

Where necessary, we can arrange a site visit. There may be a cost associated with this service.

If you need help, call us on **020 8652 8590** or email participants@xperthr.co.uk



Downloading and uploading spreadsheet questionnaires

Spreadsheet questionnaires are only uploaded and downloaded through the XpertHR **Secure participant portal**. This is a protected area of the XpertHR website that can only be accessed by users with appropriate credentials

▶ [Go to the XpertHR secure participant portal](#)

To **download** a spreadsheet questionnaire you should go to the secure participant portal and select the appropriate file from the “My data” section of the page. This process is highlighted in the lower red rectangle in the screenshot below.

To **upload** a completed spreadsheet questionnaire you should go to the secure participant portal, select the appropriate file using the file chooser button and then click on the Upload button. If your organisation has multiple installation codes you will also be required to select the appropriate code when uploading a file.

The screenshot shows a navigation bar with 'Salary surveys' and 'Participant data'. Below is the 'Upload your data' section with instructions and a file upload interface. The upload interface includes a 'Choose file' button, 'No file chosen' text, and an 'Upload' button. Below this is the 'My data' section showing a list of files. The first file, 'UK_Questionnaire_9999999.xlsx', is highlighted with a red box. Red callout boxes point to the 'Upload' button and the highlighted file.

Salary surveys Participant data

Upload your data

To upload your completed spreadsheet, click "Browse", locate the file on your computer and click "Upload". Your previous data submissions are shown below and can be downloaded by clicking on the relevant document.

Choose file No file chosen

Upload

Upload your completed spreadsheet questionnaire

My data

- UK_Questionnaire_9999999.xlsx
22/05/2018 15:35:55
- Technology Benchmarking Individuals_9999999.xlsx
22/05/2018 15:35:55
- Gender pay gap report_9999999.docx
29/05/2018 16:02:07

Download your spreadsheet questionnaire



Job matching

The most challenging aspect of survey participation is often the process of matching your roles to XpertHR's standard **job levels** and job functions. It is important to get this right so that you know you are comparing your jobs against appropriate roles in the market.

We offer full written guidance and as much support and advice as you need by phone and email to get this right. It often helps if you can supply job descriptions and organisation charts so that we can understand the roles.

If you need help, call us on **020 8652 8590** or email participants@xperthr.co.uk



Using reports and spreadsheets

Reports

All salary survey subscriptions include access to a number of reports in PDF format. These are available from the survey home page, and can be printed or downloaded for use when away from your desk. The composition of reports varies from survey to survey, but typically you will find the following set of reports:

<p>Section 1: Overview</p> <p>Overview of the Managers and Professionals salary survey, including: Foreword Sample composition List of participating organisations How to use the survey Definition of responsibility levels Definition of job functions and function groups</p>	<p>Section 4: Additional payments</p> <p>Bonus payments Commission payments Other allowances Company cars and car allowance</p>
<p>Section 2: Pay trends</p> <p>Key trends from the Managers and Professionals salary survey, including: Movements in basic salary and basic salary plus bonus Annual salary review</p>	<p>Section 5: Salary tables</p> <p>Turnover Number of employees Region Industry Function</p>
<p>Section 3: Employment trends</p> <p>Labour turnover Recruitment and retention Gender pay analysis Performance rating and pay</p>	<p>Economic commentary</p> <p>The economic commentary, which previously appeared in section 2: Pay trends, is now available as a stand-alone report and is available to download from the survey homepage</p>

The survey home pages may also include links to download additional specialist reports and other useful reference aids, such as the job titles wizard and guidance notes.

Spreadsheet results

XpertHR Salary Surveys creates spreadsheets for each survey showing data from all the most commonly used salary tables in Excel format for you to download and use in your own reward systems. The choice of tables in the spreadsheet reflects those found in the salary tables PDF report.



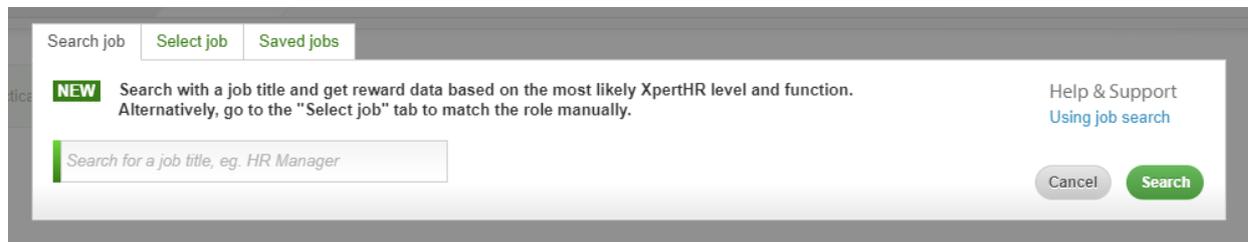
Using job pricing

Creating your first salary table

From the Salary Surveys home page, click one of your **subscribed surveys**. This will take you to the home page for your selected survey, where you will be able to see all the different formats and applications you will need to benchmark a salary.

Using search job

The **Price a new job** button enables you to create your first salary table. Click it and when the pop-up window appears, you will land on the **Search job** tab. Type a job title into the **Search by job title** box. Once you've put in the job title, click the Search button at the bottom right of the window or press enter.



Our system will then look for a match on job function and job level in our database, which is derived by applying powerful machine learning techniques to years' worth of data on manual job matching. If the job title you are looking for has a match in our database, your salary table will appear.

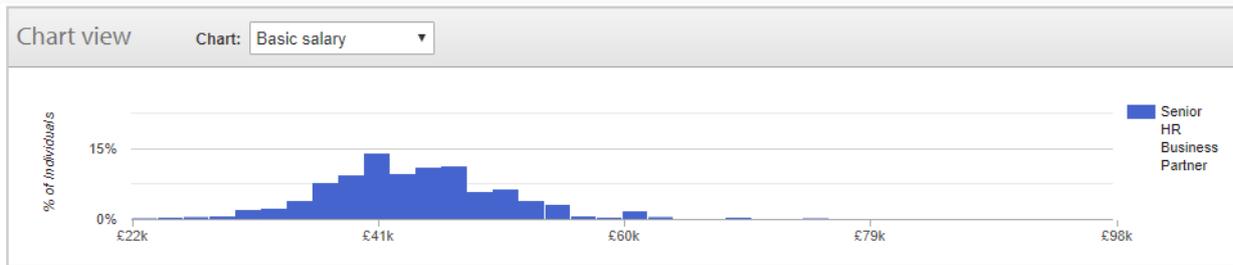
Price a job for Managers and Professionals Print Download Show my data Show: All

Senior HR Business Partner Duplicate Save Remove

20 - Professional level 4 (supervisor / team leader) 900 - HR / personnel generalist Edit refinements

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 35,374	£ 39,474	£ 43,430	£ 48,000	£ 52,806	£ 44,109	597/136
▶ Basic salary plus bonus	£ 36,109	£ 40,354	£ 44,434	£ 48,875	£ 54,434	£ 45,130	597/136
▶ Bonus	£ 525	£ 999	£ 2,200	£ 3,626	£ 5,150	£ 2,733	223/42
Commission	-	-	-	-	-	-	52/1
▶ Car allowance	£ 3,500.00	£ 4,500.00	£ 4,500.00	£ 5,100.00	£ 6,000.00	£ 4,689.20	55/19
▶ Other allowances	£ 200	£ 529	£ 2,256	£ 4,430	£ 11,925	£ 3,516	28/12
▶ Total earnings	£ 36,500	£ 40,720	£ 45,117	£ 49,772	£ 54,972	£ 45,810	597/136

There will also be a chart showing the distribution of the data. If you hover over a particular bar the tool will tell you the proportion of the sample is within that band.



It is possible that the job you want has several matches. So a more detailed job title will often get a better result. Enter “telesales manager” rather than “sales manager”, for example.

The data we show you at this point is based on the best available matched job level and function. However, you may choose to amend the job level or the job function that we have suggested or to select additional options relating to the role itself or the type of organisation by clicking **Edit refinements** (see: [Refining a job role](#)). You can also change the name of your table here.

Sometimes, we are unable to suggest a suitable match based on your chosen job title. This may be because we genuinely do not have similar jobs in our database, the job is in a different survey or because you are using terms that are unique to your organisation.

Where we are unable to suggest a suitable match, you will be asked to choose an XpertHR job level and function in the **Select job** tab.

Using select job

By clicking on the **Select job** tab, you can create the salary table you want to see by choosing an XpertHR job level and job function.

Search job Select job Saved jobs

Job role

Job level

- 11 - Senior director 12/6
- 12 - Director 102/27
- 13 - Senior function head 304/43
- 14 - Function head 1109/74
- 15 - Department manager 1660/95
- 16 - Section manager 4079/142
- 20 - Professional level 4 6730/194
- 21 - Professional level 3 10955/229

Job function

- 857 - Acoustical engineering 0/0
- 646 - Administration - technical 655/28
- 522 - Aerospace or aeronautical engineering 123/3
- 521 - Agricultural or food process engineering 17/5
- 582 - Air traffic engineering 427/1
- 559 - Automotive engineering 727/10

Help & Support
[Using select job](#)

60,065 individuals from 279 organisations

Name this job:

Cancel Add job

Select the job level and job function (or function group - a grouping which includes a number of related functions) appropriate to the role. Then click the Add job button at the **bottom right of the window**.



All job roles in an XpertHR salary survey are defined by their level of seniority and by their functional area. We provide standard definitions in the survey overview and guidance notes, to ensure that comparisons between organisations are made on a consistent basis.

Once you have submitted your own organisation's data, you will probably have a good idea of what each of the job levels and functions relevant to your organisation means and how they relate to your roles.

When creating a new table in job pricing, start by selecting just one job level and one job function (or function group). You can always amend your **choices later in the process**.



Refining a job role

Once you have created a salary table based on a job level and function, you may want to refine it by selecting additional options relating to the role itself or to the type of organisation. This will enable you to match the job role more closely for benchmarking purposes.

Click **Edit refinements** using the green button on the top of the table. By default you will be in the **Job role** tab showing you the job level and job function options you have already selected. You can change these if you wish.

Senior HR Business Partner Duplicate Save Remove							
20 - Professional level 4 (supervisor / team leader)		900 - HR / personnel generalist		Edit refinements 			
	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 35,374	£ 39,474	£ 43,430	£ 48,000	£ 52,806	£ 44,109	597/136
▶ Basic salary plus bonus	£ 36,109	£ 40,354	£ 44,434	£ 48,875	£ 54,434	£ 45,130	597/136
▶ Bonus	£ 525	£ 999	£ 2,200	£ 3,626	£ 5,150	£ 2,733	223/42
Commission	-	-	-	-	-	-	52/1
▶ Car allowance	£ 3,500.00	£ 4,500.00	£ 4,500.00	£ 5,100.00	£ 6,000.00	£ 4,689.20	55/19
▶ Other allowances	£ 200	£ 529	£ 2,256	£ 4,430	£ 11,925	£ 3,516	28/12
▶ Total earnings	£ 36,500	£ 40,720	£ 45,117	£ 49,772	£ 54,972	£ 45,810	597/136

The **Individual** tab allows you to select options such as location or gender. There is, however, no requirement to select any of these refinements if you do not think they are relevant.

The **Organisation** tab allows you to refine by options such as industry or organisation size. Again, there is no requirement to select any of these, and we would suggest you do so only if you believe that these options have a significant influence on salaries for this type of role.

Once you have selected any relevant options, click the **Refine** button at the bottom right and you will be shown a fresh set of results based on your choices.

Name: Senior HR Business Partner

20 - Professional level 4 (supervisor / team leader) 900 - HR / personnel generalist 2 - Outer London

Job Role Individual **Organisation** Refinement selected to only show jobs in Outer London

Location

Region

County

Equal Opportunities

Gender

Skills and Qualifications

Qualification

- 0 - None Given 0/0
- 1 - Inner London 78/22
- 2 - Outer London 153/46 ✓**
- 3 - South East 48/18
- 4 - South West 15/10
- 5 - East Anglia 4/3
- 6 - Midlands 111/25
- 7 - North West 35/11
- 8 - North & North East 35/18
- 9 - Scotland 25/13
- 10 - Northern Ireland 5/3
- 11 - Republic of Ireland 0/0
- 12 - Wales 2/2
- 15 - Mobile 28/5

153 individuals from 46 organisations

Cancel Refine

Help & Support
[How to price a job](#)
[Spreadsheet tools and reports](#)
[How to participate](#)



What does the report show?

When you create a report in job pricing, you will see a salary table and chart showing salary data for the job role drawn from our database. By default, we show you not just the median and average but the upper and lower quartiles and the upper and lower deciles.

All tables also show sample sizes. These give you the number of organisations and individual employees whose criteria match those you have selected.

In addition to basic salary, you will also see data on bonus and commission payments, car allowances and other benefits and payments. These vary from survey to survey to reflect the roles and industries covered. Commission, for example, is usually only shown in surveys covering sales roles.

There may be occasions when you do not wish to see the full range of quartile or decile salary data - particularly when sharing the results with managers and employees.

By selecting the relevant target measure from the dropdown menu at the top right of the table, you can choose to show just the median, average or other figure.

Price a job for Managers and Professionals Print Download Show my data Show: LQ - Lower quartile

Senior HR Business Partner Duplicate Save Remove

20 - Professional level 4 (supervisor / team leader) 900 - HR / personnel generalist Edit refinements

	LQ	Ind/Orgs
Basic salary	£ 39,474	597/136
▶ Basic salary plus bonus	£ 40,354	597/136
▶ Bonus	£ 999	223/42
Commission	-	52/1
▶ Car allowance	£ 4,500.00	55/19
▶ Other allowances	£ 529	28/12
▶ Total earnings	£ 40,720	597/136

The chart aims to give additional insight into the data by showing the spread of salaries for the role you have selected. Hover over any of the bars on the chart to see what proportion of employees fall into each salary range.



Saving a job

Now that you have created a salary table and refined it to show the data you need, you can save it and return at a later date.

The **Save** link is at the top right of the table. Click it and you will be shown a dialogue box which enables you to finalise the job's name and add notes if you wish to. By default, we also show you the job level, job function and other options you have selected for this role.

Price a job for Managers and Professionals Print Download Show my data Show: All

Senior HR Business Partner (Scotland) Duplicate Save Remove

20 - Professional level 4 (supervisor / team leader) 900 - HR / personnel generalist 9 - Scotland [Edit refinements](#)

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 41,562	£ 44,240	£ 46,924	£ 48,490	£ 51,714	£ 46,805	25/13
▶ Basic salary plus bonus	£ 41,903	£ 44,240	£ 46,924	£ 49,468	£ 55,743	£ 47,258	25/13
▶ Bonus	-	-	£ 2,671	-	-	£ 2,837	4/3
Commission	-	-	-	-	-	-	0/0
Car allowance	-	-	-	-	-	-	2/2
Other allowances	-	-	-	-	-	-	0/0
▶ Total earnings	£ 41,903	£ 44,240	£ 46,924	£ 49,752	£ 55,743	£ 47,692	25/13

Adding a new job

You can add a new job at any time by scrolling to the bottom of the job pricing page and clicking on the **Add job** button or you can return to the survey home page and price a new job from there.

Price a job for Technology Print Download Show my data Show: All

Technology department administrator Duplicate Save Remove

94 - Administration - IT 22 - Professional level 2 [Edit refinements](#)

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 22,715	£ 25,468	£ 29,435	£ 34,835	£ 38,841	£ 30,243	289/49
▶ Bonus	£ 278	£ 347	£ 677	£ 1,976	£ 3,395	£ 1,301	68/22
Car allowance	-	-	-	-	-	-	2/2
Shift allowance	-	-	-	-	-	-	1/1
Standby allowance	-	-	-	-	-	-	2/2
▶ Other payments	£ 157	£ 157	£ 831	£ 3,282	£ 6,384	£ 3,567	12/3
Location allowance	-	-	-	-	-	-	3/3
▶ Basic, bonus and allowances	£ 22,715	£ 25,500	£ 29,964	£ 35,554	£ 40,170	£ 30,774	289/49
Commission	-	-	-	-	-	-	0/0
Skills supplement	-	-	-	-	-	-	1/1

[Add job](#)



Adding a saved job

Once you have saved one or more jobs, these will show on the survey home page. You will see the three most recently saved jobs listed individually using the names you selected for them. Older jobs can be found by clicking on **See all saved jobs**.

If you click on any one of these saved jobs you will be taken to the results screen, showing the salary table and chart in the form at which you last saved it.

Saved jobs may also be displayed via the second tab in the **Add job** dialog.

Search job | Select job | **Saved jobs** | £ 39,705 | £ 44,426 | £ 49,123 | £ 54,380 | £ 45,631 | 229/66

HR Manager in London
Refinements: 20 - Professional level 4 (supervisor / team leader), 900 - HR / personnel generalist, 1 - Inner London, 2 - Outer London
Notes:

CEO
Refinements: 10 - Chief executive, 0 - General management
Notes:

marketing executive - UK
Refinements: 730 - Marketing - general, 22 - Professional level 2 (standard professional grade)
Notes:

Cancel | **Add job**

Removing a job

Jobs can be removed from the job pricing page by clicking on the remove link in green text at the top right hand side of the job.

Price a job for Managers and Professionals Print Download Show my data Show: All

▼ Senior HR Business Partner (Scotland) Duplicate Save **Remove**

20 - Professional level 4 (supervisor / team leader) | 900 - HR / personnel generalist | 9 - Scotland **Edit refinements**

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 41,562	£ 44,240	£ 46,924	£ 48,490	£ 51,714	£ 46,805	25/13
▶ Basic salary plus bonus	£ 41,903	£ 44,240	£ 46,924	£ 49,468	£ 55,743	£ 47,258	25/13
▶ Bonus	-	-	£ 2,671	-	-	£ 2,837	4/3
Commission	-	-	-	-	-	-	0/0
Car allowance	-	-	-	-	-	-	2/2
Other allowances	-	-	-	-	-	-	0/0
▶ Total earnings	£ 41,903	£ 44,240	£ 46,924	£ 49,752	£ 55,743	£ 47,692	25/13



Reordering jobs

Jobs can be reordered within the job pricing page by clicking title and dragging the job to the desired location. The four-arrow mouse pointer indicates that the cursor is of a grab point that can be used to reorder the jobs.

Price a job for Managers and Professionals Print Download Show my data Show: All

▼ Senior HR Business Partner (Scotland) Duplicate Save Remove

20 - Professional level 4 (supervisor / team leader) | 900 - HR / personnel generalist | 9 - Scotland Edit refinements

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 41,553	£ 44,240	£ 46,034	£ 48,400	£ 51,714	£ 46,985	25/12
▶ Basic salary plus bonus							
▶ Bonus							
Commission							
Car allowance							
Other allowances							
▶ Total earnings							

▼ Senior HR Business Partner (Outer London) Duplicate Save Remove

20 - Professional level 4 (supervisor / team leader) | 900 - HR / personnel generalist | 2 - Outer London Edit refinements

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 36,359	£ 38,500	£ 42,664	£ 47,685	£ 54,808	£ 44,309	153/46
▶ Basic salary plus bonus	£ 36,500	£ 40,786	£ 45,000	£ 48,960	£ 56,539	£ 46,307	153/46
▶ Bonus	£ 929	£ 2,161	£ 2,923	£ 4,427	£ 6,309	£ 3,639	84/16
Commission	-	-	-	-	-	-	52/1
▶ Car allowance	£ 3,053.00	£ 4,200.00	£ 5,100.00	£ 6,000.00	£ 6,000.00	£ 4,804.98	15/11
▶ Other contractual or substantive allowances	-	-	£ 600	-	-	£ 625	5/3
▶ Total earnings	£ 37,429	£ 41,507	£ 46,513	£ 50,927	£ 56,823	£ 47,747	153/46



Comparing job roles

If your first job role was for Outer London, you may now want to **Duplicate** the first table, **Edit refinements** and change the name of the second role, select the **Individual** tab and then select Scotland from the regional options.

First click on the **Duplicate** link (as highlighted in red below) and then click the **Refine** button and the table and chart for your second role will update.

Alternatively, if the second role is considerably different to the first, you may want to select all refinements from scratch. In this case, click the **Add job** button at the bottom left of the table.

Price a job for Managers and Professionals Print Download Show my data Show: All

▼ Senior HR Business Partner (Outer London) Duplicate Save Remove

20 - Professional level 4 (supervisor / team leader) 900 - HR / personnel generalist 2 - Outer London Edit refinements

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 36,359	£ 38,500	£ 42,664	£ 47,685	£ 54,808	£ 44,309	153/46
▶ Basic salary plus bonus	£ 36,500	£ 40,786	£ 45,000	£ 48,960	£ 56,539	£ 46,307	153/46
▶ Bonus	£ 929	£ 2,161	£ 2,923	£ 4,427	£ 6,309	£ 3,639	84/16
Commission	-	-	-	-	-	-	52/1
▶ Car allowance	£ 3,053.00	£ 4,200.00	£ 5,100.00	£ 6,000.00	£ 6,000.00	£ 4,804.98	15/11
▶ Other allowances	-	-	£ 600	-	-	£ 625	5/3
▶ Total earnings	£ 37,429	£ 41,507	£ 46,513	£ 50,927	£ 56,823	£ 47,747	153/46

▼ Senior HR Business Partner (Scotland) Duplicate Save Remove

20 - Professional level 4 (supervisor / team leader) 900 - HR / personnel generalist 9 - Scotland Edit refinements

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 41,562	£ 44,240	£ 46,924	£ 48,490	£ 51,714	£ 46,805	25/13
▶ Basic salary plus bonus	£ 41,903	£ 44,240	£ 46,924	£ 49,468	£ 55,743	£ 47,258	25/13
▶ Bonus	-	-	£ 2,671	-	-	£ 2,837	4/3
Commission	-	-	-	-	-	-	0/0
Car allowance	-	-	-	-	-	-	2/2
Other allowances	-	-	-	-	-	-	0/0
▶ Total earnings	£ 41,903	£ 44,240	£ 46,924	£ 49,752	£ 55,743	£ 47,692	25/13



Select the Duplicate link or the Add job button to compare two roles



Comparing your own data

Once your organisation has taken part in the survey and we have checked your data, it will be added to the database and to job pricing. All data is protected and anonymised, so no one from any other participating organisation will ever be able to see your data, and you will not be able to see theirs.

Having priced a job, you will see orange text at the top of the salary table which reads **Show my data**. This has a dropdown menu, which enables you to select one or more of your organisation's installations.

Price a job for Technology Print Download **Show my data** Show: All

▼ Example job Duplicate Save Remove

You have not selected any refinements [Edit refinements](#)

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 24,971	£ 31,522	£ 41,500	£ 53,691	£ 70,395	£ 45,442	73623/420

Once you have selected your installation, the table and chart will show additional columns for your organisation and comparisons between the selected market position (lower quartile in the example below) and your company's average payments for the job role.

Price a job for Technology Print Download Show my data Show: LQ - Lower quartile

▼ Technology department administrator Duplicate Save Remove

94 - Administration - IT 22 - Professional level 2 [Edit refinements](#)

	LQ	Ind/Orgs	My Data AVG	Ind	Difference %
Basic salary	£ 25,468	289/49	£ 29,109	3	+14.30%
▶ Bonus	£ 347	68/22	£ 0	0	-
Car allowance	-	2/2	-	0	-
Shift allowance	-	1/1	-	0	-
Standby allowance	-	2/2	-	0	-
▶ Other payments	£ 157	12/3	£ 0	0	-
Location allowance	-	3/3	-	0	-
▶ Basic, bonus and allowances	£ 25,500	289/49	£ 29,109	3	+14.15%
Commission	-	0/0	-	0	-
Skills supplement	-	1/1	-	0	-



See more information about additional payments

Job pricing also provides the ability to see more information about additional payments such as bonus and commission. Extra information is available whenever an arrow is displayed alongside the payment in the job pricing table. This is highlighted with the small red box in the example below.

Senior HR Business Partner (Outer London) Duplicate Save Remove							
20 - Professional level 4 (supervisor / team leader)		900 - HR / personnel generalist		2 - Outer London		Edit refinements	
	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 36,359	£ 38,500	£ 42,664	£ 47,685	£ 54,808	£ 44,309	153/46
▶ Basic salary plus bonus	£ 36,500	£ 40,786	£ 45,000	£ 48,960	£ 56,539	£ 46,307	153/46
▼ Bonus	£ 929	£ 2,161	£ 2,923	£ 4,427	£ 6,309	£ 3,639	84/16
Commission	-	-	-	-	-	-	52/1
▶ Car allowance	£ 3,053.00	£ 4,200.00	£ 5,100.00	£ 6,000.00	£ 6,000.00	£ 4,804.98	15/11
▶ Other allowances	-	-	£ 600	-	-	£ 625	5/3
▶ Total earnings	£ 37,429	£ 41,507	£ 46,513	£ 50,927	£ 56,823	£ 47,747	153/46
Reward	% receiving reward		Average reward		Average Basic salary		% of Basic salary
Bonus	55% of those receiving:		£ 3,639		£ 42,968		8.47%

The extra information on addition payments tells you the proportion of individuals receiving the payment, the average amount of that payment, the average basic salary of those who receive the payment and finally the payment as a percentage of basic salary.

In the above example we see that 55% of those in the job role received a bonus and that the average award was £3,639 or 8.47% of basic salary.

Please note that the average basic salary in this section of job pricing will normally be different to that in the table above. It only covers employees who have received the additional payment.

Downloading a report

When you have created your salary table or tables, chosen whether or not to include your own data and selected the level of detail you want, you may want to download the results for use offline or in internal company reports.

Click the **Download** link shown in green text at the top of the table, and all tables you have created in this report will download to your desktop in Excel format. The Excel report includes the job names you gave the roles when creating your job pricing report and lists all the refinements you made.

Price a job for Technology Print Download Show my data Show: All							
Example job Duplicate Save Remove							
You have not selected any refinements		Edit refinements					
	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 24,971	£ 31,522	£ 41,500	£ 53,691	£ 70,395	£ 45,442	73623/420



Printing a report

To print a report use the **Print** link shown in green text at the top of the table.

Price a job for Technology Print Download Show my data Show: All

▼ Example job Duplicate Save Remove

You have not selected any refinements Edit refinements

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 24,971	£ 31,522	£ 41,500	£ 53,691	£ 70,395	£ 45,442	73623/420

Clicking on the **Print** link will enable you to print off a specially designed version of the job pricing report. This printer-friendly version of the report includes job tables and charts.

XpertHR.co.uk/Salary-Surveys

Technology June 2018

Technology department administrator

94 - Administration - IT | 22 - Professional level 2

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 22,715	£ 25,468	£ 29,435	£ 34,835	£ 38,841	£ 30,243	289/49
Bonus	£ 278	£ 347	£ 677	£ 1,976	£ 3,395	£ 1,301	68/22
Car allowance	-	-	-	-	-	-	2/2
Shift allowance	-	-	-	-	-	-	1/1
Standby allowance	-	-	-	-	-	-	2/2
Other payments	£ 157	£ 157	£ 831	£ 3,282	£ 6,384	£ 3,567	12/3
Location allowance	-	-	-	-	-	-	3/3
Basic, bonus and allowances	£ 22,715	£ 25,500	£ 29,964	£ 35,554	£ 40,170	£ 30,774	289/49
Commission	-	-	-	-	-	-	0/0
Skills supplement	-	-	-	-	-	-	1/1

Junior technology department administrator

94 - Administration - IT | 24 - Entry level professional

	LD	LQ	MED	UQ	UD	AVG	Ind/Orgs
Basic salary	£ 15,827	£ 16,500	£ 19,543	£ 23,350	£ 24,727	£ 20,137	54/24
Bonus	£ 129	£ 170	£ 250	£ 680	£ 1,152	£ 489	18/8
Car allowance	-	-	-	-	-	-	2/2
Shift allowance	-	-	-	-	-	-	0/0
Standby allowance	-	-	-	-	-	-	0/0
Other payments	-	-	-	-	-	-	1/1
Location allowance	-	-	-	-	-	-	1/1
Basic, bonus and allowances	£ 15,979	£ 16,776	£ 19,628	£ 23,564	£ 26,989	£ 20,437	54/24
Commission	-	-	-	-	-	-	0/0
Skills supplement	-	-	-	-	-	-	0/0

Chart view Basic salary

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Using spreadsheet tools

We use your organisation's data and that from the survey as a whole to create a range of easy-to-use spreadsheet applications that enable you to benchmark your employees and see the results in data and chart formats. XpertHR currently provides two main types of spreadsheet tool:

- Benchmarking individuals
- Benchmarking groups

The difference between these tools and the use cases they address are detailed below.

If you need help or training with spreadsheet tools, call us on **020 8652 8590** or email participants@xpethr.co.uk

Additional spreadsheet tools are available on request. This may be a chargeable service in some cases but please do contact us to discuss your requirements.

Spreadsheets tools are located in your **Secure participant portal**. Simply click on the appropriate file to download the report.

The screenshot shows a web interface with two tabs: 'Salary surveys' and 'Participant data'. The 'Participant data' tab is active. Below the tabs, there is a section titled 'Upload your data' with instructions: 'To upload your completed spreadsheet, click "Browse", locate the file on your computer and click "Upload". Your previous data submissions are shown below and can be downloaded by clicking on the relevant document.' There is a 'Choose file' button and a 'No file chosen' status. Below that is a green 'Upload' button. The 'My data' section lists three files: 'Technology Benchmarking Groups_9999999.xlsx' (22/05/2018 15:35:55), 'Technology Benchmarking Individuals_9999999.xlsx' (22/05/2018 15:35:55), and 'Gender pay gap report_9999999.docx' (29/05/2018 16:02:07). The first two files are highlighted with a red box.

► [Go to the XpertHR secure participant portal](#)



Benchmarking individuals

The benchmarking individuals spreadsheet tool allows you to compare your individual employees' rewards against appropriate comparators. There are two ways of doing this:

- via the **Quick Results** sheet one employee at a time; or
- via the **Data in tables** sheet where you can see multiple individuals in a tabular layout

Individuals within this tool are only identified using ID or job title fields.

Quick Results

Click on the Quick Results sheet tab at the bottom of the spreadsheet. This page has been designed to print off on a single sheet of A4 paper.

Quick Results step 1: select an employee

Select an **Employee** based on the ID number you gave the employee when submitting data or the XpertHR record number.

Quick Results (3 steps)

This form allows you to compare each employee pay level against those in the salary survey by making a few simple selections.

Select → **Refine** → **Adjust**

Benchmark Individuals

STEP 1 of 3. Select Employee, Reward and Benchmark below (MANDATORY)

Employee	DEV00291 - 977 - 22 - 46
Reward type	Basic salary
Benchmark	Median
XpertHR Record Number	
Your identity	
Job Level	
Job Function	
Basic salary	35000
Basic salary plus bonus	35000

Employee
The information shown within this box contains
1. Your ID
2. Record No.(our ID)
3. Job Level
4. Job Function

Employee	Whole sample	Variances	
Basic salary	Median		
£	£	£	%
35,000	31,656	3,344	11%

Select

You then only need to select the **Reward type** (for example, basic salary or basic plus bonus) and the **Benchmark** statistic (for example, median or upper quartile) to see how that individual's pay matches against market rates for that particular **Job Level**.



Quick Results step 2: refine your comparators

All the comparators for this employee are automatically displayed. You may change the Reward type or Benchmark statistic by revisiting the options made in step 1 above. And you may select or deselect the benchmarks as appropriate by clicking on the check boxes to the left hand side of the area.

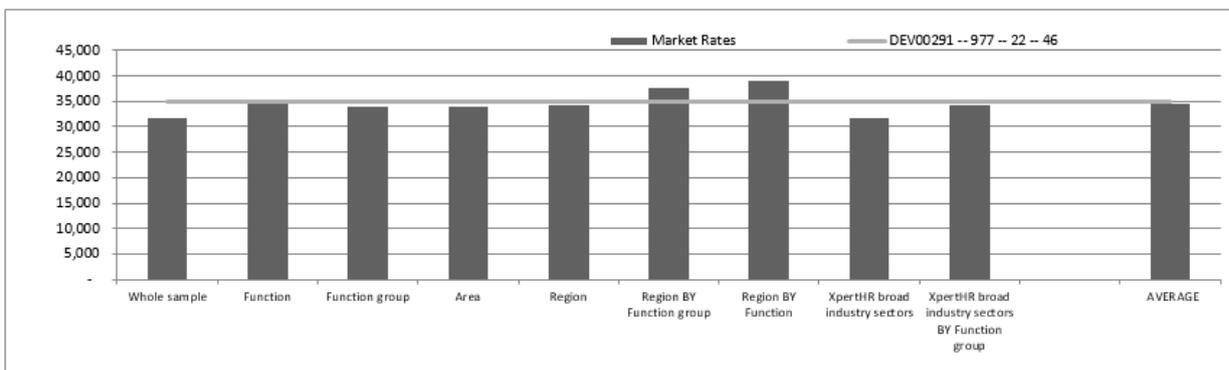
STEP 2 of 3. Refine your market by unticking one or more of the tables below (OPTIONAL)

This individual belongs to the tables below within the Salary Survey.

		Market Rates		Variances	
		Basic salary : Median			
		£	£	%	
<input checked="" type="checkbox"/>	Whole sample	Whole sample	31,656	3,344	11%
<input checked="" type="checkbox"/>	Function	Developer (generic) (46)	35,000	-	0%
<input checked="" type="checkbox"/>	Function group	Programming and development	34,010	990	3%
<input checked="" type="checkbox"/>	Area	Inner & Outer London	34,060	940	3%
<input checked="" type="checkbox"/>	Region	Outer London	34,200	800	2%
<input checked="" type="checkbox"/>	Region BY Function group	Outer London: Programming and development	37,532	- 2,532	-7%
<input checked="" type="checkbox"/>	Region BY Function	Outer London: Developer (generic) (46)	39,000	- 4,000	-10%
<input checked="" type="checkbox"/>	XpertHR broad industry sectors	Private sector services	31,750	3,250	10%
<input checked="" type="checkbox"/>	XpertHR broad industry sectors BY Function group	Private sector services: Programming and development	34,187	813	2%
AVERAGE			34,599	401	2%

Refine

A chart is also available to summarise all the information contained within the comparator table. The grey horizontal line represents the rate currently paid to the employee and the vertical bars show the market rates.



Quick Results step 3: adjust rates of pay

This is a modelling tool which allows you to apply percentage increases to either employee or market data. Simply enter the desired percentage in one or other of the highlighted cells.

STEP 3 of 3. Adjust the market rate to reflect pay movements since publication of the data (OPTIONAL)

		Adjusted Market Rates		Variances	
		Median			
		£	£	%	
Add % to the market	<input type="text" value="3.0%"/>				
Add % to the individual	<input type="text" value="5.0%"/>				
Whole sample	Whole sample	32,606	4,144	13%	
Function	Developer (generic) (46)	36,050	700	2%	
Function group	Programming and development	35,030	1,720	5%	
Area	Inner & Outer London	35,082	1,668	5%	
Region	Outer London	35,226	1,524	4%	
Region BY Function group	Outer London: Programming and development	38,658	- 1,908	-5%	
Region BY Function	Outer London: Developer (generic) (46)	40,170	- 3,420	-9%	
XpertHR broad industry sectors	Private sector services	32,703	4,048	12%	
XpertHR broad industry sectors BY Function group	Private sector services: Programming and development	35,213	1,537	4%	

Adjust

For those with greater expertise in Excel, the full data for your employees and the market can be found in the **Data in tables** sheet.



Data in tables

The **Data in tables** sheet allows you to use the native functionality of Excel to filter, sort and calculate. You could even integrate results from this sheet into another Excel file with the ever-useful **VLOOKUP** function.

Another feature of Data in tables is the ability to see at a glance where employee reward markedly differs from market levels. Orange highlighted cells are five percent or more below the market whereas blue highlighted cells are five percent or more above the market. The thresholds for the highlighting can be changed by amending the cells highlighted in the screenshot below.

Details	Market									SAMPLE	
	LQ £	Median £	UQ £	LQ £	Median £	UQ £	LQ %	Median %	UQ %	Indi.	Org.
Whole sample	27,357	31,656	36,235	14,643	10,344	5,765	53.5%	32.7%	15.9%	11667	183
Whole sample	27,357	31,656	36,235	7,643	3,344	-1,235	27.9%	10.6%	-3.4%	11667	183
Whole sample	27,867	32,442	37,297	14,133	9,558	4,703	50.7%	29.5%	12.6%	11667	183
Whole sample	27,867	32,442	37,297	7,133	2,558	-2,297	25.6%	7.9%	-6.2%	11667	183
Developer (generic) (46)	30,596	35,000	39,203	11,405	7,000	2,798	37.3%	20.0%	7.1%	1220	77
Developer (generic) (46)	30,596	35,000	39,203	4,405	0	-4,203	14.4%	0.0%	-10.7%	1220	77
Developer (generic) (46)	31,449	35,524	40,000	10,551	6,477	2,000	33.5%	18.2%	5.0%	1220	77
Developer (generic) (46)	31,449	35,524	40,000	3,551	-524	-5,000	11.3%	-1.5%	-12.5%	1220	77
Programming and development	30,531	34,010	38,503	11,469	7,990	3,497	37.6%	23.5%	9.1%	2279	124
Programming and development	30,531	34,010	38,503	4,469	990	-3,503	14.6%	2.9%	-9.1%	2279	124



Benchmarking groups

This tool is useful for comparing your data submission by level against XpertHR salary survey benchmarks and can be particularly useful for participants with large numbers of staff.

The benchmarking group spreadsheet tool allows you to compare the rewards for groups of your employees (eg, all developers) against appropriate comparators. There are two methods:

- via the **Quick Results** sheet one employee group at a time; or
- via the **Data in tables** sheet where you can see multiple groups in a tabular layout

Quick Results

Quick Results step 1: select a job level

Select an XpertHR **Job level**, a **Reward type** and a **Benchmark statistic**.

STEP 1 of 3. Select Employee, Reward and Benchmark below (MANDATORY)

Job level	Professional level 4 (20)	Your Organisation		Whole sample	Variances	
Reward type	Professional level 4 (20)	Average	£	Median	£	%
Benchmark	Professional level 4 (20)	49,819	No. 66	50,500	-681	-1%

Professional level 4 (20)
Professional level 3 (21)
Professional level 2 (22)
Professional level 1 (23)
Trainee (entry) level (24)

Select

Quick Results step 2: select groups

For each of the available comparator areas (eg, Function, Region) you can now select and appropriate **Salary Table (Parameter)**.

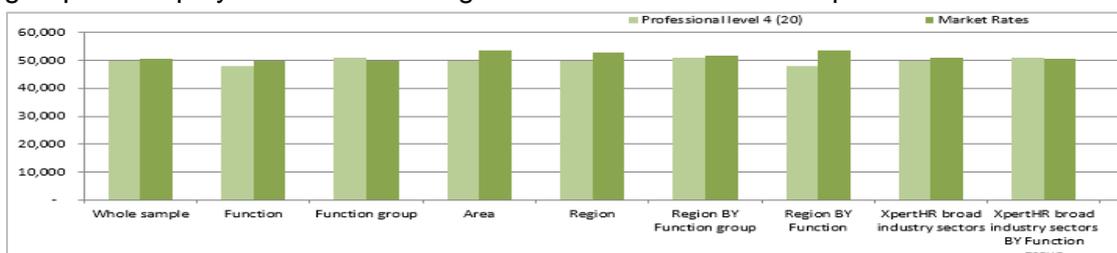
STEP 2 of 3. Refine your market by selecting one or more of the tables below (OPTIONAL)

This role is found within the tables below within the Salary Survey.

Please the Salary Table (Parameter) below		Your Organisation		Market Rates	Variances	
<input checked="" type="checkbox"/> Whole sample	Whole Sample	Average	£	Median	£	%
<input checked="" type="checkbox"/> Function	Developer (generic) (46)	49,819	No. 66	50,500	-681	-1%
<input checked="" type="checkbox"/> Function group	(Select..)	47,998	3	50,001	-2,003	-4%
<input checked="" type="checkbox"/> Area	(Select..)					
<input checked="" type="checkbox"/> Region	(Select..)					
<input checked="" type="checkbox"/> Region BY Function group	(Select..)					
<input checked="" type="checkbox"/> Region BY Function	(Select..)					
<input checked="" type="checkbox"/> XpertHR broad industry sectors	(Select..)					
<input checked="" type="checkbox"/> XpertHR broad industry sectors BY Function group	(Select..)					

Refine

The tool also produces a chart. The light green bars show the average reward given to your groups of employees and the dark green bars show the market position.





Quick Results step 3: adjust rates of pay

This is a modelling tool which allows you to apply percentage increases to either your groups of employees or market data. Simply enter the desired percentage in one or other of the highlighted cells.

STEP 3 of 3. Adjust the market rate to reflect pay movements since publication of the data (OPTIONAL)

Add % to your organisation	3.0%	Your Organisation	Market Rates	Variances		Adjust
Add % to the market	5.0%	Average	Median	£	%	
		£	£	£	%	
		No.				
Whole sample	Whole Sample	51,314	66	53,025	- 1,711	-3%
Function	Developer (generic) (46)	49,438	3	52,501	- 3,063	-6%
Function group	Programming and development	52,493	12	52,541	- 48	0%
Area	Inner & Outer London	51,309	61	56,433	- 5,124	-9%
Region	Outer London	51,309	61	55,650	- 4,341	-8%
Region BY Function group	Outer London: Programming and development	52,493	8	54,527	- 2,033	-4%
Region BY Function	Outer London: Developer (generic) (46)	49,438	2	56,228	- 6,790	-12%
XpertHR broad industry sectors	Private sector services	51,314	66	53,382	- 2,068	-4%
XpertHR broad industry sectors BY Fun	Private sector services: Programming and development	52,493	12	52,983	- 490	-1%

For those with greater expertise in Excel, the full data for your employees and the market can be found in the **Data in tables** sheet.

Data in tables

The **Data in tables** sheet allows you to use the native functionality of Excel to filter, sort and calculate. You could even integrate results from this sheet into another Excel file with the ever-useful **VLOOKUP** function.

Another feature of Data in tables is the ability to see at a glance where employee group reward markedly differs from market levels. Orange highlighted cells are five percent or more below the market whereas blue highlighted cells are five percent or more above the market. The thresholds for the highlighting can be changed by amending the cells highlighted in the screenshot below.

		-5.0%		5.0%									
Below the market				Above the market									
Your Organisation		Market											
Mean	Individuals	Lower quartile			Median		Upper quartile			Mean			
		Amount	£ diff	% diff	Amount	£ diff	% diff	Amount	£ diff	% diff	Amount	£ diff	% diff
£96,690	3	£95,645	£1,045	1%	£111,450	£-14,760	-13%	£128,775	£-32,085	-25%	£112,959	£-16,269	-14%
£84,671	9	£81,550	£3,121	4%	£92,500	£-7,829	-8%	£105,000	£-20,329	-19%	£94,873	£-10,202	-11%
£71,686	9	£65,975	£5,711	9%	£73,594	£-1,908	-3%	£82,200	£-10,514	-13%	£74,340	£-2,654	-4%
£59,180	42	£54,743	£4,437	8%	£61,450	£-2,270	-4%	£68,946	£-9,766	-14%	£62,519	£-3,339	-5%
£49,819	66	£45,000	£4,819	11%	£50,500	£-681	-1%	£56,500	£-6,681	-12%	£51,221	£-1,402	-3%
£40,864	69	£37,188	£3,676	10%	£41,714	£-850	-2%	£46,083	£-5,219	-11%	£41,815	£-951	-2%
£32,199	65	£27,357	£4,842	18%	£31,656	£543	2%	£36,235	£-4,036	-11%	£31,953	£246	1%
£24,518	30	£21,850	£2,668	12%	£25,000	£-482	-2%	£28,304	£-3,786	-13%	£25,297	£-779	-3%
£16,793	9	£16,000	£793	5%	£17,850	£-1,057	-6%	£20,000	£-3,207	-16%	£18,479	£-1,687	-9%

If you need help or training with spreadsheet tools, call us on **020 8652 8590** or email participants@xperthr.co.uk



Confidentiality

XpertHR takes the security of your data seriously and subscribe fully to the principles of UK data protection legislation.

When you submit data, we ask you not to use personal names or initials to identify individuals covered by the survey, and will reject any data submission which breaks this rule.

We ask you to password protect any sensitive data attached to emails, and will always do the same when emailing you. We also have a secure data upload facility which is available on request.

No data is published which could lead to the identity of the organisation submitting it or of the individuals concerned being identified.

We ask you to keep your log-in details secure and not to share passwords. In particular, under the [terms and conditions](#) of the service, you may not share log-in details with anyone outside your organisation.