



Toolbench

Integrated tools for employee and organization success

Compensation Module

Determine Internal and External Job Worth, Assign Jobs to “Best Fit” Grades, Manage Online Merit Planning, and Analyze Employee Pay Equity

The **HRToolbench®** Compensation module enables HR professionals to administer salaries with sophistication and ease using a unique set of built-in tools. Choose the best approach to value each job – internal or external. The HRToolbench Compensation module provides a proprietary internal job evaluation (point/factor) valuing methodology and an external salary market analyzer for recording survey data and calculating a job’s external market value. Choose the “best valuing approach” to assign a job to an appropriate salary grade. Model the cost of possible merit increase guideline scenarios before rolling out instructions to supervisors and managers. Disseminate merit increase guidelines and control the merit increase planning process interactively online. Supervisors can record salary increase recommendations for their subordinate employees, which are then automatically queued through the organization’s approval hierarchy.



Identify any pay equity issues in a group of employees and determine appropriate pay adjustments based on cost and personal impact on the employee.

Job Description



Candidate Selection



Performance Management



Compensation



Succession Planning



360 Feedback



Integration with Other Modules

The **HRToolbench Job Description module** maintains the organization’s Functional Job Descriptions which can be instantly viewed as source documents for job evaluation and market pricing purposes.

The **HRToolbench Performance Management module** maintains employees’ latest performance ratings that are used to estimate the cost of different merit increase scenarios.

About HR Technology Solutions and HRToolbench

HR Technology Solutions, Inc. was founded in 2002 to deliver superior, affordable, Web-based tools that enable organizations to attract, retain and motivate employees more effectively and profitably. We focus primarily on serving small to mid-size organizations.

Our flagship product, HRToolbench, is an integrated suite of HR modules that promotes organizational success by sharing information uniquely among six HR functions and processes, including Job Descriptions (competencies), Candidate Selection, 360 Feedback, Performance Management, Succession Planning, and Compensation. HRToolbench reduces the administrative time required to perform critical HR processes, encourages frequent and high quality communications between employees and managers, and supports strategic management of the workforce.

Our unique combination of HR consulting and Web technology expertise allows us to build and deploy “best practices” human resource management tools that embody the features, flexibility and affordability typically unavailable to small and mid-size organizations from competitor systems. We also provide HR consulting services, if desired, to develop custom competencies, design compensation and reward programs, and restructure organizations.





FEATURES	FUNCTIONALITY	BENEFITS
<p>Access a built-in salary grade structure with ranges adjusted to salary practices in your local market</p>	<ul style="list-style-type: none"> • Use the HRToolbench® standard salary grade structure, or create a custom salary grade structure. • Access a built-in standard salary grade structure based on national salary practices adjusted for local geographic salary practices. Ranges are updated annually to reflect competitive data. 	<p>Small and mid-size organizations can eliminate the time and complexity of administering an internal grade structure by using the HRToolbench standard salary grade structure. Organizations desiring a custom salary structure can set up and maintain their own salary grades and ranges in HRToolbench.</p>
<p>Determine the internal value of jobs using the HRToolbench® Job Evaluation (Point/Factor) System</p>	<ul style="list-style-type: none"> • Use the internal job evaluation system to determine a job's intrinsic worth to your organization, or when market data for a job are unavailable, or a job is too unique to match accurately to market surveys. • Evaluate jobs internally by assigning job points based on a variety of factors that correlate with job worth. • Use total points awarded to a job to predict the job's value and its "best fit" salary grade. 	<p>Don't rely exclusively on the external market to determine a job's value. Determine the value of jobs based on the organization's internal perceptions of job worth as well. Assign a job to a grade based on internal perception of the job's worth to the organization.</p>
<p>Determine the external market value of jobs using the HRToolbench® Salary Survey Analyzer</p>	<ul style="list-style-type: none"> • Enter external salary survey data from your organization's external survey sources and HRToolbench® will calculate the market value of a job. • Determine a job's external market value based on survey data and variables you specify, including annual data aging factor and future target pricing date. • Assign jobs to suggested "best fit" salary grades based on competitive external salary practices. 	<p>Use external competitive salary market data to determine a job's worth at any date in the future. Choose to assign jobs to salary grades based on externally competitive pay practices.</p>
<p>Model different merit increase guideline scenarios to determine implementation cost in advance of implementation</p>	<ul style="list-style-type: none"> • Model the cost of different merit increase scenarios. Find the <i>right</i> scenario that achieves affordability and desired competitive impact on salaries. • Model possible merit increase guidelines against employees' salaries, placement in salary range and most recent performance ratings. 	<p>Estimate the cost of merit increase guidelines before making recommendations to executive leadership.</p>
<p>Manage merit increase recommendations and approvals interactively online</p>	<ul style="list-style-type: none"> • Supervisors and Managers view a suggested range of merit increase options for their subordinate employees based on published guidelines before entering their recommendations. • Proposed employee salary increase recommendations are automatically queued through the approval chain. • Cost of increases is continuously updated based on latest recommended increases. 	<p>Eliminate the time and effort required to set up, manage and track multiple supervisors' spreadsheets containing salary increase recommendations. Monitor the entire process online in real time, while assuring salary costs remain within approved merit increase guidelines.</p>
<p>Pay Equity Assessor predicts an appropriate salary for an employee based on personal performance ratings and other factors and then prioritizes the employee for salary possible adjustment</p>	<ul style="list-style-type: none"> • Use the HRToolbench® Pay Equity Assessor to identify employees whose salaries are not commensurate with the employee's performance and perceived value to the organization. • Strategically allocate your salary increase budget where it will have the greatest retention impact. 	<p>Identify employees at greatest risk for possible voluntary termination based on pay inequity. Take pre-emptive actions to adjust salaries for employee retention purposes.</p>



HRToolbench is a product of HR Technology Solutions, Inc., a provider of Web-enabled, hosted tools that help to create and utilize workforce information in an easy, rapid, practical, interactive, strategic and cost effective manner.

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