Compensation Workbench (CWB) Frequently Asked Questions

Q1. What is the purpose of Compensation Workbench (CWB)?

A1: CWB is the tool RIT uses to administer the salary increase program.

Q2. What are the components of the salary increase program?

A2: The salary increase program consists of two components 1) merit increases and 2) market/exceptional performance adjustments. Merit increases are designed to reward performance and advance employee salaries. Market/exceptional performance adjustments may be awarded to high performing faculty and staff to help align pay to market.

RIT is committed to pay competitively and equitably. For more information on RIT Compensation processes and procedures visit the HR Compensation Website.

Q3. I am a new manager or am unsure how to allocate my merit and market/exceptional performance dollars. What general practices should I follow?

A3: Please work with your college/division financial contact to understand the available merit and market/exceptional performance dollar spend and if there is specific guidance from the dean/senior leader on the process for allocating merit and market/exceptional performance dollars. For additional background and guidance, please refer to the Compensation Processes and Procedures overview on the HR website.

Q4. What happens if I try to overspend the salary program pool for my team? Will CWB automatically prevent this from happening?

A4: No, CWB will not prevent overspending. For merit, Managers should monitor their team’s ‘Unused Merit Pool’ dollars within the ‘Compensation Summary’ to avoid overspending. For the market/exceptional performance pool, please work with your college/division financial contact.

There may be instances (for example, if performance is high in one group and low in another) where a division manager directs one group to underspend and another group to overspend in order to stay within the overall merit and market/exceptional performance pool at the school/division level. The CWB tool is purposely configured to allow for this flexibility.

Q5. CWB displays a ‘compa-ratio’ and changes when I enter a merit or market/exceptional performance increase dollar or percentage. What is the ‘compa-ratio’ and how is it calculated?

A5: The compa-ratio compares internal pay to the labor market pay rate for a job; also referred to as position to market. Compa-ratio is calculated as an individual’s annualized/normalized pay rate divided by the labor market pay rate. The labor market pay rate is the 50th percentile of the market. RIT’s compensation philosophy is to pay, on average, at this rate. A compa-ratio of 100% indicates the individual is paid at market. A compa-ratio less than 100% indicates current pay is below market. A compa-ratio above 100% indicates current pay is above the market. The labor market data for faculty and staff are posted on the HR Compensation website.
The ‘current compa-ratio’ visible in CWB is the individual’s compa-ratio inclusive of any approved market/exceptional performance adjustment, if applicable. The ‘proposed compa-ratio’ will recalculate as increases are added.

**Q6. Why did the merit or market/exceptional performance percentage change slightly for my employee after I saved the worksheet?**

A6: The system may round the percentage within a few hundredths of a percent in order to allocate a merit increase to the nearest whole penny. This will be especially common among non-exempt employees due to the increases being applied at an hourly rate rather than an annual amount.

**Q7. What happens to my staff employees who exceed, or will exceed, the maximum of their band with the application of this year’s salary program?**

A7: Staff members who are paid at or above the maximum of the wage grade range are eligible for merit or market/exceptional performance dollars in the form of a lump sum payment rather than an increase to base pay. You will need to ensure the merit and/or market/exceptional performance amount is entered in the lump sum field in CWB.

Staff employees who cross the band maximum threshold with this year’s salary program should receive an increase on their base salary up to the band maximum and the remaining merit or market/exceptional performance % increase as a one-time lump sum. You will need to ensure the total amount is entered accurately in the both the merit and/or market/exceptional performance and lump sum columns in CWB.

Like merit or market/exceptional performance increases to base pay, lump sum payments are eligible for employee salary contributions and RIT matching contributions under RIT's 403(b) Retirement Savings Plan.

**Q8. I've finished entering the merit and market/exceptional performance increases for my team. What happens next?**

A8: Your College/Division as well as Human Resources will perform a final review. In mid-August, employee notification letters will be available in CWB.

**Q9. Is there a summary report I can run to review the changes I’ve made to the information for my employee group?**

A9: Yes, the “CWB Faculty” and/or “CWB Staff” report(s) is available to you in CWB. However, please note that the CWB report includes all active employees on the ‘As of Date’ entered on the parameter page of the report whereas the CWB tool includes only those individuals who are active as of September 1, 2023 and who were hired prior to June 1, 2023. Employees hired on or after June 1, 2023 are not eligible for merit or market/exceptional performance increase consideration until 2024.

Depending on the date entered in the parameter, the CWB report may include employees who do not appear in the CWB tool. These employees likely have a termination date between July 1, 2023 and September 1, 2023 or were hired on or after June 1, 2023. These additional employees may have
missing data (e.g. data entered directly into CWB) as a result. If data is missing on the report and this is not the case, please contact Sue Reamer, at sarpsn@rit.edu.