

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 three components 1) merit increases, 2) exceptional performance increases, and 3) market adjustments. Merit increases are designed to reward performance and advance employee salaries. Exceptional performance increases provide further opportunity for leaders to differentiate salary increases and reward their very highest performers. Market adjustments address faculty and staff salaries that are significantly lagging the labor 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 dollars. What general practices should I follow?

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

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

A4: No, CWB will not prevent overspending. Managers should monitor their team's 'Unused Merit Pool' dollars within the 'Compensation Summary' to avoid overspending.

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 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/exceptional performance 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 adjustment, if applicable. The 'proposed compa-ratio' will recalculate as merit and exceptional performance increases are added.

Q6. I am able to enter merit and exceptional performance increases but the market adjustment field is not editable. How can I enter a market adjustment for an employee on my team?

A6: The market adjustments were reviewed and approved by college/division leadership prior to being loaded into CWB. The market adjustment amounts are final and cannot be edited.

Q7. Why did the merit percentage change slightly for my employee after I saved the worksheet?

A7: The system may round the merit 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 merit increase being applied at an hourly rate rather than an annual amount.

Q8. Is there a summary report I can run to review the changes I've made to the information for my employee group?

A8: 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, 2018 and who were hired prior to June 1, 2018. Employees hired on or after June 1, 2018 are not eligible for merit increase consideration until 2019.

Additional employees appearing on the CWB report are likely individuals with a future termination date between now and September 1, 2018 or individuals hired on or after June 1, 2018. These additional employees may have missing data as a result. If data is missing on the report and this is not the case, please contact Jessica Johnson, HRIS at jxjpsn@rit.edu or Brad Wanner, HRIS at bjwpsn@rit.edu.

Q9. What happens to my staff employees who exceed, or will exceed, the maximum of their band with the application of this year's merit?

A9: Staff members who are paid at or above the maximum of the wage grade range are eligible for merit dollars in the form of a lump sum payment rather than an increase to base pay. You will need to ensure the merit amount is entered in the lump sum field in CWB.

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

Q10. I've finished entering the merit and exceptional performance increases for my team. What happens next?

A10: Your College/Division as well as Human Resources will perform a final review. In mid-August, employee notification letters will be available in CWB.