

About *RapidRem*

The preferred method of inputting data for a CSi Survey is by using *RapidRem*, CSi's data collection program. Designed to capture remuneration information in a fast, accurate and efficient manner, *RapidRem* is delivered to clients via the CSi website (or via CD-Rom in cases where web access is denied). The program is built on the Microsoft Excel™ program, ensuring that the entering and updating of data is performed in a user friendly and familiar environment. *RapidRem* provides the facility to check and correct remuneration data at the clients' site, preserving the integrity of data used within CSi publications.

For Technical or Remuneration Support at any stage during the RapidRem data collection process, please call CSi on 61 2 8440 6524 or address an email to support@classalinfo.com.au

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Main Menu

The **Main Menu** is the central interface for RapidRem. It allows you to navigate through the various components that need to be completed for data capture.

Data Entry Steps

Completion of RapidRem involves 6 easy steps:

- [What's New for Entering Data](#)
- [Company Macro Data](#)
- [Remuneration Data](#)
- [Feature Survey Data](#)
- [Company/Contact Details](#)
- [Send Your Data](#)

Complete each step by clicking the self-titled blue buttons and providing the specified information. Each step does not have to be completed in numerical order.

Select the 'About' buttons to access specific instructions for each of these 6 easy steps.

RapidRem

MAIN MENU

Welcome! Please complete the 6 EASY STEPS of RapidRem

1. Click to view:	What's New for Entering Data	About
2. Click to enter:	Company Macro Data	About
3. Click to enter:	Remuneration Data	About
4. Click to enter:	Feature Survey Data	About
5. Click to enter:	Company/Contact Details	About
6. Click to:	Send Your Data	About

Data Due: 17 Nov 2002

Click: [about RapidRem](#)
Comment on RapidRem: [commentonrapidrem@classalinfo.com.au](#)
Contact CSI via email: [support@classalinfo.com.au](#)
Contact CSI via phone: 61 2 9415 3455

CSI

Data Due Date – The date that RapidRem is due to be completed and returned to CSI.

about RapidRem – a link that transports you to CSI's website and provides a comprehensive HELP manual for RapidRem.

CSI's Contact Details – contact details for emailing or phoning CSI for remuneration or technical support.

Comment on RapidRem – a link that allows you to address an email directly to CSI containing your feedback on RapidRem.

What's New for Entering Data?

The first step to be taken before entering new or amending existing data is to view any changes or additions that have been introduced to the Survey and which may impact the data being collected.

Changes/additions may include:

- The addition of new positions and/or job families
- Deleted and revised positions
- New, revised or deleted remuneration and benefit columns
- Survey Feedback Session, Conference or Forum information
- Data audits

What's New for Entering Data

View 'What's New' by selecting [What's New for Entering Data](#) on the Main Menu. Your Web Browser will then open with the following pages:

RapidRem

What's New for Entering Data ?

Select the survey that you are currently completing data for:

- - Association of Consulting Engineers Australia (ACEA)
- - Australian Biotechnology Industry
- - Australian Computer Industry Compensation Group (ACICG)
- - Australian Information Industry Association (AIA)
- - Banking & Finance Industries
- - Business Equipment Industry
- - Computer Specialists (Australia)
- - Contractor & Consultant Rates
- - Defence Systems Industry
- - Diagnostics, Medical Devices & Scientific Products & Equipment Industries
- - General/Combined Industries
- - General Insurance Industry (GIRG)
- - Insurance Remuneration Group (IRG)
- - Information Technology Industry Survey (ITIS)
- - **New Zealand IT & Telecommunications Industries**
- - New Zealand Computer Specialists

Select the Survey you wish to provide data for.



What's New for Entering Data ?

- - Association of Consulting Engineers Australia (ACEA)
- - Australian Biotechnology Industry
- - Australian Computer Industry Compensation Group (ACICG)
- - Australian Information Industry Association (AIIA)
- - Banking & Finance Industries
- - Business Equipment Industry
- - Computer Specialists
- - Contractor & Consultant Rates
- - Defence Systems Engineers
- - Diagnostics, Medical Devices & Scientific Products & Equipment Industries
- - General/Combined Industries
- - General Insurance Industry (GIRG)
- - Insurance Remuneration Group (IRG)
- - Information Technology Industry Survey (ITIS)
- - New Zealand IT & Telecommunications Industries
 - New Positions
 - Revised Positions
 - Softcopy Survey Option
 - Survey Feedback Sessions
- - New Zealand Computer Specialists
- - Non Government Organisations (NGO) Remuneration

A list of all changes/additions to the Survey will be displayed.



Company Macro Data

On this page you are required to enter/update/confirm 'Company Macro Data' or organisational data:

- Total Number of Staff (full-time equivalent)
Please note: some surveys may require breakdowns of staff numbers (eg. No. of IT Staff or No. of Part-Time Staff, etc.)
- Annual Revenue/Turnover in Australian Dollars
- Your organisation's sub-industry classification (which denotes the *sector* of the industry that your organisation operates in – for example, your organisation may predominantly sell hardware and operate within the broader Information Technology & Communications industry, however, your organisation's sub-industry classification will be hardware.)
Please note: some surveys do NOT have sub-industry classifications

The screenshot shows the 'Company Macro Data' form in the RapidRem system. At the top left is the 'RapidRem' logo. To its right is a blue button labeled 'Back to Main Menu'. Below the logo is a red heading: 'PLEASE COMPLETE YOUR COMPANY'S MACRO DATA'. Under this heading are two input fields: 'Total No. of Staff' with the value '55' and 'Annual Revenue/Turnover \$A' with the value '150'. Below these fields is another red heading: 'PLEASE COMPLETE YOUR COMPANY'S SUB-INDUSTRY SELECTION'. This section includes instructions to categorize the company and a dropdown menu with options: Hardware, Software, Services, Systems Integration, and Full Service Organisation. The 'Hardware' option is selected, and the text 'You have selected: Hardware' is displayed below the dropdown. To the right of the dropdown is a detailed definition for the 'Hardware' category. Three black callout boxes with white text provide instructions: one points to the red tags in the input fields, another points to the dropdown menu, and a third points to the definition text.

Instructions for each category can be accessed by placing your cursor on the **red tag** located within each cell where data is required.

PLEASE COMPLETE YOUR COMPANY'S MACRO DATA

Total No. of Staff

Annual Revenue/Turnover \$A

PLEASE COMPLETE YOUR COMPANY'S SUB-INDUSTRY SELECTION

Please categorise your company under one of the following sub-industries.
If your company falls into two categories, please select the one that generates the most revenue for your company:

Software
Services
Systems Integration
Full Service Organisation

Sales revenue is generated largely (more than 50%) from the sale of ADP equipment, generally including micro computers, mini and large systems, peripherals and printers. Also includes telecommunications networking equipment and component parts such as switching and cabling systems, modems, hubs and routers.

You have selected: **Hardware**

Select a Sub-industry classification for your organisation by clicking on the title and ensuring that the title is displayed next to 'You have selected: ...'

To facilitate accurate matching to a Sub-industry category, a definition appears when you click on the title of each Sub-industry.

On this page you are also required to enter/update/confirm the following information:

- Your organisation's salary review date - the date that the majority of your organisation's staff receive their salary review.
- Your organisation's staff attrition details – the number of employees that have left your organisation on a voluntary and involuntary basis over the past 12 months.
Please note: some surveys require this information for full-time and part-time staff.
- Budgeted Salary Increase Figures for the previous, current and next financial years.
Please note: some surveys require this information by job family.


PLEASE COMPLETE YOUR ORGANISATION'S REVIEW DATE
Please indicate when the *majority* of your staff receives a salary review:

PLEASE COMPLETE YOUR ORGANISATION'S STAFF ATTRITION FIGURES

Attrition Type	% of Employees
Total Attrition	0
Voluntary Attrition	0
Involuntary Attrition	0

PLEASE COMPLETE YOUR ORGANISATION'S SALARY INCREASE BUDGET FIGURES

Salary Increase Budget Figures	Overall %
Financial Year 2002 - 03	0
Financial Year 2003 - 04	0
Financial Year 2004 - 05	0

 [Back to Main Menu](#)

Click on the arrow to view the available response selections. Select the response that best suits your organisation.

Instructions for each category can be accessed by placing your cursor on the red tag located within each cell where data is required.

Enter your organisation's data as a percentage. You do not need to enter a % sign.

Remuneration Data

On this page you are required to enter, or update, your most current remuneration data. Our remuneration spreadsheet is designed to provide all Microsoft Excel™ features, except deleting, moving or adding a column. Enter your remuneration data under the relevant CSI column headings by typing, copying/pasting or importing your employee's data.

A 'RapidRem' toolbar containing specific RapidRem functions is available in the spreadsheet. Refer to the 'RapidRem Toolbar' section below for more information on the functions provided.

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - RapidRem_TOP02103C1'. The spreadsheet has a toolbar with various icons and a menu bar. The data table has the following columns:

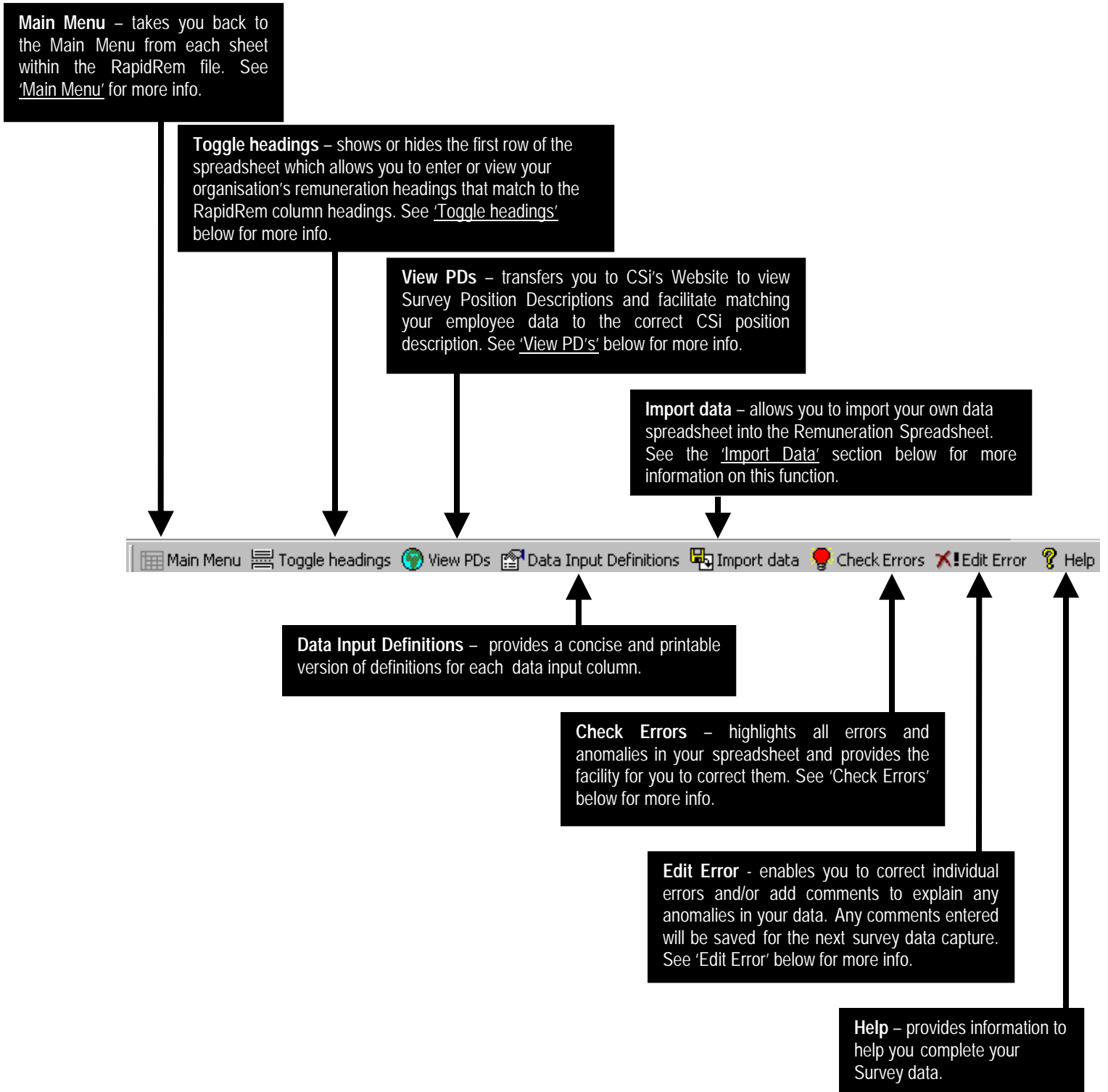
Employee ID	CSI Survey Position Code	Position Title	Regional Responsibility (No. of Countries)	Location of Position (State)	Current Taxable Base Salary (\$)	Current Taxable Base Salary (\$)	Current Taxable Base Salary (\$)
123569	300	Analyst Programmer	2	3	250000		
123570	3000	CEO	2	3	237000		
123571	200	General Manager	2	3	435000		
123572	4000	Sales & Marketing Director	2	3	188000		
123573	300	Human Resources Manage	2	2	262500	9	23625
123574	300	IT Specialist	2	3	224000	9	20160
123575	300	LAN Support Analyst	3	3	244800	9	22032
123576	5250	Research & Development C	5	3	209000	9	42000
123577	300	Accounts Officer	2	3	311000	9	62000
123578	300	Marketing Strategist	2	3	250000	9	22500
123579	3000	Marketing & Communicatio	2	3	237000	9	21330
123580	200	Sales Representative	2	3	435000	9	39150
			2	3	188000	9	16920
			2	2	262500	9	23625
			2	3	224000	9	20160
			5	3	244800	9	22032
			5	3	209000	9	42000
			2	3	311000	9	62000
			2	3	435000	9	39150
			2	3	188000	9	16920

There are comments (red tags) attached to each CSI Column Heading. If you run your mouse slowly over the column headings you will be able to access these comments. The comments provide an explanation of the data that is required in each column of the spreadsheet.

Enter the annual taxable base salary (current as at the effective date of the survey) before tax and excluding loadings, allowances and any other benefit items.

The RapidRem Toolbar - Overview

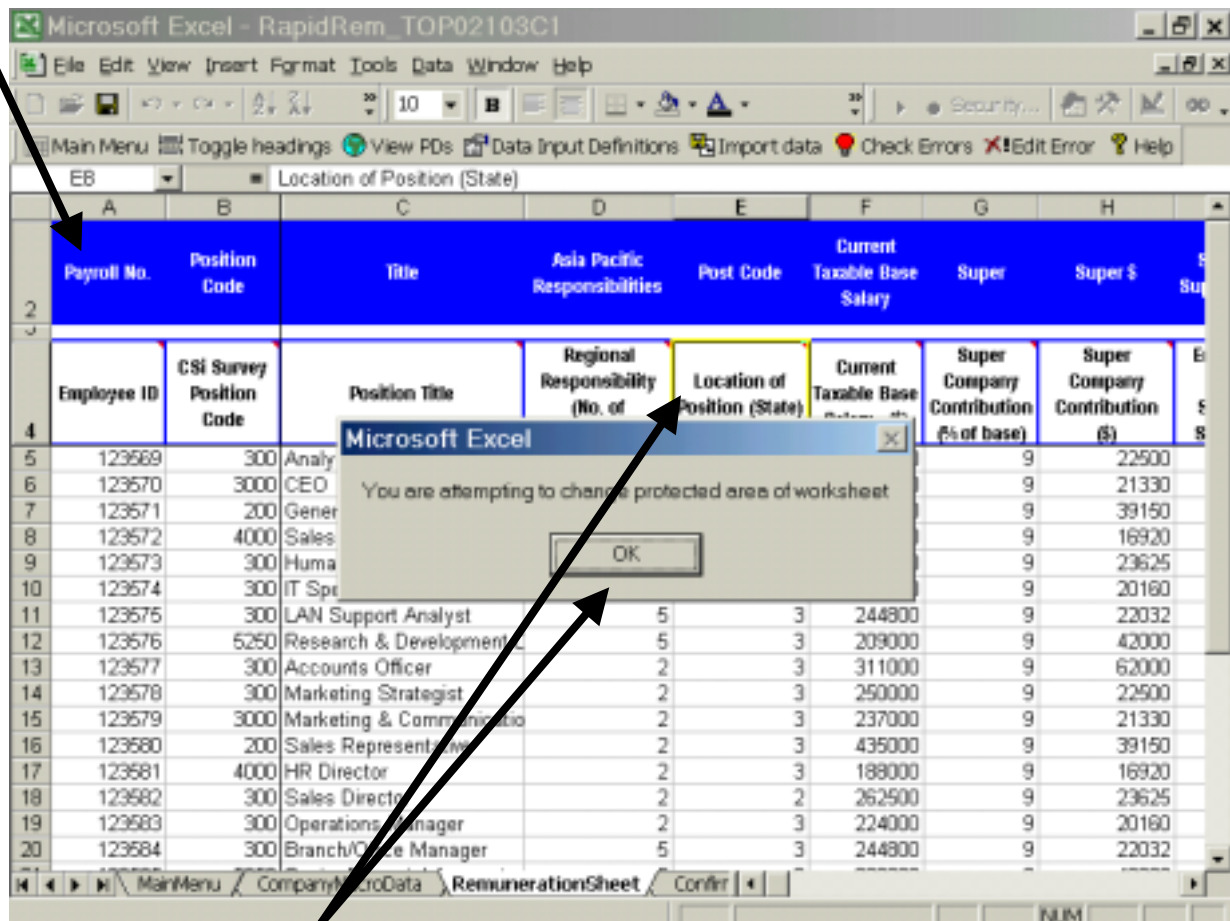
The RapidRem toolbar that appears when you open your RapidRem file contains buttons that will assist you with entering your data.



Toggle Headings - Toggle headings

RapidRem provides two rows for column headings – one row for your organisation's Remuneration Headings should you choose to enter them, and the other for CSI's Column Headings. The 'Toggle headings' button allows you to show or hide the row containing your organisation's Remuneration Headings.

It is not uncommon for the same remuneration item to have several different names within different organisations, for eg. Health Benefits may be referred to as 'Health Insurance', 'Medical/Hospital Cover' or 'Medical/Accident Insurance'. If the titles of your remuneration items differ to the CSI column headings in the remuneration spreadsheet you may use the first row to enter your own Remuneration cycle titles. The titles that you enter will be retained/saved from cycle to cycle.



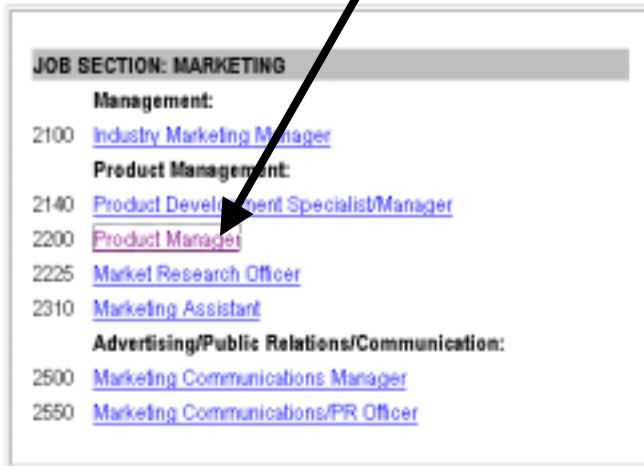
If you attempt to modify any heading within the row of CSI Column Headings a message box will appear denying you access to make any changes. It is mandatory for Survey processing that the CSI Column Headings are not edited.

View PD's - View PDs

The 'View PD's' button transfers you to CSi's Website to view Position Descriptions and facilitate matching your employee data to the correct CSi position description.



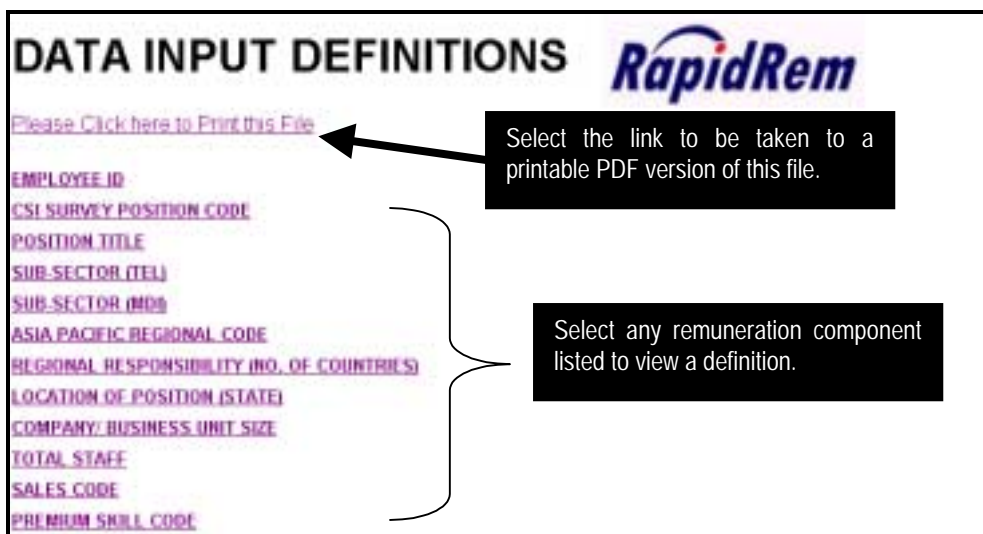
When you arrive at the CSi website, peruse CSi's position descriptions by selecting the appropriate job family followed by the role/s you require.



Data Input Definitions – Data Input Definitions

This button provides you with detailed descriptions of the remuneration items required to be entered into each of the columns on the remuneration spreadsheet. This information will help you to match remuneration items within your organisation's salary packages to CSI's remuneration items.

Please note: this information is a printable version of the information contained within the comments (red tags) on the columns within the remuneration spreadsheet.



The screenshot shows the 'DATA INPUT DEFINITIONS' page for RapidRem. The page title is 'DATA INPUT DEFINITIONS' followed by the 'RapidRem' logo. Below the title is a link: 'Please Click here to Print this File'. A list of remuneration components is shown, including: EMPLOYEE ID, CSI SURVEY POSITION CODE, POSITION TITLE, SUB-SECTOR (TEL), SUB-SECTOR (MOB), ASIA PACIFIC REGIONAL CODE, REGIONAL RESPONSIBILITY (NO. OF COUNTRIES), LOCATION OF POSITION (STATE), COMPANY: BUSINESS UNIT SIZE, TOTAL STAFF, SALES CODE, and PREMIUM SKILL CODE. Two callout boxes provide instructions: one points to the print link, and another points to the list of components.

DATA INPUT DEFINITIONS *RapidRem*

[Please Click here to Print this File](#)

EMPLOYEE ID
CSI SURVEY POSITION CODE
POSITION TITLE
SUB-SECTOR (TEL)
SUB-SECTOR (MOB)
ASIA PACIFIC REGIONAL CODE
REGIONAL RESPONSIBILITY (NO. OF COUNTRIES)
LOCATION OF POSITION (STATE)
COMPANY: BUSINESS UNIT SIZE
TOTAL STAFF
SALES CODE
PREMIUM SKILL CODE

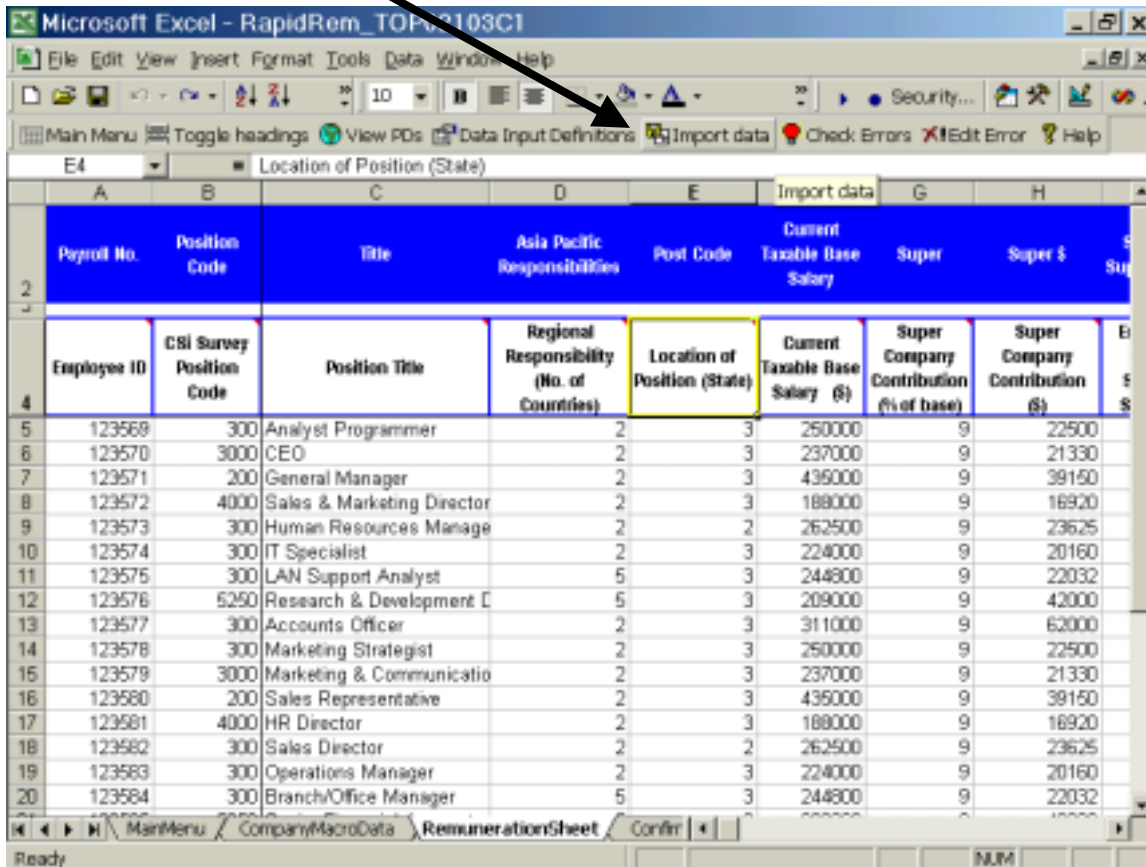
Select the link to be taken to a printable PDF version of this file.

Select any remuneration component listed to view a definition.

Import Data - Import data

The 'Import Data' button allows you to import your data into the Remuneration Spreadsheet.

Remuneration and benefits information stored in any Microsoft Excel™ file can be imported directly into RapidRem. Select the 'Import Data' function on the toolbar and follow Steps 1 - 7.



Step 2: Workbook selection

If you have several worksheets in your data file, you will be asked to select the worksheet you would like to import.

If you wish to import two separate sheets you will need to conduct two separate imports. Please ensure Employee ID's appear on both spreadsheets.

If you have only one worksheet in your file, this message box will not appear.

The screenshot shows an Excel spreadsheet with a dialog box titled "WORKSHEET SELECTION". The dialog box contains the following text: "The data file you have opened has several worksheets (tabs). Please select the worksheet that contains your data". Below this text is a list of worksheets: IT, HR, CS, Sales, and Marketing. The "IT" worksheet is selected. At the bottom of the dialog box is a blue button that says "Click to accept the selected worksheet".

The background spreadsheet shows the following data:

	B	C	D	E	F	G	H	I	J	K	L
	CSI Use Only	Employee ID	Position					Super Company Contrib. (% of base)	Super Company Contrib. (\$)	Employee Salary Sacrifice Super	Target Incentive
ent		7873						17.00	0	0	
ent		1277						17.00	0	0	
ent		5657						17.00	0	0	
ent		6567						17.00	0	0	
ent		4587						17.00	0	0	
ent		9778						17.00	0	0	
ent		7890						17.00	0	0	
ent		7811						17.00	0	0	
ent		7828						17.00	0	0	
ent		7291						17.00	0	0	
ent		9292						17.00	0	0	
ent		8765						17.00	0	0	
ent		5678						17.00	0	0	
15	Current	1234	80 Helpdesk	5	2	45527.00	17.00	0	0		
16	Current	4352	80 Helpdesk	5	2	43963.00	17.00	0	0		
17	Current	6153	80 Helpdesk	5	2	42471.00	17.00	0	0		
18	Current	7635	80 Helpdesk	5	2	45527.00	17.00	0	0		
19	Current	1213	80 Helpdesk	5	2	46749.00	17.00	0	0		

Step 3: Selecting the row in which your Remuneration Column titles appear

Your organisation's internal headings/titles used in YOUR spreadsheet must be displayed in the dialogue box that appears once you have selected your file.

Select the row that contains your column headings

Status|CSI Use Only|Employee ID|Position Code|Position Title|Premium Skill Code|Post Code

Up Down

Your column heading row should appear in the window above. If it does not, use the up & down buttons to locate the row containing your column headings, then click select.

Select

Status	CSI Use Only	Employee ID	Position Code	Position Title	Premium Skill Code	Post Code	Current Base Salary	Contribution (% of Base Salary)	Contribution (\$)	Salary Sacrifice Super
Current		7811	80	helpdesk	5	2	35138.00	17.00	0	0
Current		7828	80	Helpdesk	5	2	35138.00	17.00	0	0
Current		7291	80	Helpdesk	5	2	35138.00	17.00	0	0
Current		9292	80	Helpdesk	5	2	43693.00	17.00	0	0
Current		8765	80	Helpdesk	5	2	40027.00	17.00	0	0
Current		5678	80	Helpdesk	5	2	43693.00	17.00	0	0
Current		1234	80	Helpdesk	5	2	45527.00	17.00	0	0
Current		4352	80	Helpdesk	5	2	43963.00	17.00	0	0
Current		6153	80	Helpdesk	5	2	42471.00	17.00	0	0
Current		7635	80	Helpdesk	5	2	45527.00	17.00	0	0
Current		1213	80	Helpdesk	5	2	46749.00	17.00	0	0

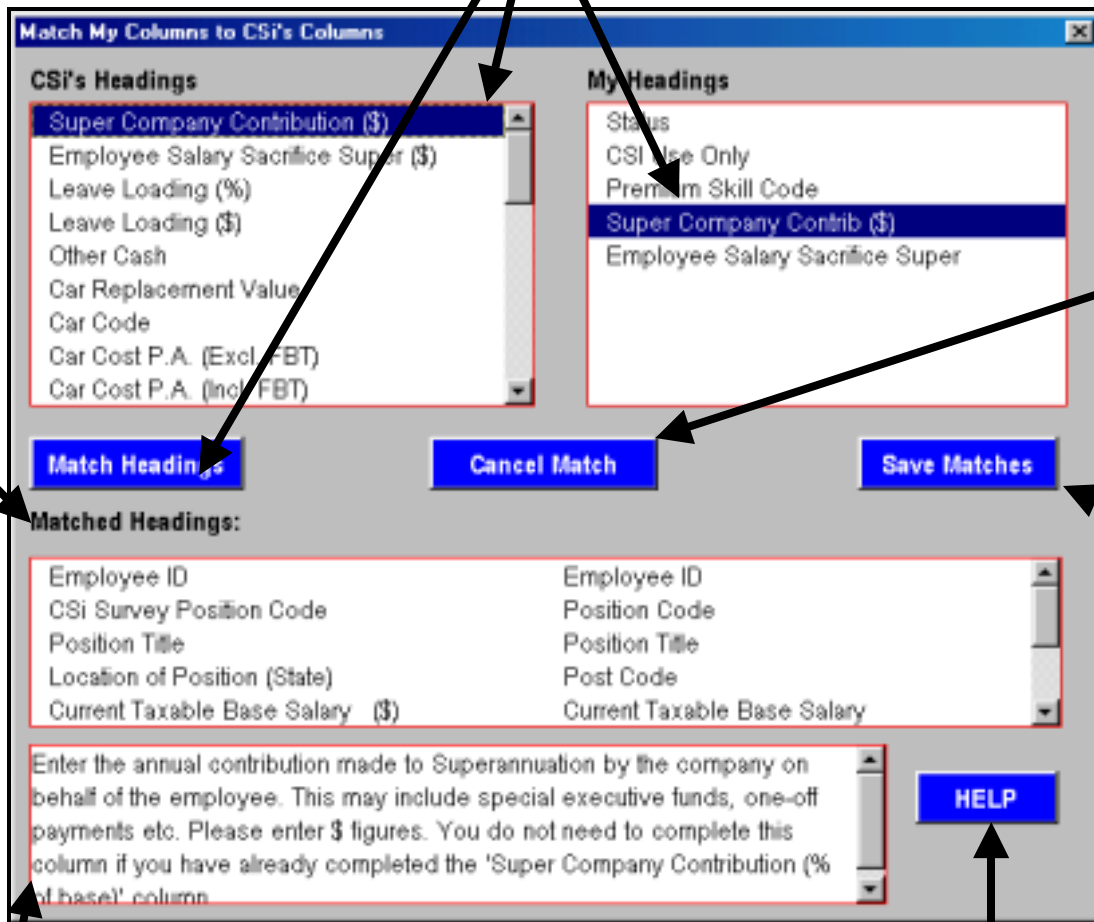
Step 4: Matching your remuneration items to CSI's column headings

Before importing data into RapidRem you must match the column headings on your data spreadsheet to those on the RapidRem Data Spreadsheet. This will ensure your data is 'dumped' into the correct columns.

If your organisation's headings are different from the CSI headings:

- Select the CSI title – found in the dialogue box 'CSI's Headings'.
- Select your organisation's corresponding internal heading – found in the dialogue box 'My Headings'.
- Click the 'Match Headings' button.

Continue until each column required has been matched.



Any column heading on your data spreadsheet that is exactly the same as a RapidRem column heading will be automatically matched and appear in the 'Matched Headings' box. The matches you make manually will also appear.

To cancel an incorrect match select the heading in the 'Matched Headings' dialogue box and then click the 'Cancel Match' button.

When you have completed all matches, click 'Save Matches' to continue the Import Process.

Definitions for CSI column headings can be viewed by selecting the desired heading in either the 'CSI Headings' or the 'Matched Headings' boxes.

Should you need to view this help information during the 'Match Headings' process, select 'HELP'.

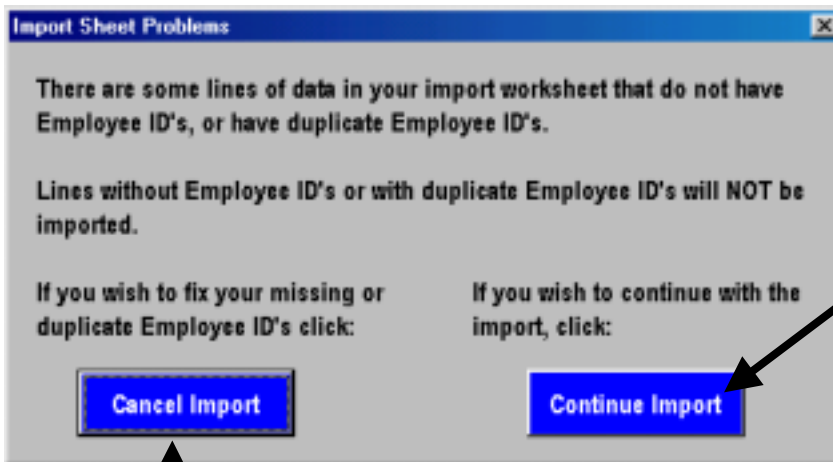
Step 5: Identifying missing or duplicate Employee ID's

RapidRem will not import lines of data with missing or duplicate Employee ID's.

At this stage, RapidRem will identify any missing or duplicate Employee ID's in YOUR data spreadsheet.

If there are no missing or blank ID's you will automatically be taken to [Step 6](#).

If there are missing or duplicate Employee ID's in your data the following message box will appear:



You may choose to continue the import process – without making corrections by selecting 'Continue Import'.

This option may be selected if formatting variations exist. For example, you may have deliberately left blank rows in your data spreadsheet to differentiate job families or internal departments within the data.

Rows with blank or duplicate ID's will be omitted.

Selecting this option will transport you to a summary of the rows that contain missing or duplicate Employee ID's so that you can review/change/delete information where required.

This page provides a summary of the rows containing missing or duplicate ID's.

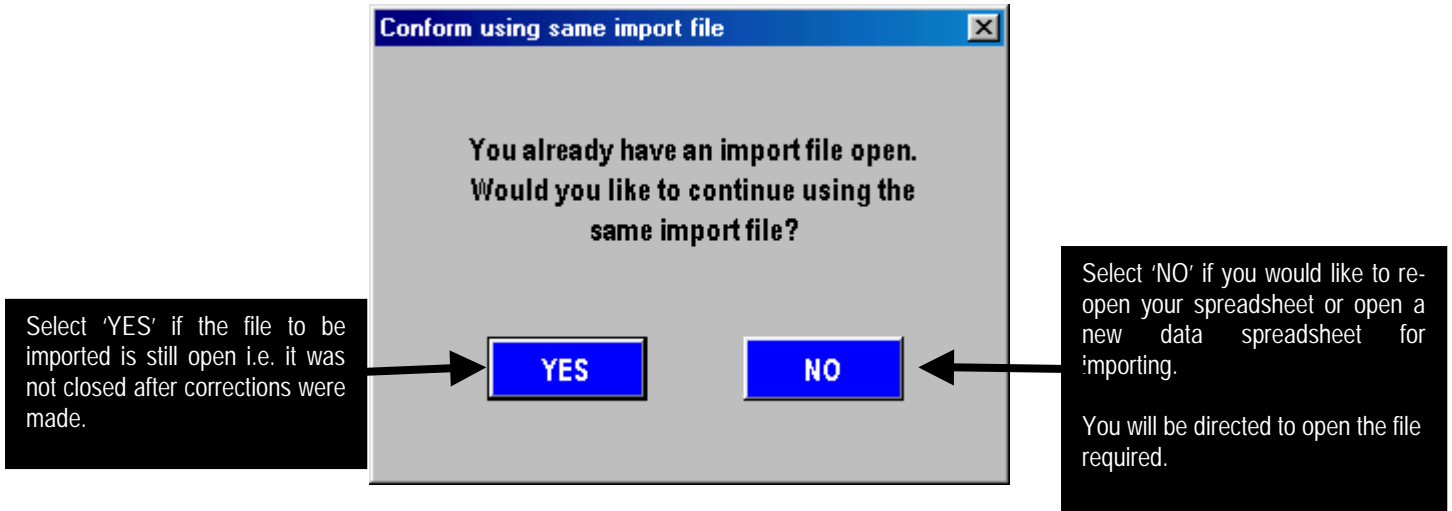
Using the information in this summary sheet return to YOUR data spreadsheet and enter the correct details.

ROW Number	Comment
24	BLANK CLIENT ID
25	BLANK CLIENT ID
26	BLANK CLIENT ID
27	BLANK CLIENT ID
28	BLANK CLIENT ID

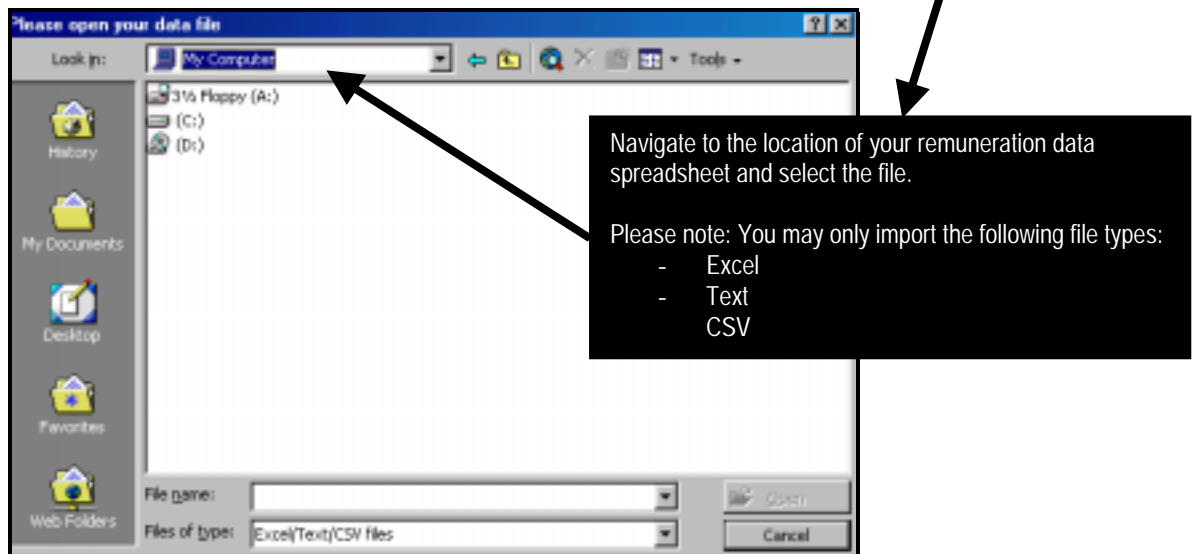
Once you have corrected YOUR data spreadsheet, return to this page of your RapidRem file and click the 'Back to Import' button. This will take you to the start of the import process.

You will be provided with one of two options to continue the import process:

(i)



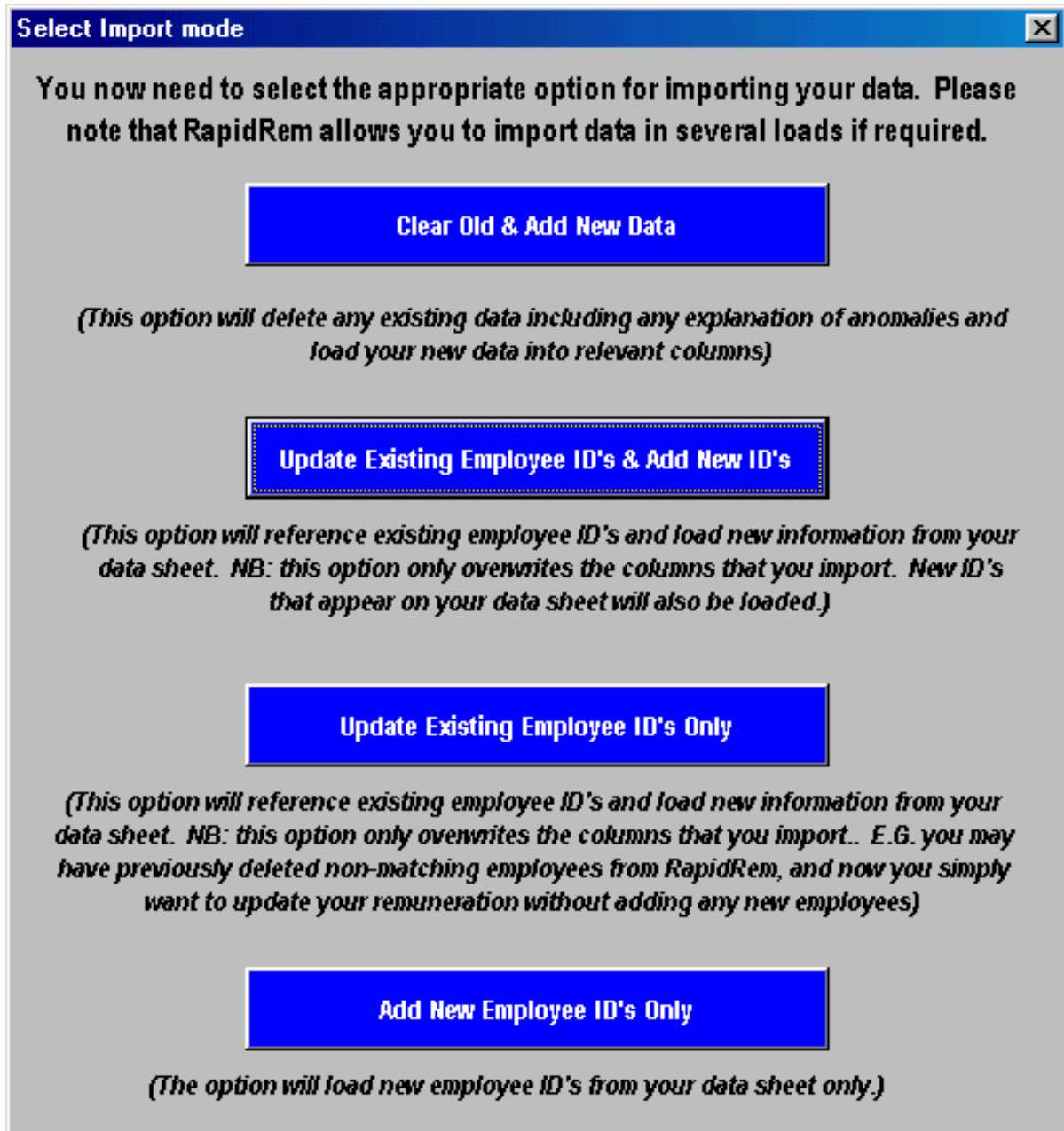
(ii)



Perform import processes [steps 2 – 5](#) again.

Step 6: Selecting your Import mode

RapidRem provides 4 alternatives for importing data. Read the description provided below each link and select the most appropriate option.



Select Import mode

You now need to select the appropriate option for importing your data. Please note that RapidRem allows you to import data in several loads if required.

Clear Old & Add New Data

(This option will delete any existing data including any explanation of anomalies and load your new data into relevant columns)

Update Existing Employee ID's & Add New ID's

(This option will reference existing employee ID's and load new information from your data sheet. NB: this option only overwrites the columns that you import. New ID's that appear on your data sheet will also be loaded.)

Update Existing Employee ID's Only

(This option will reference existing employee ID's and load new information from your data sheet. NB: this option only overwrites the columns that you import.. E.G. you may have previously deleted non-matching employees from RapidRem, and now you simply want to update your remuneration without adding any new employees)

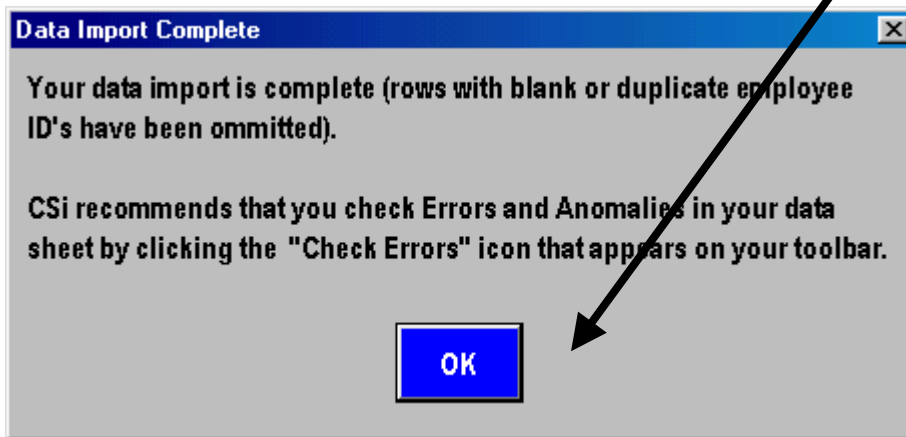
Add New Employee ID's Only

(The option will load new employee ID's from your data sheet only.)

Step 7: Import Complete!

This dialogue box indicates that you have successfully imported your data into RapidRem.

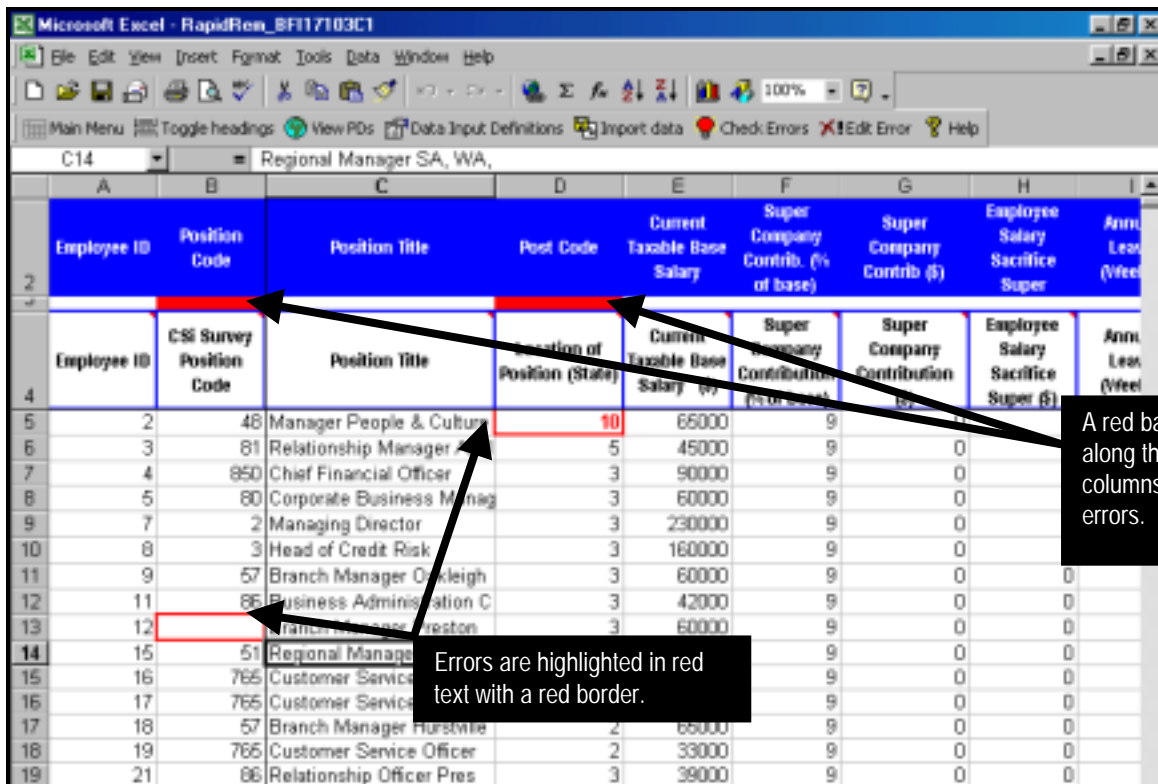
Select OK.



Check Errors - Check Errors

Check Errors highlights all errors and anomalies in your spreadsheet and provides the facility for you to correct them.

Errors must be corrected before RapidRem is returned to CSI.



The screenshot shows a Microsoft Excel spreadsheet titled "RapidRem_BF117103C1". The spreadsheet has columns A through I. The first row (row 2) has blue headers: Employee ID, Position Code, Position Title, Post Code, Current Taxable Base Salary, Super Company Contrib. (% of base), Super Company Contrib. (\$), Employee Salary Sacrifice Super, and Ann. Leav. (Weeks). The second row (row 4) has headers: Employee ID, CSI Survey Position Code, Position Title, Location of Position (State), Current Taxable Base Salary (\$), Super Company Contribution (of base), Super Company Contribution (\$), Employee Salary Sacrifice Super (\$), and Ann. Leav. (Weeks). The data rows start from row 5. A red bar highlights the top of columns C, D, and E. Red text and borders highlight specific data points in rows 5, 12, and 13. Row 5: Position Code 48, Position Title "Manager People & Culture", Location of Position (State) "10", Current Taxable Base Salary 65000. Row 12: Position Code 86, Position Title "Business Administration C", Current Taxable Base Salary 42000. Row 13: Position Code 86, Position Title "Business Administration C", Current Taxable Base Salary 60000.

Employee ID	Position Code	Position Title	Post Code	Current Taxable Base Salary	Super Company Contrib. (% of base)	Super Company Contrib. (\$)	Employee Salary Sacrifice Super	Ann. Leav. (Weeks)
5	2	48 Manager People & Culture	10	65000	9	0	0	0
6	3	81 Relationship Manager	5	45000	9	0	0	0
7	4	850 Chief Financial Officer	3	90000	9	0	0	0
8	5	80 Corporate Business Manag	3	60000	9	0	0	0
9	7	2 Managing Director	3	230000	9	0	0	0
10	8	3 Head of Credit Risk	3	160000	9	0	0	0
11	9	57 Branch Manager Okleigh	3	60000	9	0	0	0
12	11	86 Business Administration C	3	42000	9	0	0	0
13	12	86 Business Administration C	3	60000	9	0	0	0
14	15	51 Regional Manag			9	0	0	0
15	16	765 Customer Service			9	0	0	0
16	17	765 Customer Service			9	0	0	0
17	18	57 Branch Manager Hurstville	2	65000	9	0	0	0
18	19	765 Customer Service Officer	2	33000	9	0	0	0
19	21	86 Relationship Officer Pres	3	39000	9	0	0	0

A red bar appears along the top of columns containing errors.

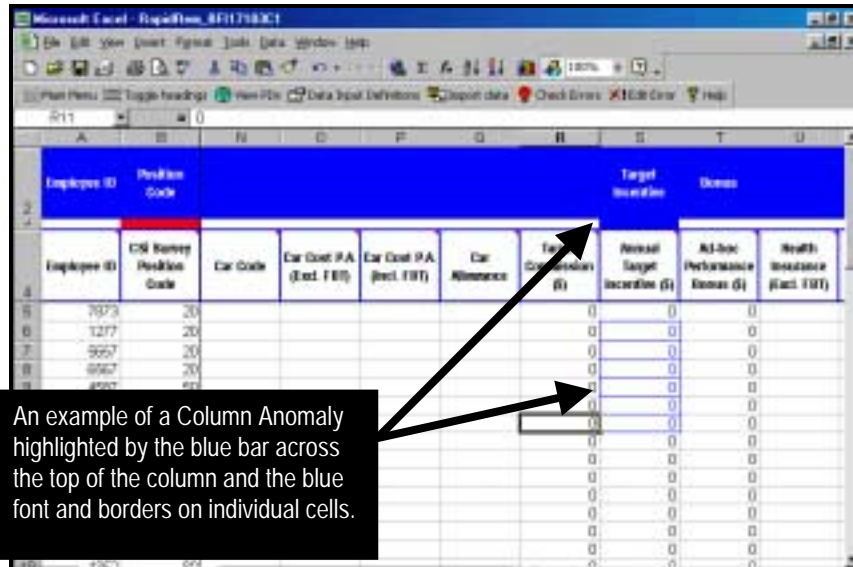
Errors are highlighted in red text with a red border.

Anomalies are figures that deviate from common market practice.

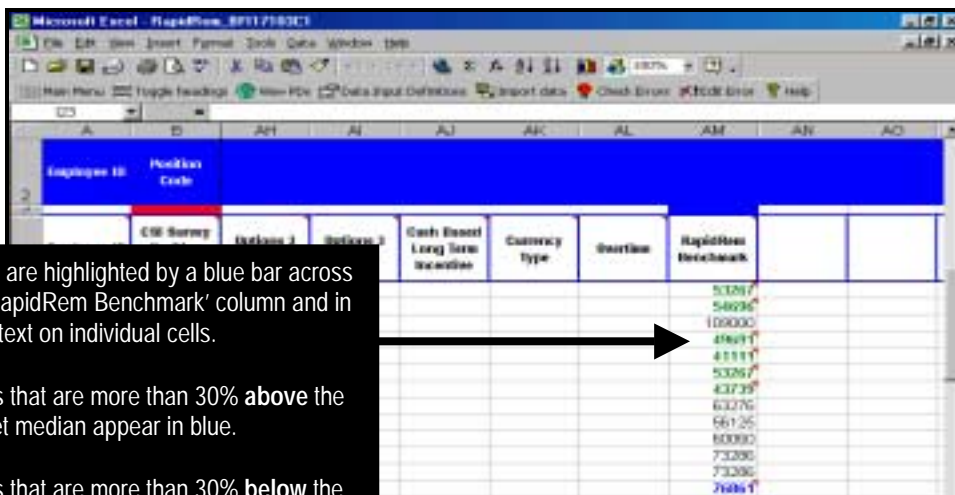
Anomalies are highlighted in blue and green text enabling you to identify the anomalous figures and confirm that you are satisfied with their accuracy or make corrections where necessary.

There are two scenarios in which anomalies will be identified:


1. **Column Anomalies** - if a remuneration or benefit item does not appear in your data for a group of employees that generally receive it, e.g. a sales team not receiving sales commission, a column anomaly will occur.

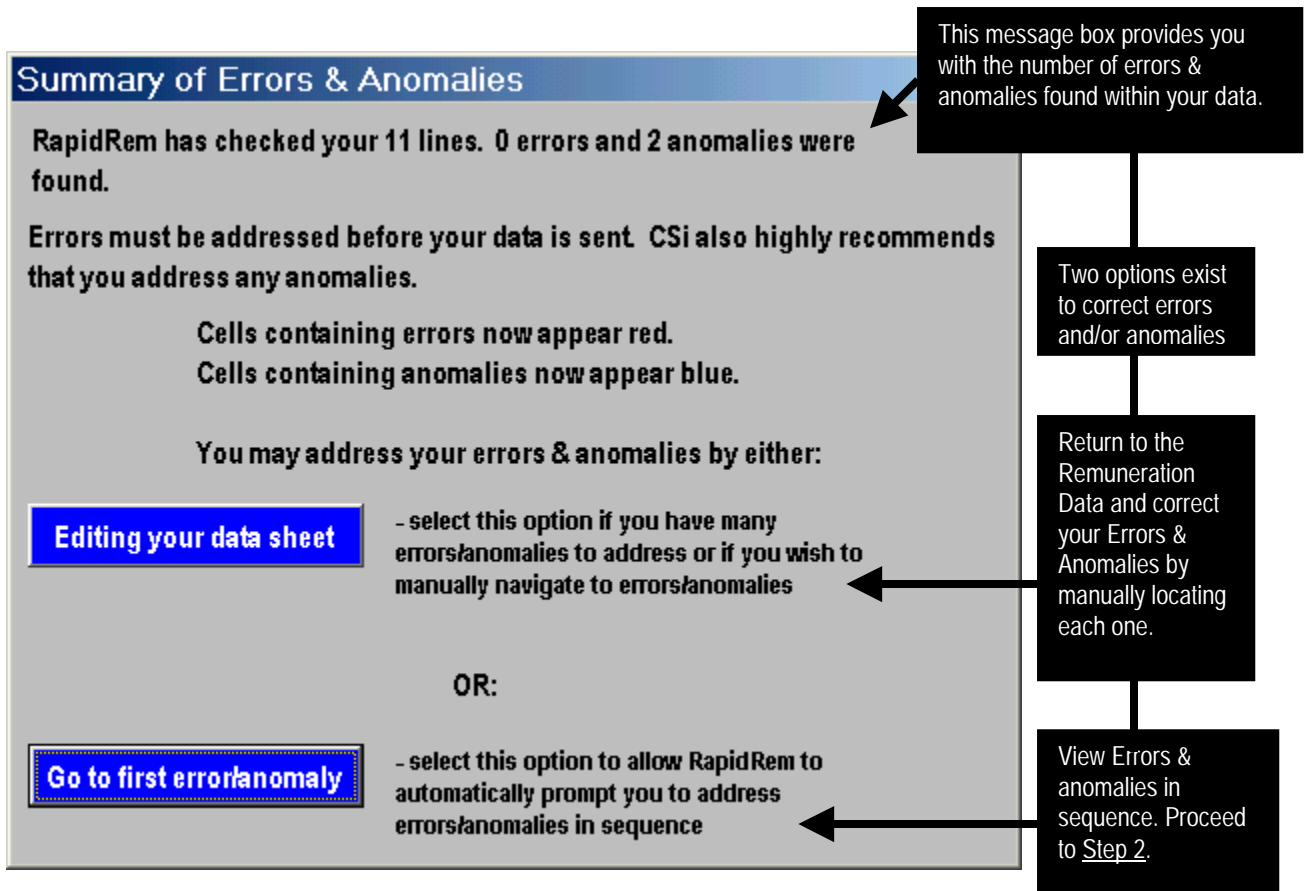


2. **RapidRem Benchmark Anomalies (RRB)** – RapidRem Benchmark figures are calculated for each line of data (ie. The sum of all salary and benefit items entered into the spreadsheet is calculated). RapidRem Benchmark Anomalies occur if a the RapidRem Benchmark figure for a particular line of data deviates more than 30% above or below the market median for the relevant position code.



Step 1: Checking Errors & Anomalies.

When you click the  button on the RapidRem toolbar the following message box will appear:



Summary of Errors & Anomalies

RapidRem has checked your 11 lines. 0 errors and 2 anomalies were found.

Errors must be addressed before your data is sent. CSI also highly recommends that you address any anomalies.

Cells containing errors now appear red.
Cells containing anomalies now appear blue.

You may address your errors & anomalies by either:

Editing your data sheet - select this option if you have many errors/anomalies to address or if you wish to manually navigate to errors/anomalies

OR:

Go to first error/anomaly - select this option to allow RapidRem to automatically prompt you to address errors/anomalies in sequence

This message box provides you with the number of errors & anomalies found within your data.

Two options exist to correct errors and/or anomalies

Return to the Remuneration Data and correct your Errors & Anomalies by manually locating each one.

View Errors & anomalies in sequence. Proceed to [Step 2](#).

Go to first error/anomaly

Step 2:

This option will direct you to each error individually and provide you with the opportunity to make corrections. Please note: if there are no errors in your data, you will be transported to [Step 4](#) or [Step 6](#).

Identifies the column and line that contains the error.

Current information contained within the erroneous cell.

An explanation as to the reason why the data entered is erroneous.

A definition of the required information to assist you with correcting the error.

You can make corrections by entering data into this field.

Buttons to navigate through the Errors & Anomalies.

Step 3: Completion of RapidRem Error Checking

RapidRem will acknowledge the end of error checking with this message box.

Select 'Next' to continue the checking cycle and address anomalous data.

Step 4: Column Anomalies – please note: if there are no Column Anomalies in your data, you will be transported to [Step 6](#).

The screenshot shows a dialog box titled "Comment on anomalous column". The text inside reads: "CSI has identified several of the same type of anomaly within the column entitled: Target Commission (\$) (matches Target Commission)". Below this, it says "This column contains anomolous cells because:" followed by a text box containing "Employees in these roles generally receive this benefit". There are two options: "Click to return to data to input this information." and "Please provide an explanation as to why these employees do not receive this benefit." with an "OR" between them. A "Next" button is at the bottom.

Indicates the column in which the anomalies occur.

An explanation as to the reason why the data entered is anomalous.

Address column anomalies by either:

1. Returning to the data and correcting/deleting information.

OR

2. Providing an explanation for the column anomaly – for eg. All sales employees have performance goals that are broader than sales quotas and therefore receive Target Incentive rather than Target Commission. All comments entered will be saved from cycle to cycle so that you will NOT have to check the same anomalies on an ongoing basis.

Select the 'Next' Button to proceed to the next column anomaly.

Step 5: Completion of RapidRem Column Anomaly Checking

The screenshot shows a dialog box with the text: "RapidRem Column Anomaly Checking is complete. Proceeding to TRC anomalies." and a "Next" button at the bottom.

RapidRem will acknowledge the end of column anomaly checking with this message box.

Select 'Next' to proceed to TEC checking.

Step 6: RapidRem Benchmark (RRB) Anomaly Checking

RapidRem calculates all of the salaries and benefits entered for each individual employee and places the calculated figures in the RapidRem Benchmark Column.

When a RapidRem Benchmark Anomaly is identified, the figure on the remuneration spreadsheet is coloured blue (for figures that are more than 30% above the market) or green (for figures that are more than 30% below the market).

RRB Anomalies

RapidRem has calculated the sum of all of the remuneration and benefit items entered on the spreadsheet for each employee. This figure is called RapidRem Benchmark (RRB) and it has been placed in the RapidRem Benchmark column.

RapidRem has identified **2** RRB anomalies in your data. (RRB anomalies refer to RRB's that deviate more than 30% above or below the market median for their respective position codes.)

RRB's that are more than 30% above the market median appear in blue.

RRB's that are more than 30% below the market median appear in green.

RRB anomalies can include:

- * An error/typo has been made during the data entry process - please FIX.
- * The employee has been matched to the wrong survey position code/description - please FIX.
- * The RRB anomaly falls in line with your organisation's remuneration strategy - please LEAVE.

Each cell containing a RRB anomaly has a red tag. You may write commentary within the red tag regarding the anomaly by clicking on the relevant cell then clicking the **X! Edit Error** button on the RapidRem toolbar. Your comments will be saved from cycle to cycle.

OK


States the number of RapidRem Benchmark Anomalies (ie. employees with RRB's that deviate above or below the market by 30 % or more) that have been identified within your data.

Important: Explains the difference between the blue or green highlighted cells.

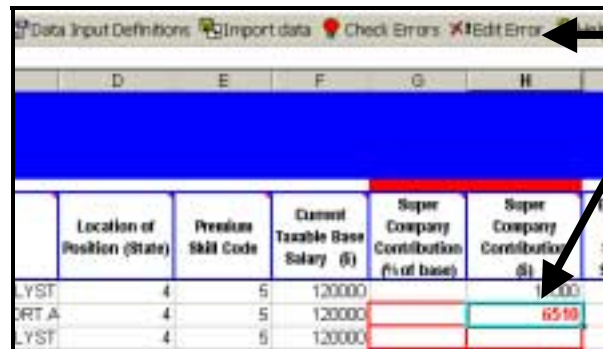
Provides instructions on how to correct/verify each anomaly.

Select OK to return to your spreadsheet and address your TEC Anomalies using the Edit Error function.

Edit Error - Edit Error

The  button can be clicked during the process of checking an individual error that has been coloured red on the remuneration spreadsheet or during the process of addressing a RapidRem Benchmark Anomaly that has been coloured either blue or green in the RapidRem Benchmark column of the remuneration spreadsheet.

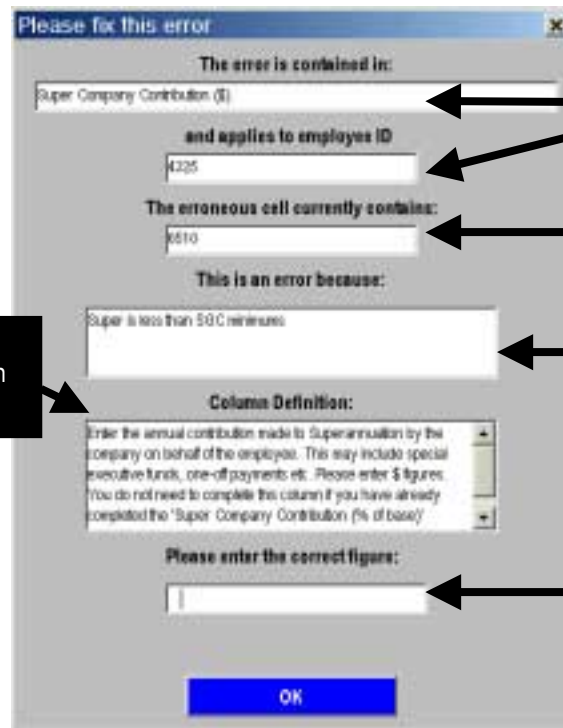
Checking an individual error:



	Location of Position (State)	Premium Skill Code	Current Taxable Base Salary (\$)	Super Company Contribution (% of base)	Super Company Contribution (\$)
LYST	4	5	120000		12000
ERT A	4	5	120000		6599
LYST	4	5	120000		

Simply place your cursor on an erroneous cell and click the Edit Error button on the RapidRem Tool Bar.

The following dialogue box will appear and allow you to address the error:



Please fix this error

The error is contained in:
Super Company Contribution (\$)

and applies to employees ID
4225

The erroneous cell currently contains:
6510

This is an error because:
Super is less than 50C minimum

Column Definition:
Enter the annual contribution made to Superannuation by the company on behalf of the employee. This may include special executive funds, one-off payments etc. Please enter \$ figures. (You do not need to complete this column if you have already completed the 'Super Company Contribution (% of base)')

Please enter the correct figures:
|

OK

Identifies the column and line that contains the error.

Current information contained within the erroneous cell.

An explanation as to the reason why the data entered is erroneous.

A definition of the required information to assist you with correcting the error.

You can make corrections by entering data into this field.

Checking a RapidRem Benchmark Anomaly:

	AA	AB	AC	AD	AE	AF
Other Non FBT-able Benefits						
Car FBT						
Other FBT						
Overtime						
RapidRem Benchmark					133615	
					128060	
					122615	
					63029	
					49696	
					43954	
					54495	

Simply place your cursor on an erroneous cell and click the Edit Error button on the RapidRem Tool Bar.

The following dialogue box will appear and allow you to address the RapidRem Benchmark Anomaly:

NB: RapidRem calculates the sum of all of the salaries and benefits entered for each individual employee and places the calculated figures in the RapidRem Benchmark Column.

When a RapidRem Benchmark Anomaly is identified, the figure on the remuneration spreadsheet is coloured blue (for figures that are more than 30% above the market) or green (for figures that are more than 30% below the market).

Checking RRB anomalies

RapidRem has calculated the sum of all of the remuneration and benefit items entered on the spreadsheet for each employee. This calculated figure is called RapidRem Benchmark (RRB) and it has been placed in the RapidRem Benchmark column.

RapidRem has identified that the RapidRem Benchmark (RRB) for Employee ID:

is considerably higher than the market median for position code 4583 (Principal Consultant)

The RRB is:

If this RRB is incorrect, please check figures entered for this employee **OR:** If this RRB is correct, please confirm that the position code match for this employee is accurate

Please provide an explanation for this RRB difference:

This figure represents an addition of all of the employee's salaries and benefits.

Indicates the relevant Employee ID.

To make amendments to the data you have entered choose 'Click to correct your data'.

If you are satisfied your data is correct choose 'Position OK' and provide a brief comment confirming its accuracy.

Provides you with the option of changing the CSI position code assigned to the employee.

Important: RapidRem may highlight an incumbent's RapidRem Benchmark figure as anomalous if the employee is matched to an inappropriate Position Code. For example - if a General Manager is accidentally given the CSI position code for a Human Resources Officer the remuneration will highlight as an anomaly.

Buttons to navigate through the Errors & Anomalies.

Feature Surveys

Feature Surveys provide contributors with additional 'topical' information and are reported within all standard CSI Salaries & Benefits Surveys.

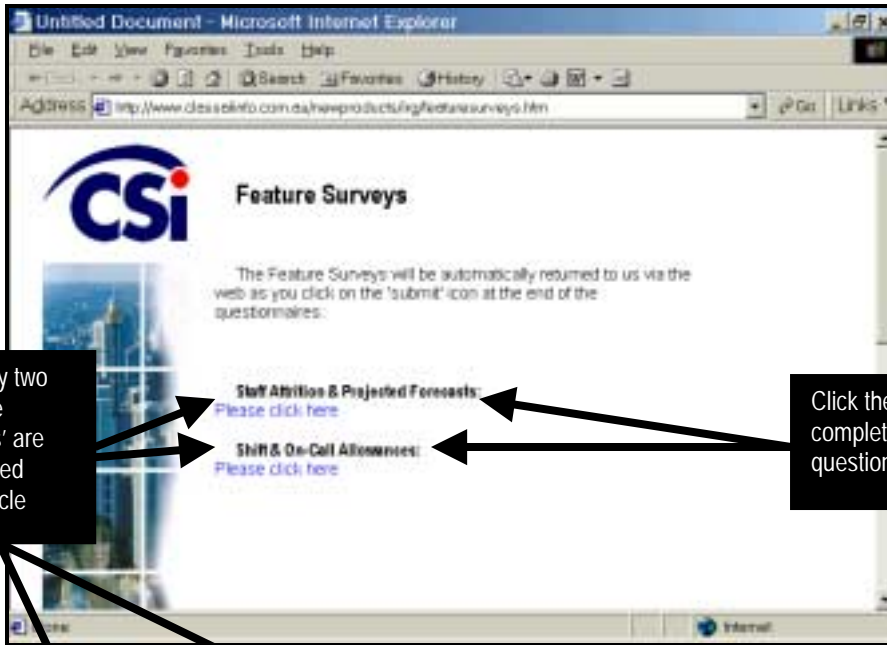
Feature Surveys are completed on the CSI Website. Simply click the 'Feature Surveys' button on the Main Menu. You will be transported to CSI's Website where you will be presented with links that will facilitate the completion of Feature Survey data.

The screenshot shows a 'MAIN MENU' for 'RapidRem' with a list of six steps to complete the process. Each step has a corresponding button and an 'About' link. A red banner indicates the data is due on 17 Nov 2002. Contact information for CSI is provided at the bottom.

Step	Action	Link
1. Click to enter:	Company's New for Entering Data	About
2. Click to enter:	Company Macro Data	About
3. Click to enter:	Remuneration Data	About
4. Click to enter:	Feature Survey Data	About
5. Click to check:	Company/Contact Details	About
6. Click to:	Send Your Data	About

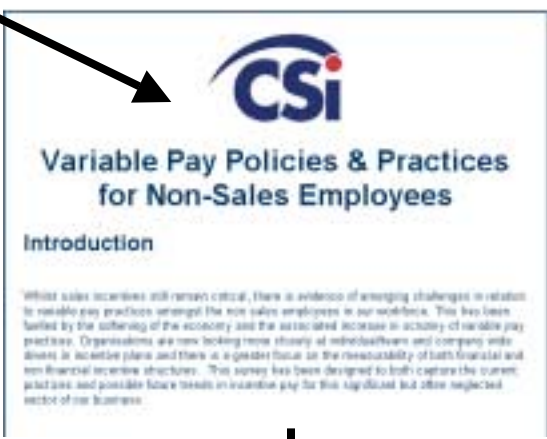
Data Due: 17 Nov 2002

Click: [about RapidRem](#)
Comment on RapidRem: commentonrapidrem@classinfo.com.au
Contact CSI via email: support@classinfo.com.au
Contact CSI via phone: 61 2 9415 3455



Typically two 'Feature Surveys' are conducted each cycle

Click the links to complete the questionnaires



Staff Attrition – A survey that provides information pertaining to voluntary and involuntary staff movements, and anticipated salary increases for the next 12 months.

Contemporary Issue Survey – A survey providing information on a current 'Hot Topic'.
 Previous contemporary issue surveys have included:
Variable Pay for Non Sales Employees
Redundancy Policy & Practice
Shift & On-call Policy & Practice

Company/Contact Details

On this page you are required to enter/update/confirm **Company/Contact Details**:

To ensure surveys and associated information are forwarded to the correct person it is essential that contact details are current. To avoid unnecessary delays and confusion in receiving information, CSI recommends that you check the contact details on this page each survey cycle and make amendments when required.

CSI collects two sets of contact details:

1. Survey Subscription Contact Details –the details of the person that will receive the Survey.
2. RapidRem Contact Details – the details of the person that will complete the Survey data. RapidRem will be sent directly to this person in future.

Please note:
The two contacts can be separate people. However, if one person receives the survey and is responsible for providing data, the same contact information should be duplicated in both 'Contact Details' boxes.

RapidRem

[Back to Main Menu](#)

SURVEY SUBSCRIPTION CONTACT DETAILS
(Please note: This person is the Survey Subscription contact)

Company Name	XYZ Limited
Title	Remuneration Specialist
Name	Ms Kate Spears
Street Address	45 Sunhill Road
Mailing Address	
Suburb	Melbourne
State	VIC
Post Code	3000
Country	
Phone	03 9845 3216
Fax	03 9845 3222
Email Address	kspears@xyzltd.com.au
Website Address	

RAPIDREM CONTACT DETAILS
(Please note: RapidRem will be sent directly to this person in the future)

Name	Mr Desmond Tavernier
Phone	03 9845 3217
Email	dtavernier@xyzltd.com.au

RapidRem

[Back to Main Menu](#)

Send Your Data

Sending your data is the final step of the RapidRem data capture process.

The 'Send Your Data' button provides a link enabling your organisation's data to be saved and then securely uploaded to CSI in an instant via our web site. If you received your RapidRem file on CD-Rom, your file will be encrypted and either automatically emailed to CSI or saved ready for you to attach to an email.

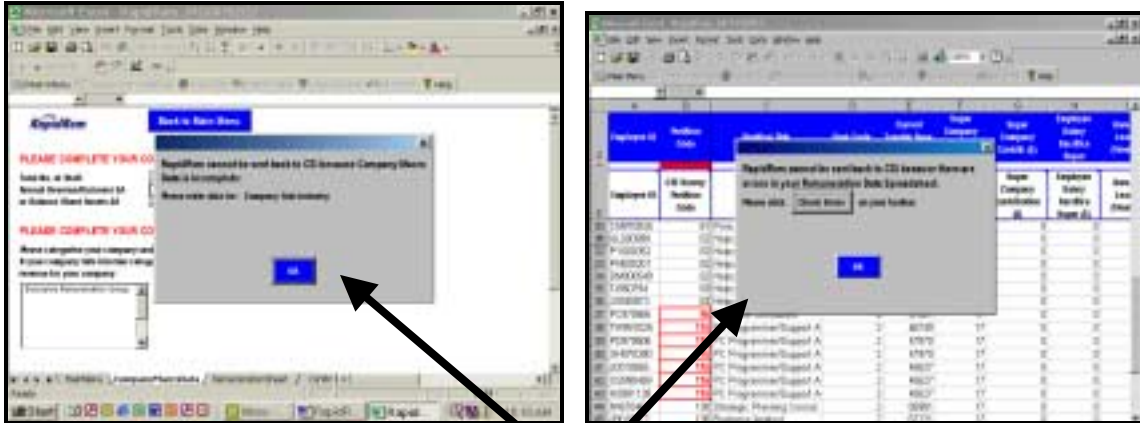
RapidRem **MAIN MENU**
Welcome! Please complete the 6 EASY STEPS of RapidRem:

1. Click to view:	What's New for Entering Data	About
2. Click to enter:	Company Macro Data	About
3. Click to enter:	Remuneration Data	About
4. Click to enter:	Feature Survey Data	About
5. Click to check:	Company/Contact Details	About
6. Click to:	Send Your Data	About

Data Due: 17 Nov 2002

Click: [about RapidRem](#)
Comment on RapidRem: commentonrapidrem@classalinfo.com.au
Contact CSI via email: support@classalinfo.com.au
Contact CSI via phone: 61 2 9415 3455

Before your data is sent to CSi, RapidRem checks to ensure that all required data has been entered correctly.



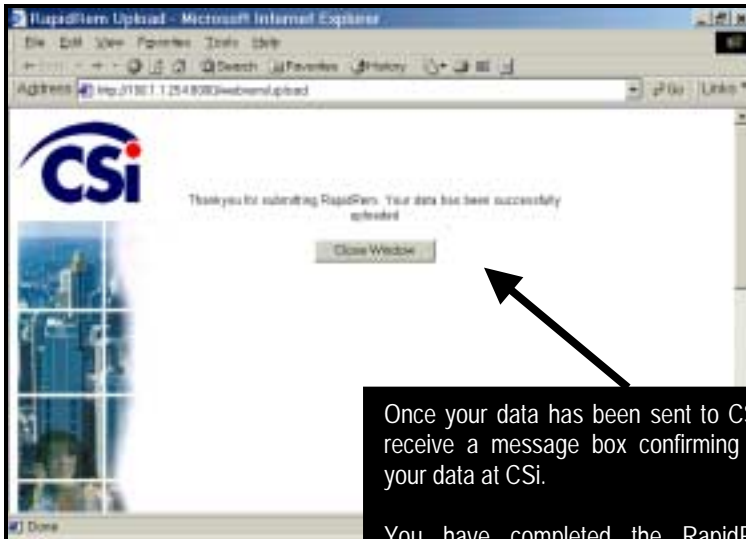
There are two scenarios where an error will be detected during the 'Send Your Data' process:

1. Company Macro Data information is incomplete or contains incorrectly formatted figures
2. The Errors on the Remuneration Spreadsheet have not been addressed

In each of these cases you will be transported to the relevant pages and prompted by a message box to fix the error/s.

Once you have addressed the errors in your RapidRem file, return to the Main Menu and click the 'Send Your Data' button.

In the case where errors still appear in your RapidRem file you will be provided with a second opportunity to correct any remaining errors or you may send your data with errors remaining. In the latter case, a CSi representative may be in contact with you to help resolve any outstanding errors.



Once your data has been sent to CSi you will receive a message box confirming receipt of your data at CSi.

You have completed the RapidRem data capture process!

CSi's Technical Support can be reached on 61 2 84406524 or support@classalinfo.com.au