Pre-Demo Questions

Be sure to have the answers to these questions before selecting the compensation management software for your company.

How many employees do you have?
Are there any international employees? What countries?

How much time do you currently spend on your annual review process?
Includes setup, administration, reporting?

What are your goals with implementing a compensation planning system?
What specific issues/problems are you trying to solve?

What software application do you currently use for salary planning process?
What does your organization’s managers and executives like/dislike about your current process?

What other systems (HRIS and others) do we need to integrate with?

What is the time-frame for purchase and implementation of a new salary planning application?

How many Full Time Employees are involved administrating the process?
How many Users? Managers, HR Admins, Compensation, Finance Department - Users:
Are all managers in a single location or in different locations?
What types of salary increases are planned for during the annual review process?  
(Merit, promotion, lump sum, etc)

Is your bonus program goal based or discretionary or both?  
Is it an annual bonus, quarterly, monthly?

Do you have predefined targets for bonuses?  
For example is it a % of salary or a fixed dollar amount?

When does your annual salary planning occur and is it the same time every year for all employees?  
Do non-exempt/hourly employees occur on a different schedule?

Is anyone excluded from salary planning and or bonus planning?  
Are there any high level executives or union employees that are excluded from salary planning, but are included for bonus planning.

How do you define eligibility for salary, bonus and LTI (long term incentive) stock?  
For example, many exclude employees who were hired after a certain date (new hires)  
LTI may be limited to those at a certain salary/salary grade or job title.

How do you distribute the annual merit budget?  
For example, is it based on current compa ratios or performance rating?  
Does it vary by location/country

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