

# compACT

## 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*

**compACT automates your compensation plan.**

1. Get consistent automation and execution.
2. View accurate insights at any time.
3. Stay compliant, with an audit trail.
4. Improve engagement.
5. Save time and money.