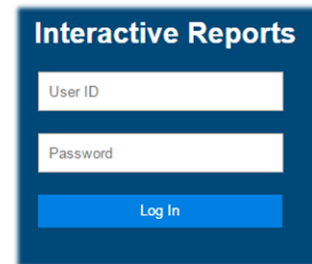


Milliman Online Results - Quick Reference Guide

The Interactive Results allows you to save your criteria settings and create customized data breakouts, exports, and reports.

1 How to Access

www.surveymilliman.com



1. Log In to Milliman Results Site

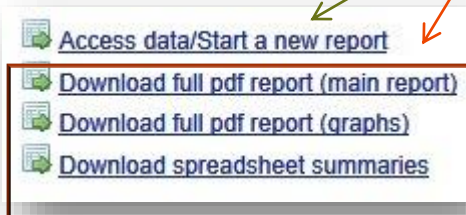
To access the data results, go to surveyresults.milliman.com. Enter your **user ID** and **password** from your survey results email.

2. Download Reports

Download the full PDF report and the spreadsheet summaries. Choose a link to click on to start the download process. Save the download to your hard drive.

3. Create New Report

Under "Your Surveys" click the survey name and click **Access data/Start a new report**. Available report options:



- ✓ Pay Period*: Annual, Monthly, Hourly
 - ✓ *Conversion based on 2080 annual hours.
- ✓ Search Job
- ✓ Job Category/Title
- ✓ Set Criteria (Data Filter Options)
- ✓ Adjust Salary (Age Actual Salaries and Salary Ranges)
- ✓ Save Criteria

Start with the yellow bar on the left. Select a Job **Category** then select a Job **Title**. (Need help finding a job? Click on "Search Job" button.) View the duties and responsibilities associated with the job under the job title at the top of the page. Click on **Read More** for the full description, if applicable.

Help/Tip

Note to Participants: View **Your Job Title** and **Your Job Code** just above the job description, where applicable.

4. Set Criteria

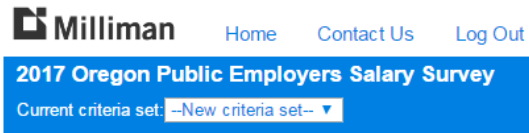
To customize your report, select the **Set Criteria** button. Select by locations, organization types, number of employees, etc. When you are finished, click on the **Update Selected Orgs** button at the bottom of the screen. Organizations that match your criteria will be checked in the Organizations Matching Criteria window. Organizations not matching the criteria selections will appear in the Not Matching Organizations window. When you have completed your criteria settings, click on **Apply to Results**.

5. Print Criteria

Click the **Print Criteria** button to view the organizations matching the report criteria.

6. Save Criteria

To create and save your unique criteria set, select the **Save Criteria** button. Enter a short description, e.g., Peer Group 1, and click "Add Criteria Set." Your new description will show up in the "Current criteria set" window. Click on the **Set Criteria** button at the top of the screen. Your survey criteria description will show at the top of the screen. Make your selections from the available criteria and, when you have completed your criteria settings, click on **Apply to Results**.



Help/Tip

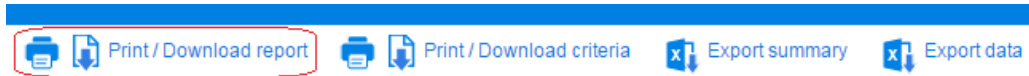
Note to Participants: See option to exclude (or include) your data in the market analyses at the top of the screen of the **Survey Criteria** window.

2 Print your report

Print one job, one category, or all jobs in the survey. Create your report for a single job and view the going market rate along with the names of the organization that matched to the job. To create the report, do the following:

1. Print Report

Click the **print report** link in the upper right hand corner of the Survey Results screen and follow the prompts. You can save or print out the report.



2. Print Options

Select from the following print options:

- **All Survey Jobs** This option prints all the jobs in the survey either with all data or the data as revised by your criteria selections.
- **Jobs in the Selected Category** Select this option when you want just the jobs in the selected family to print.
- **Selected Job Only** This is the default and will print just the job on the screen.
- **Hide client data on report** Checking this box will hide your participant job data on the print report.

3. Print

Click the **Print Report** button to view the report and to access the print features.

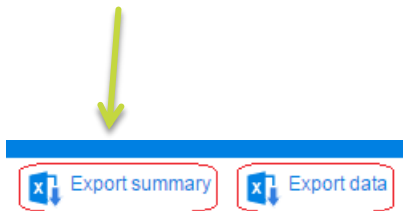
Help/Tip

Note to Participants: Option to include only those jobs that your company matched. To exclude your data go to Set Criteria and check the box.

3 Export your report

Use the two export options to create spreadsheets to view one job, a job category, or all jobs that fit the selected criteria. The export options allow you to create spreadsheets based on your criteria choices, or you can use the program default: all participant data.

1. Export summary (1 job per row)



2. Export data (raw data)

Click the **export summary** link in the upper right hand corner.

3 options available:

1. All Survey Jobs
2. Jobs in the Selected Category
3. Selected Job Only (default choice)

Click **Export Report**. Open and save this file as a spreadsheet, e.g., SurveyResultsSummary.xlsx, to your choice location. (*Participants: your data matches will show in the far right columns.*)

Click the **export data** link in the upper right hand corner.

3 options available:

1. All Survey Jobs
2. Jobs in the Selected Category
3. Selected Job Only (default choice)

Click **Export Data**. Open and save this file as a spreadsheet, e.g., SurveyResultsRawData.xlsx, to your choice location.

Help/Tip

Note to Participants: The export summary option shows your job title and job data in the far right columns. Participant comparison data are shown as percent +/- of client pay.

4 Report definitions

The following are brief explanations of the data represented on the **Survey Results** page.

Note for **Category/Titles**:

* = **New** ** = **Revised**

- 1. Pay Period**

Adjust the survey data to reflect annual, monthly, or hourly pay. Conversion of data are based on 2080 annual hours.
- 2. Category/Title**

Survey Category and survey benchmark job title, not necessarily the title used by participating organizations.
- 3. # of Organizations**

Number of organizations reporting salary data for this position.
- 4. # of Incumbents**

Number of job incumbents in this position as reported by participating organizations.
- 5. Simple Mean**

Simple Mean – The average base pay, computed by totaling the average base pay paid in each organization and dividing by the number of organizations. This measure gives equal weight to the wages paid by each organization, regardless of the number of incumbents.
- 6. Weighted Mean**

Weighted Mean – The average base pay, computed by totaling the base pay paid to each incumbent and dividing by the total number of incumbents. This measure reflects the influence on the marketplace by organizations with many incumbents in one job.
- 7. 25th Percentile**

25th Percentile – The 25th percentile: 25% of organizations are below this level.
- 8. 50th Percentile (Median)**

50th Percentile / Median – The 50th percentile: Half of all organizations are below this level; half are above this level.

9. 75th Percentile

75th Percentile – The 75th percentile: 75% of organizations are below this level.

10. Nth Percentile

Nth Percentile – Use the drop down boxes to set your own values.

11. Established Range

Established Range – (Average Minimum, Midpoint, and Maximum) – The simple average of range minimums and maximums reported by organizations with established ranges.

Please note that up to 2 years of published survey(s) will be available to survey subscribers: current year survey(s) and most recent prior year survey(s).

Help/Tip

Note to Participants: Participant comparison data are shown as percent +/- of client pay.

5 Survey methodology

When using the results of the survey, please keep in mind that even the most accurate survey data provide only one basis for determining internal pay levels. Other important considerations may be: actual degree of responsibility of specific jobs, performance and experience of current job incumbents, present internal pay levels, and other similar factors.

Third-party data

Independent, objective, third-party data compilation: Milliman is an independent data provider.

Relevant geographic area

Milliman compiles and reports local market data, such as the King County geographic area.

Age of Survey Data

Milliman surveys are typically conducted annually, and are thus less than two years old.

Sufficient Sample Size

Milliman requires data from 5 or more organizations, in order for market data to be displayed (exception for public sector organizations).

Mean Data

Milliman reports simple mean, weighted mean, and median data. No individual employer represents more than 25% of the weighted mean.

Job Match

Milliman surveys cover many specific jobs, and levels within job families. Job descriptions are included to ensure appropriate job matching.

Advisory Committees

Milliman surveys utilize the experience and guidance of professional cross-industry and industry specific volunteers to ensure the survey evolves as market needs change.

Milliman surveys are for the private use of the recipient; reproducing or distributing the data without written permission is prohibited. Milliman has exercised reasonable care in compiling data and preparing the results, but does not warrant that the reports are free from all errors and omissions. Milliman disclaims all express and implied warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose.

Questions or Comments

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For more information, visit:

www.salarysurveys.milliman.com

ABOUT MILLIMAN

Milliman is among the world's largest independent actuarial and consulting firms. With more than 3,400 employees and revenues of US\$940 million in 2016, the firm serves the full spectrum of business, governmental, and financial organizations. Milliman was founded in 1947 and today has offices in principal cities worldwide.

The firm has consulting practices in the following areas:

- Employee benefits, communications, and compensation consulting
- Health consulting
- Life and financial consulting
- Property and casualty consulting

Milliman's compensation consulting staff provides assistance to clients in the review, development, and implementation of salary administration, incentive compensation, and executive compensation programs. Utilizing the firm's proprietary salary survey software, Milliman conducts numerous custom and regional surveys each year.

For further information visit www.milliman.com