



**DATASHEET**

# Easy and Secure Control over Your Merit Cycle

Are you still using spreadsheets as the main tool for managing your merit cycle? In spite of all your efforts trying to get it right, studies\* estimate that 88% of spreadsheets have embedded errors.

HealthcareSource Compensation<sup>SM</sup> avoids all the hassles of spreadsheets while giving you better control over your merit cycle. And best of all, it can be used standalone or integrated with HealthcareSource Performance Manager<sup>®</sup> for a direct connection between annual evaluations and your managers' compensation decisions.

Compensation is built on an enterprise-ready database that eliminates the need for manually breaking out individual spreadsheets for each department. It includes key features

like configurable budget constraints and merit matrices to adapt the system to your policies. When integrated with your Performance Manager system, it means a coordinated process with your annual employee performance appraisals, and a pain-free implementation for IT. Compensation managers have a consistent view over the whole-house to track status and keep the cycle moving. Frontline managers have an automated flow of appraisal ratings to Compensation, and single sign-on for security without the need for more passwords.

\*What We Know About Spreadsheet Errors, Raymond R. Panko, University of Hawai'i College of Business Administration, Published in the Journal of End User Computing's Special issue on Scaling Up End User Development Volume 10, No 2. Spring 1998, pp. 15-21 Revised May 2008.

**With HealthcareSource Compensation, say goodbye to spreadsheet hassles, and get whole-house control over your merit cycle.**

Spreadsheets	A Better Way	
<ul style="list-style-type: none"> <li>• Create massive whole-house spreadsheet</li> </ul>	<div style="text-align: center; border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="color: white; font-weight: bold; font-size: 10px;">vs</span> </div> <ul style="list-style-type: none"> <li>• HRIS auto-loads key data into the Compensation system</li> </ul>	<div style="background-color: #3498db; padding: 5px; border-radius: 10px; display: inline-block;"> <b>Launch</b> </div>
<ul style="list-style-type: none"> <li>• Breakdown spreadsheets for each department and distribute to managers</li> </ul>		
<ul style="list-style-type: none"> <li>• Email and/or call managers to track status and request completed spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• Compensation provides status reports for compensation analyst</li> <li>• Compensation enforces rules, guidelines and exception handling</li> </ul>	<div style="background-color: #3498db; padding: 5px; border-radius: 10px; display: inline-block;"> <b>Control</b> </div>
<ul style="list-style-type: none"> <li>• Re-merge spreadsheets returned from managers into centralized spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>• Centralized secure database always stays whole</li> </ul>	<div style="background-color: #3498db; padding: 5px; border-radius: 10px; display: inline-block;"> <b>Close</b> </div>
<ul style="list-style-type: none"> <li>• Manually check for errors, negotiate corrections and exceptions with managers</li> </ul>	<ul style="list-style-type: none"> <li>• Interface sends approved adjustments to payroll</li> </ul>	



The HealthcareSource Compensation worksheet makes it easy for HR and managers to manage the bonus and merit process.

Compensation Worksheet						
<b>Increase Budget</b>		<b>Bonus Budget</b>				
Total	\$130,749.00	Total	\$45,000.00			
Amount Allocated	\$8,658.76	Amount Allocated	\$21,200.00			
Remaining Balance	\$122,090.24	Remaining Balance	\$23,800.00			
Filter: <input type="text"/>						
Hide Details	Stephanie Burns	Starla Caffey	Stanislaw Cain	Rose Crawford	Heather Daniel	Heather Odom
Submit for Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Manager Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HR Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Data						
Employee ID	116	120	121	184	615	616
Hire Date	6/21/1999	6/2/2008	4/16/2001	1/4/2010	1/4/2010	1/4/2010
Position	Nurse Manager, Patient Care Services	Nurse Coordinator, Reproductive/Endocrinology	Nurse Partner	Clinical Nurse Manager, Home and Health Resources	Assistant Nurse Manager	Clinical Nurse Manager
Grade	15	13	17	10	8	13
Department	Clinical	Clinical	Clinical	Clinical	Nursing	Nursing
Facility	The HealthcareSource Job Description Library	The HealthcareSource Job Description Library	The HealthcareSource Job Description Library	The HealthcareSource Job Description Library	The HealthcareSource Job Description Library	The HealthcareSource Job Description Library
Performance Rating	Meets	Exceeds	Does Not Meet	Exceeds		
Current Pay						
Hourly Salary	\$37.20	\$43.52	\$64.69	\$21.31		
Base Salary	\$77,376.00	\$90,521.60	\$134,555.20	\$44,324.80	\$60,694.40	\$90,376.00
Min	\$60,860.80	\$51,043.20	\$76,980.80	\$37,523.20	\$34,000.00	\$34,000.00
Start Q2	\$73,065.20	\$61,027.20	\$92,664.00	\$45,879.60	\$41,000.00	\$41,000.00
Mid	\$85,269.60	\$71,011.20	\$108,347.20	\$54,236.00	\$48,000.00	\$48,000.00
Start Q4	\$97,474.00	\$80,995.20	\$124,030.40	\$62,592.40	\$55,000.00	\$55,000.00
Max	\$109,678.40	\$90,979.20	\$139,713.60	\$70,948.80	\$62,000.00	\$62,000.00
Compa-ratio	0.91	1.27	1.24	0.82		
Position In Range	Q2	Q4	Q4	Q1		
Merit						
Merit Guideline	1.50% - 4.50%	1.50% - 4.00%	0.00% - 0.50%	3.00% - 6.50%	1.50% - 4.50%	1.50% - 4.50%
Proration	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Merit Percent	4.50%	4.00%	0.00%	6.00%	4.50%	4.50%
Merit Amount	\$3,481.92	\$457.60	\$0.00	\$2,659.49	\$3,481.92	\$3,481.92
Hourly Merit	\$1.67	\$0.22	\$0.00	\$1.28	\$1.67	\$1.67
Lump Sum Percent	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lump Sum Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Proposed Pay						
New Salary	\$80,857.92	\$90,979.20	\$134,555.20	\$46,984.29	\$60,694.40	\$90,376.00
New Hourly Salary	\$38.87	\$43.74	\$64.69	\$22.59	\$38.87	\$38.87
New Position In Range	Q2	Q4	Q4	Q2		
New Compa Ratio	0.95	1.28	1.24	0.87		
Bonus						
Bonus Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Performance Rating**  
Enable managers to make increase recommendations based on employee performance data.

**Merit Guideline**  
Configurable merit guidelines keep managers on track and ensure that employees are being recommended for fair and consistent increases.

**Lump Sum**  
Easily distribute increase payouts to employees who have reached their maximum salary, while maintaining a single pool for your increase budget.

**Bonus Budget**  
Easily manage a separate bonus budget to give managers the ability to reward employees for their achievements.

**About HealthcareSource**

With more than 2,300 healthcare clients, HealthcareSource is the leading provider of talent management software for the healthcare industry. The HealthcareSource Quality Talent Suite™ helps healthcare organizations acquire, develop and retain the best workforce possible in order to improve the patient and resident experience. The company's cloud-based talent management solutions include applicant tracking, behavioral assessments, reference checking, employee performance, compensation, competency and learning management, and eLearning courseware. A private company focused exclusively on the healthcare industry, HealthcareSource consistently earns high marks for client satisfaction and retention. KLAS Research recently named HealthcareSource a category leader for Talent Management for the third consecutive year, in addition to recognition from Modern Healthcare's "Healthcare's Hottest," Inc. 500|5000, and Deloitte Technology Fast 500.

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