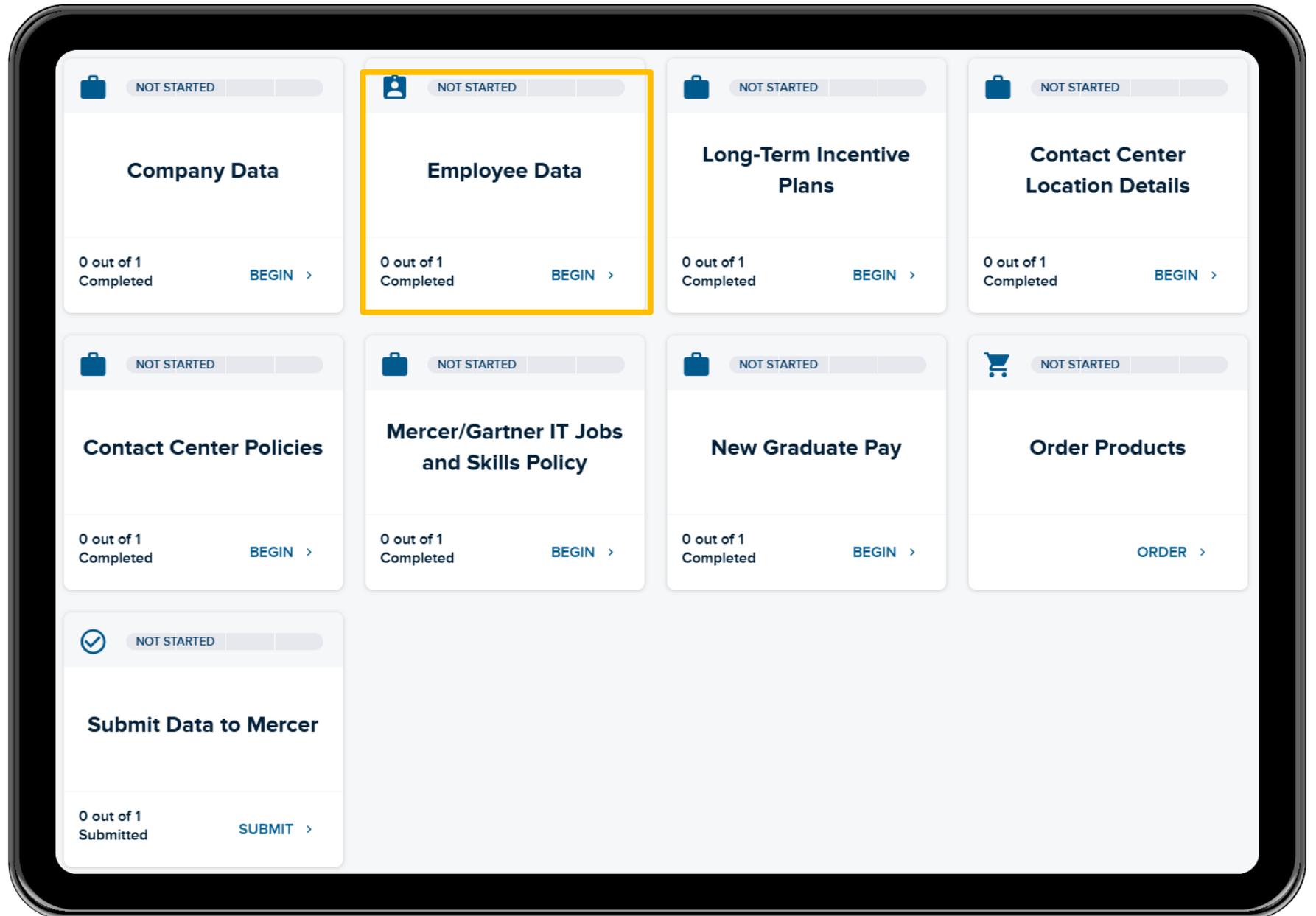


# Submitting your Employee Data

Mercer Data Connector



# Employee Data



# Employee Data is submitted in Excel

	A	B	C	D	E	F
	Employee identifier	Mercer Job Library position code	Mercer Job Library position title	Therapeutic area flag (selected Mercer Life Science jobs only)	Mercer Job Library specialty flag	Experience level (applicable to specific energy jobs)
2						
3						
4						
5						
6						
7						
8						
9						



Returning participants can use a pre-populated template or a blank template



Each employee will be one line of data



Once complete, Excel file is uploaded into Mercer Data Connector for review & validations

# Employee Data is submitted in Excel

1	Question	Question Code	Description	Options
18	<b>Geographic scope of role</b>	REGION_RESP	<p>Please indicate if the incumbent matched has responsibilities that encompass the following area:</p> <ul style="list-style-type: none"> <li>*Global: Worldwide</li> <li>*Multi-Regional: Two or more Regions, e.g. EMEA, Americas, Latin America and APAC, APAC and Middle East</li> <li>*Regional: Commonly accepted Geo-political area or substantial number of countries, e.g. Europe, Latin America, North America, APAC, Africa, Middle East.</li> <li>*Multi-Country: 3 to 8 countries within a region, e.g. Western or Eastern Europe, ASEAN, North Asia</li> <li>*In-Country: One country only, e.g. Australia, Bangladesh, China, India, Indonesia, Malaysia, Singapore, etc.</li> <li>*District: Geographically significant area within a country; typically used in large geographically diverse countries, e.g. Beijing, Shanghai, Guangdong, Chengdu-Chongqing, Mumbai, New Delhi, East Java, West Java, etc.</li> </ul> <p>Go Back</p>	10 - Global 20 - Multi Regional (2-5 Regions) 30 - Regional (e.g., Europe) 50 - Multi Country (3-8 Countries) 70 - In Country 80 - District/Zone/State/Locality (Part of the Country)
19	<b>Year of birth</b>	EMP_037	<p>Without dashes or other formatting.</p> <p>Go Back</p>	
20	<b>Year of hire</b>	EMP_038	<p>Go Back</p>	
21	<b>Year the employee started in this position</b>	EMP_039	<p>Go Back</p>	
22	<b>Employee status vs 12 months prior</b>	EMP_043	<p>Indicate what has happened regarding the employee's status in the last 12 months.</p> <p>Go Back</p>	New Hire Same Position Promoted Demoted Lateral Move
23	<b>Gender</b>	EMP_044	<p>Go Back</p>	Female Male Non-Binary
24	<b>Workplace model</b>	EMP_032	<p>Please indicate the employee's workplace model, e.g. on-site/office, hybrid or remote. Hybrid means a regular, flexible part-time on-site/in the office and part-time remotely.</p> <p>Go Back</p>	Full-Time On-Site/In the Office Hybrid Full-Time Remote

# Which Incumbents to Match?



---

## Do Include

- ✓ Full-time
- ✓ Part-time
- ✓ Survey effective: April 1
- ✓ Incumbents on parental leave



---

## Do **NOT** Include

- ✗ Seasonal employees
- ✗ Contractors
- ✗ Expatriates
- ✗ Co-ops/interns
- ✗ Long-term leave
- ✗ Future hires

# Collected Compensation Fields

- > Matching information
- > Employee details
- > Base salary & salary range
- > Guaranteed cash & shift allowances
- > Short-term incentives
- > Sales incentives
- > Long-term incentives
- > Other incentives & bonuses



Some job families or levels have additional & important fields



Some industry surveys have additional & important fields



Provide all of the data that you can

# Matching Information & Employee Details

---

## Match Info

- Entity identifier
- Employee identifier
- Mercer MJL position code
- Job title
- Job title of the position to whom they report
- Job code/level/grade
- Standard workweek
- Workplace location

---

## Yes/No Questions

- Unionization status
- Overtime eligibility

---

## Drop-down lists

- Employee status vs 12 months prior
- Gender
- Highest level of education

---

## Enter year as 4 digits

- Year of hire
- Year of birth

---

## US Only

FLSA status

---



# Base Salary Information



## Salary currency

USD or CAD

## Pay type

Annual or Hourly

## Base salary

Do not report average salaries

## Salary range

Same format as base salary

## Preferred Data Formats

### Base Salary

Full-time employee

Hourly or Annual

Part-time employee

Hourly preferred

Hourly employee

Hourly

# Guaranteed Cash & Shift Allowances



Guaranteed cash eligibility



Guaranteed cash amounts



Shift allowances

# Short-term Incentives

---

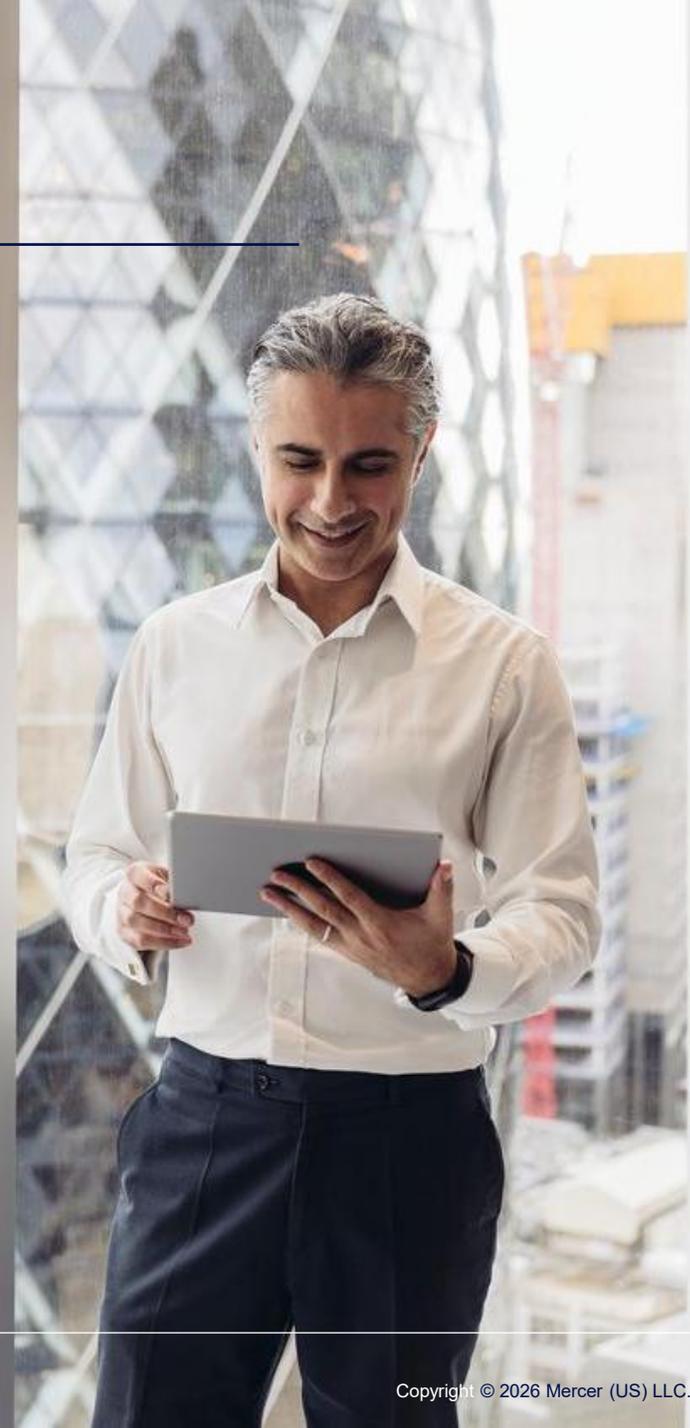
- Short-term incentive eligibility
- STI threshold as a % of base
- STI target as a % of base
- STI maximum as a % of base
- STI amount (actual)
- STI status for non-receivers



# Sales Incentives

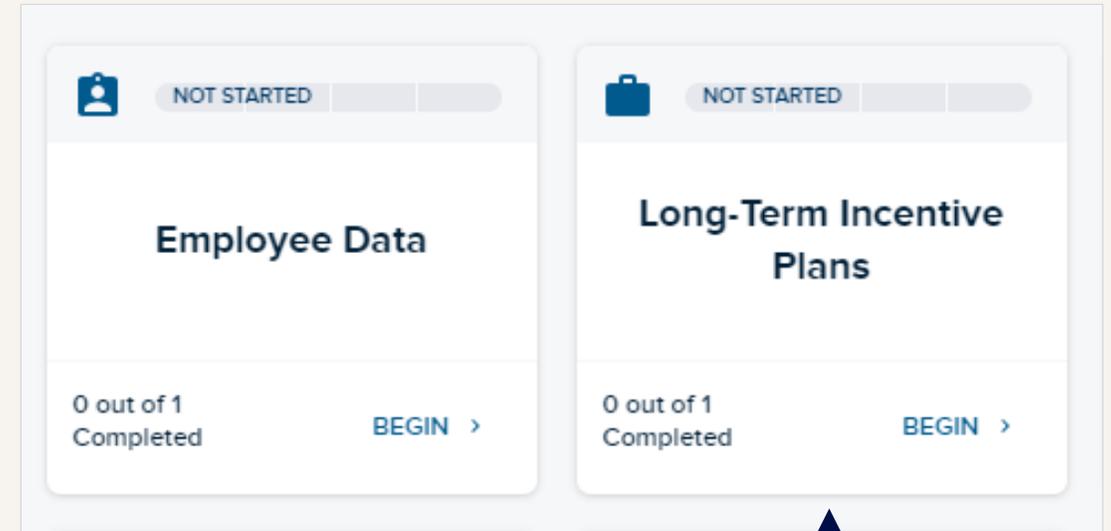
---

- Sales incentive eligibility
- Sales incentive target as a % of base salary
- Sales incentive capped
- Sales incentive amount (in \$)
- Sales incentive status for non-receivers



# Long-term Incentives

- Long-term incentive eligibility
- Long-term incentive status for non-receivers
- LTI plans offered
- LTI plan identifier
- # of options/shares/performance units or values of granted cash award



**Overall LTI plan details get entered once in this tile**

# Other Incentives



Profit sharing eligibility

---



Profit sharing amount

---



Sign-on bonus

---



Total retention bonus

---

# Please Also Include For Specific Job Families



## Executives

- Geographic scope of role
- Revenue for the business for this role is in
- Executive/Director role organization type



## Engineering

- Graduation year
- Registered Professional Engineer
- Licensed Technologist/Technician



## Contact Center

- Contact center number
- Virtual agent

We are leaders in risk, strategy and people. One company, with four global businesses, united by a shared purpose to build the confidence to thrive through the power of perspective.