



ECONOMIC
RESEARCH
INSTITUTE

If you work from your home, Assessor Licenses allow you one additional installation for laptop or personal use.

Please Proof/Comment

ERI UPDATE

NOTES TO SUBSCRIBERS

Our Focus - Saving Subscribers' Time

ERI hosted two dozen luncheons/seminars in 1997 in which we asked HR professionals about their thoughts and concerns for the future. Many of their comments were published in last Quarter's ERI Update, but several that echo loudly in our memories are:

*"I've cut back to a 70 hour week." "I'm working only 45 hours now, but it's under Doctor's orders." "When I'm in the office, I only fight fires; I do my work in off-hours." "What the laptop and E-Mail mean to me is that I work nights and weekends." "I don't have time to meet new service providers, learn new software programs."**

HR attendees (600 total) reported an average work week exceeding 60 hours. Most thought the number of hours would only increase by the Year 2000 because of the ease of "doing work from home."

Subscribers also reported that they were not just purchasing data analyses from ERI, they were purchasing "time" "if I had the time, I would do the research and analysis myself". Which is true in that data collection, regression analyses, and massive computing power are within everyone's reach; it's just that ERI specializes

ERI's Goal for the Year 2000

Once all Windows/"32 bit" **Assessors** are developed, we envision a future where:

- 1 January An ERI **Platform Library** CD ROM is sent containing 1/1 data and programs good for the entire next year.
- 1 April Quarterly dataset updates are forwarded via: email/Internet, downloaded from ERI's Internet site, or sent via diskettes/the mails.

In 1996 we visited many New England subscribers and found that only 5% had CD ROMs in their office PCs (a year later it was 30%); 10% had Internet access at their offices (although 50% had home access); in a year's time, those #'s have increased substantially. (And finally, this Quarter, the # of Windows **Relocation Assessor** subscribers finally surpassed the # of those still requesting DOS. We are forecasting that by the end of the Year 2000, most subscribers will be in a Windows environment, but we are also planning that DOS will be used by some (for many years to come).

New Windows Salary Assessor

ERI's Platform Library CD ROM accompanies this Update. It contains the first beta Windows Salary Assessor. We would be most appreciative of any comments, suggestions, and/or critiques that you might make concerning this new program. Please call or fax your comments to the numbers listed below.

New Platform Library Release

*ERI's Platform Library CD ROM accompanies this Update. It contains five databases complementing the **Salary, Geographic, and Relocation Assessor** databases, including:*

- Maps** of 5,900 city/areas along with counties, states/provinces, and countries.
- Position Descriptions** for 12,000 jobs (DOT) & public (OES) wage/survey data.
- Tax Codes & Laws** affecting H.R. Management, both Federal & state/province.
- Census & EEO Data** for 3,500 U.S. county/areas along with state/national data.
- Executive Compensation Data** extracted from SECs Edgar's 9,000' public companies' databases.

NAICS

The North American Industry Classification System is now in effect for Canada, the U.S. and Mexico. The U.S. started implementing the NAICS with the Census Bureau's 1997 Economic Census; the first NAICS-based statistics from this data collection will be issued in early 1999. NAICS provides common industry definitions for North America; it was developed to better compare economic and financial statistics and ensure that such statistics keep pace with the changing economy. The new NAICS system will replace the Standard Industrial Classification system.

<http://www.census.gov/epcd/www/naics.html#final>

Both the **Consultants'** and **Salary Assessors** have incorporated the new NAIC codes in their January and April 1998 editions. (Old SICs are also retained and reported, as are the U.S. IRS's PBA codes and will be so retained until at least the Year 2005.)

The Year 2000 - 1998 = ?

All ERI programs are Year 2000 compliant.

1, 2, 3, 4, 5

- 1) Select/Mouse Click on the Platform Library icon.
- 2) Select/Click on the Assessor/Dataset desired.
- 3) Enter a name, position, city, and/or earnings level
- 4) Customize your answer by area, time, industry, size
- 5) Print out the answer/analyses/report.

1, 2, 3, 4, 5 is how we've designed the **Full Assessor Series**. Our principal goal is to save subscribers' time and money (especially since ERI's annual subscription prices have remained unchanged since 1994.

NEW WINDOWS SALARY ASSESSOR

Salary Assessor

Provides "consensus" wage and base salary ranges for 2,500+ different positions as compiled from available published survey sources. Estimates may be adjusted for user inputs of salary planning date, metro area, SIC/NAICS industry, and company size. SA includes general position descriptions for job matching. Benchmark listings for jobs in major industries as well as multiple area listings for a single job in up to ninety-nine metro areas with market-ratio calculations are provided in summary listing screens. Reports mean, median, and salary range data with full job descriptions; profiles 2,000 industries as compiled from the analyses of over 1,800 salary/wage surveys.

SALARY ASSESSOR Position Profile

CHIEF FINANCIAL OFFICER

Estimated Mean Salary Range

Size (revenue)	\$275,000	\$625,000	\$875,000
Range Maximum	\$149,477	\$296,395	\$479,956
Mean	\$99,767	\$167,594	\$271,465
Range Minimum	\$47,199	\$87,149	\$141,162

Specifications: Prepared For: Software Firm Inc. Metro Area: Atlanta, Georgia Industry: Computer Software (SIC: 3664, NA: 3664) Organization Size: \$95,270,000 (revenue) Planning Date: 01/01/99 Database as of: 10/01/97 DOT: 189,117,054 NDC: 1190 Position Date: 11/01/98 ERISA File: c:\erisa\offind.aal

Base Salary Graph: A line graph showing salary trends from 1970 to 2010. The Y-axis is labeled 'Salary' and ranges from 0 to 600,000. The X-axis is labeled 'Revenue (in millions)' and ranges from 0 to 210. Three lines represent different salary levels, all showing an upward trend over time.

General Position Description: Directs the financial affairs of an organization. Establishes major economic objectives and policies for the organization. Directs and prepares financial analyses of operations for guidance of other management. Makes recommendations to top management or Board of Directors in regard to policies and programs. Directs and coordinates corporate financial affairs according to financial principles and government regulations. Plans and directs new operational procedures to obtain optimum efficiency and reduced costs. Establishes extensive line of credit; disbursement, and expenditures of money or capital assets. Approves and signs documents affecting monetary transactions. Directs the activities concerned with valuing, control, and accounting for assets and securities. Directs preparation of budgets and financial forecasts. Analyzes division or department budget requests to identify areas in which reductions can be made and allocates operating budgets. Directs the preparation of reports which outline the organization's financial position in areas of income, expenses, and earnings based on past, present, and future operations. Directs preparation of policies for division or department administration outlining policy. (continued)

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SA's Additions/Changes

The April 1998 edition:

- 1) includes OES "lower earner" data; professional data is too "general".
- 2) 128 new survey positions added.
- 3) NAICS codes added; industry menu now as many as "six deep" in choices.
- 4) hospitals & health care this Quarter's focus; software was last Quarter's.
- 5) with the Platform Library, geographic structures for 4,500+ cities/areas.
- 6) x
- 7) x
- 8) x

How the Windows Salary Assessor differs from the DOS

- o SA can now use all 4,500+ Geographic Assessor area structures rather than just the Reference's 300.
- o DOT descriptions are more extensive than ERISA's, although ~ 50% of SA's descriptions are unique.
- o Windows SA contains reasonable comp analyses derived in part from SEC 9,000+ proxy extracts.
- o SA Windows will allow the review of a map of grouped geographic areas (workforce living areas).
- o Review the wage, salary, and labor laws for any specified geographic area.
- o SA defaults to minimum wage for province (and some states) for lower earning jobs.
- o Job attributes found in DOT are extended to the DOS CA for Reasonable Accommodation Analyses.
- o Review not just the salary for a position in an area, but the number of such incumbents in that area.
- o Tie census data to salary data, prepare a workforce availability analysis.
- o SA can now use all Relocation Assessor 4,500+ areas' data rather than 300 for COL analysis.
- o Ties together the databases for Geographic, Relocation, and Salary Assessors.
- o Connect to salary surveys via Sources (if those surveys have registered Internet addresses).
- o Directly connect to the Internet via Explorer, Netscape, and/or Apache.

Geographic Assessor

Calculates salary and cost-of-living differentials between any of over 4,500 U.S. and Canadian cities and summarizes both percentage and dollar differentials between any base city and up to ninety-nine comparison cities at a time. GA research focuses on the presentation of wage and salary structures for each geographic area based upon consensus regression analyses of salary surveys, and also incorporates summary RA cost-of-living data for comparison purposes. Used to assess branch location wage/salary competitiveness. Differentials are derived from thousands of wage and salary surveys and sources. Institute databases are updated daily, and software quarterly updates are released in January, April, July, and October of each calendar subscription year. GA reflects demand & supply of labor, not demand & supply for goods & services (COL).

GEOGRAPHIC ASSESSOR Salary Percentages

Base City: Atlanta, Georgia

Comparison Cities	10,740	15,600	24,000	48,000	72,000	Average
1 ATLANTA, GEORGIA	100.0	100.0	100.0	100.0	100.0	100.0
2 NEW YORK-MANHA/TN, NEW YORK	117.3	118.8	119.7	113.3	110.3	115.9
3 SAN JOSE, CALIFORNIA	120.1	121.6	121.9	112.8	108.6	116.9
4 LOS ANGELES, CALIFORNIA	113.2	116.3	118.2	109.9	106.3	112.4
5 SEATTLE, WASHINGTON	110.9	113.5	115.0	108.1	105.0	111.3
6 PHILADELPHIA, PENNSYLVANIA	112.9	111.1	109.6	105.3	104.0	108.8
7 CHICAGO, ILLINOIS	103.8	107.6	109.8	105.5	103.4	106.1
8 WASHINGTON, DISTRICT OF COLUMB	119.5	114.9	111.2	105.4	103.2	110.8
9 BOSTON, MASSACHUSETTS	108.0	109.6	110.2	105.0	103.0	107.1
10 MILWAUKEE, WISCONSIN	102.3	105.1	107.0	104.1	102.5	104.2
11 DALLAS, TEXAS	100.6	102.6	104.0	103.7	102.5	102.7
12 DENVER, COLORADO	101.7	103.8	105.2	103.4	101.7	103.2
13 CLEVELAND, OHIO	102.5	102.0	101.6	102.0	101.4	101.9
14 LOUISVILLE, KENTUCKY	101.0	100.4	100.0	100.8	100.5	100.6
15 PHOENIX, ARIZONA	101.7	101.3	101.0	98.7	98.8	100.3
16 PORTLAND, MAINE	103.8	98.1	94.0	94.8	98.0	97.7
17 ORLANDO, FLORIDA	100.0	96.2	93.6	96.4	97.8	96.8
18 NEW ORLEANS, LOUISIANA	101.1	98.9	97.3	97.0	97.8	98.4
19 OKLAHOMA CITY, OKLAHOMA	100.5	97.9	96.0	96.5	97.6	97.7
20 CHARLOTTE, NORTH CAROLINA	100.2	97.8	96.0	96.4	97.5	97.6
21 GREEN BAY, WISCONSIN	100.0	96.8	94.5	95.4	96.9	96.7
22 TORONTO, ONTARIO	173.6	148.1	127.9	98.4	87.9	127.2

Data as of: 07/01/98
Printout: 08/01/98 09:39
File: ERGA.TBL

US, DOLLAR CANADIAN
Currency \$1.00 \$1.42

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ERI Economic Research Institute

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Economic Research Institute

5,400+ Area Maps 12,000+ Job Descriptions

(The above information is non-copyrighted, un...

Calendar Year Subscriptions

- Geographic Assessor Data Expires 06/30/98
- Salary Assessor Data Expires 06/30/98
- Relocation Assessor Data Expires 06/30/98
- Consultant's Assessor Data Expires 06/30/98

If ERI's Platform insert it in a CD If you are a subscriber installed on your computer

GA's Additions/Changes

The April 1998 edition:

- 1) includes OES data; some U.S. areas including their first ever salary surveys.
- 2) 246 cities/suburbs added.
- 3)
- 4) minimum wage average for Canada now set at \$ 6.00/hour
- 5) because of new OES data, there is more variability in April '98's edition than in any over past three years.
- 6)
- 7) Windows Geographic Assessor edition scheduled release in October..

ERI'S PLATFORM LIBRARY

RA's Additions/Changes

The April 1998 edition:

- 1)
- 2) 246 cities/suburbs added.
- 3) housing costs audit focus N.E., SW.
- 4) contains a new "flag" for danger pay.
- 5) shows audit fields for longitude, latitude, zip/postal codes, sales tax rates for work in map integration.
- 6) x
- 7) x
- 8) x
- 9) x

RELOCATION ASSESSOR Relocation Analysis Report				
Preparation:		Housing:		Automobile:
Name:	Chief Fin Officer	Owner Rent:	Own	Number Owned: 2
Annual Earnings:	\$61,257	Sq Ft:	1,800	Total Value: 22,400
		Family Size:	4	Miles/Year: 30,000

COST ELEMENTS	Area Compared			
	Rehoboth, Massachusetts	Atlanta, Georgia	Delaware	
% of Total	United States Dollar	United States Dollar	United States Dollar	
Communit	26.0%	33,178	27,830	-5,368
Transportation	11.3%	18,192	15,685	-2,507
Health Services	2.2%	3,475	2,911	-564
Subsidy, Goods/Service	34.0%	54,848	46,796	-8,052
Rent/Utilities Insurance	36.0%	58,988	24,421	-34,567
Income - Payroll Taxes	29.0%	46,765	54,951	8,225
Miscellaneous	0.8%	708	708	0
Total Cost of Living:	100.0%	\$61,257	\$26,479	-\$34,778
COL % of U.S. Average	133.0%		104.3%	78.4%
Monthly Home Value (1,800 Sq. Ft.)	\$23,244	\$9,807	-\$23,437	

Destination City's Estimated Per Diem	Daily Allowances	
	Average Hotel Cost	Per Diem
ERI Sharefall Analysis:	0	0

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Relocation Assessor

Provides unlimited numbers of cost-of-living comparisons/reports between any of 4,500+ U.S. and Canadian cities and 1,400+ international locations. ERIRA provides necessary information to determine the financial impact to an employee of a transfer or to calculate temporary COL allowances. Data is adjusted according to user specifications for earnings/spending level, home size, home ownership (U.S. and Canada only) or rental, family size, number of automobiles, miles driven, and automobile value. Cities may be compared individually, or grouped into user-defined averages of likely suburbs or living areas. Only source of its kind which reports data compiled from all available surveys/sources.

How the Assessors "tie together" via the Platform

- o Include a map of the transfer/relocation or single city area (when compared to national)
- o Review actual data for autos on the Internet (gas prices, sales tax, repair & maint, licences)
- o Assess the laws, income taxes and other tax codes by various states/provinces/cities/counties.
- o With maps (<F2> DOS) identify several potential relocation suburbs and average/group data.
- o Review cities/suburbs via census data for #'s of professionals, types of jobs found.
- o Quickly transfer between Assessor Series data and Census & Laws to capture an area's profile.
- o Connect to raw COL data via Sources (if those sources have registered Internet addresses).
- o X
- o X
- o X
- o X
- o X
- o X
- o X

Consultants' Assessor

Extracts analyses from ERI's Platform Library databases including executive compensation and demographic data for assisting with EEO and ADA compliance and IRS "reasonable compensation" analyses.

Present DOS edition contains **Salary Assessor** data and subprograms; **Executive Compensation Assessor** (salaries and bonuses, with maximum reasonable defined as 3.01 standard error above the mean reflecting skewed distributions); **Workforce Demographic Assessor** for U.S. DOL Glass Ceiling Analyses; **Reasonable Accommodation Assessor** reports for any of 2,500 jobs' attributes and any request for an ADA accommodation; **Lost Wage Assessor's** calculation of lost pay for a terminated employee (typically a disability). These special extract subprograms are available only in DOS editions.

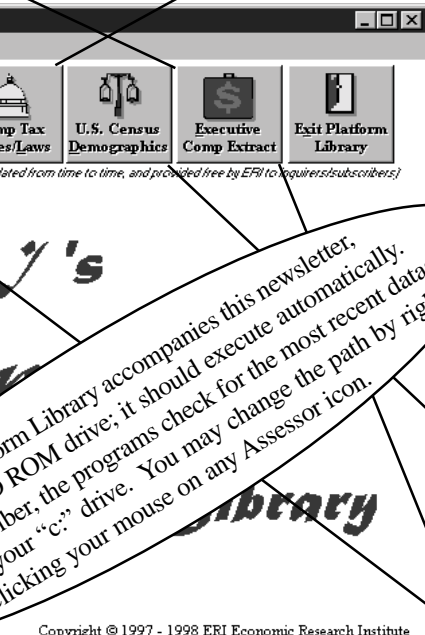
CONSULTANTS' ASSESSOR Software Firm Inc.					
User Salary Modifications					
Modifications:	User Input				
Organization Size:	98,750,000 (revenue)				
SIC:	3664 Computer Software				
Area Equation:	1.003 * National + -890				
Metro Area:	Atlanta, Georgia				
Data Updated From:	07/01/97 to 01/01/98				
(Items in bold are subscriber inputs and affect salary estimates)					
Printout Information:					
Prepared for:	Software Firm Inc.	Printout Date:	07/01/97		
Database as of:	07/01/97	ERICA File:	sallyer.cca		
Planning Date:	01/01/98				
Summary Compensation Table:					
Position	Year	Annual Compensation	Long Term	AR Other	Total
		Salary	Compen	Compen	Compen
S CHIEF EXECUTIVE OFFICER	1998	0	0	0	0
Estimated Average Compensation		436,480	219,118	0	715,598
Maximum Reasonable Compensation		816,896	981,116	0	1,798,012
S CHIEF OPERATING	1998	0	0	0	0
Estimated Average Compensation		220,547	65,589	0	286,136
Maximum Reasonable Compensation		361,840	346,421	0	708,261
S CHIEF MARKETING & SALES	1998	0	0	0	0
Estimated Average Compensation		163,180	49,185	0	212,365
Maximum Reasonable Compensation		251,483	230,643	0	482,126
S CHIEF FINANCIAL OFFICER	1998	0	0	0	0
Estimated Average Compensation		167,594	29,137	0	196,731
Maximum Reasonable Compensation		269,481	207,942	0	477,423

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CA's Additions/Changes

The April 1998 edition:

- 1) maximum reasonable comp at 3.01 standard error (SA at 3.00).
- 2) 128 new survey positions added.
- 3) NAICS codes added; industry menu now as many as "six deep" in choices.
- 4) to be retained as ERI's DOS "buggy" for when the day comes when 90% of ERI subscribers are requesting Windows editions, CA will add the:
- 5) DOS Geographic Assessor
- 6) DOS Salary Assessor
- 7) DOS Relocation Assessor



GUIDELINES FOR USING ASSESSOR SOFTWARE

DOS® - Windows®

DOS **Geographic, Relocation, and Salary Assessor** programs may be run from the diskette. We recommend, however, copying your **Assessor** software to your hard drive and saving the diskette(s) as backup copy(s). Windows versions of **Assessor** software require installation (may not be run from the diskette) as do the **Consultants' Assessor** and the optional Full Position Description database for the **Salary Assessor**. Power Mac users may not access **Assessor Series** data without first partitioning your hard drive and adding DOS operating programs.

Running from your PC's Floppy Drive

DOS **Geographic, Relocation, and Salary Assessor** programs may be run from the diskette. Place the **Assessor** for DOS diskette in your floppy drive. Make this disk drive your current directory and type the **Assessor's short name + enter**, e.g. *erisa* for the **Salary Assessor + enter**. The DOS **Assessor** executable names are *eriga*, *erira*, *erira i*, *erisa*. The **Consultants' Assessor, Relocation Assessor** for Windows, **Salary Assessor** for Windows, and **Salary Assessor** for DOS diskette #2 datasets must be installed to your hard drive (may not be accessed from the diskette). Please remember: when running a program from the diskette, do not remove the diskette from the floppy drive or turn off your PC until you have completely exited the program.

Running from your PC's Hard Drive

Locate or create your **Assessor Series** program sub-directory or folder (example *c:\eriveriga*). For DOS versions, copy all files to the directory and then execute. For Windows versions, run the *install* program from the diskette. Please remember to use different directories or folders for each different product. Keep the **Assessor** diskette as a backup.

Assessor for DOS Function Keys

F1	Access Help Screens and Program Notes
F2	Choose from a Listing
F5	Save file to disk
F6	Load file from disk
F8	Print to file or printer
Alt	+/plus screen number, Jump to any screen
PgUp	Move to previous screen
PgDn	Move to next screen
Esc	Move to previous screen or escape from Help Screen
Alt + Q	Quit Program (or Esc from 1st Screen)
Alt + S	View alternative survey sources

All **Assessor Series** programs store data (areas, positions, etc.) alphabetically. Type the *city name* and *comma* and begin to spell the *state name* to prompt the correct city and state.

Geographic Assessor for DOS

In Screens 7 and 8 you may compare up to ninety-nine areas to one Base City at a time. "*National Average, U.S.*", "*Canadian National Average*", and "*zz00*", "*zz10*", etc. are available for use as standard Base Cities.

F5	Load listing - Screens 7 and 8
F6	Save listing - Screens 7 and 8
Insert	Insert a city to a listing
Delete	Delete a city from a listing
F2	Select an area from a listing by state, province, or county
F9	Override the \$99,999 salary limit in Screen 4, or to convert value types (percentages to dollars) in Screens 7 and 8.

Salary Assessor for DOS

Screen 2 provides detailed pay range information for a single position. Screen 4 lists pay for multiple benchmark positions. Screen 5 lists pay for a single position in multiple locations. Diskette 2 must be installed in order to access full position descriptions and alternative survey sources.

F2	Select position from a listing
F3	Delete data from any entered line
F11	Toggle between median and mean salary estimates
Ctrl + ↑	Insert above a line in a listing
Ctrl + ↓	Insert below a line in a listing

Relocation Assessor for DOS

Use other commands as described in the **ERIGA** section. *erira i.exe* runs the international city database.

Relocation Assessor for Windows

Requires installation to your hard drive, may not be run from the diskette. Please refer to on-line help menus.

Salary Assessor for Windows

Requires installation to your hard drive, may not be run from the diskette. Please refer to on-line help menus (scheduled release date: 1 September).

Downloading from the Internet

<http://www.eri.com>

Product Download is available for first time subscribers using VISA/MC.

Consultants' Assessor for DOS

Requires installation to your hard drive, may not be run from the diskette. Please refer to on-line help menus.

Alt + M Main Menu of functions and subprograms

Alt + Q Quit subprogram or program

Platform Library CD-ROM

ERI's **Platform Library** (beta test) is a run-only compendium of non-copyrighted data and includes **Assessor Maps**, Full Position Descriptions, Compensation Related Tax and Law Code, Census Data, and other large reference datasets. These datasets may be accessed conveniently from the CD-ROM, without requiring installation to large amounts of hard drive space.

Documentation

The **Assessor Series Documentation Manual** is available upon request (800) 627-3697. All new subscribers receive this DOS edition; Windows edition documentation is contained in each Windows edition program.

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