



ECONOMIC
RESEARCH
INSTITUTE

ERI UPDATE

NOTES TO SUBSCRIBERS

*For current subscribers, a 1999 renewal offer accompanies this ERI Update. To conserve postage and packaging, ERI sends out the following year's subscription renewal offer with the last two quarterly releases of each year's subscription. 1999 **Full Assessor Series**® Windows95 subscribers will receive all ERI's **Platform Library**® HR-related databases as part of their 1999 subscription (while software program development continues). Prices remain unchanged since the 1993 subscription year!*

ERI's Platform Library CD-ROM & Salary Assessor® for Windows95

ERI wishes to thank our many subscribers and beta testers of the 4/1/98 **Platform Library** and 4/1 **Salary Assessor** for your feedback. We continue to program improvements and data additions based upon your responses. The next two releases of the **Platform** are scheduled for late July 1998 and December 1998 (the December release is scheduled to include ERI's first release of the **Geographic Assessor** for Windows95).

1999 Geographic Reference Report

ERI's 1999 Geographic Reference Report is scheduled for October 1998 release. 298 North American cities are profiled in this hardcopy analysis report that combines key data summaries from the **Geographic Assessor**, **Salary Assessor**, and **Relocation Assessor**. Salaries for 88 benchmark positions, cost-of-living, workforce demographics, and other key indicators for 265 U.S. and 33 Canadian cities are reported.

1999 Subscriptions

Subscribers have requested Windows95 editions of all **Assessor** programs and we are working diligently to meet this demand. *But we now have a problem!* Windows95 programs are too large for quarterly update releases on one or two diskettes. As an alternative to receiving several diskettes for each 1999 **Assessor** for Windows95 each quarter, ERI's Programming and Customer Service staff are coordinating efforts to present an on-line, quarterly update download (option) for subscribers via our website. **Subscribers to DOS versions will experience no program or update procedure changes for 1999.**

*The following pages describe this quarter's improvements to the **Assessor Series** programs. As always, ERI Research Staff wish to express our appreciation to our subscribers who have suggested these enhancements.*

BLS Prevailing Wage Survey Data

The intent of the *Occupational Employment Statistics (OES)* survey effort is to assist states and territories in dealing with immigration applications (and to assure that "prevailing wage" mandates are met). As employees and union representatives access this data via the Internet (<http://stats.bls.gov/oeshome.htm>), however, we anticipate that many readers will assume 1) that they are reviewing traditional salary survey data and 2) that their positions are "underpaid." Compensation Managers' patience and understanding will be tested!

OES is not a traditional salary survey and it does not often report specific position pay. The U.S. Department of Labor, Bureau of Labor Statistics and ETA, in conjunction with State Employment Security Agencies are collecting employment statistics (employee pay head counts) for "occupational classes of work" (job families). ERI finds the initial results of the *OES* job families salary data to be too general when compared to traditional wage surveys to be often useful for the purpose of pricing individual position pay. The *OES* job families, as defined in the *OES* survey can be quite complex and in many cases there are likely to be job mismatches by survey users (see discussions on next pages). For employees who review this data, however, and who find the *OES* "occupational work class" reporting higher earnings than their current earnings, we don't expect that a discussion of "methodology" will necessarily convince and reassure.

At the beginning of each subscription year, ERI staff members telephone subscribers who have not renewed, requesting feedback to enhance our research and products. Occasionally we hear (regarding the **Salary Assessor** and **Geographic Assessor**) "We believe that you under-utilize BLS area occupational compensation data; your competitors use their data..." It is a valid observation. ERI analyzes over 2,000 salary surveys each year and BLS area surveys are only a few of many surveys analyzed for any area. ERI minimizes our weighting of BLS *National Compensation Survey* (previously *Occupational Compensation Survey*) data because BLS's charge is to competitively price those positions found in the Federal Government. A significant portion of private industry positions' pay data is not captured by the *NCS* survey effort.

In contrast, the new *OES* survey covers many additional job families, but does not report position specific data (see discussions on next pages). The *OES* survey is well-suited to the initial analysis of area differentials and serves a purpose for alien certification, but is not helpful in determining the pay for a specific job. Indeed, the inclusion of "first line supervisors" in almost all professional categories significantly affects reported salaries. How to explain to U.S. employees that *OES* data is not intended to be a valid source of market pricing comparison information will be an extremely difficult task.

ASSESSOR & PLATFORM IMPROVEMENTS

Assessor Program Improvements

Thank you to our many subscribers who have provided suggestions, ideas, and critiques. Here are enhancements for July 1998 **Assessor Series** updates:

Geographic Assessor - DOS

- o Over 50 new U.S. and Canadian cities have been added this quarter, per subscriber requests.
- o ERI continues to analyze first-round *OES* survey results and adjust ERI polynomial regression structures on a city-by-city basis. For some areas, *OES* results are the “*first ever*” salary survey data reported. In general, the latest *OES* results, blended with all other ERI collected and conducted survey data, have derived structures with a greater difference in pay for rural/modeled areas and counties as compared to metro areas than previously reported. The results of our second review of *OES* “*n - estimates*” are included.

Geographic Assessor - Windows95

- o The **Geographic Assessor** for Windows edition (32 bit) is scheduled for an Autumn 1998 release.

Salary Assessor - Windows95

- o The “*DOT* Description” in the Certification Analysis is now actively cross-walked to Census/*OES*/NOC/ERI numbers.
- o ERI staff visited DOL-BLS/ETA and State Employment Security Agency offices in April and May 1998, and we wish to thank all of those federal and state personnel who offered comments in the design of the Alien Certification/Immigration analyses table (this analysis table requires interaction with the **ERIPL CD OES** database).
- o The new Certification Analysis module compares **ERISA** data to *OES* by defaulting to *OES* defined geographic areas, all-industry norms, weighted averages, etc. (allowing for little “customizing”).

Salary Assessor - DOS

- o Includes message: “*Please refer to ERI’s Salary Assessor for Windows95 for analyses that will be used for Alien Certification purposes.*”
- o Incorporates improvements to organization size adjustment calculations (based on revenue, assets, employees) for companies under \$10,000,000.

Relocation Assessor - DOS/3.1

- o Over 50 new U.S. and Canadian cities have been added this quarter, per subscriber requests.

ERI’s late July 1998 **Platform Library** release includes three new “*service/product*” capabilities to connect subscribers to: a beta test of a custom HR Intranet site (for HR use with branch locations), as well as downloading **Assessor** data; Internet Survey Input for International salary/ COL surveys; and description and contents of our renewed publishing of the: [International Reference Report](#).

Platform Program Improvements

Again, thank you to our many subscribers who have provided suggestions, ideas, and critiques. Here are enhancements for the July 1998 release of **ERI’s Platform Library**:

ERIPL Executive Comp Extract

- o Subscribers may review companies within a specific SIC.
- o The last SIC number accessed by any **Assessor** program loads for immediate review of the closest matching public company’s compensation proxy data.
- o **Salary Assessor** for Windows95 “*Comparables*” tabs access up to five comparable public companies’ data.
- o Proxy data through 6/15/98 is included in the 7/98 release.

ERIPL U.S. Census Demographics

- o 503 Census job numbers are cross-walked to 778 *OES* job families and descriptions, over 12,000 *DOT* position descriptions, and over 5,000 **Salary Assessor**/private survey position titles. Credit/reference is given to <ftp://ftp.noicc.gov> (See: Download - Xwalks - Xwalkv43.exe).
- o The last accessed **Assessor** Base City county and the last accessed **Assessor** position Census number load for automatic display of the closest demographics analysis.

ERIPL Compensation Tax Codes/Laws

- o International HR practices and references are being added in anticipation of ERI’s release of the [1999 International Reference](#).
- o The last accessed **Assessor** Base City state/province loads for automatic display of local codes/laws.

ERIPL DOT/OES Data & Descriptions

- o The most recently accessed **Salary Assessor** position loads for automatic display of the closest applicable *DOT* and *OES* data.
- o “*Load OES Data*” (with **ERIGA**) provides a review listing of all 778 job families for any given *OES* geographic area, region, state, or U.S. National. Weighted averages and 1996 *OES* Level I and II values are displayed (1997 data will be released by BLS later this year). This data is available from some states via the Internet, but ERI saves researchers hours of time and effort to compile reports from all states.

ERIPL Maps

- o The first round of international maps are included, along with improved U.S. city maps (Canada maps under construction).
- o “*Range*” selection will allow subscribers to specify an interactive map for the Base and Destination cities plus 50 miles East/West/North/South. Future Windows95 editions of the **Relocation Assessor** and **Geographic Assessors** (under development) will include maps on printouts showing Base City, Range, and Destination City.

ERIPL Internet

- o Download **Platform** and Windows95 updates via the Internet in 1999. Test your own HR Intranet site.

NOTES

Area Wage Salary Differentials April 1998 versus July 1998

During the first few months of 1998 ERI analysts struggled with the results of the *OES* salary survey and its very large sample sizes (ERI recombines weighted averages of all collected surveys; the larger the survey sample, the greater a survey's impact on our analyses). For a few areas in the U.S., *OES* survey results differ remarkably from other surveys. Also, large amounts of data were identified for exclusion from our analyses due to questionable pay estimates. Overall, however, the trend of "good" results suggest a "*spreading of differentials*" beyond the range reported in previous ERI multiple regression modeling. That is, *OES* survey results suggest that a wider range of wages are paid in the U.S. than ERI has previously modeled.

Whereas the **Geographic Assessor** had previously predicted a range of differentials in non-surveyed geographic areas to be in the 82 - 85% range, the *OES* survey often showed these areas at 77% - 80% of U.S. National. And in a few areas (not many), we found the "*upper range*" to extend beyond the 115 - 117% area to the low to mid 120%. In reflecting on the U.S. economy, it is logical to conclude that salary differentials are diverging (and in Canada also).

In April 1998 (affecting both the **Geographic Assessor** and **Salary Assessors**), we integrated this wider range of structures into our modeling using the *OES* reported populations. For July 1998 we are stepping back and weighing *OES* data less heavily (*OES* reports "*Estimated Population*," and purports to be surveying all U.S. employers with at least a 71% participation rate, but has two more years of surveying before this first survey effort is complete). In the interim, ERI will incorporate *OES* data less confidently, allowing us a chance to better ascertain the validity of this surveys' results. The second round of *OES* survey data is scheduled for late 1998 release, which will allow for inclusion in 4/1/99 **Assessor** analyses. Subscribers can expect to observe a gradual influence of this survey over the next few years until December 2002 when we will consider again accepting the full reported "n" claimed for this particular data source.

ERI's Survey Input Assessor - Microsoft Internet Explorer	
American Apparel Manufacturing Association Study : Management Compensation Services (MCS - Hewitt)	www.hewitt.com/resc/resc032.htm
American Geological Inst Geoscience Faculty Salary Survey : American Geological Institute	www.aqweb.org/
American Hotel & Motel Association Salary Survey : Coopers & Lybrand LLP	www.colybrand.com/
American Salaries and Wages Survey : Gale Research Inc.	www.thomson.com/gale/
American School and University Comp & Benefits Survey : KPMG Peat Marwick	www.us.kpmg.com
American Shipper - Logistics Salaries Survey : Howard Publications - American Shipper Magazine	www.calunet.com/pubs/howpubsinfo.html
Anaheim-Santa Ana CA Occupational Compensation Survey : Bureau of Labor Statistics - U.S.	stats.bls.gov
Analysis of the ACS Salary & Employment Status Survey : American Chemical Society	www.acs.org/
Anchorage Cross-Industry Salary Survey : Milliman & Robertson Inc.	www.milliman.com
Anchorage Financial Industry Survey : Milliman & Robertson Inc.	www.milliman.com

Director's Forecast for 1999

In attending 1998 conventions and expositions, ERI's Research Staff heard many discussions regarding the difficulty that organizations are experiencing after enacting price increases.

"Many who have raised prices have been forced to retract."

With cost-of-living increases trailing real wage growth by a full percentage point or more, Government statistics clearly report the stagnant nature of 1990s prices. The U.S. has enjoyed an era of record low unemployment and inflationary control.

"Try to think of a business sector that has successfully raised its prices in 1998."

Three come to mind: cigarettes, health care costs, and wages/salaries. HMO-announced premium increases for 1998/99 are in the 6.5 - 10.0% range; indemnity plans are in the mid-teens or higher. After five years of 4.0% merit salary budgets, we now see a creeping toward 4.3 - 4.5% with some companies planning to be "*off this norm by a bunch in 1999*" with planned increases of 8.0% to attract and retain a workforce. Computer programmers and systems analysts' pay appear to lead the way. (We note that the quota for alien immigrants with key technical skills was raised by 50% in March 1998 by Congress, yet the 1999 quota is forecasted to be completely expended by mid January.) The U.S. has high demand and limited supply of skilled workers in a time of decreasing margins.

Where will organizations find the funds for Y2K reprogramming, higher health care costs, or cash to stem the rising tide of turnovers? How will HR personnel counter the flood of misleading information now found on the Web, data that will arm every employee with inflationary data with which to negotiate? ERI's observation would be that accurate compensation information is important. A second observation anticipates some product and service price increases during 1999. Unless companies invent some other source of funding, recapturing increased costs through price increases may be a necessity. For the manufacturing firms facing international competition, we expect to see layoffs; for the service and other industry sectors, we expect to see price increases. It will not be a "*political*" decision. Covering wage and benefit cost increases are a practical necessity.

Salary Survey and COL Sources

As a service to our subscribers, ERI's website at www.eri.com includes reference to salary survey and cost-of-living research sources' Internet addresses. In reviewing this listing, you may select any address and jump to that survey source's Web Page. Other reference sources and bibliographies may also be of interest to our subscribers. ERI's Research Staff recommend: Survey Sources, Personnel Systems Associates, [http://personnelsystems.com](http://personnelsystems.com;); Stern's Source Finder, Michael Daniels, Publisher, [www.hrconsultant.com](http://www.hrconsultant.com;); Available Pay Survey Reports, Abbott, Langer, <http://abbott-langer.com>

OES SURVEY DATA AND ALIEN CERTIFICATION ...

The OES Survey

Two years ago we wrote about the most ambitious employment survey effort ever undertaken in the U.S. The BLS & ETA began collecting “prevailing wage data” for 778 positions in late 1996 for alien certification (job pricing) purposes. The results from the first one third of this survey’s target population were released December 1997 (and are included in **ERI’s Platform Library**). The second third of the sampled companies are due back from the States in August 1998 (with data available for the 1/1/99 **Platform** edition). Every U.S. enterprise with more than 5 employees is being surveyed with participation goals of 75% or more. In summary:

- 1) Only head-counts are collected; means, medians, minimums, and maximums are “estimated;”
- 2) BLS/ETA are using State Employment Security Agency (SESA) employees and effectively requiring state Departments of Labor to drop any and all of their previous salary surveys;
- 3) “all industry” data is analyzed (industry differentials are not reported although questionnaires are industry specific).
- 4) **\$ 25,000,000** is the annual budget, a sum perhaps exceeding the total revenue of all private salary surveys.
- 5) BLS selects the companies to be surveyed and shares its NCS data and results with ETA/SESA (BLS has not dropped its NCS efforts, indeed this survey is being expanded).
- 6) At the April 1998 ACA National Convention (Chicago), BLS proudly displayed its new “Wage Regression Estimator”, an Internet based program looking very much like ERI’s **DOS Salary Assessor**. It appears that to forestall the question of why the Federal Government conducts both an *OES* Salary Survey and an *NCS* salary survey (in case the reader was wondering) additional services are being added.
- 7) And changes to the design are ongoing; Year 2002 plans are to survey all enterprises, even those with only 1 employee!

A sample of the OES data collection survey questionnaire

ERI has focused our early 1998 research attention on the OES survey because we’ve never seen such a massive government effort to collect salary/wage data. If the DOL ever changes the atypical survey questionnaire format (above) to match traditional salary surveys’, alter its descriptions to define individual positions, include medians, etc. most private compensation survey organizations would be hard pressed to remain in business. OES could easily evolve into a “Census of U.S. Salaries.”

Salary Assessor for Windows95

ERI’s Salary Assessor (ERISA) for Windows95 includes a new Alien Wage **Certification Analysis** module (running these analyses requires interaction with the **ERIPL CD OES** and **ERIGA** databases). The **Salary Assessor** software database provides arithmetic wage/salary averages of prevailing wage studies for nonagricultural immigration analyses purposes.

In some instances, additional data may be required to meet all of the needs of immigration analysis and consequently, **ERISA** data is “cross-walked” to publicly available Census, *OES* survey data, and *DOT* descriptions via **ERI’s Platform Library** presentation of these full datasets. A separate screen is provided in this **ERIPL** interactive version of **ERISA** in an attempt to accommodate the directives of “Labor Department Guidance on New Prevailing Wage Policy,” October 31, 1997 (General Admin. Letter No. 2-98): median wage reporting and industry and organization size differentials are “turned off,” descriptions are shown, and *DOT* and Census data is displayed.

ERI’s polynomial regression analyses methodology involves the averaging of reported salary survey weighted average wages and salaries. The analyses calculations cut regression lines through survey data, with each line always passing through the mean of the x and y axis generating a line of least squares (or “line of central average tendency”). These calculations are designed to conform to the U.S. Department of Labor Regulation regarding Alien Certification (“employer submits a survey or other wage data”). Because **ERISA** does not represent a single survey, *OES* data extracts are also included. The **Salary Assessor** database “sample frame size” contains consensus Institute salary survey results as compared to and blended with surveys published by private industry, along with the BLS *Occupational Employment Statistics* survey and BLS *National Compensation* surveys. Thus, ERI’s area structure survey population sample size is always *OES* + *NCS* + ERI surveys + collected published surveys (which number in the thousands), with averages proportionately weighted by “n”. Individual private surveys’ values are not displayed because of copyrights. *OES* and *NCS* individual surveys are available to the public. The **Salary Assessor** provides the added value of Institute consolidation of all other available data into a single database with the resulting direct comparisons of ERI calculations to *OES* estimated means.

Alien Certification (2-98)

The **Assessor Series** had been in use for ten years before we heard that subscribers were using **Salary Assessor** data for Immigration Analyses. The **DOS Salary Assessor**, as created in 1989, was not designed to meet Federal regulatory requirements. Indeed, these regulations have just been promulgated in General Administration Letter’s requirements (2-98), released in late 1997 with an effective date of 1 Jan 1998. Since this release date, ERI has been working with various state agencies to meet the rules prescribed (interpretations appear to vary from state to state).

... AND COMMENTS RE. OES METHODOLOGY

OES Methodology - Questionnaire

Because **Salary Assessor** analyses are drawn from a combination of all available salary and employment surveys, **ERISA** and **OES** estimated salaries will vary. Other reasons for differing data results include:

OES data is gathered by a "head count" questionnaire within a salary range; for instance, "\$ 60.01/hour and higher." BLS does not collect and/or average "real wage/salary numbers." In contrast, the **Salary Assessor** provides salary range data based upon a consensus of all available, privately conducted salary surveys:

$$[Sum (Weighted Averages* reported "n") / Sum "n"]$$

Example:

OES Survey 1996-1997 U.S. National Average Salary for "Physicians & Surgeons" (11/96) \$ 118,789.

Salary Assessor U.S. National Average Mean Salary for

Top Surgeon	\$ 418,949.
Neurosurgeon	\$ 382,888.
Obstetrician	\$ 245,699.
Gynecologist	\$ 235,561.
General Surgeon	\$ 219,076.
Physician Anesthesiologist	\$ 216,858.
Physician Medical Director	\$ 172,568.
Psychiatrist	\$ 154,077.
Physician	\$ 139,224.
General Practitioner	\$ 134,145.
Industrial Physician, etc.	\$ 113,609.
Etc.	

(4/1/98 data trended to 11/15/96 effective date)

OES is trapped by its questionnaire methodology for high paid positions (a box checked at 60.01/hour and higher results in estimated salary of only 60.01 x 2,080 hours = 124,821.

OES Methodology - 3 Levels in 1

OES reports wage levels for 778 "classes of work & job families." **ERISA** reports data for over 4,000 individual position titles, many of which are technical and/or managerial in nature. These **OES** classes and job families group many **ERISA** (individual) positions together in a single class or family. Many **OES** classes or families include: 1) "first line supervisors," 2) "professional level employees," and 3) "paraprofessional employees," all collapsed into a single job family and single pay level. The **Salary Assessor** may distinguish up to sixty separate (individual) positions for any one **OES** job family.

Example:

(*OES combines supervisors, professionals, technicians and paraprofessionals into this example class*)

OES Survey 1996-1997 U.S. National Average Salary for "Accountants and Auditors" \$ 38,168.

Salary Assessor U.S. National Average Mean Salary for

Internal Auditing Supervisor	\$ 53,775.
Internal Auditor	\$ 42,249.
Revenue Auditor	\$ 37,522.
Tax Auditor	\$ 33,600.
Assistant Auditor, etc.	\$ 31,452.
Etc.	

(4/1/98 data trended to 11/15/96 effective date)

OES job families which combine "3 Levels in 1": Accountants, Auditors, Actuaries, Computer Scientists, Financial Analysts, Statisticians, Personnel, Training, Labor Relations, Public Relations, Purchasing, Reporters, Social Scientists, etc.

OES Methodology - 2 Levels in 1

In some cases, 2 in 1 **OES** families contain : 1) "first line supervisors" and 2) "professional level employees." Architects, engineers, health care and diagnosing, law, life, mathematical, and physical scientists, and therapists are examples.

Example:

OES Survey 1996-1997 U.S. National Average Salary for "Safety Engineers, Except Mining" \$ 58,261.

Salary Assessor U.S. National Average Mean Salary for Safety Engineer, etc. \$ 46,085.

(4/1/98 data trended to 11/15/96 effective date)

In other cases, **OES** families contain: 1) "professional level employees" and 2) "paraprofessionals" (not supervisors and professionals as above). Example: all levels of professional and paraprofessional investigators and detectives-private are combined. Other "mixed jobs" are those in Service Occupations, Food & Beverage Preparation, Health Services, Cleaning & Building Services and Personal Services.

OES Methodology - Separate Levels

OES separates some jobs from "first line supervisors" and then reports all supervisors for that family as a single job. For the positions reported separately from supervision, they may or may not include paraprofessionals (Sales Occupations are an example) so that although a position may sound like an individual, professional job, it may also contain paraprofessionals.

OES Methodology - All Combined

OES combines all first line supervisors over clerical functions into one supervisory title. Within the clerical ranks, many positions within a family may be combined ("secretaries" include: executive secretaries, secretaries to the CEO, and secretaries). Other secretaries, however, are better delineated and are not combined (legal secretaries and medical secretaries have their own reporting occupations).

Confirming precise "position matches" from survey to survey is the singular most important and time-consuming research activity at the Institute. The discussion on this page is an excellent example of the type of analyses that ERI Research Staff perform on each and every salary survey and employment survey analyzed for inclusion in Assessor Series databases.

1999 ERI PRODUCT ORDER SHEET

ASSESSOR SERIES® (quarterly updates released: 1/99, 4/99, 7/99, and 10/99*)

- Geographic Assessor® ERIGA** 1999 calendar year subscription \$649. \$ _____
Calculates wage/salary and COL differentials among 5,230+ U.S. & Canadian cities
- Salary Assessor® ERISA** 1999 calendar year subscription \$649. \$ _____
Salaries for 2,500+ positions compiled from available salary surveys
- Consultants' Assessor® ERICA** 1999 calendar year subscription \$649. \$ _____
Expanded DOS **Salary Assessor** includes reasonable executive compensation analyses
- Relocation Assessor® ERIRA** 1999 calendar year subscription \$649. \$ _____
Current cost-of-living analyses between any of 6,570+ domestic & international locations
- ERI's Platform Library™ ERIPL** 1999 calendar year subscription \$649. \$ _____
Will execute all versions of **Assessor** programs and works interactively with quarterly **Assessors**; *DOT* Position Descriptions, *OES & NCS* Survey Data, Census Demographics, Comp/Benefits Law/Code, and SEC Comp Proxy Extract. Win 3.1 program, requires Windows95 environment to run Maps and Alien Cert/*OES* data.

LAN/Multiple Copies/Users Schedule: 2-5 50%; 6-10 44%; 11-99 38%
Alien Certification Analyses require subscriptions to both **ERISA** and **ERIGA**.

REFERENCE SERIES (single, annual hardcopy editions)

- 1999 Geographic Reference Report 10/98 scheduled release \$349. \$ _____
298 U.S. & Canadian area report with salary, cost-of-living, & demographics data
- 1999 International Reference Report 4/99 scheduled release \$349. \$ _____
232 countries' expatriate, TCN, & national salary, cost-of-living, & demographics data

FULL ASSESSOR SERIES®

- Full Assessor Series®** Single User License: \$1,647. \$ _____
Calendar year subscription to ERIGA, ERIRA, ERISA, ERICA, ERIPL, and 1999 Geographic Reference Report.

Assessor subscribers, please specify your preference for: DOS or Windows95/NT

Standard **Shipping & Handling** to U.S.: \$19.50, to Canada: \$44.50 \$ _____
(Standard Shipping & Handling includes quarterly updates throughout calendar year)
Additional charges for **Overnight Shipping** to my UPS or FedEx acct. # _____ \$ _____
or for **ERI's Standard Overnight Shipping** additional \$64.50 \$ _____
(Overnight Shipping pays additional charges for initial shipment)

International orders:
Foreign duties and taxes
are the subscriber's responsibility

SUB-TOTAL \$ _____

*1999 Subscription Orders received
between 7/98 and 12/98 receive
remaining 1998 quarterly updates free.

Sales to State of Washington add applicable Sales Tax: \$ _____

- Payment Enclosed
 - Please Bill My Company
- TOTAL** \$ _____

Your Name: _____ Title: _____

Organization Name: _____

Address: _____

Tel: _____ FAX: _____ E-Mail: _____

Purchase Order Number (if required for accounts payable): _____

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GUIDELINES FOR USING ASSESSOR SOFTWARE

DOS® and Windows®

DOS versions of the **Geographic Assessor**, **Relocation Assessor**, and **Salary Assessor** 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). **Assessor** for Windows versions 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** for DOS. 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 versions of the **Geographic Assessor**, **Relocation Assessor**, and **Salary Assessor** (without Position Descriptions) 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 **Assessor** for DOS executable names are *eriga*, *erira*, *erira i*, *erica*, *erisa*. The **Consultants' Assessor**, **Relocation Assessor** for Windows, **Salary Assessor** for Windows95, and **Salary Assessor** for DOS Position Description 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:\eri\eriga*). For DOS versions, copy all files to the directory and then execute. For Window 3.1 editions and the **Consultants' Assessor**, run the *install* program from the diskette. Please remember to use different directories or folders for each different product. Keep the **Assessor** diskette(s) as backup. You may also install all **Assessor Series** from the **Platform Library** CD-ROM. Utilize the "To Order" tab on the Platform's top bar and call (800) 627-3697 to obtain an access code.

Y2K

All ERI programs are **Year 2000** compliant (four digit year). Because **Assessor** software is accessible only during the quarter for which it is released, Y2K compliance would have been an issue with only the 10/1/99 editions.

Assessor for DOS Function Keys

DOS **Assessor Series** programs use "short cut" keys to assist applications.

F1	Access Help Screens and program notes
F2	Choose from a listing
F3	Clear a field of data
F5	Save file to disk
F6	Load file from disk
F8	Print to file or printer
Alt+screen number	Jump to any screen
PgUp	Move to previous screen
PgDn	Move to the next screen
Esc	Move to previous screen or escape 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) alphabetically. For some cities, type the *city name* and *comma* and begin to spell the *state name* to prompt the correct city and state (e.g. *Springfield, Misso*).

Relocation Assessor for DOS

erira i.exe runs the international city database.

Relocation Assessor for Windows 3.1 (16 bit)

ERIRA for Windows requires installation to your hard drive and may not be run from the diskette. Please refer to on-line help menus. This program is scheduled for conversion to a 32 bit (Windows95) version in 1999 (the DOS edition will also be maintained).

DOS, Windows 3.1 (16 bit) & Windows95/NT (32 bit)

Some subscribers may be unaware of the evolution sweeping the PC programming landscape. In 1997, ERI adopted a development program to maintain DOS/3.1 programs, while looking toward programming our applications to the "32 bit" environment associated with Windows95. (Think of Windows 3.1 as a "fancy DOS" but now as outdated as DOS itself.) 32 bit programs allow ERI to utilize maps, interact with the Internet, blend data from many sources, etc. The downside of 32 bit programs is that they are very large and can not be placed on a single diskette. For this reason, ERI is pursuing on-line quarterly updates as an alternative to mailing large quantities of diskettes to our subscribers each quarter. Another development downside is that "object oriented programming" is as similar to DOS as Chinese is to Hungarian. We appreciate our subscribers' patience as we make this transition.

Salary Assessor for Windows95/NT (32 bit)

ERISA for Windows95 requires installation to your hard drive and may not be run from the diskettes. Some data used by the program is contained in the **ERIPL** CD (to save hard drive space). Please refer to on-line help menus. Several calculation tables are included in the Windows95 version that are not included in the DOS edition. These tables include: **Alien Certification Analyses** data for immigration wage certification (requires interaction with **ERIPL** CD); **OES** survey data (requires interaction with **ERIPL** CD); access to the **Geographic** and **Relocation Assessors'** additional 5,000⁺ U.S. and Canadian cities; and an updated version of the **Consultants' Assessor Maximum Reasonable Executive Compensation** tables/analyses.

Downloading DOS data from the Internet

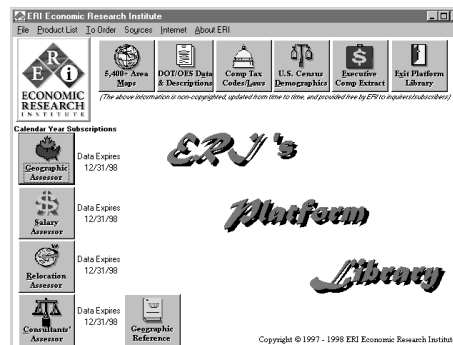
Visit ERI @ <http://www.eri.com>. If you have lost, mislaid, or did not receive quarterly update diskettes sent via the mail, call (800) 627-3697.

Downloading Assessor data from the Internet

On-line subscriptions and dataset update downloading are available for **Full Assessor Series** Windows95 subscribers in 1999.

ERI's Platform Library CD-ROM

ERI's **Platform Library** contains the **Assessor Series** and a compendium of non-copyrighted data: Maps, **DOT** Position Descriptions, **NCS** and **OES** survey data, Compensation Related Tax and Law Codes, Census Data, and Edgar Summary Compensation tables extracted from the SEC.



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