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MyMAREK Compensation.....2

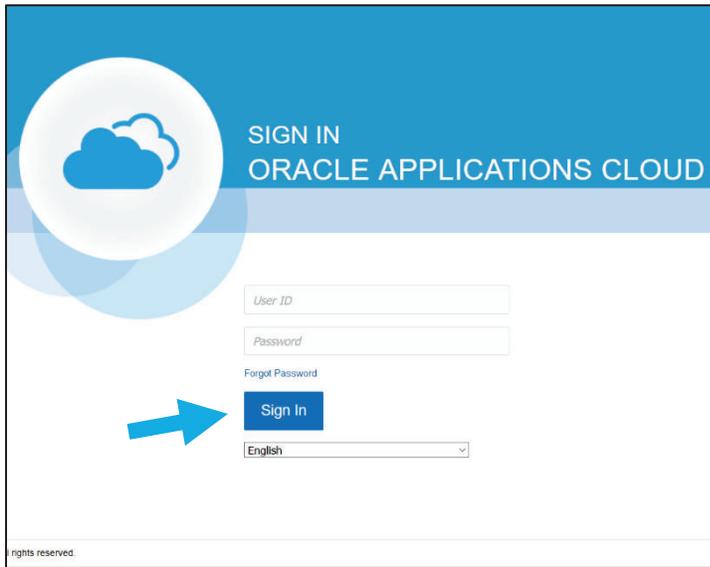
MyMAREK Compensation Quick Guide

MyMAREK Compensation

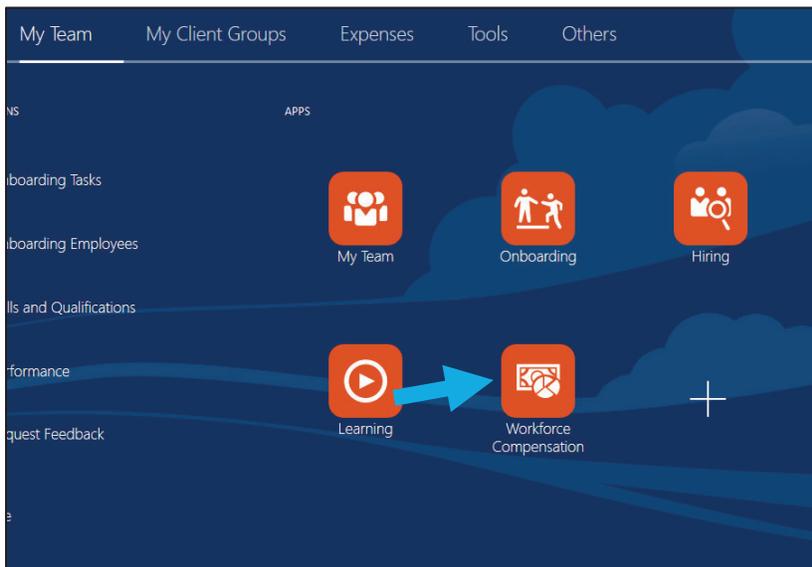
Log into MyMAREK (www.mymarek.com)

Username: Employee ID

Password: Your password



From the 'Team' section, click the **Workforce Compensation** icon.



MyMAREK Compensation Quick Guide

Click on **Compensations Worksheet**

Field Quarterly Merit Plan January 2020 - Q1

Status: **Work in Progress** | Last Approval Action: **None** | Access Level: **Updates Allowed**

Tasks

- Compensation Worksheet
- Plan Information
- Models
- View reports

Summary

Workers Compensated - Compon...
20%
1 of 5 Workers Compensated

Here supervisors can make recommendations and view previous history and work assignment details.

Compensation Worksheet

Field Quarterly Merit Plan January 2020 - Q1 | Acting as TEST M J. Comp

5 of 5 (100%) Eligible Workers with % | 1 of 5 (20%) Compensated Workers with % | 175,760 Eligible Salary

Alerts	Employee Name	Employee Number	Years of Service	Home Company	Person Type	Job	Current Manager	Performance Rating (Text)	Current Salary or Rate	Merit Target (\$)	Merit Target (%)	Recommended Base (\$)	Base Salary Change (\$)	Bonus* (Most Recent)	Notes
	Comp. TEST E	54766	18.0	123	Employee	Drywall Mech...	Comp. TEST M		19.00			19.00	0.00		
	Comp. TEST B	113002	1.1	123	Employee	Acoustical He...	Comp. TEST M		16.00			16.00	0.00		
	Comp. TEST Ed	163854	1.0	123	Employee	Drywall Helper I	Comp. TEST M		16.00			20.00	4.00		
	Comp. TEST	171186	1.1	123	Employee	Acoustical Tr...	Comp. TEST M		14.50			14.50	0.00		
	Comp. TEST Rick	93511	11.0	123	Employee	Drywall Mech...	Comp. TEST M		19.00			19.00	0.00		

The Summary Dashboard provides the following information:

- Eligible Workers with %– identifies the number of employees that are eligible for a merit increase within the system.
- Compensated Workers with % - provides the number of employees within the worksheet that have been compensated by merit.
- Eligible salary – gives a total base salary for all employees visible on the spreadsheet.

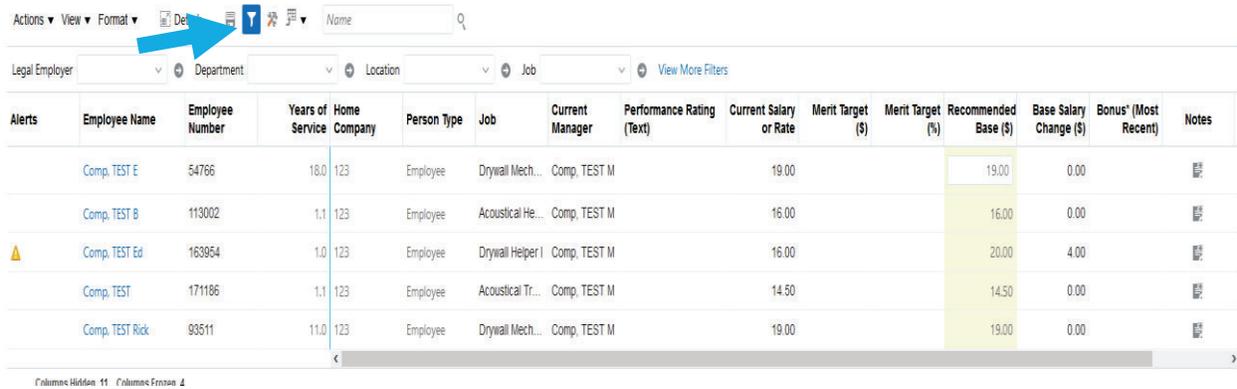
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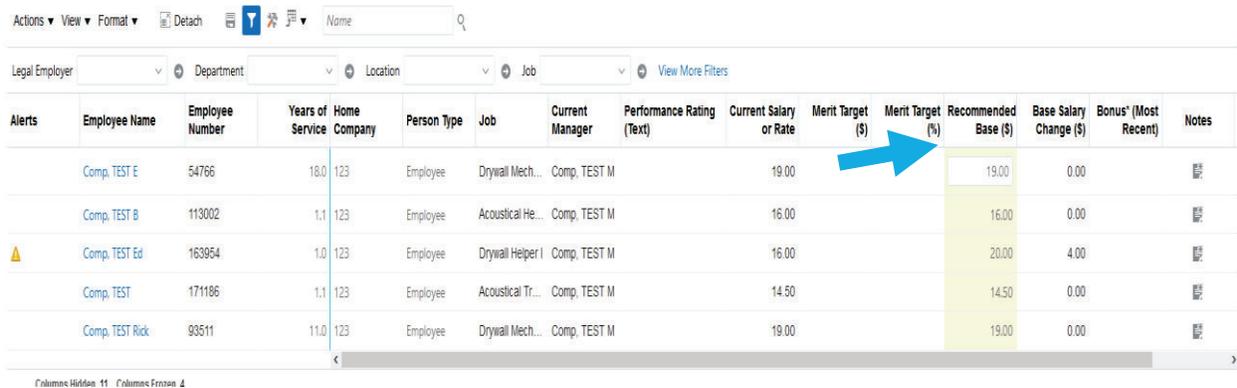
MyMAREK Compensation Quick Guide

Click the  icon to filter to help search or give you a variety of ways to view your employees within the spreadsheet.



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Click in the **Recommended Base (\$)** column to input new hourly rates



Alerts	Employee Name	Employee Number	Years of Service	Home Company	Person Type	Job	Current Manager	Performance Rating (Text)	Current Salary or Rate	Merit Target (\$)	Merit Target (%)	Recommended Base (\$)	Base Salary Change (\$)	Bonus* (Most Recent)	Notes
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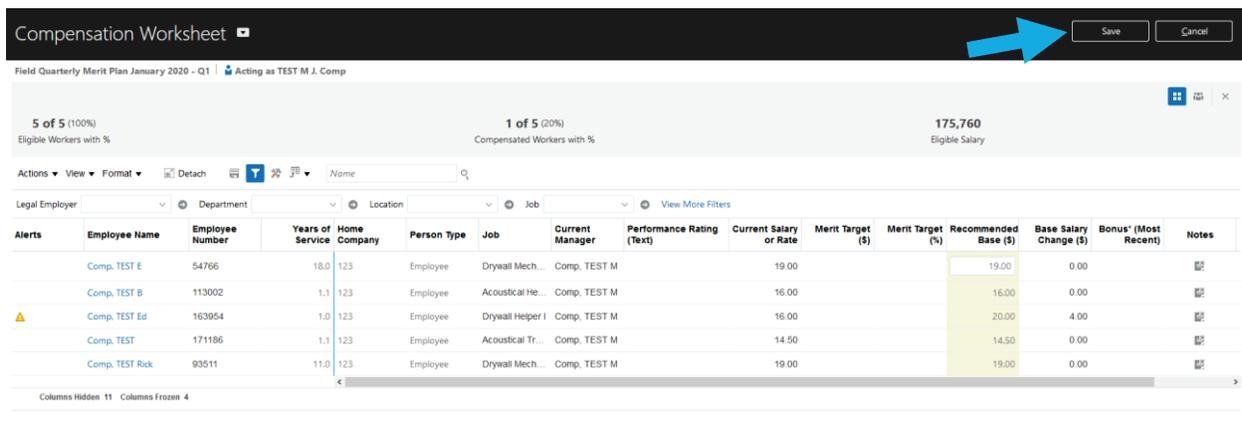
For example, if the hourly rate is \$19.00 and you want to give them a \$1.00 increase then you would enter \$20.00 in this column.

MyMAREK Compensation Quick Guide

The following alerts have been added to the worksheet. These alerts are not hard stops but in place to draw your attention to unusual adjustments before saving your final document.

Alert	Alert Type	Warning Type	Definition
	Base Hourly (Merit)	Warning	The pay rate increase exceeds the recommended increase percentage based on performance rating.
	Performance Rating = Needs Improvement	Warning High	The performance rating provided is needs improvement. Please review the performance document for more details.
	Base Hourly (Merit) for a Needs Improvement Rating	Warning High	A pay rate increase has been assigned for an employee that has a performance rating of "Needs Improvement".

You can go in and out of the Compensation Worksheet until the lockout date, but make sure to click **SAVE** before backing out.



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Columns Hidden: 11 | Columns Frozen: 4

The final date to edit the Compensation Worksheet is **August 21st**.

If the Compensation Worksheet needs any updates or edits beyond the editable columns contact your respective HR Branch Representative.