COMPENSATION PORTION INSTRUCTIONS

Wages can be entered or uploaded via a csv file for the compensation portion of the survey. Gathering data to submit for the COMPENSATION PORTION of the Wage + Benefits Survey can be done using the Wage_Template.csv document.

The form allows for 3 employees for each position title to be added in the right-hand columns indicated by:

- Bottom Wage / Salary

- Mid Wage / Salary

- Top Wage / Salary

Positions on the **top half of the form are for annual salary only**. If your employee is hourly for one of these positions (lines 1-44) calculate their salary by taking their hourly wage x 2080 hours/year to enter (2080 hours is 40 hours/week x 52 weeks/year).

Positions on the **bottom half of the form are hourly only.** If your employee is salary for one of these positions (lines 45-132) calculate their hourly wage by taking their annual salary divided by 2080 hours/year (2080 hours is 40 hours/week x 52 weeks/year).

DO NOT edit, add or delete the existing columns or rows. This document can be uploaded to map your submissions in the correct format.

Additional positions can be added in line 133 and beyond using the same format as the rows above. Do not add position numbers for the additions.

Only csv files can be uploaded to the portal. If you're working in a spreadsheet file you must save the file as a csv document prior to uploading.

To upload your file return to your home dashboard and select the Wages Upload button.

Surveys

Take or update your submission for the **2024 Wage + Benefits Survey** below:

2024 Survey: Beverly Hills, CA

Benefits
28% Complete
[Update]

Wages
100% Complete
[Edit] [Upload]

Additional Wages
Optional
[Update]

(+) Add Loca

If you're uploaded file contain an error, you can edit your submission after uploading in the database by selecting the edit button. Any additional positions added in lines 133 and beyond can be found under the **Additional Wages option.**

Questions can be directed to info@piamidam.org