

Step By Step Instructions

Wage and Benefits Calculator

Introduction

Creating "quality jobs" is a fundamental goal for community economic development efforts. Measuring progress towards this goal has been hampered by the lack of a metric or index beyond simple wage analysis.

The Northwest Area Foundation's Wage and Benefits Calculator is designed to help you quickly determine the relative wages and benefits of an existing or proposed company. You can use it to examine your own company, a company that you are providing services to (i.e. through a community development loan or business development services), or perhaps a new company that is seeking to locate in your community.

Follow the directions below to enter the data into the calculator and generate the result. For more information on the Wage and Benefits Metric, visit About this Metric [<http://jobmetric.nwaf.org/about.php>]. There you will find information on creating a free account that will allow you to manage Wages and Benefits data for your organization, community, or region and create reports illustrating changes over time.

Step 1: Enter Company Name and Select Location

Start by visiting the Wage and Benefits Calculator [<http://jobmetric.nwaf.org/calculator/>]

Under the Wage and Benefits Calculator heading, type in the name of the company you want to examine. Then below the company name select from the drop down list the STATE in which the company is located.

Step 2: Choose the Scoring Threshold

Next, choose which threshold you would like to report for scoring the wage levels of the company. The wage threshold values used in the Wage and Benefit Metric are calculated automatically using data from the US Department of Labor's Bureau of Labor and Statistics MSA Mean Wage Estimate [<http://www.bls.gov/oes/2003/may/oessrcst.htm>] or the State Wage estimate.

The value is dependent on the state in which the company is located and if it is in a MSA, township, or in a rural area. Depending on what you or your organization deems to be the most accurate, you can choose the exact MSA/State Wage Estimate Data value or a percentage of the value.

* If the company is located in Minnesota or Montana, another option for a Living Wage threshold is available by county. See the Jobs Now Coalition website [<http://www.jobsnowcoalition.org/>] for further information on how this wage level is calculated.

Step 3: Choose Location or County

Next, choose the city where the company is located. If the company is not in one of the cities listed, choose Town or Rural. If the company is in Minnesota or Montana, choose the county where it is located.

Step 4: Enter your E-Mail Address

Please enter your email address. This is for internal purposes only to help the foundation understand who is using the calculator so we can improve it over time. The Northwest Area Foundation will not release your email address to anyone for any purpose.

Step 5: Press the Continue and Score Button

Now press the Continue and Score button at the bottom of the page to launch the calculator.

Step 6: Enter Company Employee Information

Once the new page is launched, you will zeros in the columns. This is where you will delete the zeros and enter numbers corresponding to the company's employee profile.

First, delete the zero and then enter the correct value for Full Time Permanent Positions. Then repeat for the next line Part Time Permanent Positions. (Note: The total of these two figures should equal the total number of permanent employee positions within the company).

Next, determine and enter the correct value for Full-time employees earning over \$X/hr. Then repeat the process for the next line Part-time employees earning over \$X/hr.

Step 7: Determine Benefit Levels

Next, move down to the Benefits section. Click in the boxes to the left as appropriate to select the benefits associated with each of full-time and part-time employee groups. Footnotes are available for clarification of certain benefit types that may be unfamiliar as labeled.

Final Step: View Results

Next, click on the View Results button at the bottom of the calculator. This will launch the report view.

The report provides the Wage and Benefits Metric Profile for the company entered. The jobs are sorted into three categories according to the Wage and Benefits Metric:

Key:

1 Star Jobs
2 Star Jobs
3 Star Jobs
Total number of jobs

The values you entered to generate the report appear below the results for reference. The Wage and Benefit Metric point system is presented again as well for reference.