

SNEF COMPENSATION 201

MANAGE ANNUAL SALARY REVIEW



Speaker Profile

Tom Farmer is Managing Director of Freelance Total Rewards, a Singapore-based consultancy founded in 2013. Formerly with Hewitt and Mercer, Tom has more than 10 years consulting experience, on top of 20 years of corporate experience. He has consulted more than 150 companies on compensation practices. His blogs on total rewards topics have been read by more than 10,000 people in 120 countries. Tom was Vice President, Compensation and Benefits for InterContinental Hotels group for the Americas and Asia Pacific regions, with global responsibility for the company's global annual merit review process for 120 countries. He recently provided interim salary review management for a client with 11,000 employees in 18 countries.

Course Objective

Every compensation & benefits manager must know how to manage the annual salary review, and less experienced C&B specialists also must be able to support it. This course equips C&B professionals to competently perform their most important duty, the annual salary review. The course covers pay for performance theories, salary budgeting, use of market data for midpoint updates, merit matrix development, developing a manager worksheet, rolling up manager submissions for next level review, project management, facilitating approvals, and effective communication practices. The course focuses on skills, using fictitious data. Participants will bring their laptops and practice what is taught.

Target Audience

This course is ideal for all compensation and benefits managers, executives or specialists with direct responsibility for implementing the annual salary review. It is primarily a skill-building class, with little theory. Learners are assumed to have a general working knowledge and familiarity with compensation fundamentals such as market pricing, pay structures and performance management.

Learning Outcomes

By the end of the session, participants should be able to:

1. Apply effective project management for the salary review
2. Recommend a salary budget for merit, promotion and other increase types
3. Update salary ranges for the coming year
4. Calculate compa-ratios for countries and employees
5. Develop a salary increase guideline based on compa-ratio and performance rating
6. Define and facilitate the manager input process using Excel or other HR technology
7. Prepare and manage review data including consolidation and approvals
8. Support effective communication of salary review outcomes

		Salary Budget USD	
Current Elig. Salaries		45,502,899.01	
Budget		1,993,313.18	
- Spent		(1,979,302.63)	99.0%
Variance		19,920.55	

Merit						
All merit requests submitted are subject to further review and approval						
Rating	CR	Over max	Country Budget	Salary Increase Guideline	USD Current Salary	USD Current Elig Salary
				0.00%	49,930.02	132,999.00
				3.00%	132,999.00	95,000.00
					95,000.00	18,563.97

Course Fees

Fees Type	Full Fees : (Inclusive of 7% GST)
Normal Price	\$1284.00
Early Bird Price <small>*Note: Early Bird Special is only for registration received at least 1 month before course commencement</small>	\$963.00

Price Includes:

- 1 set of course materials
- 1 Lunch, 2 tea-breaks

Register Your Seats Now!

Simply go online to www.snef.org.sg

TO REGISTER:

Select the "Training" folder and click on the topic: Compensation 201 – Manage Annual Salary Review under: Compensation (Total Rewards and Remuneration) Hands-on Series.

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		Range Position		
		Low	Target	High
Performance Rating	5	7%	6%	5%
	4	6%	5%	4%
	3	5%	4%	3%
	2	4%	3%	0
	1	0	0	0