HEALTH WEALTH CAREER

MERCER WIN® WALKTHROUGH

CLIENT SOLUTIONS TEAM

MAKE TOMORROW, TODAY MERCER

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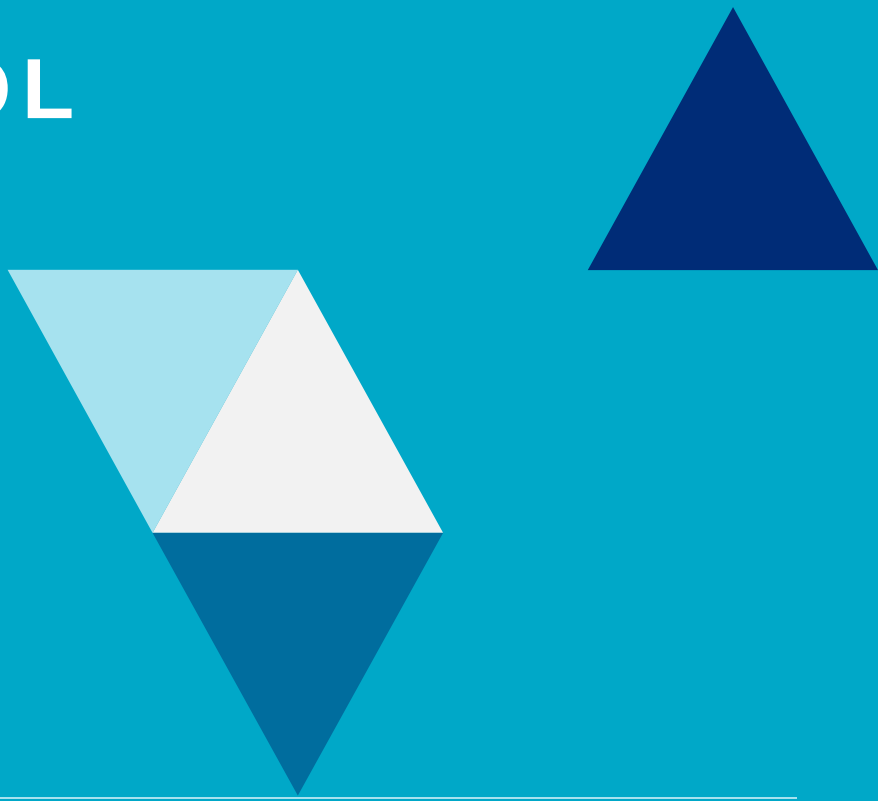
LOGIN TO THE TOOL



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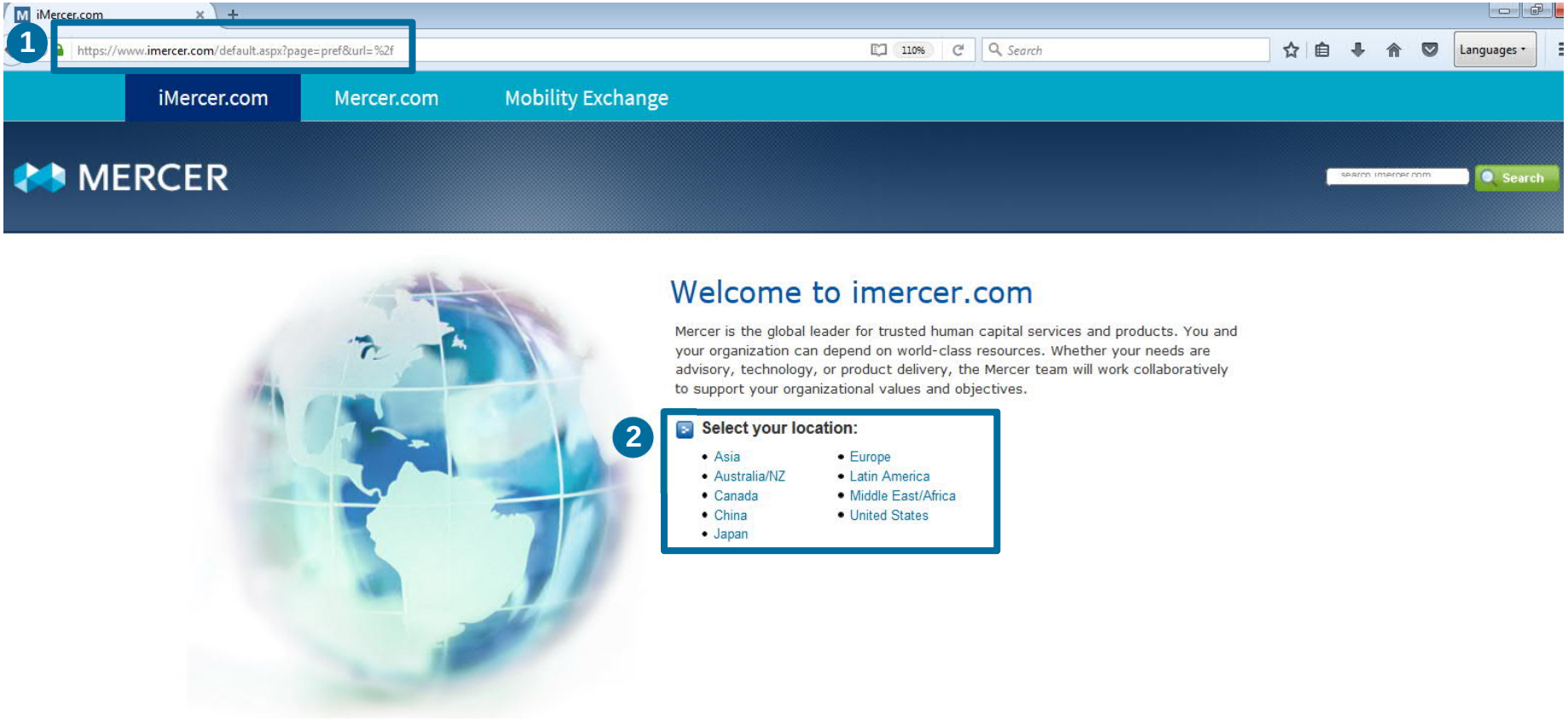

Go to **www.imercer.com** and log in to your Mercer account **(1)**. Upon your first login, you may be asked to select the geographical location **(2)**.

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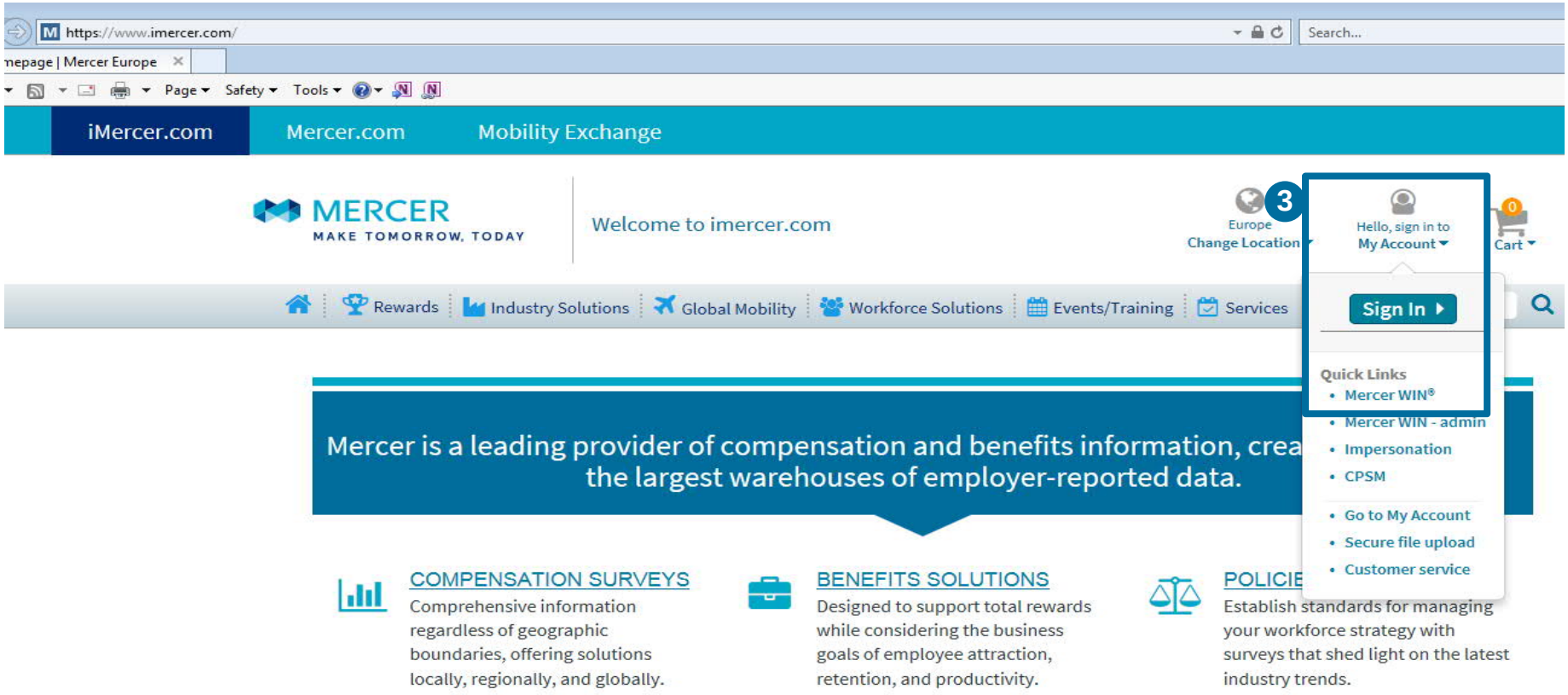

Click on the **Sign In** button under “My Account” section in the upper-right corner of the iMercer homepage **(3)** or click directly on the **Mercer Win** quick link.

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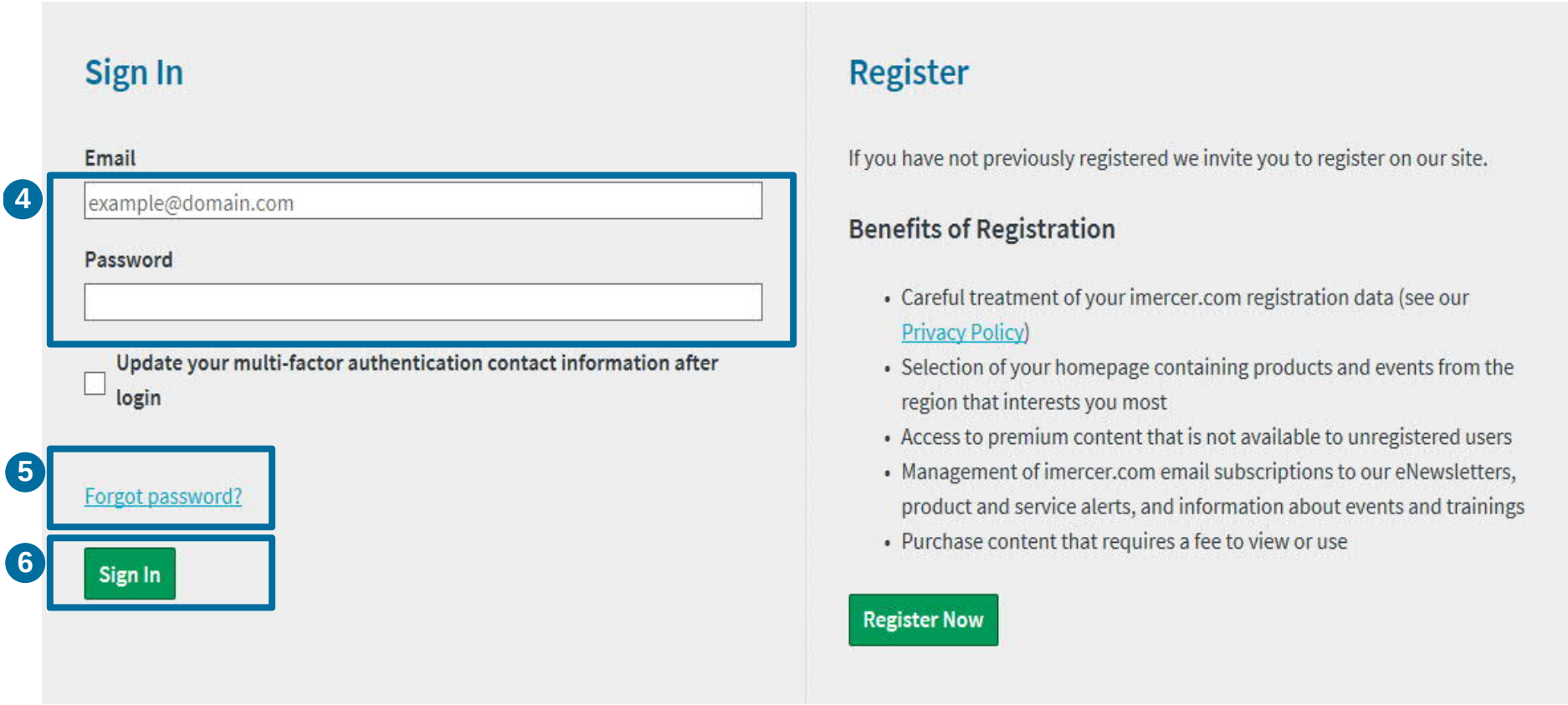

4

5

6

Log in to your Mercer account by providing your **Email** and **Password (4)**. If you do not remember your password or are logging in for the first time, you can click on the **Forgot Password (5)** option and log-in details will be emailed to you. Then hit the **Sign In** button **(6)**.

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LOGIN TO THE TOOL

After you sign in, you will be prompted to the **License Agreement** window. You will only see this window if you are logging in for the first time or if you have purchased a new product. Make sure that you read and select "**I Accept**", and click on **Continue (7).**

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PUBLISHED REPORTS

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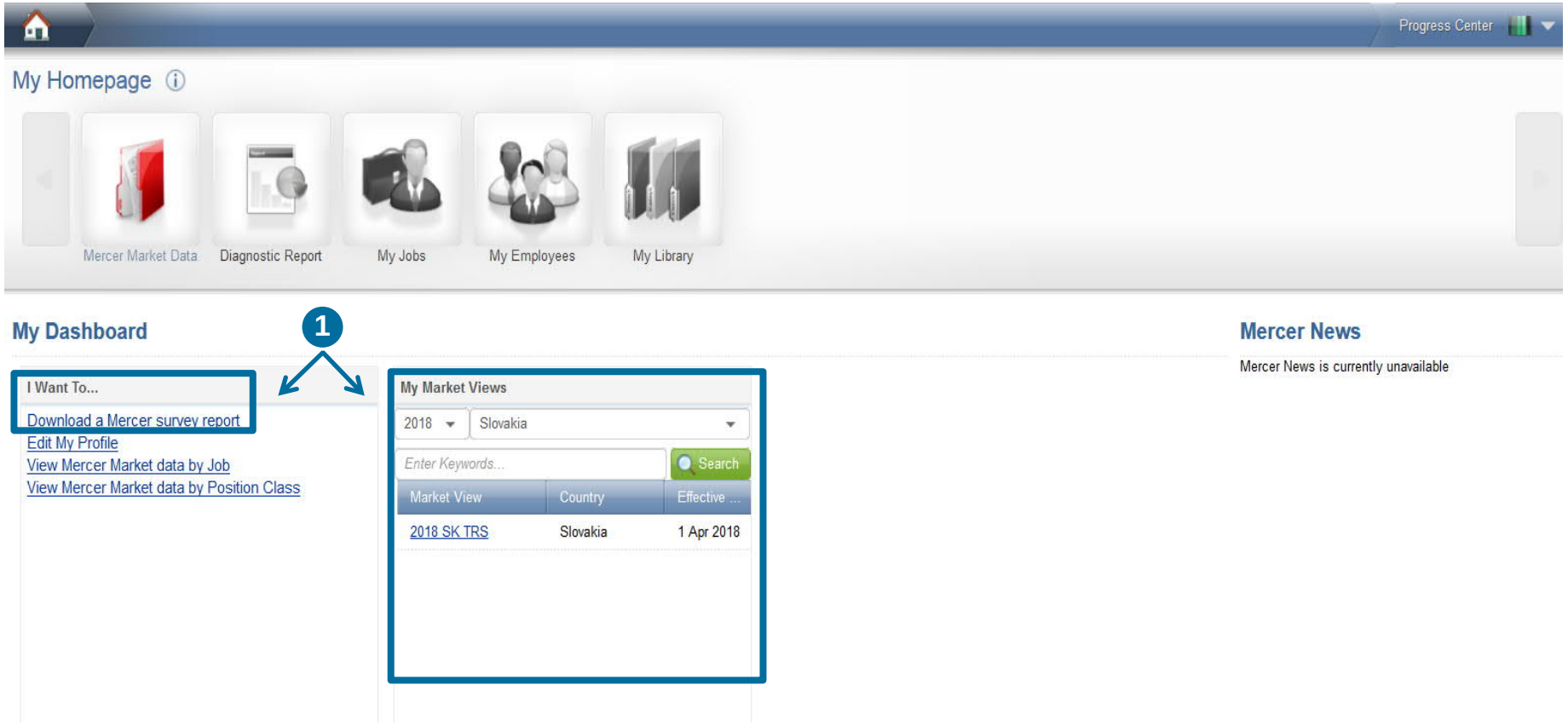
WIN® HOMEPAGE – PUBLISHED REPORTS



Once you log into Mercer Win homepage, you will have access to all the **standard published reports (1)** that Mercer has prepared for you already. Those can be retrieved either through the "**Download a Mercer survey report**" link or via "**My Market Views**" section.

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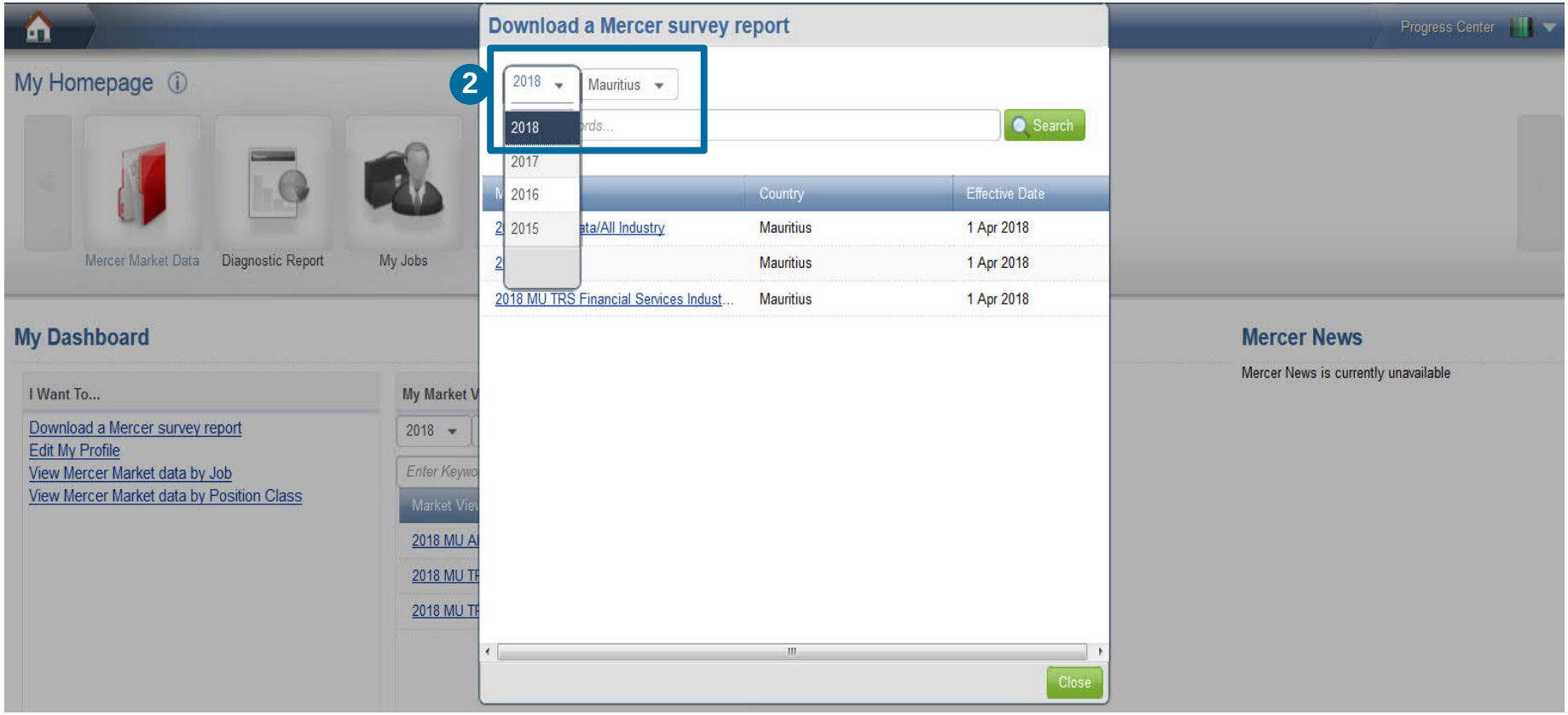

Select the Country and Year **(2)**. Once selected, you will be able to see a list of all surveys that you have purchased. Click on the **hyperlink** of a relevant survey reports to check out the materials prepared by Mercer.

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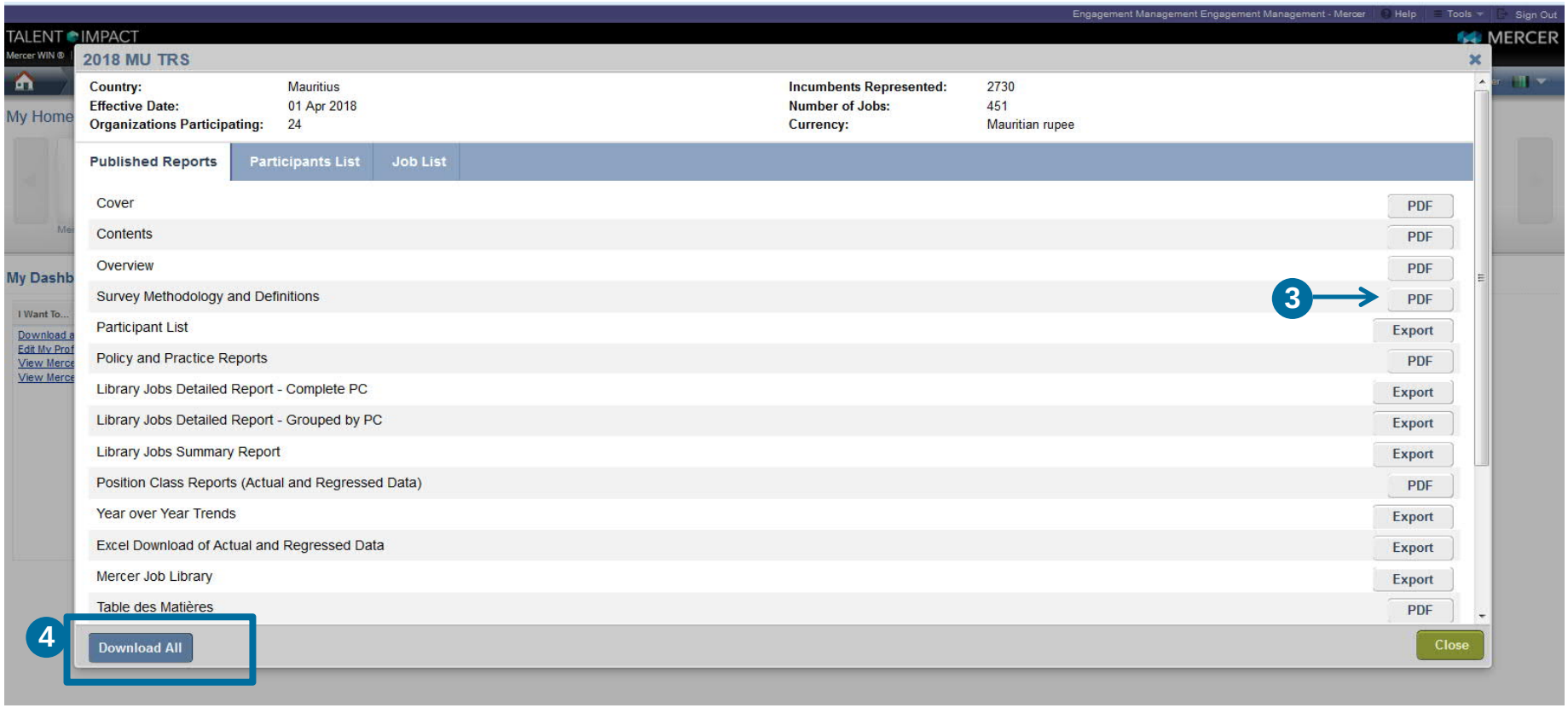
WIN® HOMEPAGE – PUBLISHED REPORTS



Within the **published reports** section, you will find the Participants list, Policy and Practice Report, Survey Methodology and Definitions and the Job Matching Booklet among others. Download an individual report by clicking on the button to the right **(3)** or all of them with the **Download All** button **(4)**.

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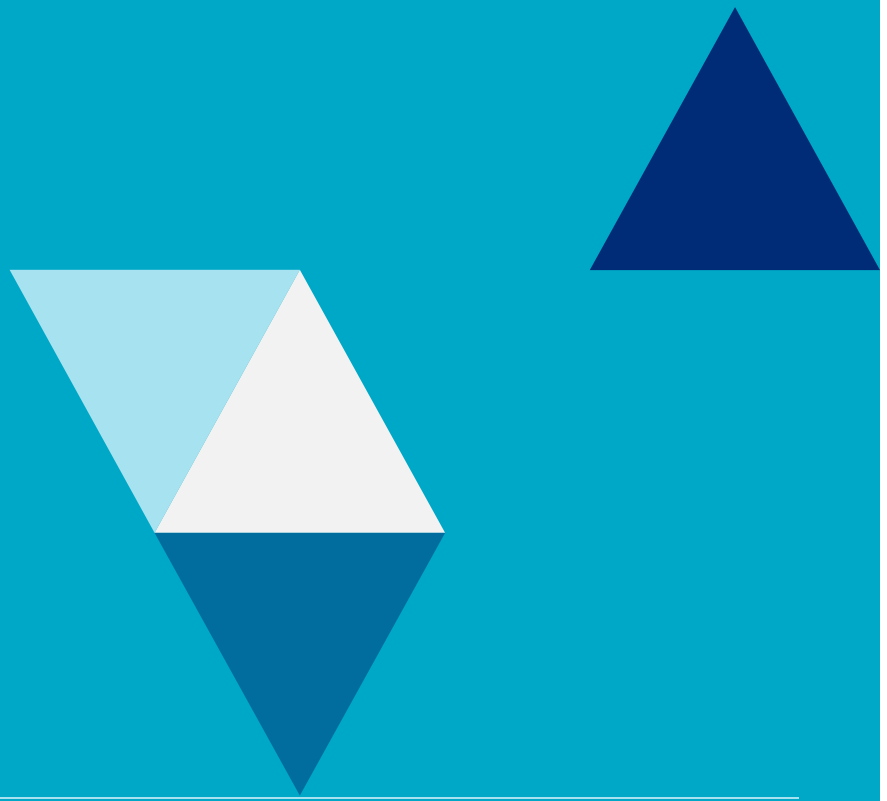
SELECT RESULTS' CRITERIA



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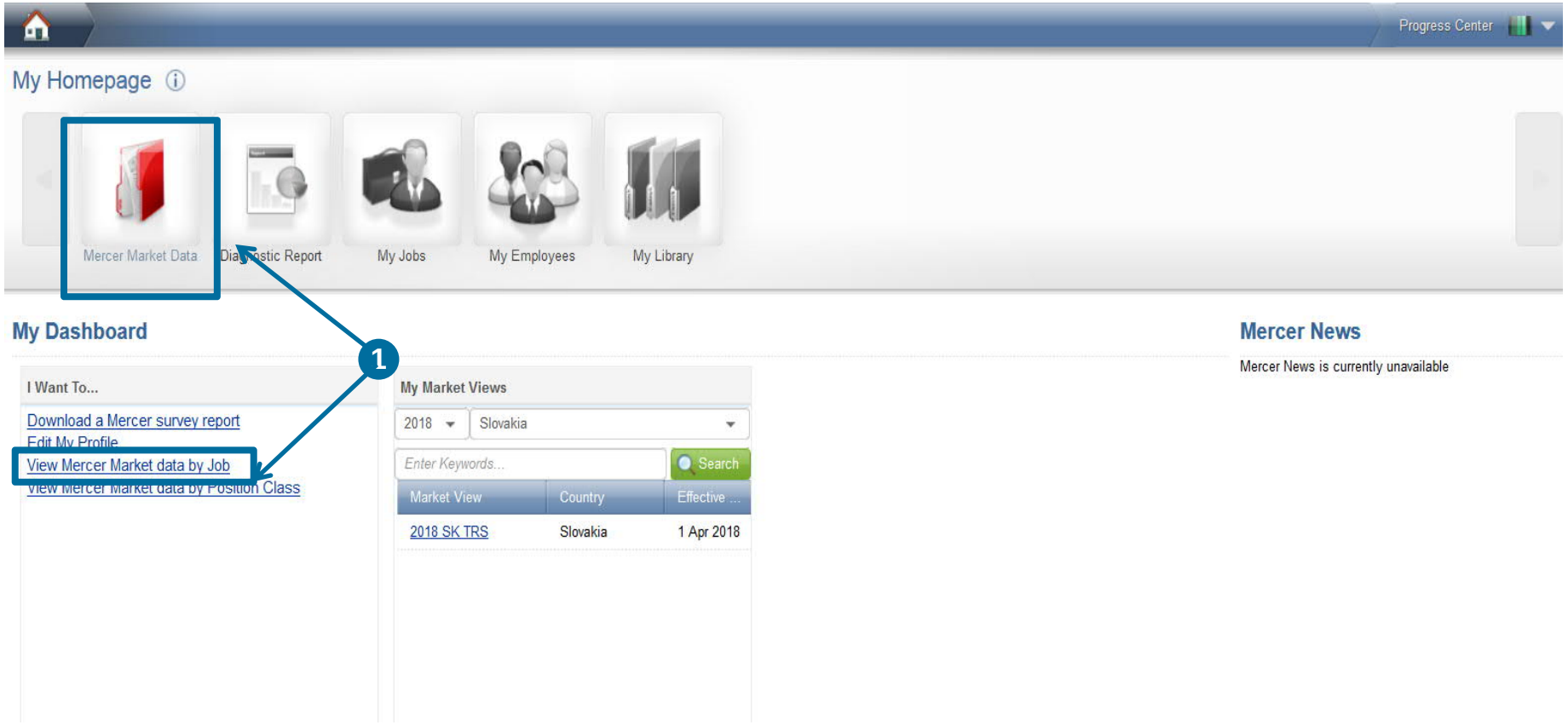
SELECT RESULTS CRITERIA



Mercer Win allows you to generate detailed custom reports according to your business needs **(1)**. To start off, click on the **View Mercer Market data by Job** hyperlink under "I Want To…" section or **Mercer Market Data** red folder to be prompted to the search window.

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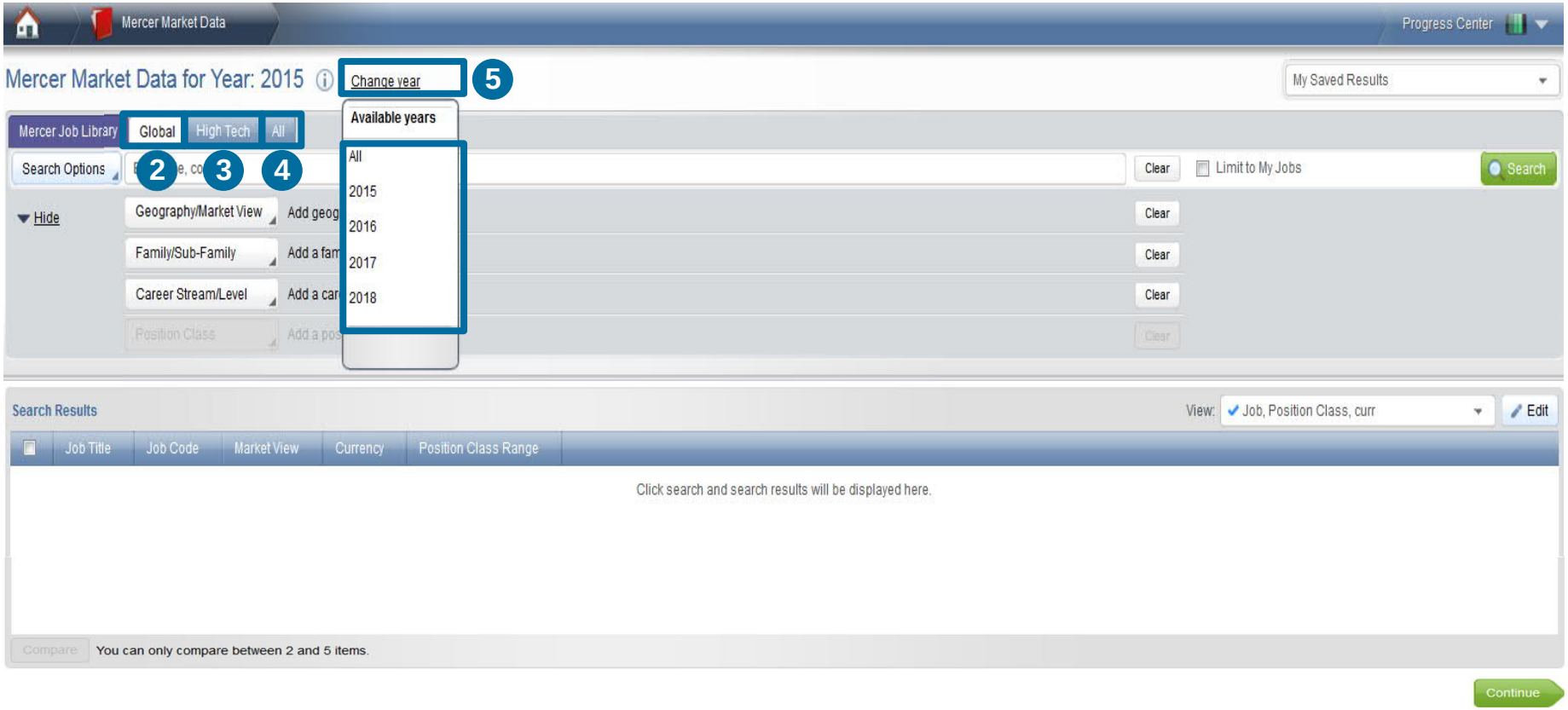
SELECT RESULTS CRITERIA – SURVEYS UNDERPINNED BY MUPC



Surveys from prior years or those still underpinned by **Mercer Universal Position Coding System (MUPCS ®) methodology** are published under the **Global** tab **(2)** at the top of the page. The **High Tech** tab will show the high tech products, if they are part of your subscription **(3)**. Under the **All** tab, all of the surveys you are authorized to view will be visible **(4)**. Select **Change year (5)** at the top of the page if you need to view data from previous years.

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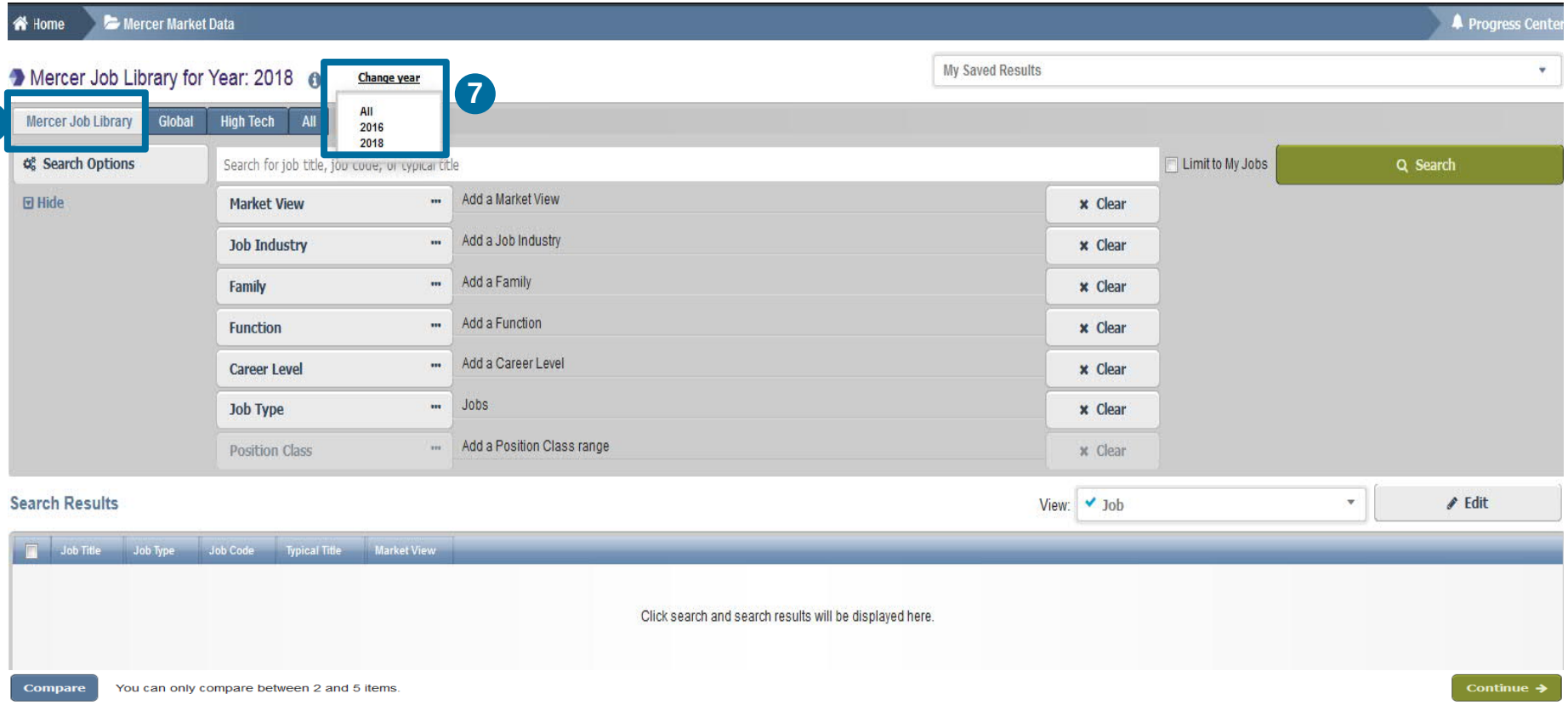
SELECT RESULTS CRITERIA -
SURVEYS UNDERPINNED BY JOB LIBRARY



Surveys underpinned by **Mercer Job Library methodology** are published under **Mercer Job Library** tab **(6)**. Make sure to select 2018 in order to analyze the most up-to-date data or select 2016 if wish to check out the beta version of the tool's capabilities **(7)**.

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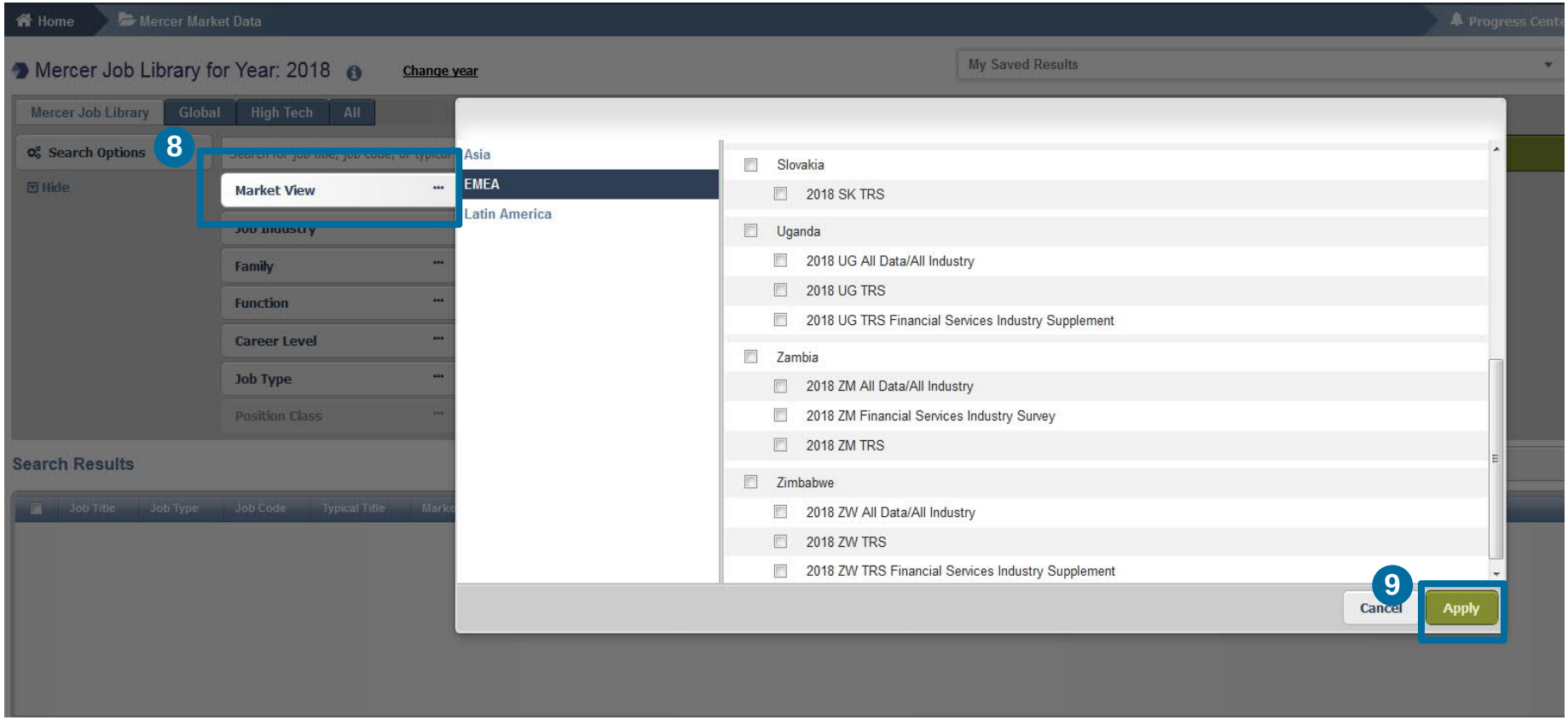
SELECT RESULTS CRITERIA



Choose the region(s) you are interested in, as well as country(ies) and the survey(s) **(8)** – multiple regions and/or surveys can be selected at the same time. Hit the **Apply** button **(9)**.

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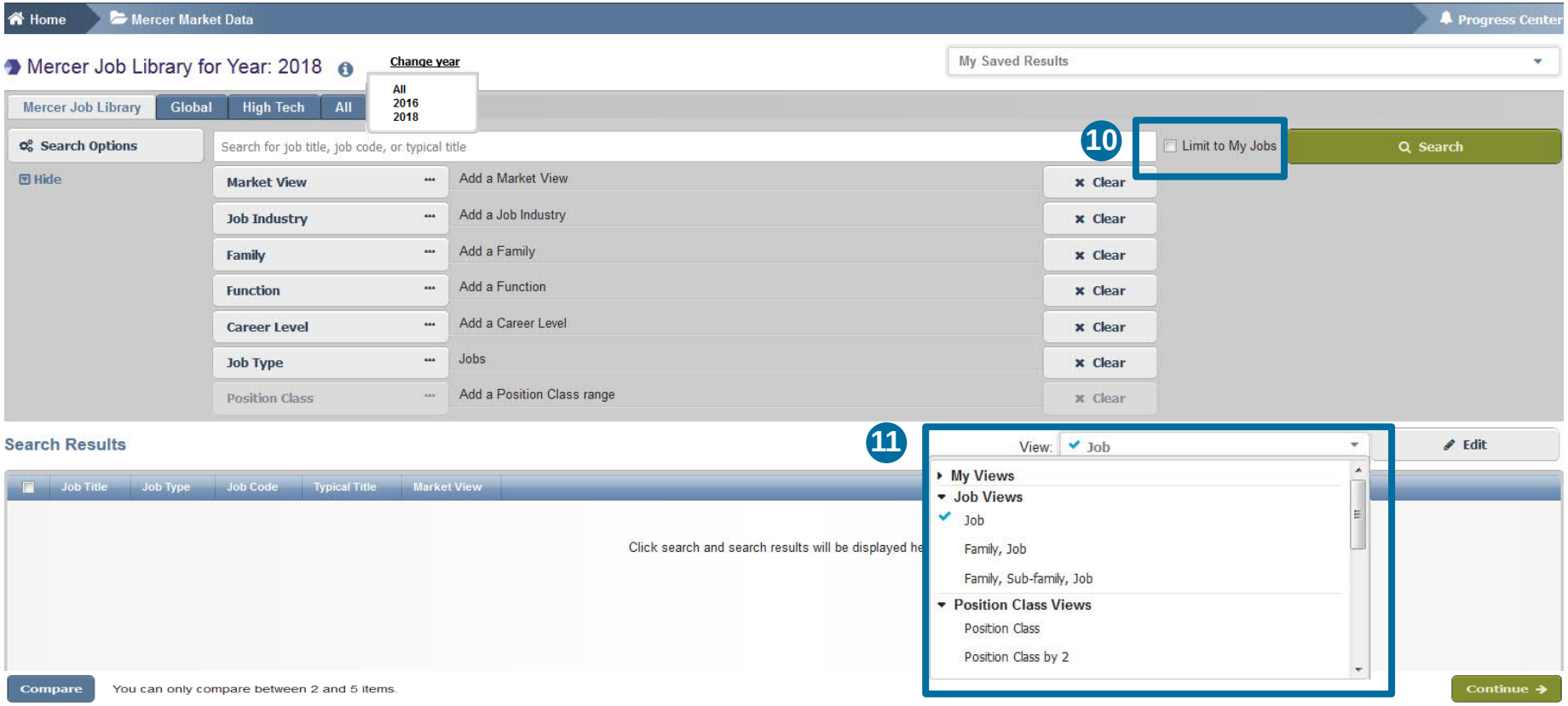
SELECT RESULTS CRITERIA



Limit To My Jobs can be selected when you want to view market data only for the jobs which you have submitted into a survey **(10)**. This option is only available for participating companies. If you would like to see the market results using pre-defined views (for example, Job; Family/Job; Family/Sub-Family/Job etc.), simply click on the arrow next to **View** and choose from the drop-down menu **(11)**.

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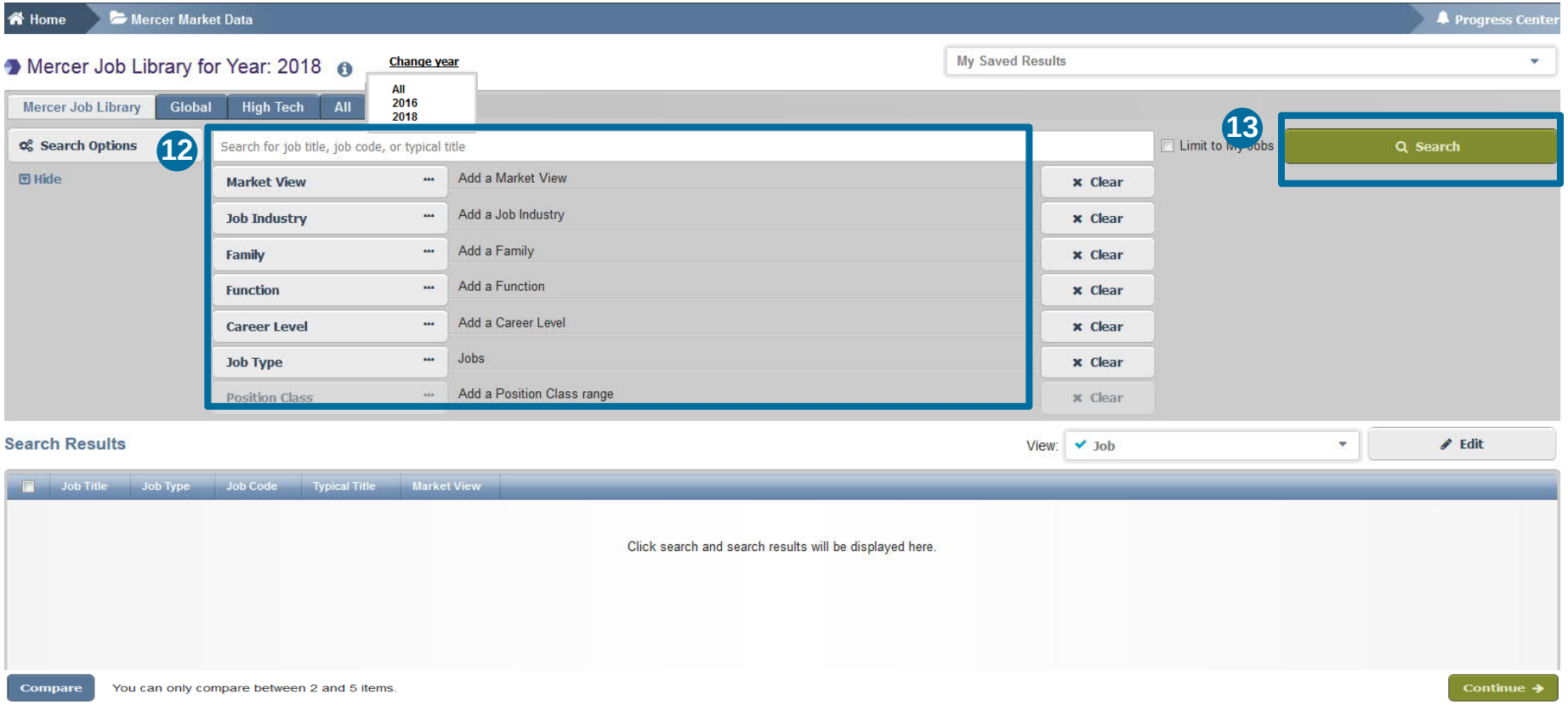
SELECT RESULTS CRITERIA



Depending on your view selection, you may want to precise your **Search Options (12)** and filter by Job Title or Job Code; Job Industry; Family/Sub-family or Function; Career Stream/Level; Job Type and/or Position Class range(s) before hitting **Search (13)**.

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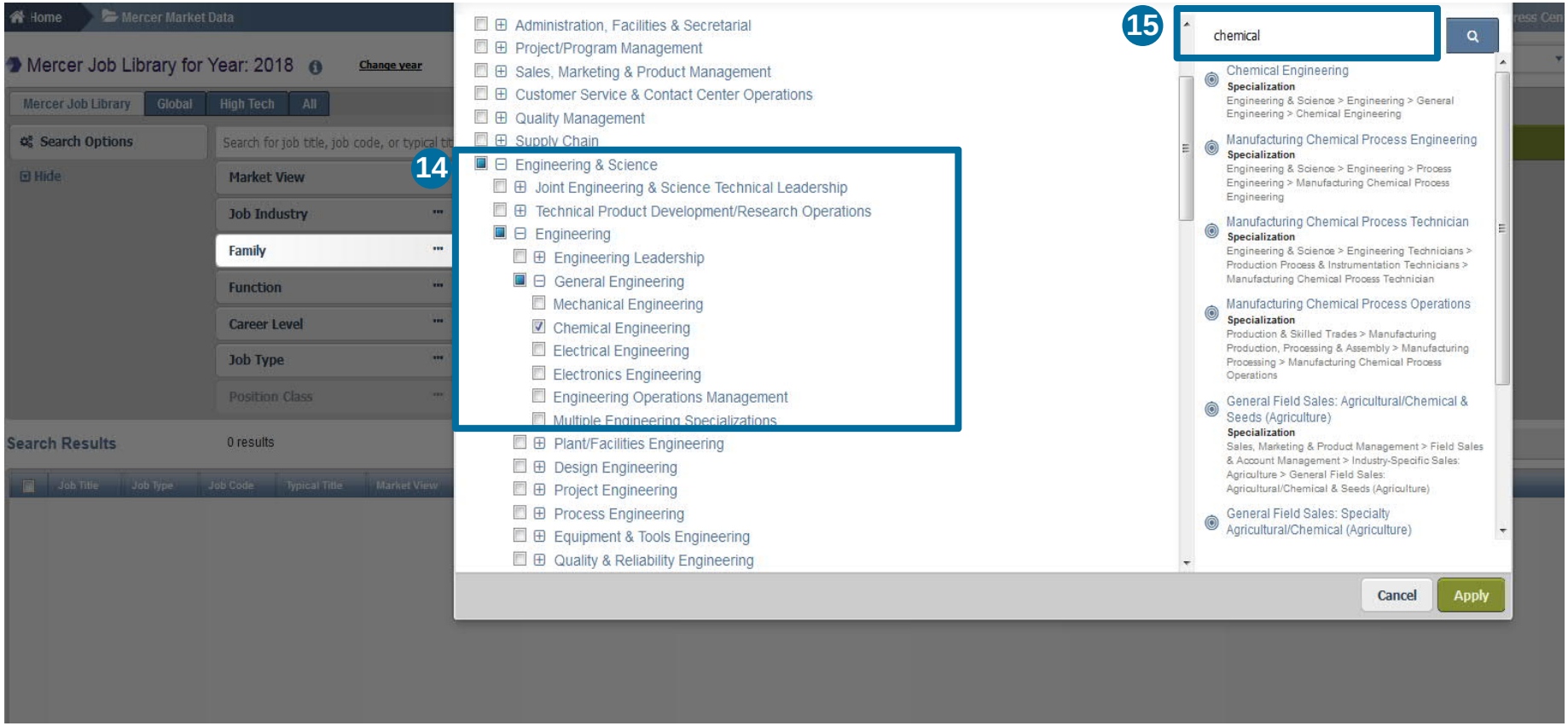
SELECT RESULTS CRITERIA



The **Family filter**, set up as a Browser Tree, is populated with all Families, Sub-families, Universal Navigation Group, and Specializations. The plus signs allow to expand and contract the view based on the selections. By clicking the checkbox, you can add either the full set of jobs or drill down all the way to the specialization **(14)**. To quickly locate what you need on the Family tree, type in **a keyword** in the search box **(15)**.

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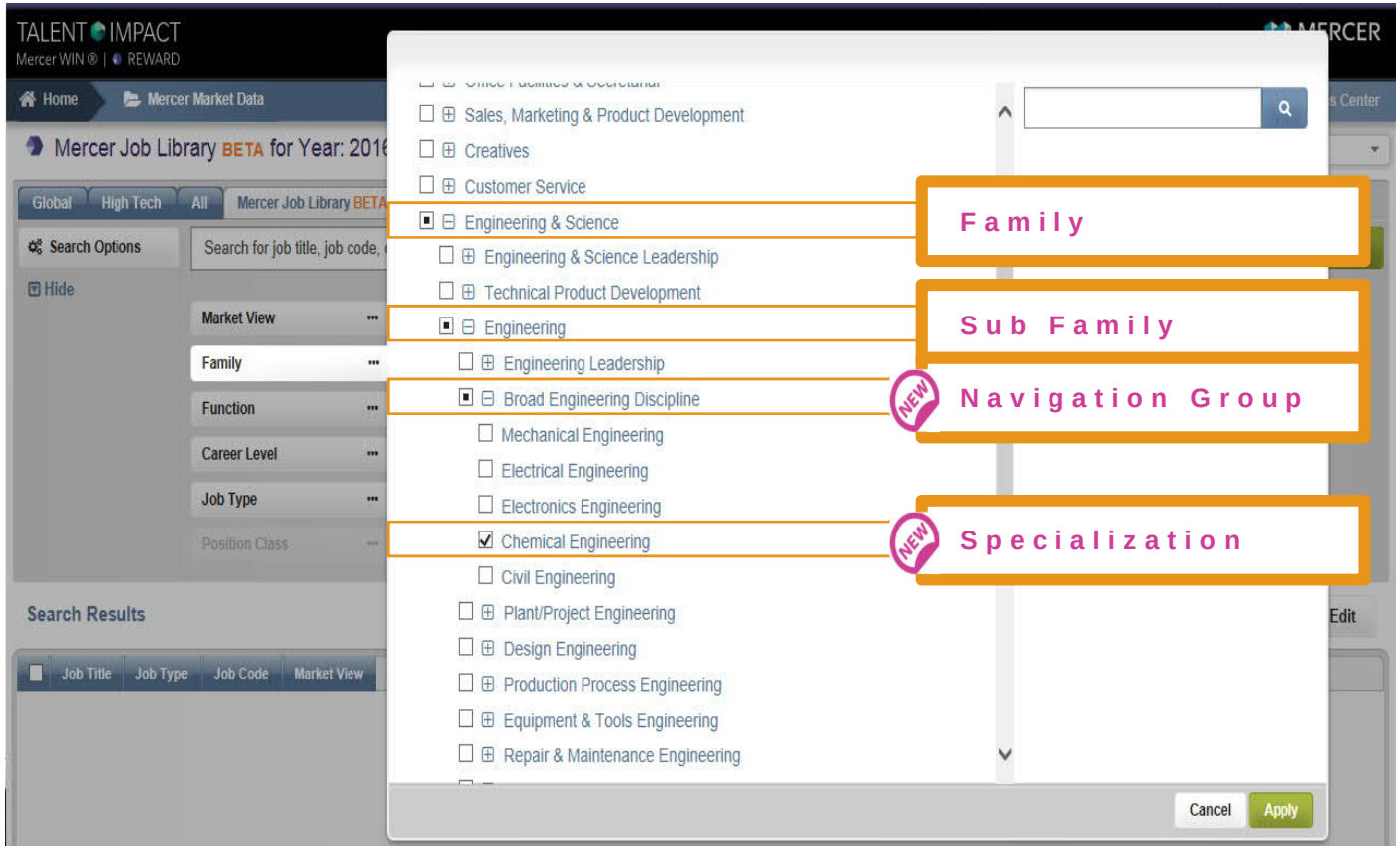
SELECT RESULTS CRITERIA
NATURE OF WORK



Job Family Tree works well for typical support Jobs (e.g., HR, Finance, Information Technology) with common skill sets grouped across industries into one comprehensive job catalog.

Quickly find data using the multi-layered nature of **work filters:**

- Family: Jobs performing similar work, requiring similar training, skills, knowledge, etc.
- Sub-Family: Jobs performing a segment of work by overall Job Family.
- Navigation Group: Search specializations, breaking into natural groups of work within a Sub-Family.
- Specialization: Specific type of work within a Sub-Family; combined with Career Level it becomes a Job which an individual performs.

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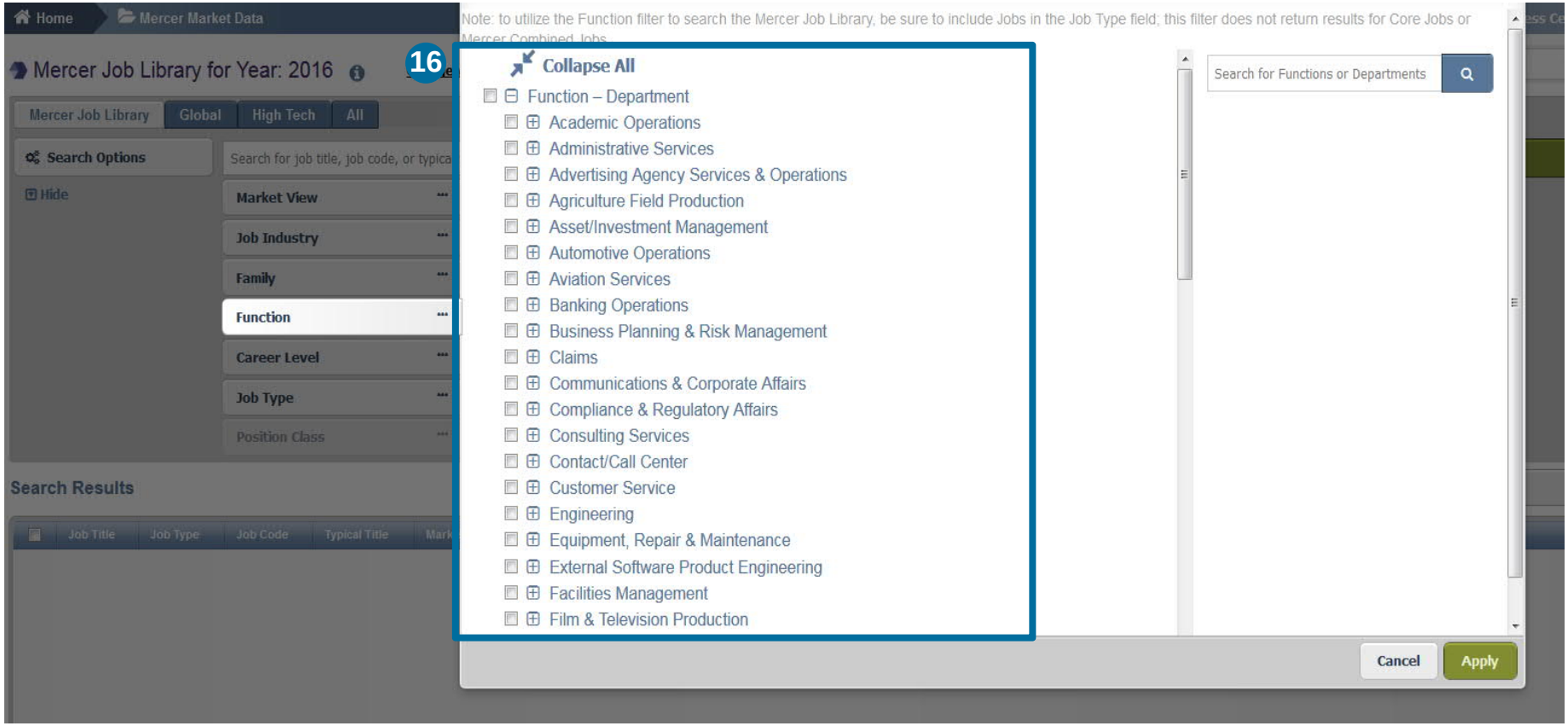
SELECT RESULTS CRITERIA



The **Function** option provides an additional lens to search across the Library jobs and is organized around Function and Department. When selections are made in the Family filter, the Function filter is disabled **(16)**. By clicking the checkbox, you can add either the full set of jobs or particular positions.

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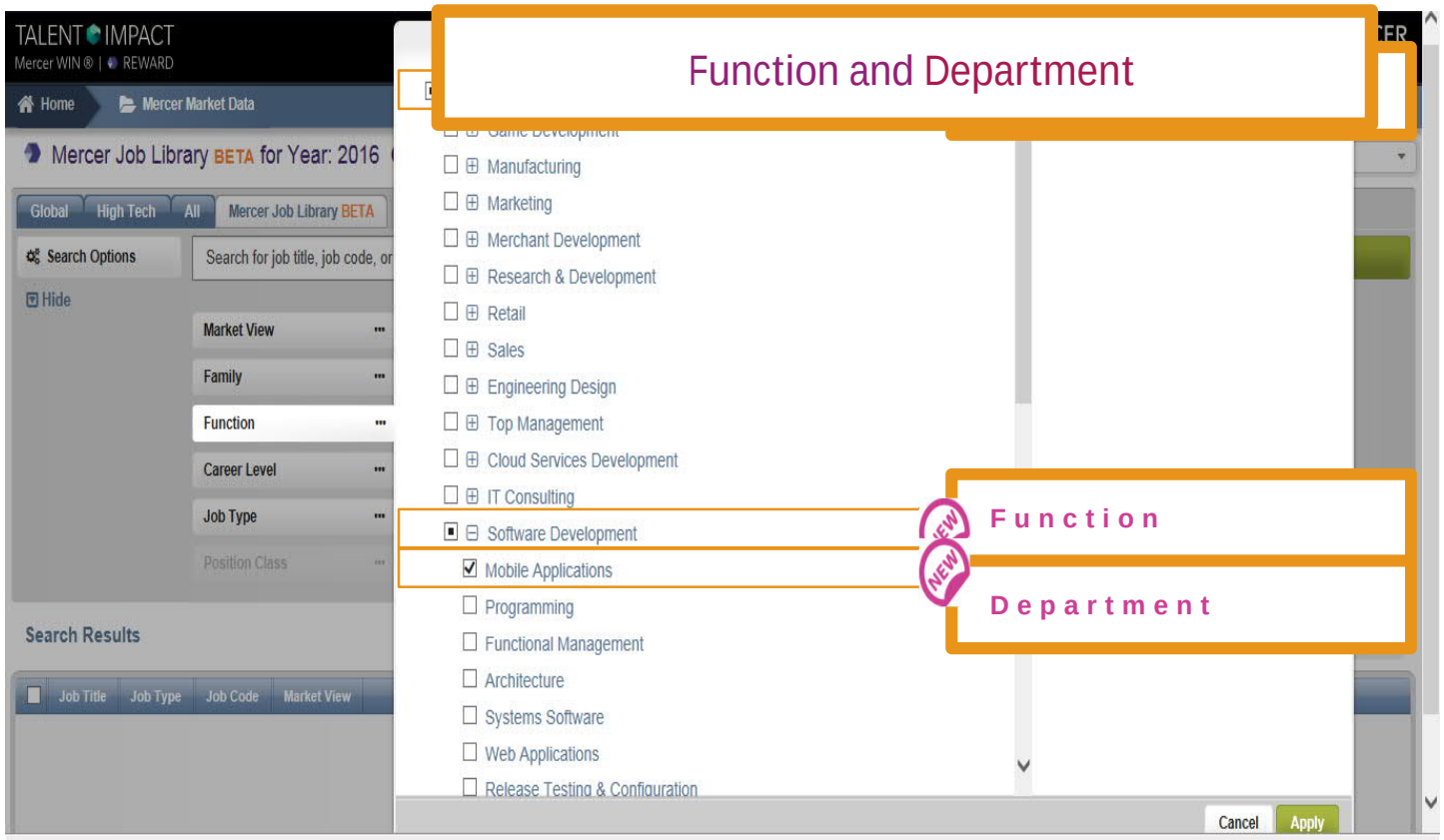
SELECT RESULTS CRITERIA
ORGANIZATION OF WORK



Search in Mercer WIN using the **alternative lens** of function and department

- Function: Major segment grouping jobs by typical organization structure, reflecting hierarchies, decision making power.
- Department: A division within a function dealing with a specific area of activity.

Organization Structure within an industry defines how activities (e.g. task allocation, coordination, supervision) are directed toward the achievement of organizational goals.

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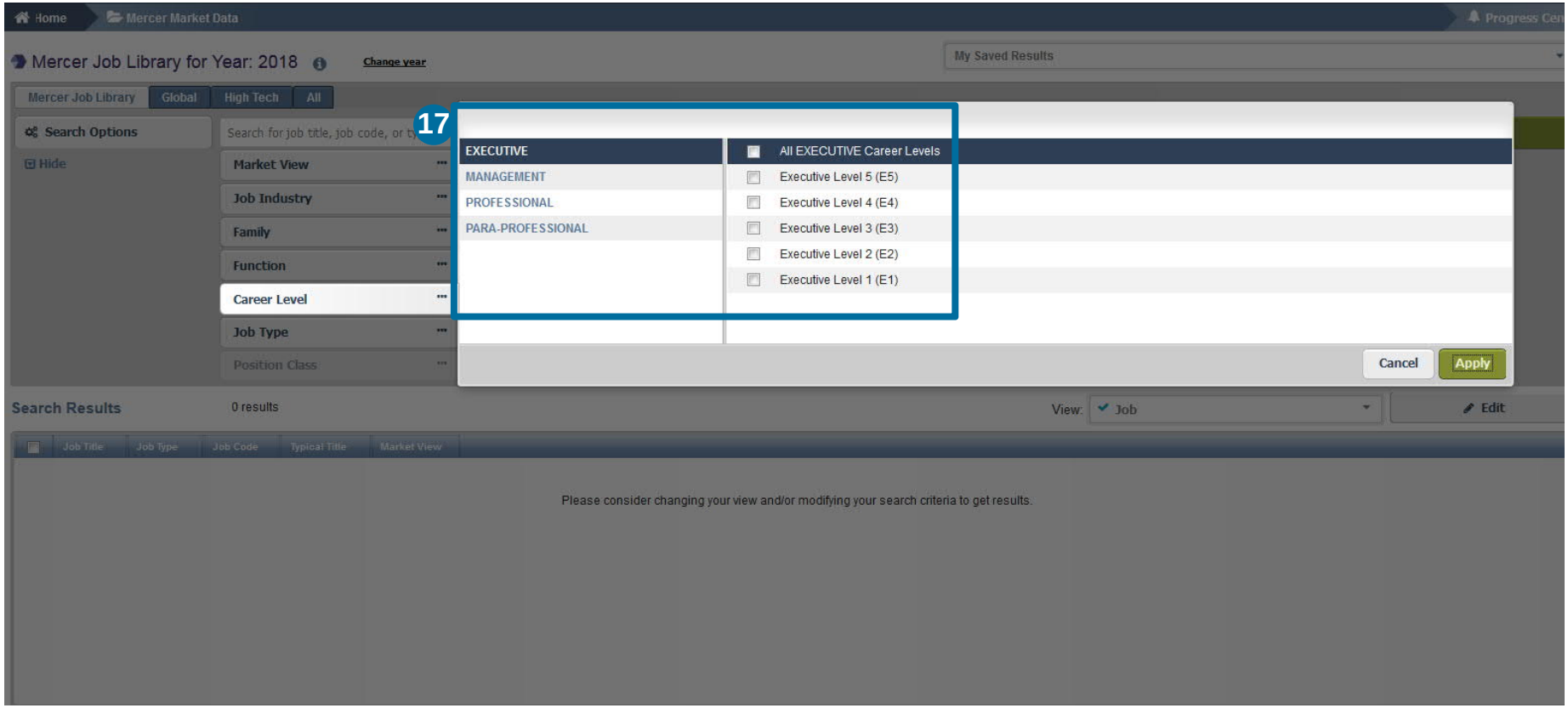
SELECT RESULTS CRITERIA



The **Career Level** filter allows you to narrow down the Library jobs to the various career streams and levels using the checkboxes **(17)**.

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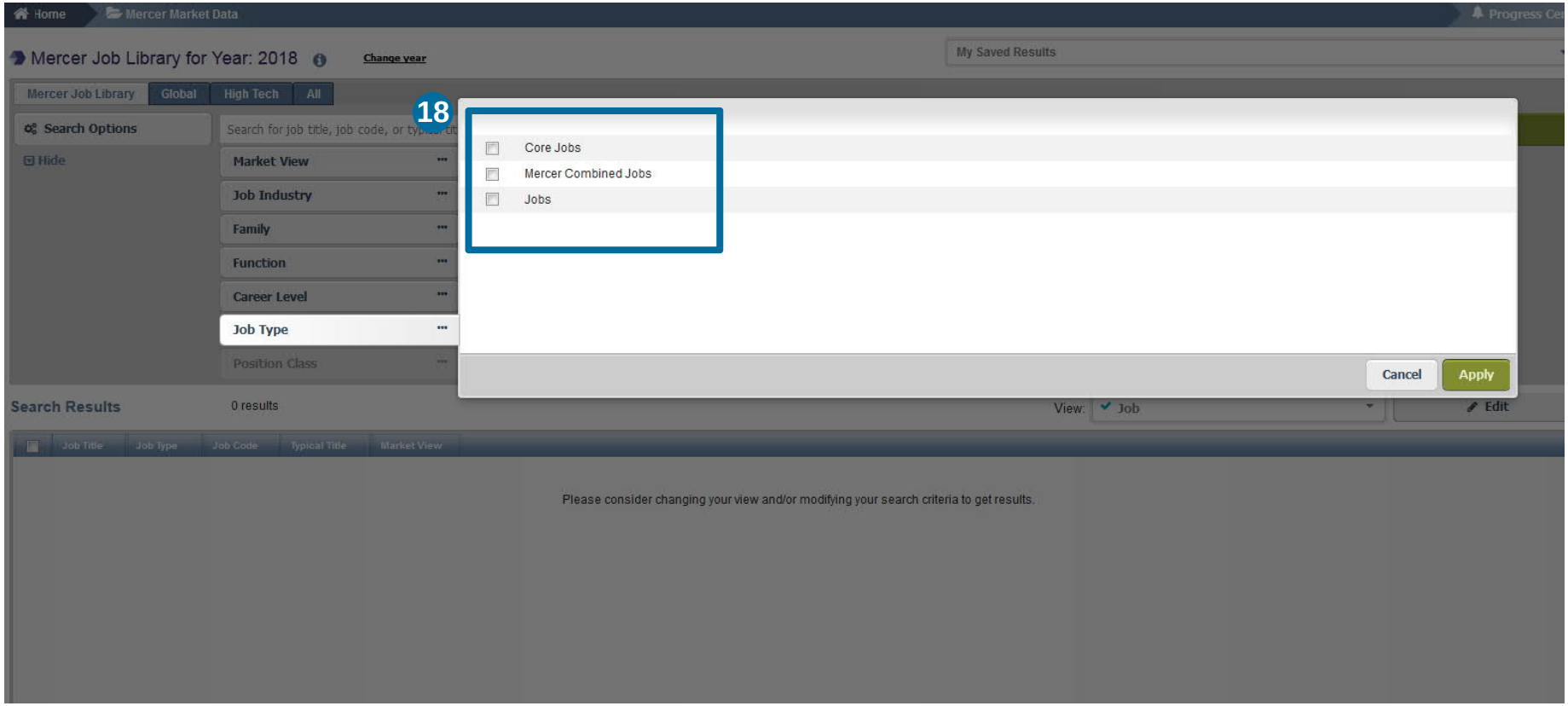
SELECT RESULTS CRITERIA



The **Job Type** filter is another new way in the system that allows to search for either Jobs, Core Jobs, Mercer Combined Jobs or all. If no selection is made here, a job level will be set up by default **(18)**.

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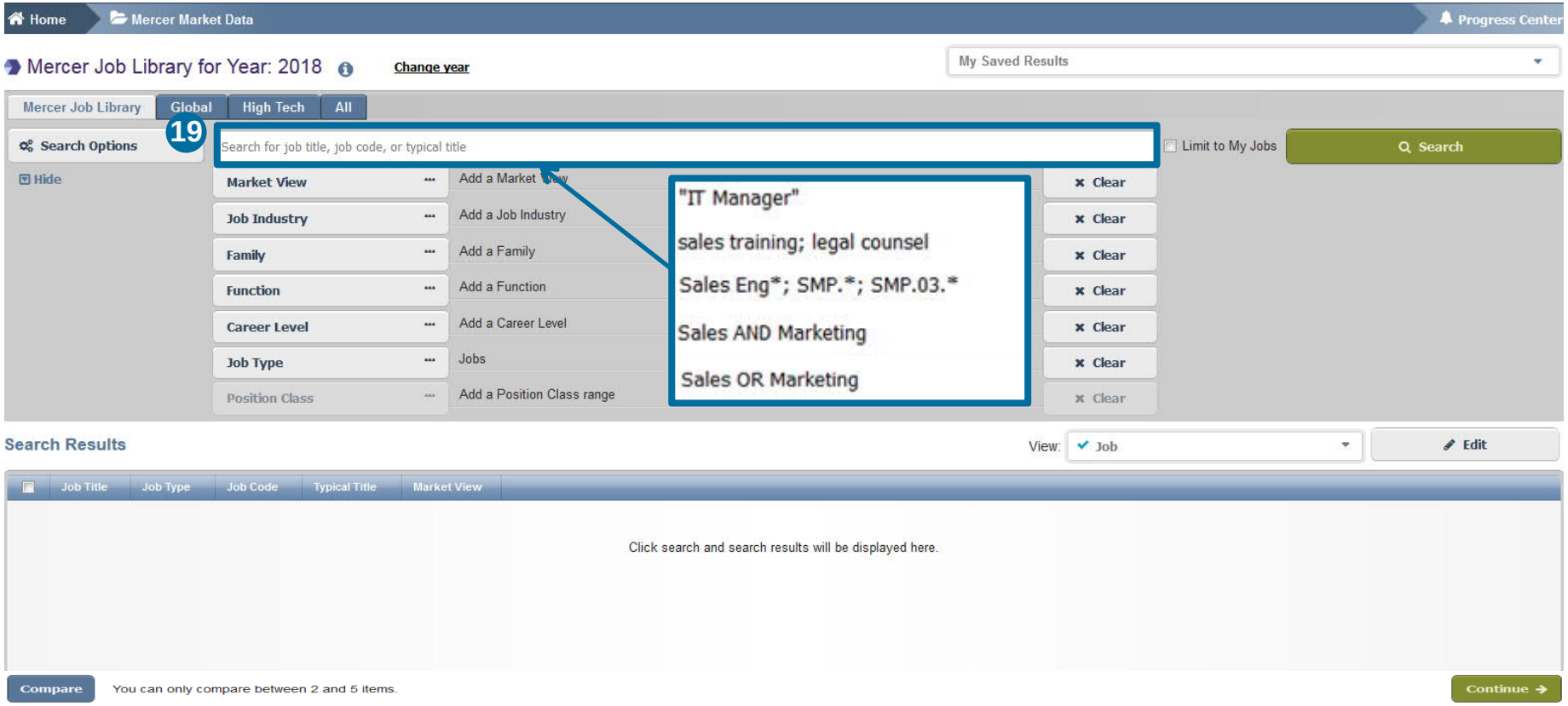
SELECT RESULTS CRITERIA



You can refine your search by job title or job code using the **keyword** field **(19)**. For **exact phrases** - use double quotes **(“”)**; for **multiple jobs** - use semicolon **(;)**; for **partial title** - include an asterisk **(*)**; for **partial code** - include a decimal point separator and an asterisk **(. *)**. You can also use advanced search techniques to look for combinations of keywords **(AND)** or either of the keywords **(OR)**.

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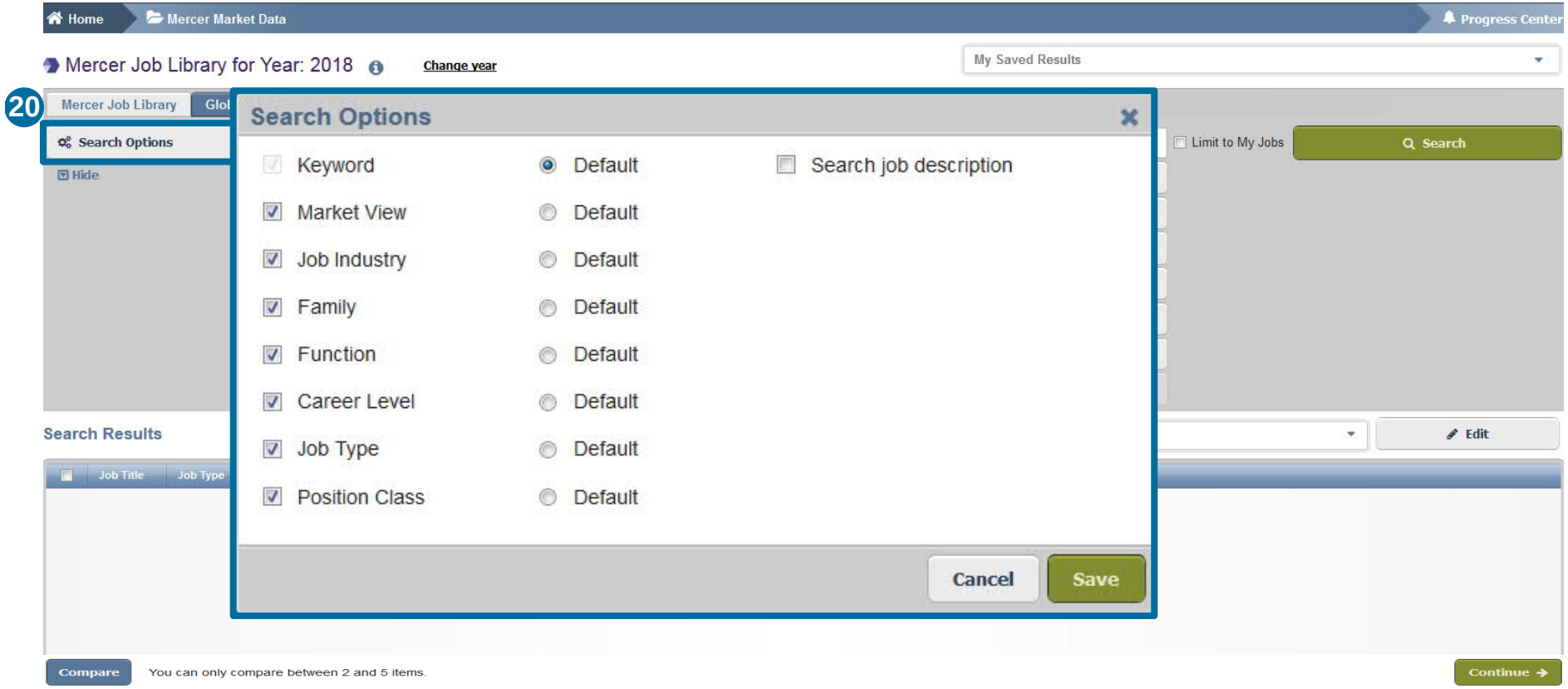
SELECT RESULTS CRITERIA



You can **adjust the search options** according to your preference; either by adding, removing or setting as default the relevant options **(20)**.

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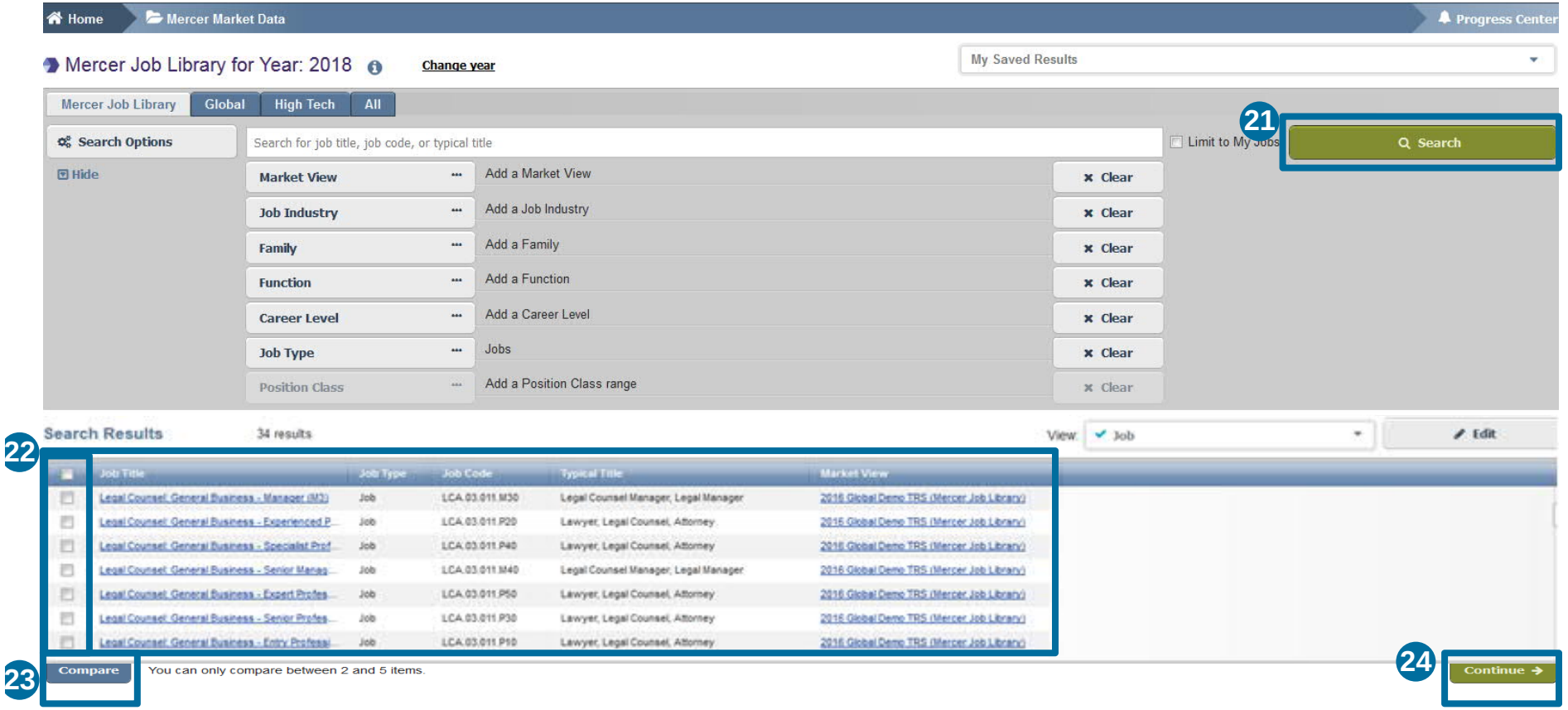
SELECT RESULTS CRITERIA



Based on your search criteria, once you hit the **search** button **(21)**, the relevant results will appear at the bottom of the screen. You can select individual jobs or the whole group by clicking on the tick boxes **(22)**. To verify the job descriptions and compare between 2 and 5 roles, click the **compare** button **(23)**. Click **continue** to proceed to the results page **(24)**.

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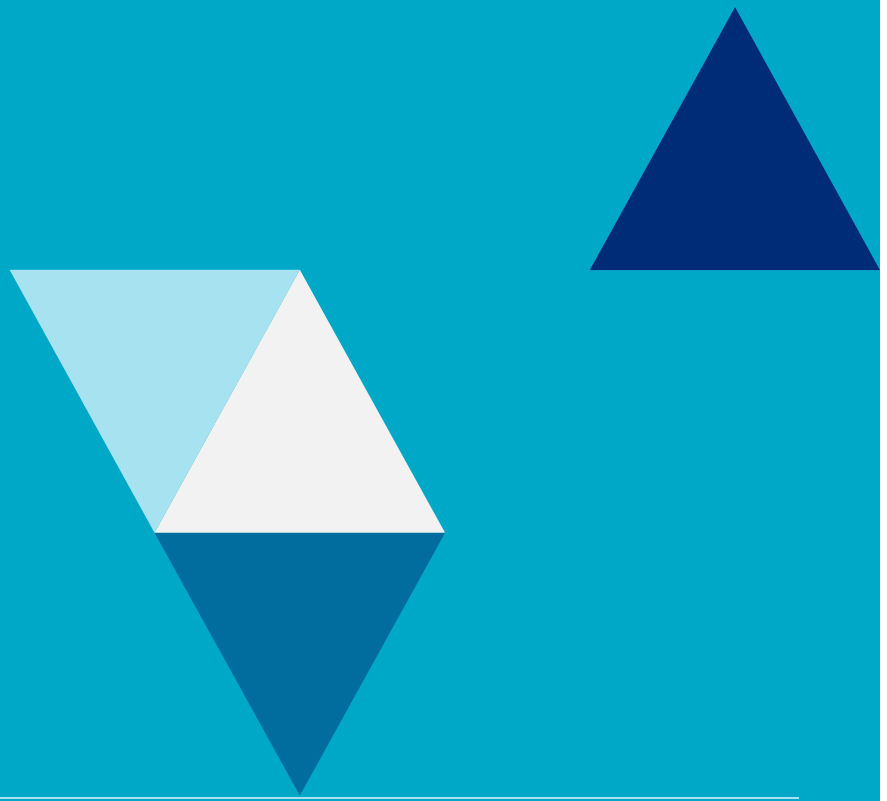
RESULTS PAGE



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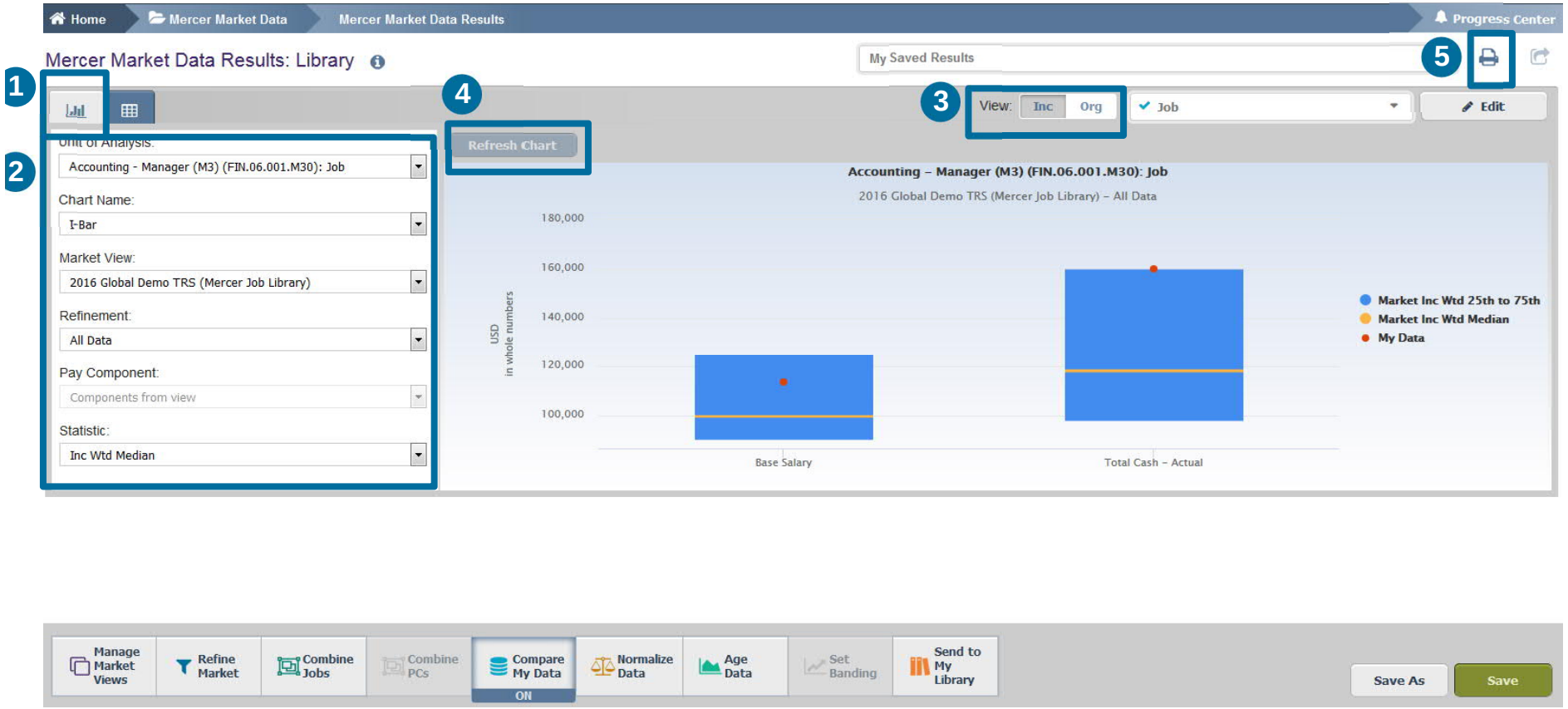
RESULTS PAGE



You can view the results, which are automatically created in Mercer WIN, in a **Chart view (1)**. Make any adjustments you feel is appropriate **(2, 3)**. **Refresh the Chart (4)**. Charts can be also exported as PDF – you can do it by clicking on the Print icon **(5)**.

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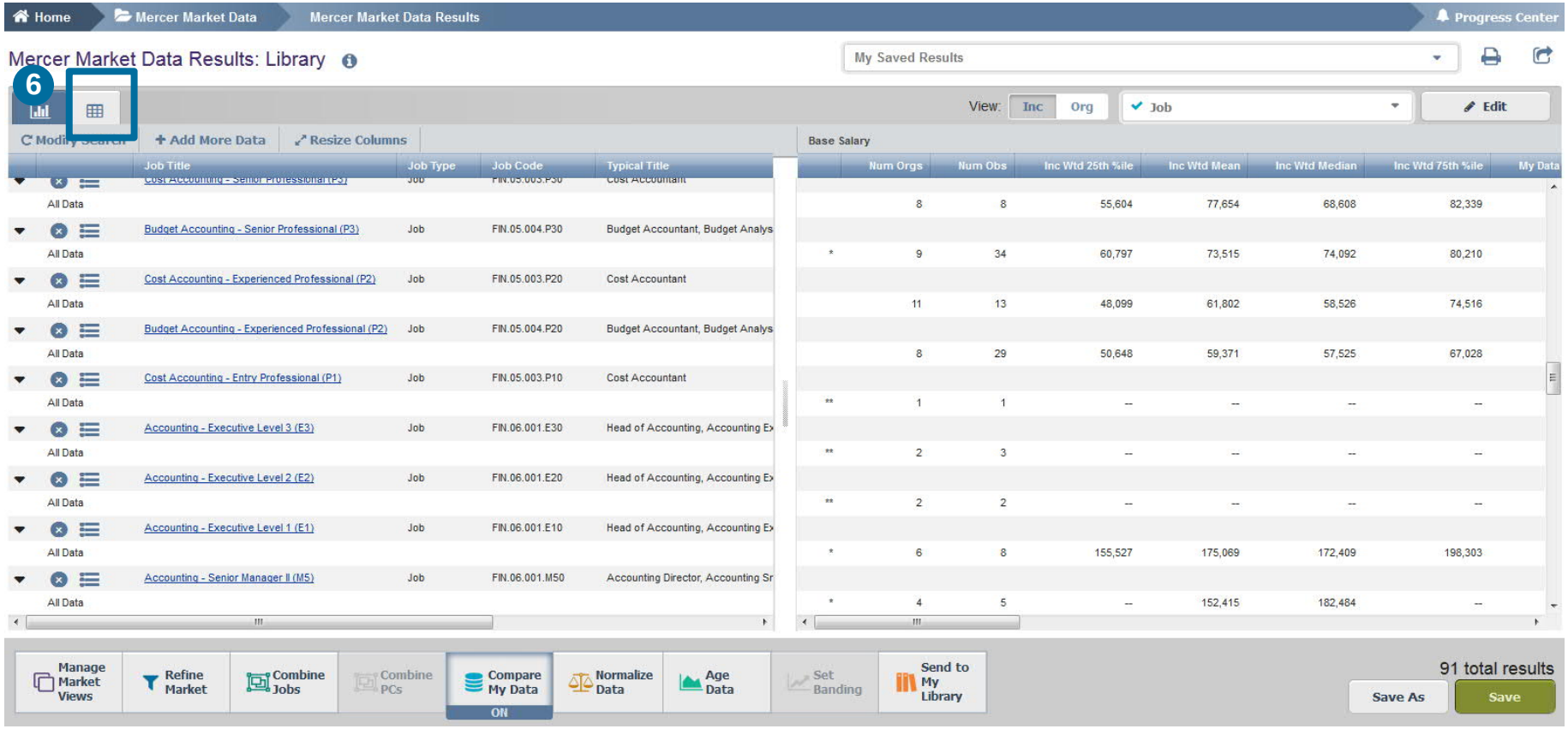
RESULTS PAGE



The results can also be displayed in a **table** format **(6)**. If you opt to view the results in a table (instead of a chart), the previously selected positions will appear on the left- and the market results will be available on the right-hand side.

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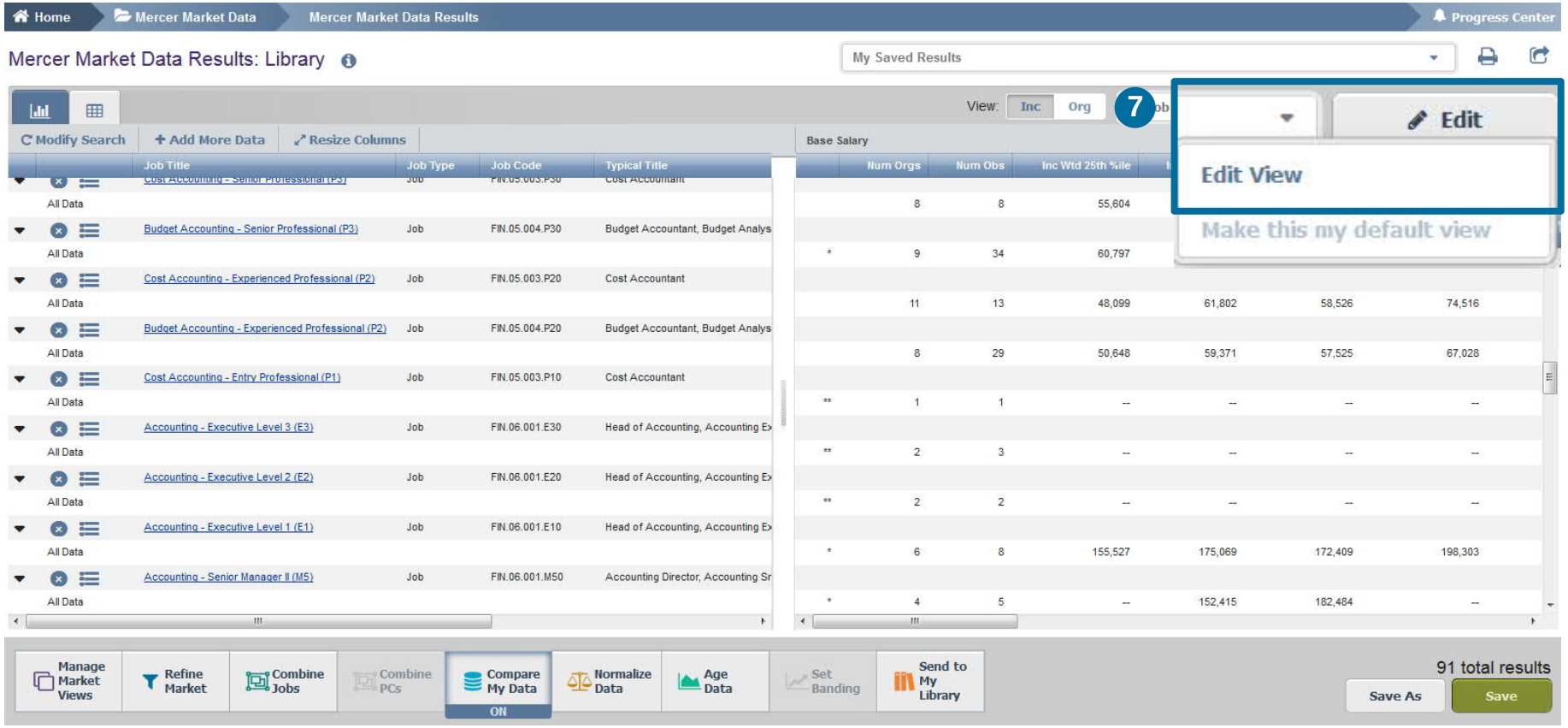
RESULTS PAGE



The market results by default show data based on **Base Salary** and **Total Cash (Actual),** and on **25th, 50th, 75th percentiles** along with **mean**. In order to add, remove, or change remuneration elements and additional statistics, click on **Edit View (7)**.

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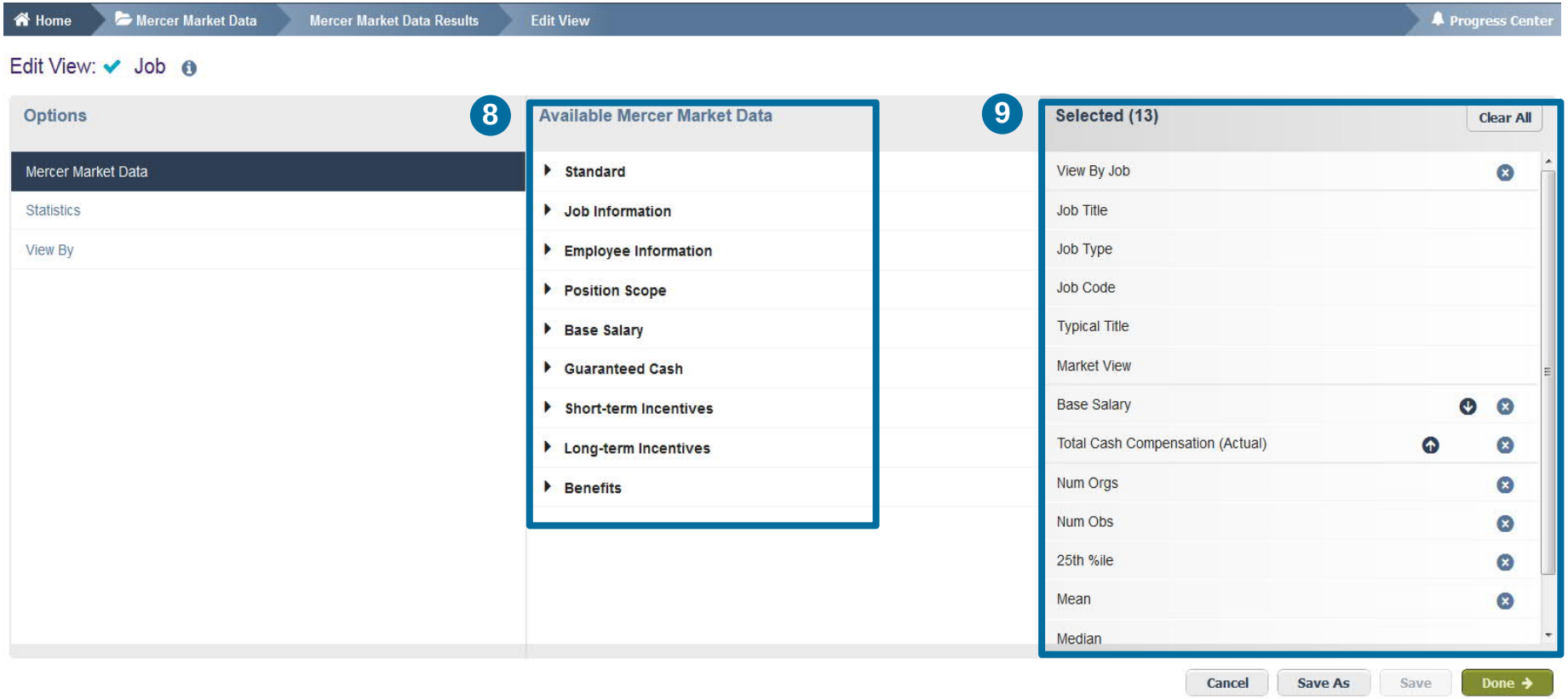
RESULTS PAGE



There is already some data pre-selected: Mercer Market Data, Statistics, and View By, which will appear under the **Selected** section **(9)**. However this can be tailored to your needs and updated accordingly. Simply hit the arrows from the **Available Mercer Market Data** menu to expand the available options per category **(8)**.

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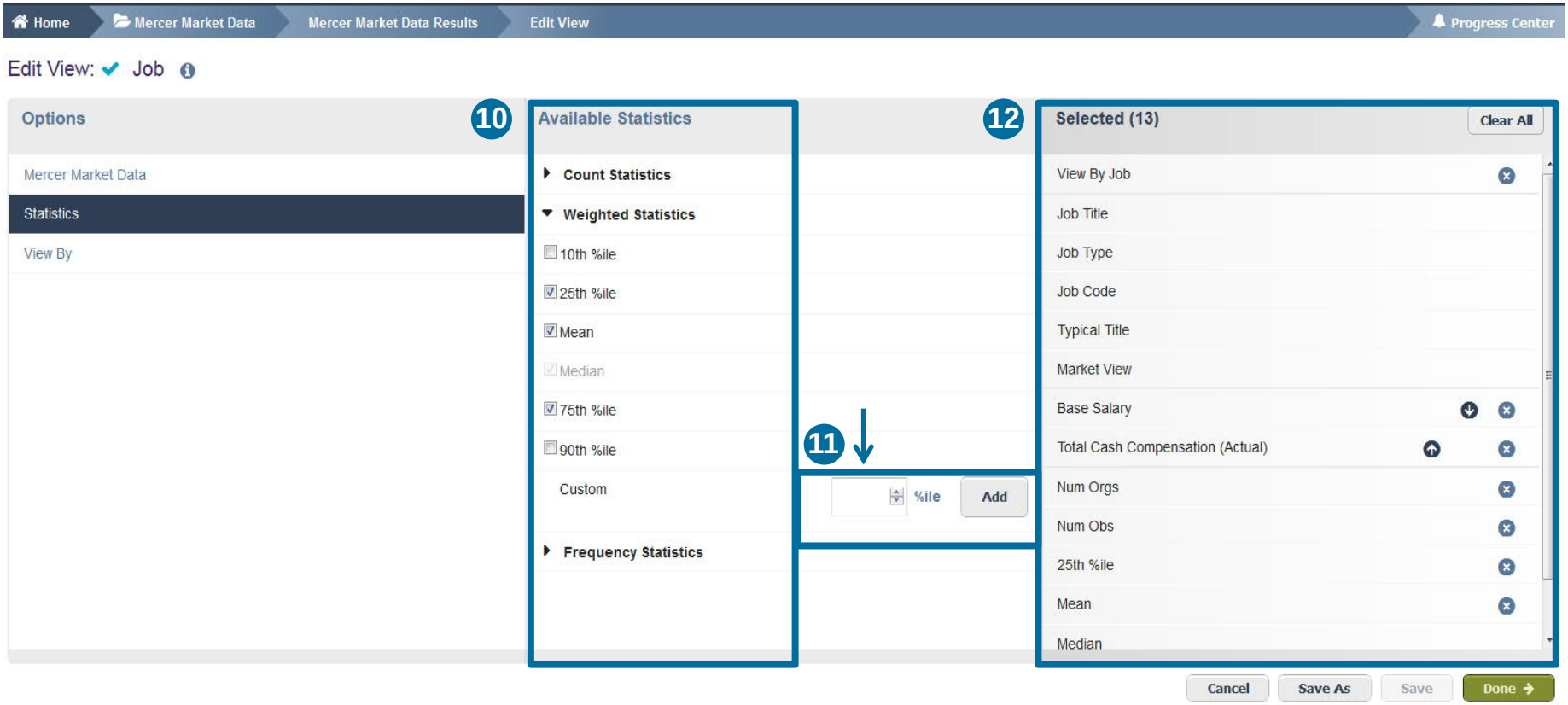
RESULTS PAGE



Hit **Statistics (10)** under the **Options** window pane on the left-hand side. By clicking on **Count/Weighted Statistics**, you will get to see all the available options and be able to select accordingly. Please note customized percentiles are only applicable for actual data **(11)**. All items selected will appear under the **Selected** section **(12)**.

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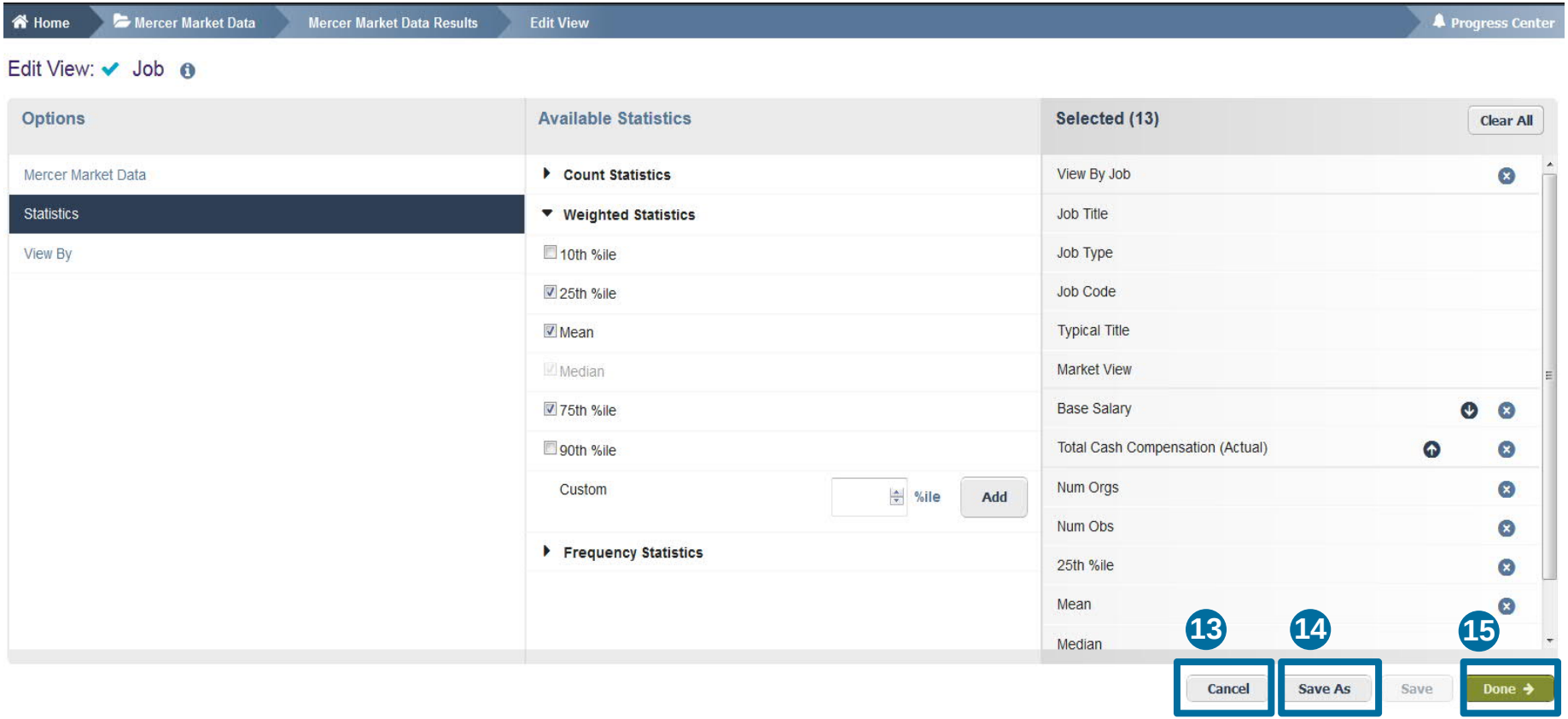
RESULTS PAGE



If you are not pleased with your selection, you can cancel, hitting the **Cancel** button **(13)**. Or you can click on **Done** to update your changes **(15)**. If you have not saved your own view yet, select **Save As (14)**.

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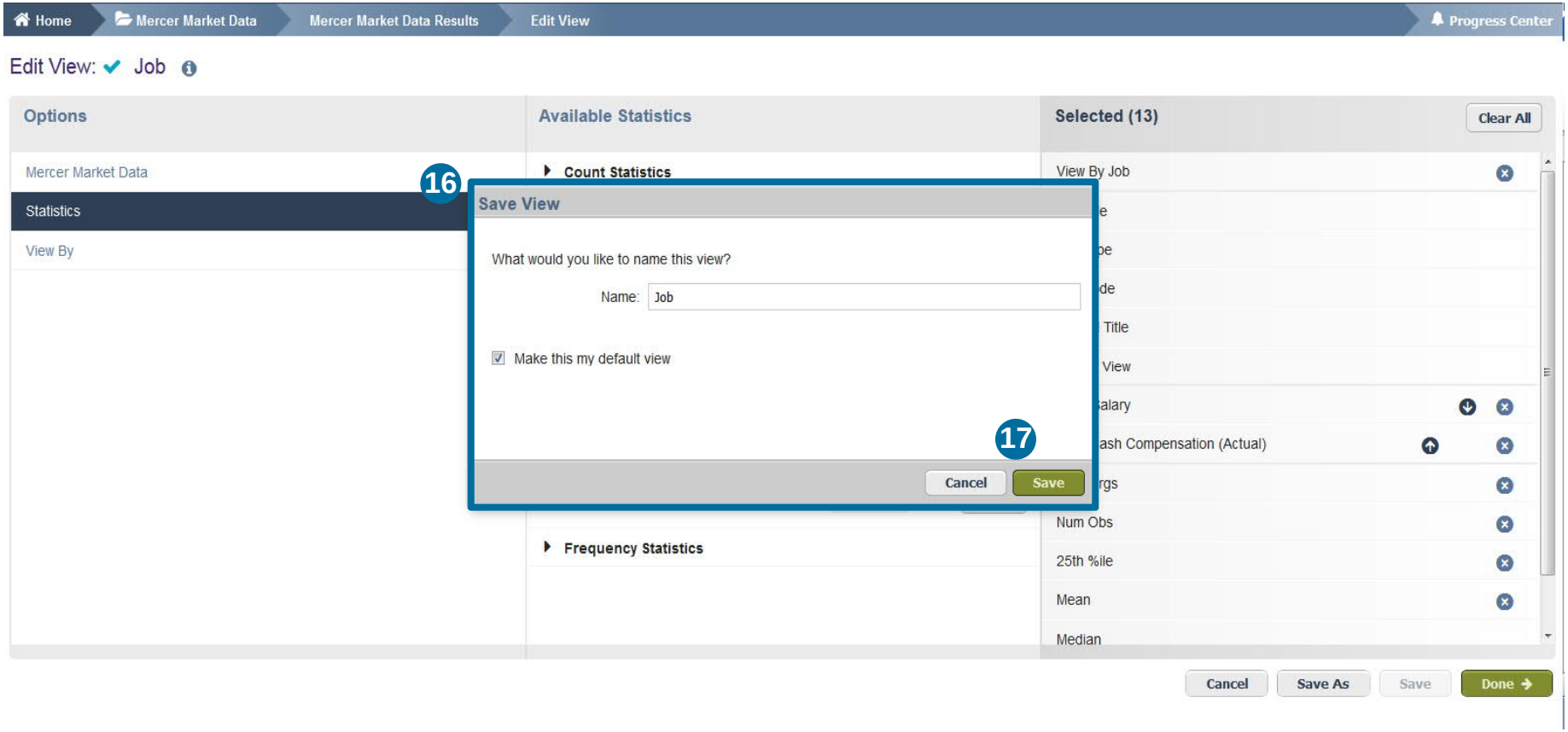
RESULTS PAGE



Provide the name for the created view **(16)**. Press **Save (17)**. Now your search should appear in a table with your selected remuneration components and statistics. You can use the saved view as a template. It can be found on the upper section when you expand the view Menu.

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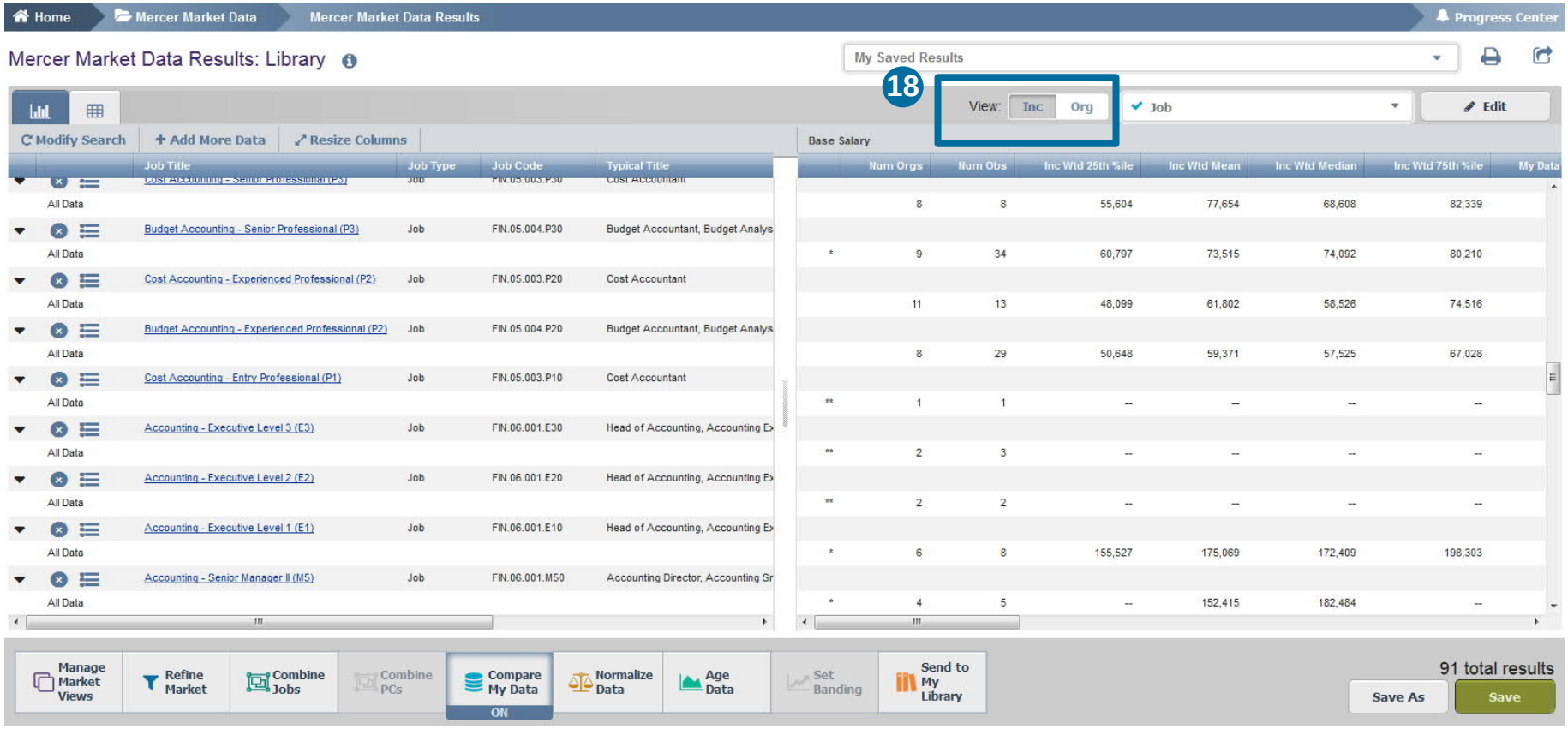
RESULTS PAGE



The results can be viewed as either Incumbent Weighted or Organization Weighted **(18)**. **Incumbent weighted** equally weights each incumbent, which may lead to comparator dominance in the market. **Organization weighted** method gives equal weight to each organization to eliminate dominance and outliers.

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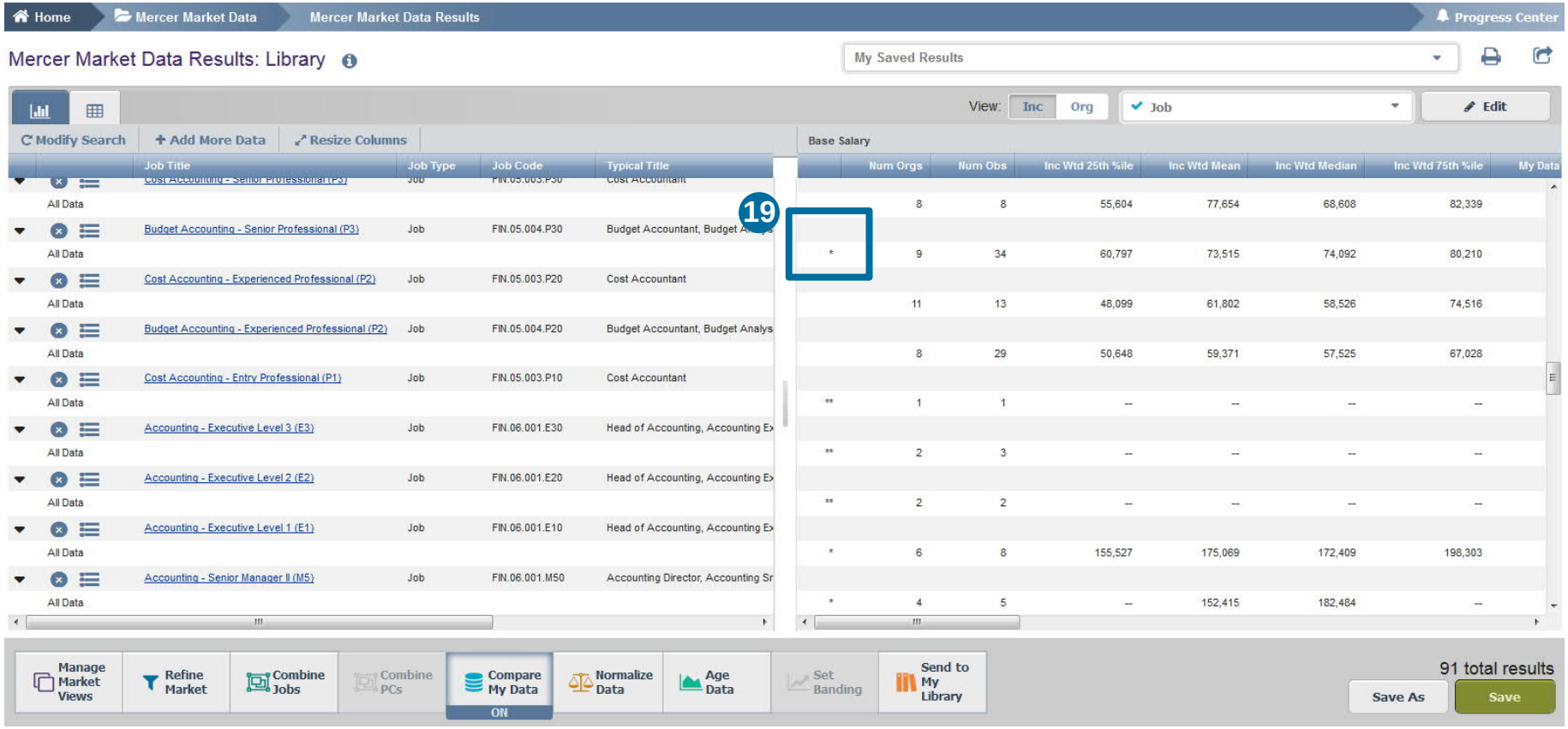
RESULTS PAGE



The tool indicates the competitor market dominance by a **single asterisk**. A **double asterisk** indicates a mandatory data masking on account of either market dominance or low number of organizations/incumbents in the market **(19)**.

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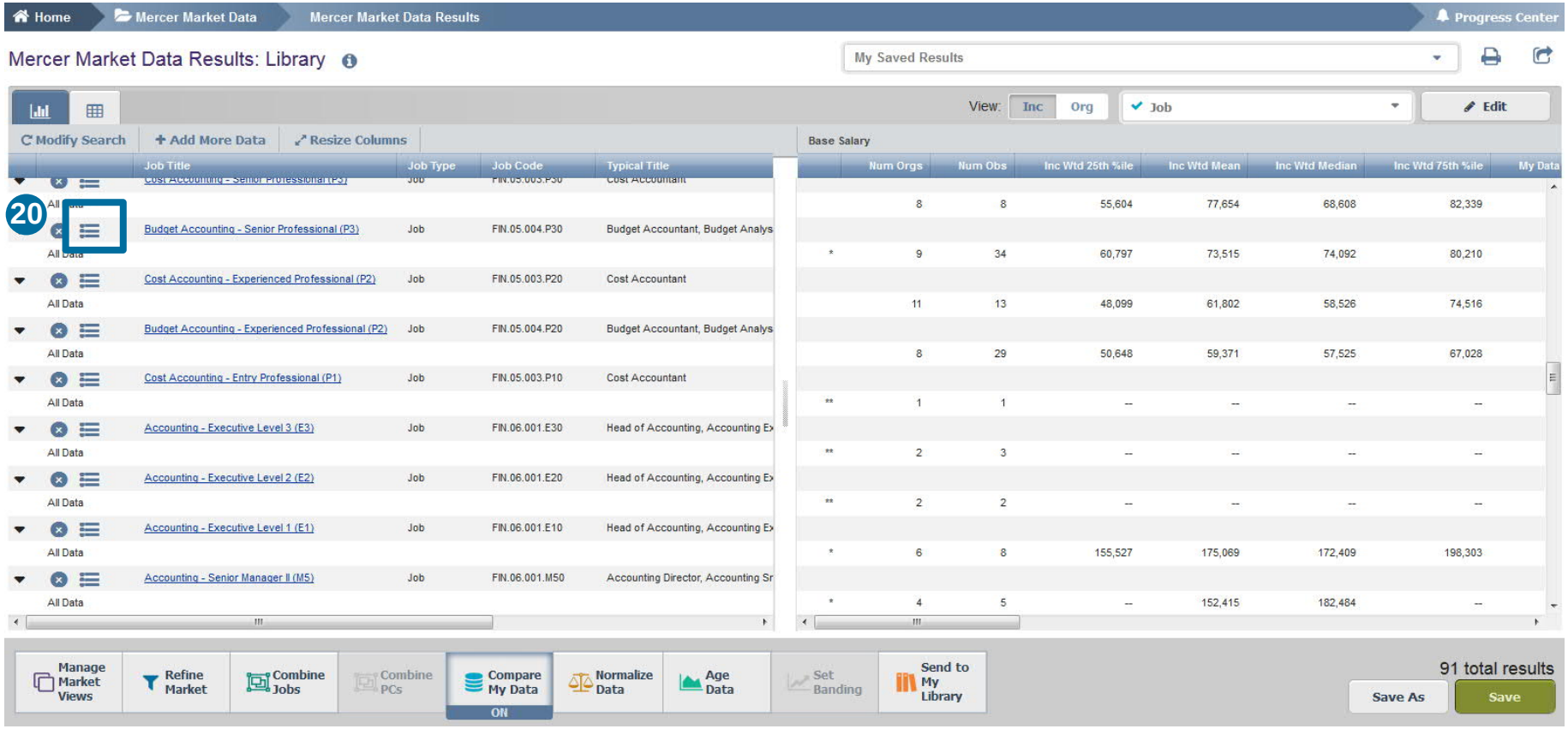
RESULTS PAGE



From the results page you can access the **results fly-outs** containing suggested alternative comparators including Jobs, Core Jobs and Mercer Combined Jobs **(20)**.

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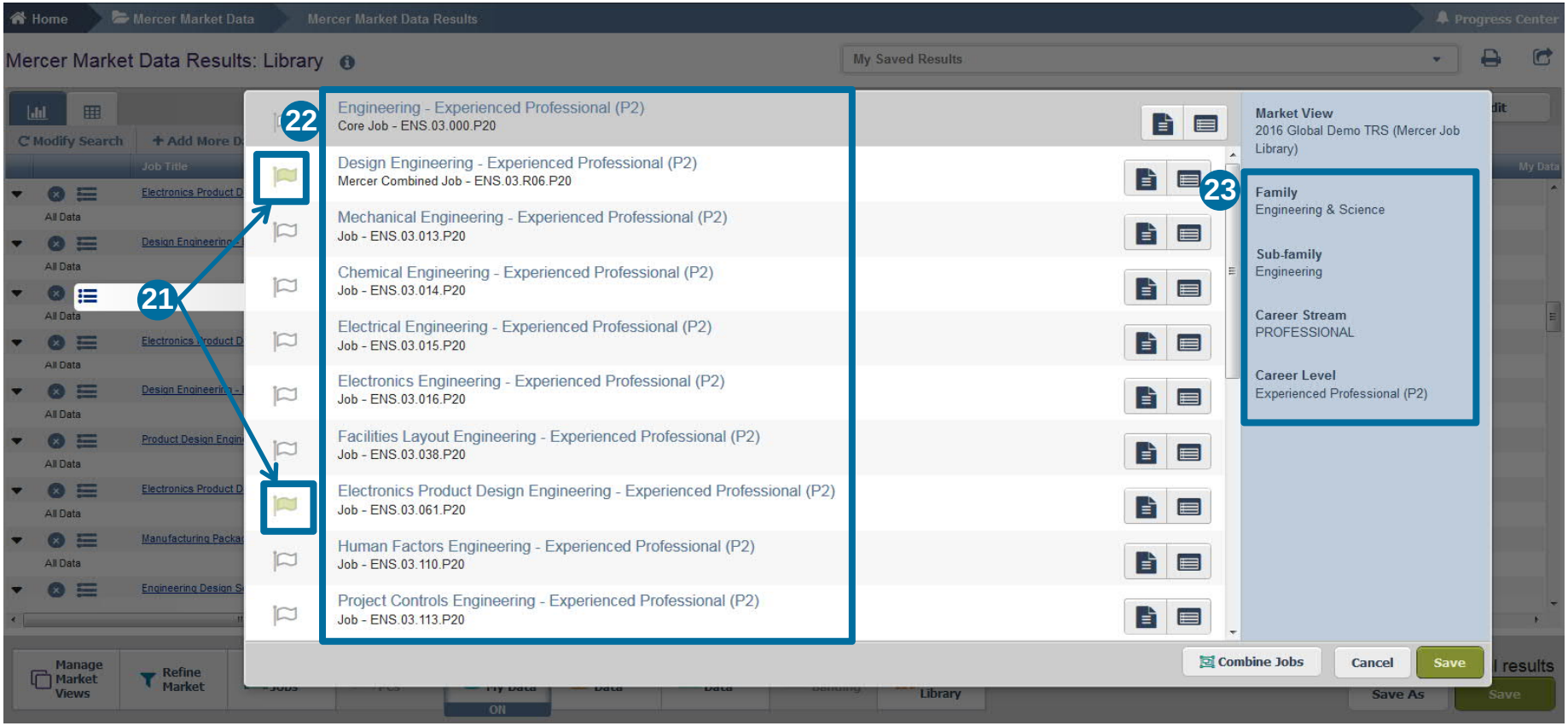
RESULTS PAGE



The **flags** will be highlighted for the selected job and the relevant roll-ups **(21)**. The system will also enlist additional alternative positions that you can add to your results for labor market comparators **(22)**. The **navigation pane** shows the location in Library structure **(23)**.

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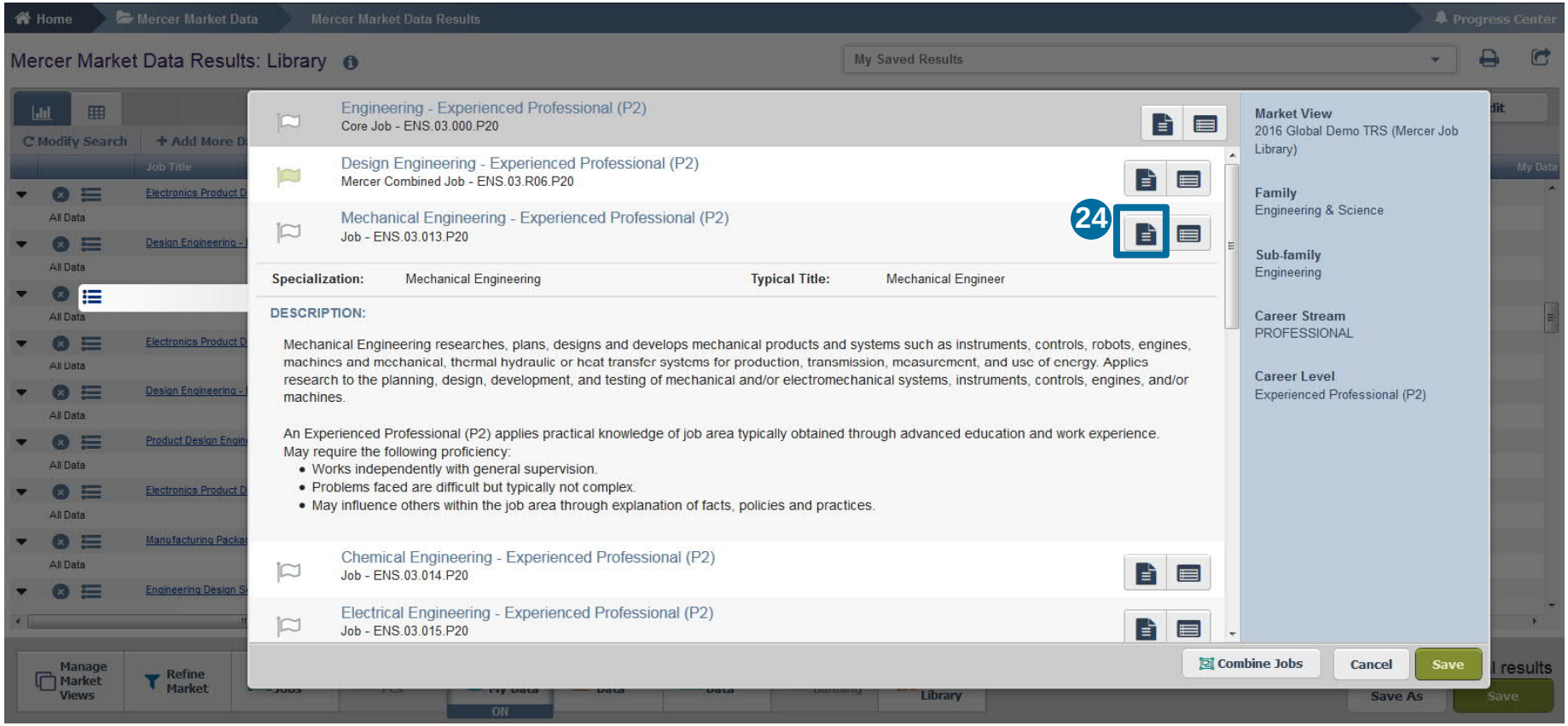
RESULTS PAGE



You can view the **description** of alternative selections in the fly-out window **(24)**.

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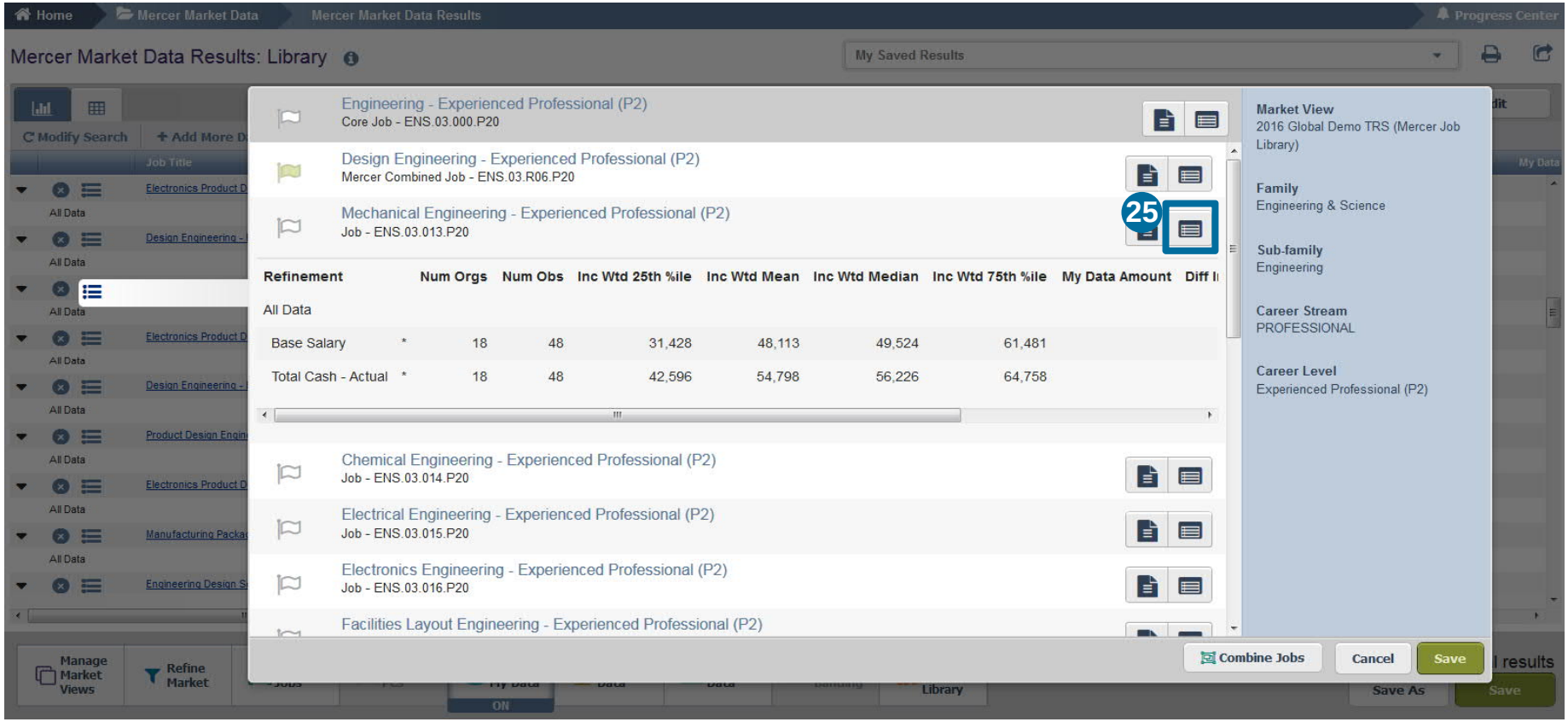
RESULTS PAGE



You can quickly view compensation results for alternative selections **(25)**.

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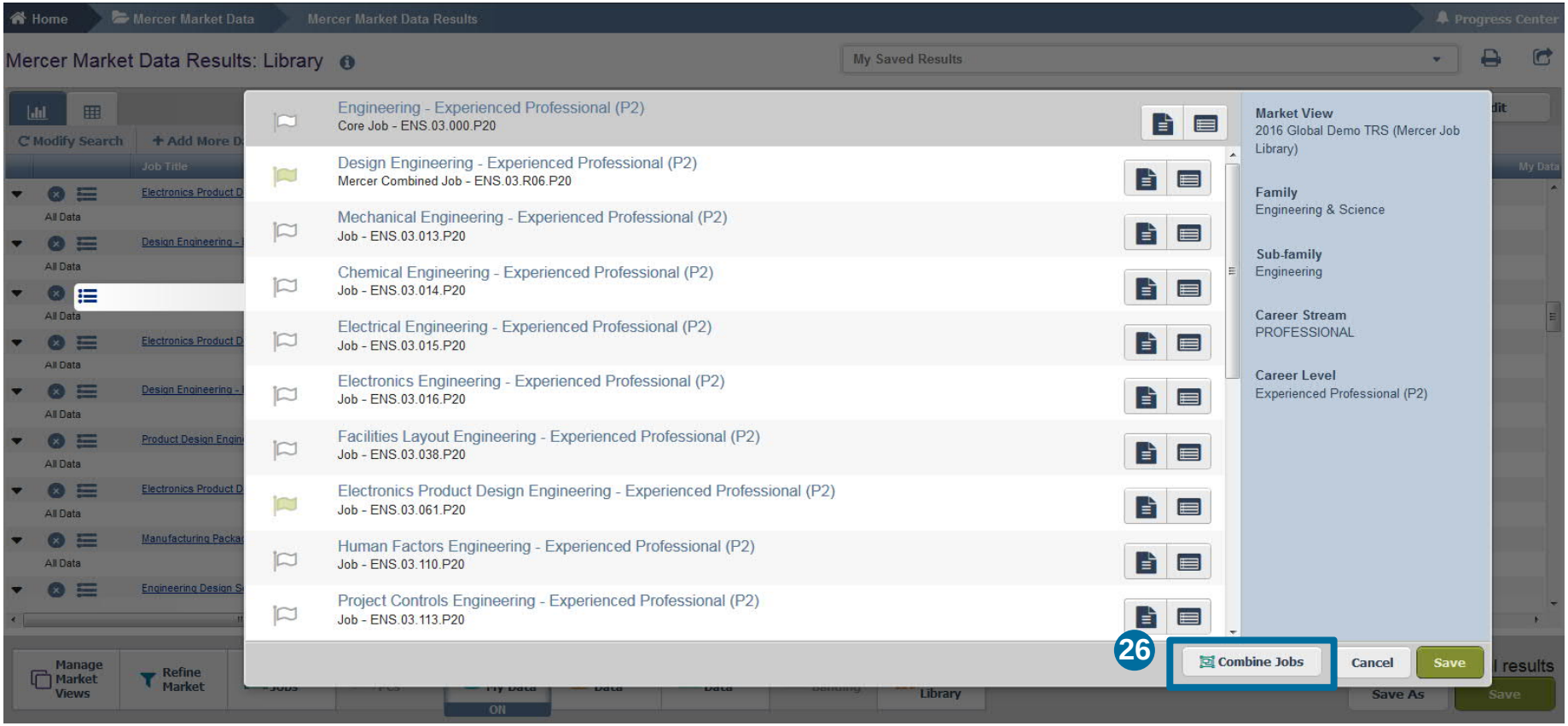
RESULTS PAGE



From the results fly-out page, you are able to **combine jobs** to create additional sets of data **(26)**.

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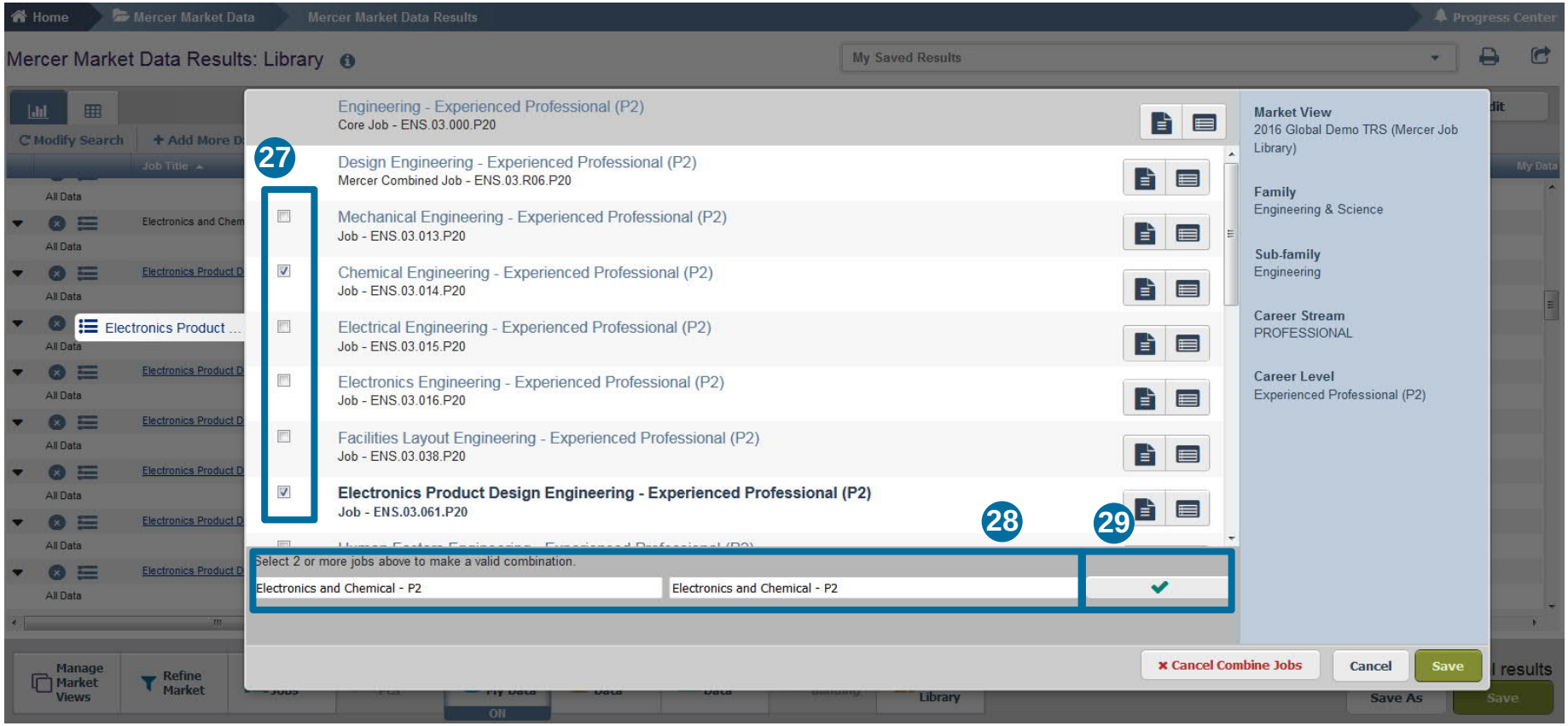
RESULTS PAGE



Tick the jobs you would like to combine **(27)**, provide the name and code for the new combination **(28)**, and hit the green tick button **(29)**. The name and code are used as identifiers, you can assign anything that is relevant to your analysis as it will not affect the data in any way

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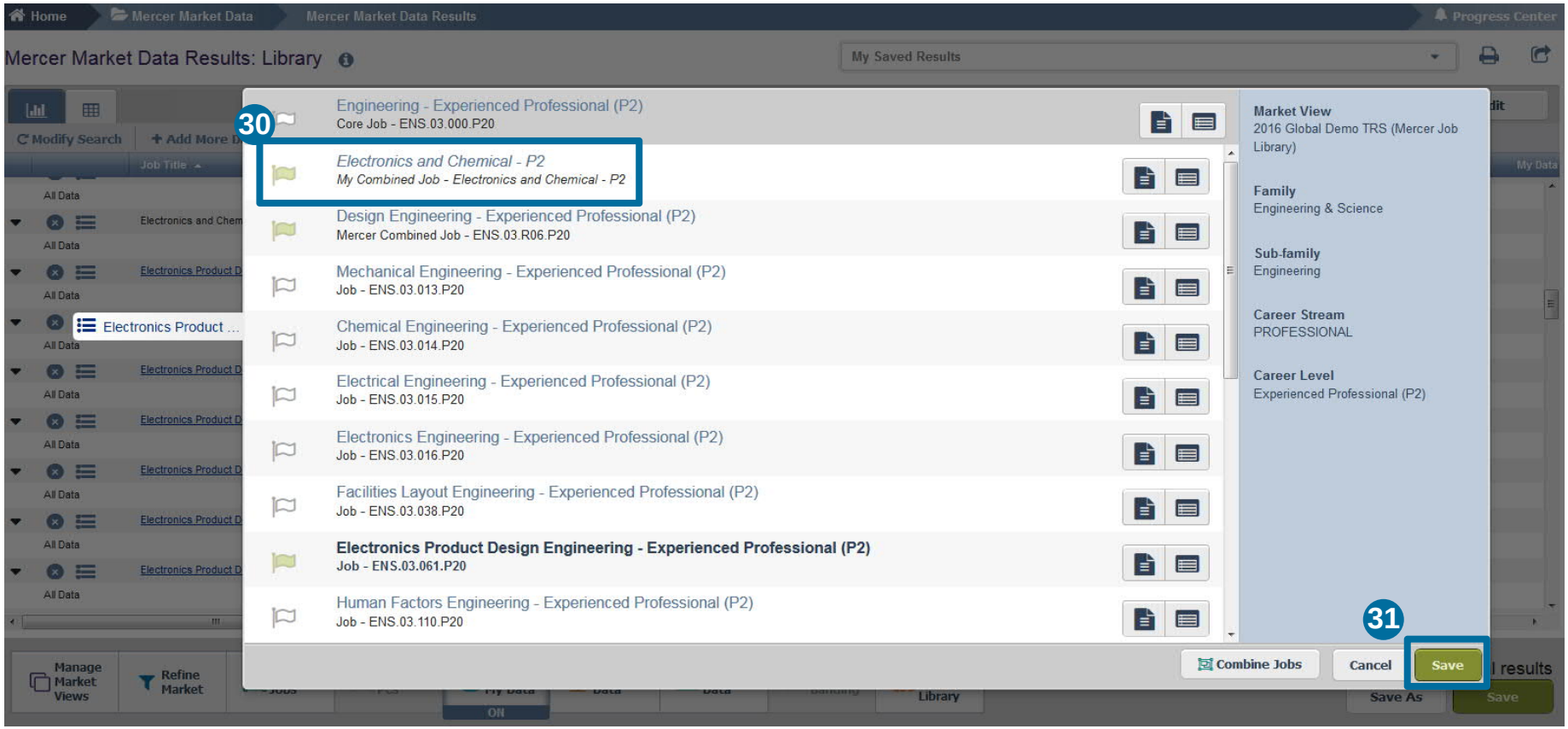
RESULTS PAGE



The jobs are now combined and will appear as top selection for ”My Combined Job” **(30)**. Click on the **save** button to return to the results page **(31)**.

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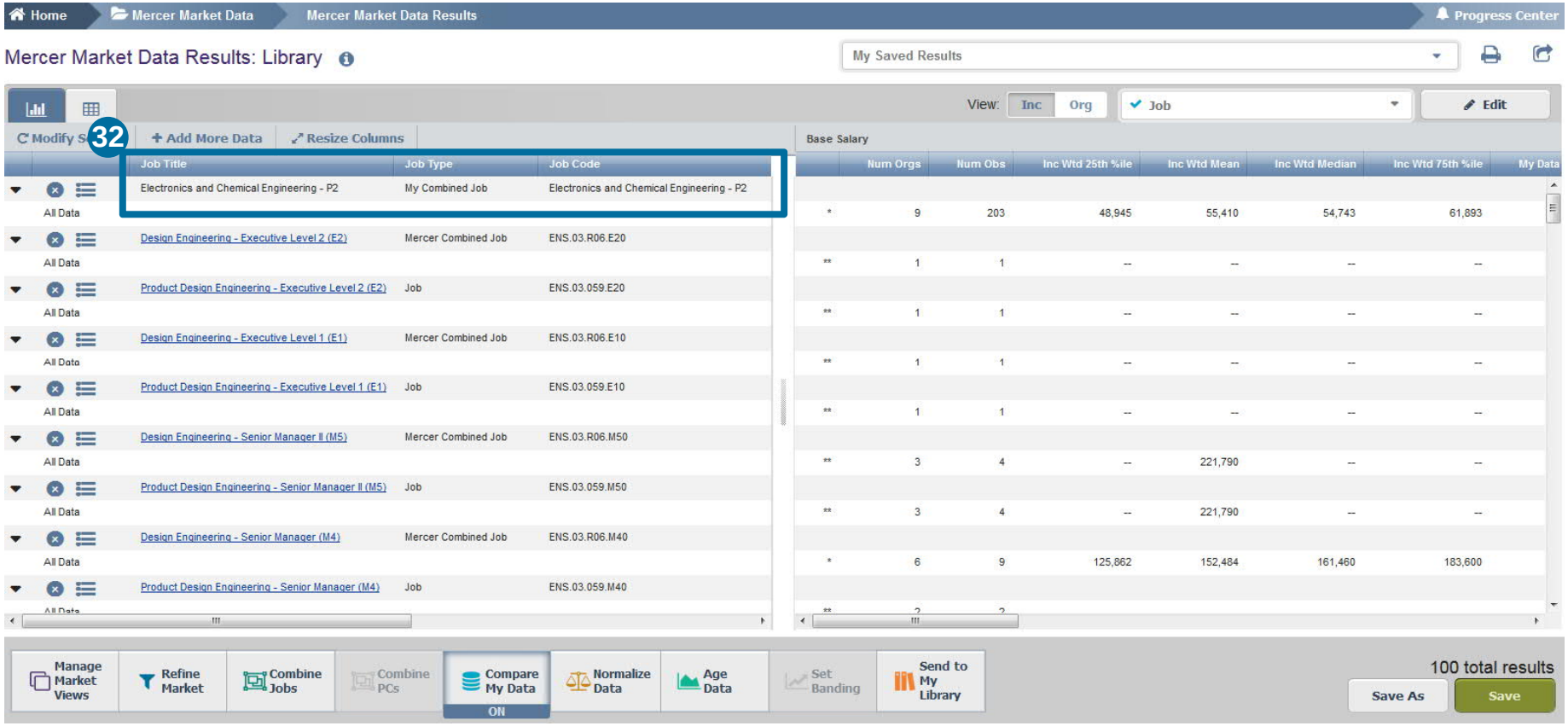
RESULTS PAGE



The combined jobs will also appear as ”My Combined Job” at the top of the results page **(32)**. From this page, further refinements and adjustments will apply to the combined job as well.

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REFINE MARKET - GENERATE SCOPE CUTS & CREATE CUSTOM DATA SETS

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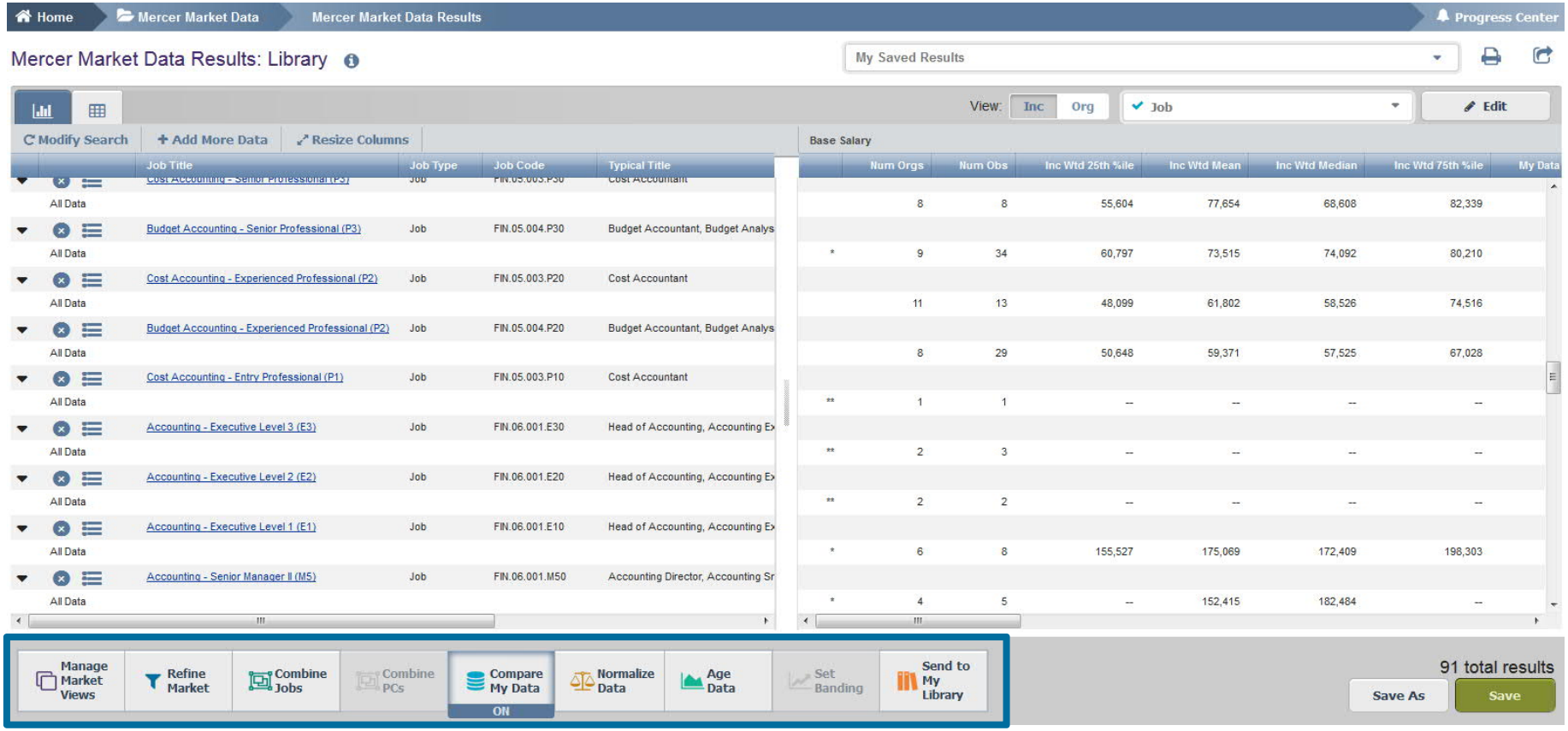
ADJUSTMENT OF RESULTS



Mercer Win allows to **adjust the results** from various angles, by refining the data, combining the jobs or position classes, comparing own data to competitors, normalizing data, or ageing data **(1)**.

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ADJUSTMENT OF RESULTS

Manage selected surveys and adjustments

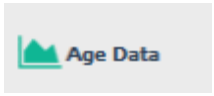
Adjustment of comparison market- set-up of comparison by headcount, region industry or peer groups,

Combination of standard benchmark jobs into hybrid position- combination of two or more position into specific benchmark job. **BE AWARE** that the value of the combined position are averages of each individual benchmarks.

Combination of several position classes into a PC range. In this way you can compare values for your specific internal job grades.

Compares data of your organization, provided into the survey. Allows comparison by standard or customised percentile for average values (one job) or for individuals (based on ID numbers).

Change currency of results/align different currencies of several surveys into single one. Mercer WIN allows to work with up to 5 surveys at once and this feature allows you to set single currency for all results**.**



Data aging – model development of market or your own data by increasing them by customized percent.

Banding – methodological set up of data calculation. Calculates data for all data (no banding) or separates data for calculation between individual contributors and managers (banding).

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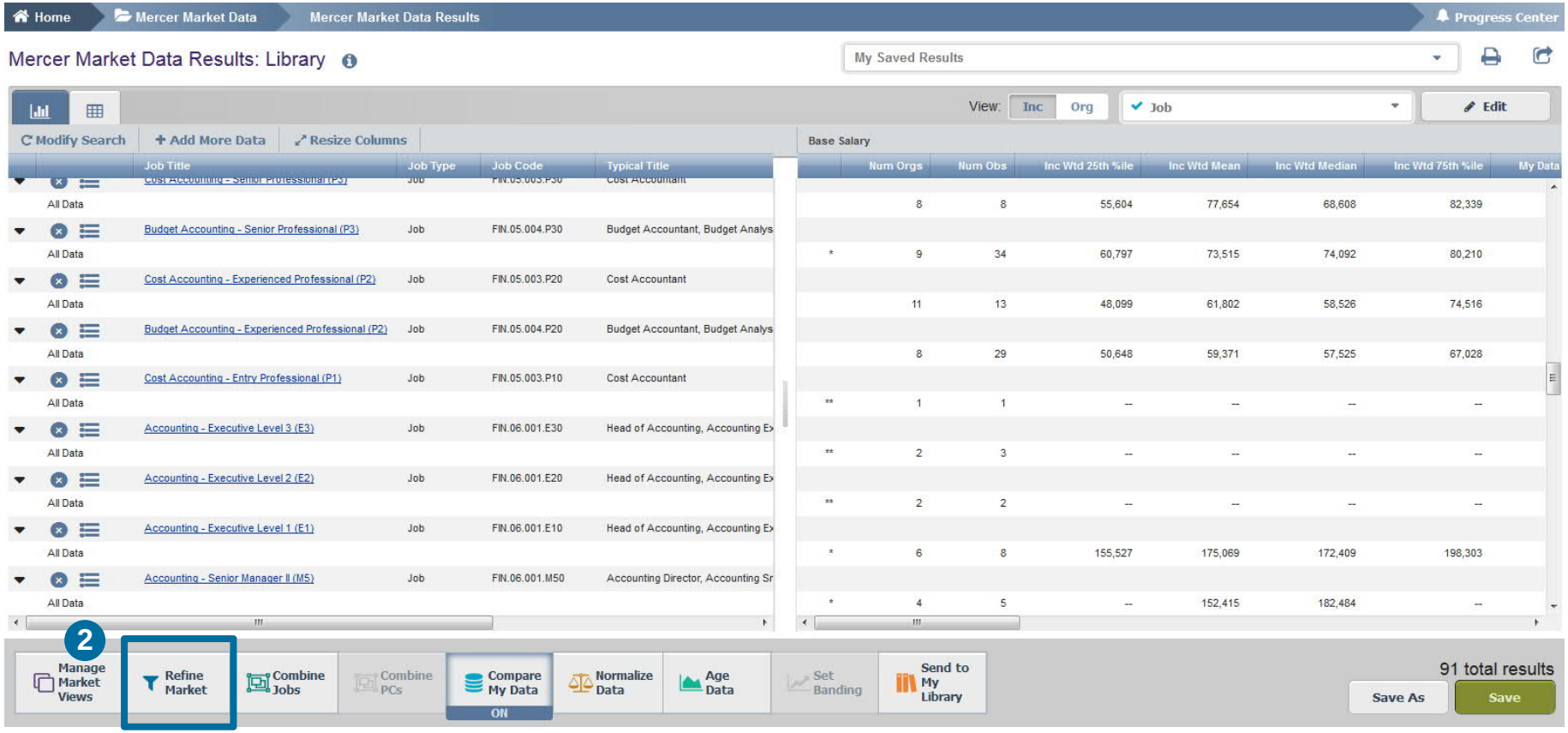
REFINE MARKET



The **Refine Market** option allows you to create different scope cuts - data sets can be narrowed by various factors such as Net Revenue, Peer Groups, Employee Location, among others **(2)**.

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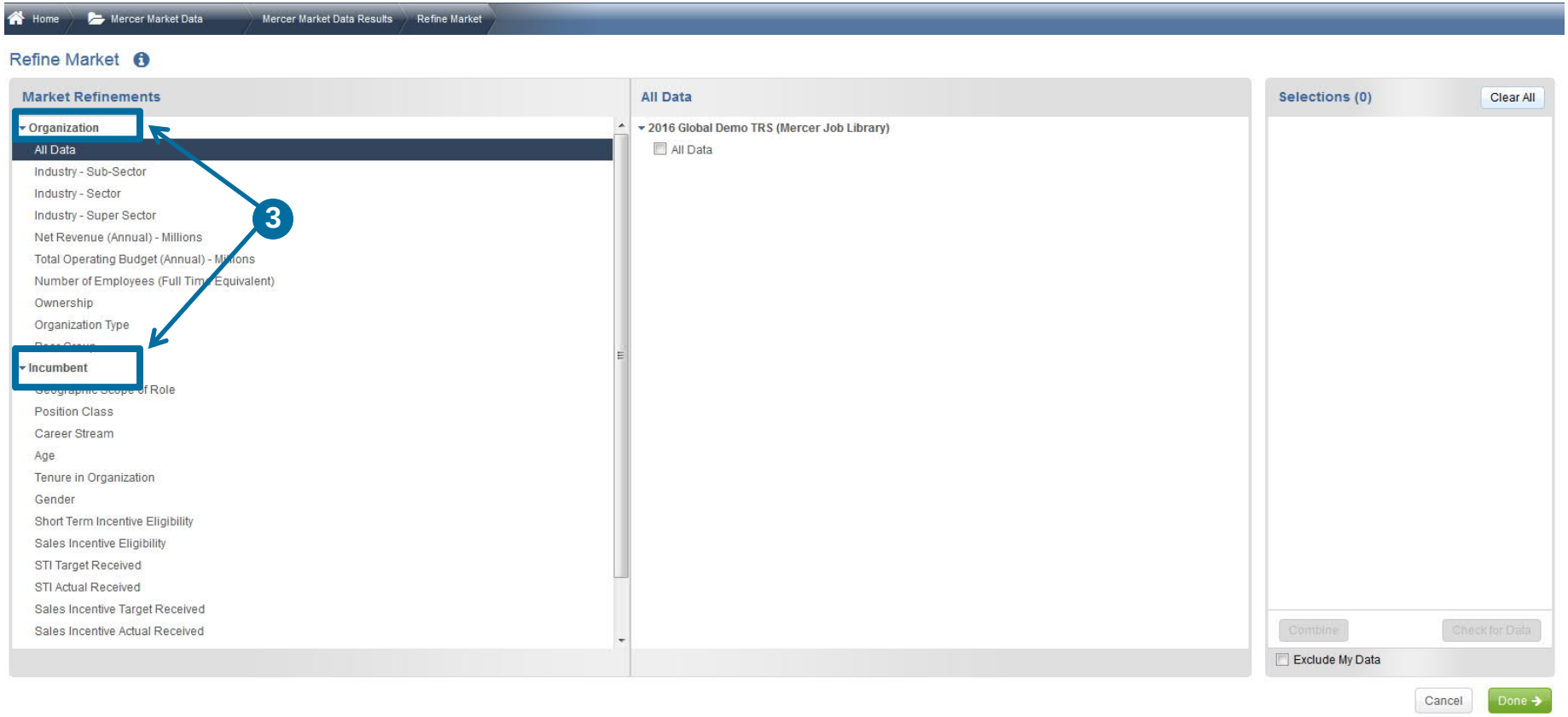
REFINE MARKET



The refinements can be applied from two levels, i.e. organization (pertaining to profiles of participating companies) or employees (referring to employees submitted into a salary survey) **(3)**.

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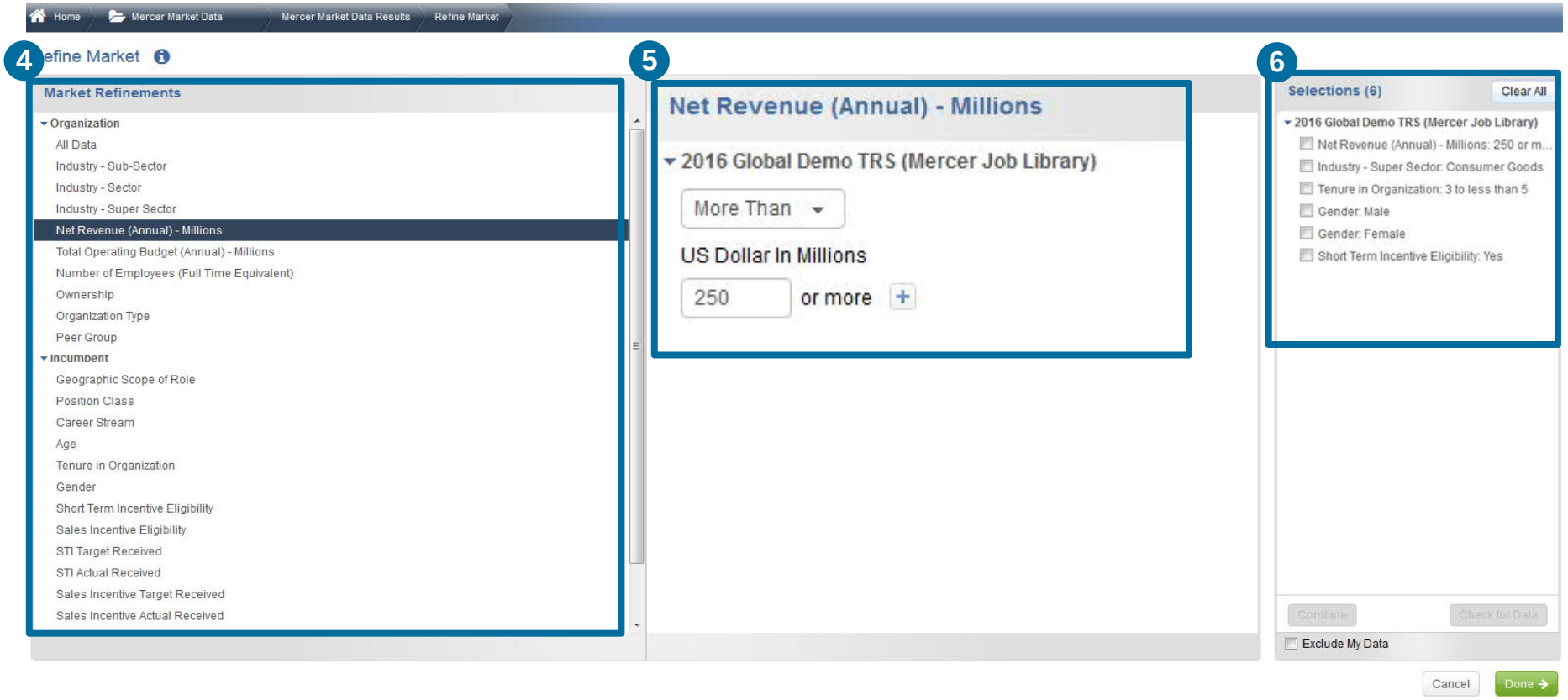
MERCER WIN®
REFINE MARKET



From the **Market Refinements** menu, use the arrows to select the desired category(ies) **(4)**. They will appear in the middle column for you to adjust checking the relevant box(es) **(5)**. Final selection can be found in the third column: **Selections (6)**.

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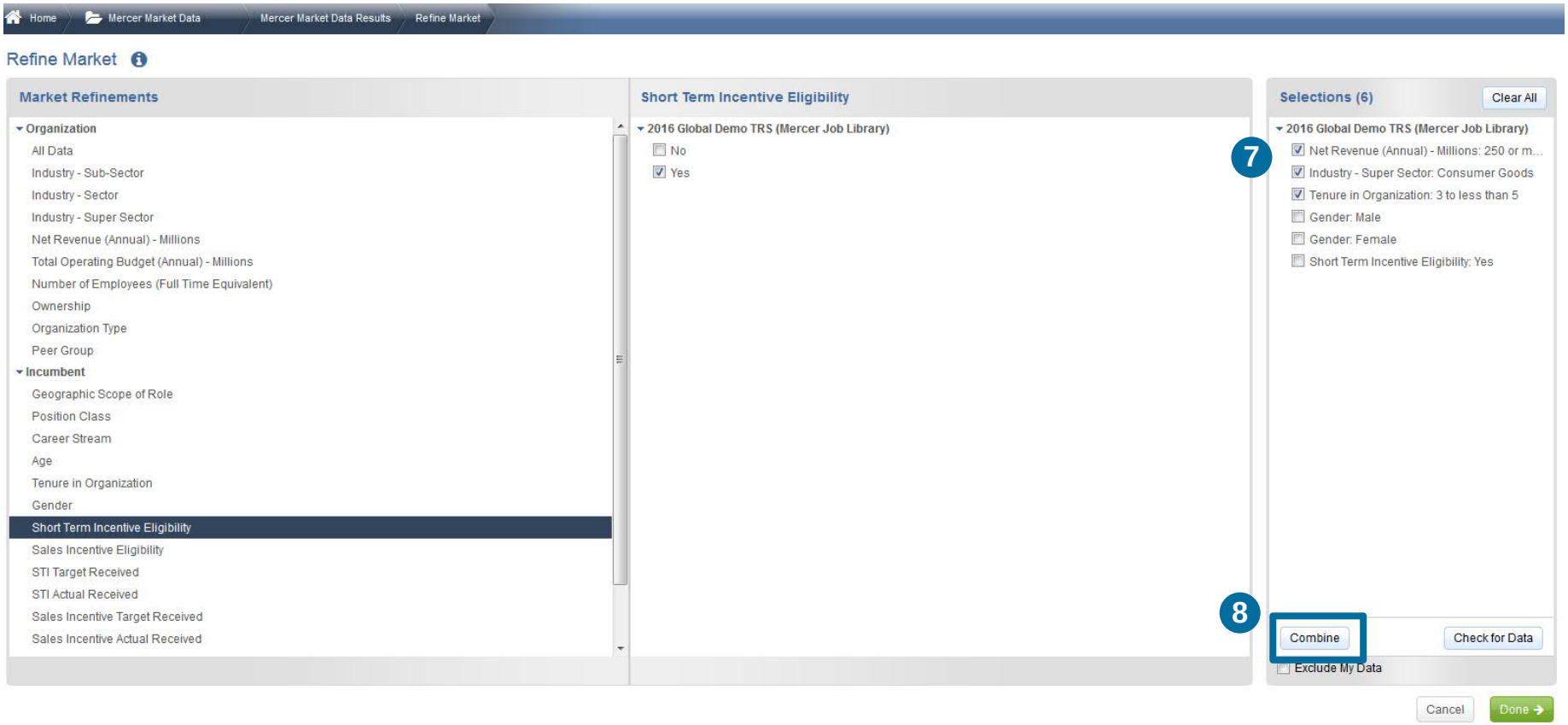
REFINE MARKET



You can **combine market refinements** if you would like to see the results for a combination of selections. This option can be used to combine 2 or more data sets from the above list **(7)**. **Tick** your selections and click **Combine (8)**.

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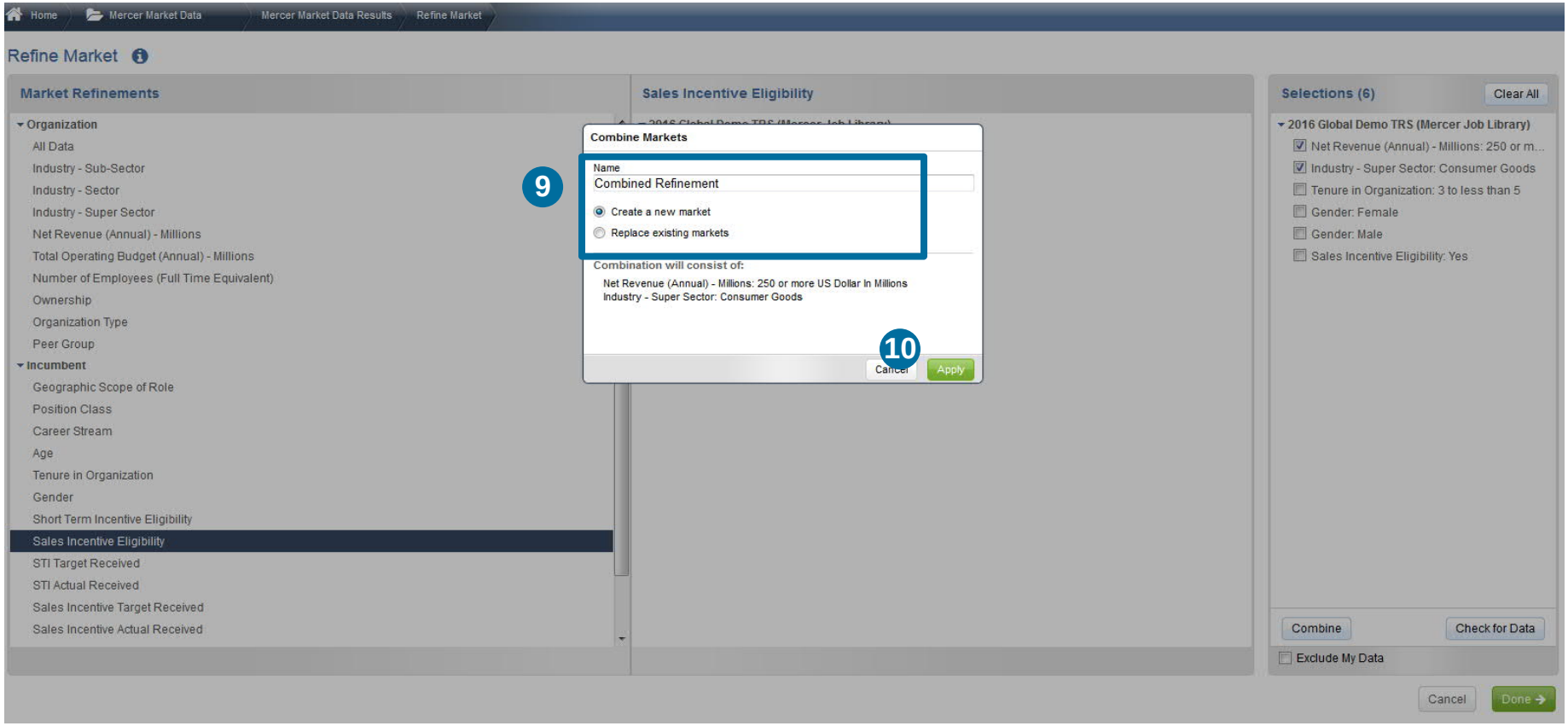
REFINE MARKET



A pop-up window will appear asking you to provide a name to this combined refinement. Make sure **Create a new market** is checked **(9)**. Hit **Apply (10)**.

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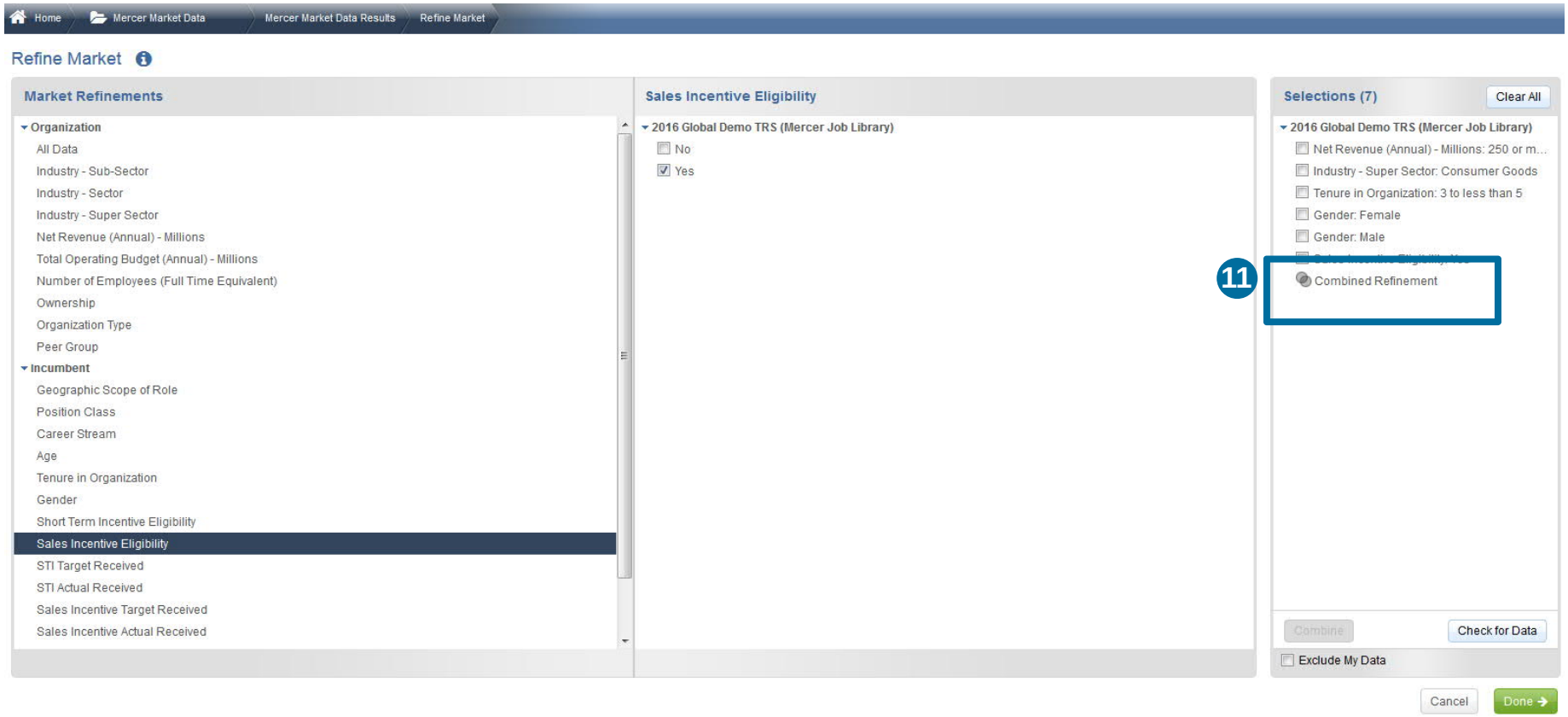
REFINE MARKET



Your selection has now been combined, two interlocked circles should appear **(11)**.

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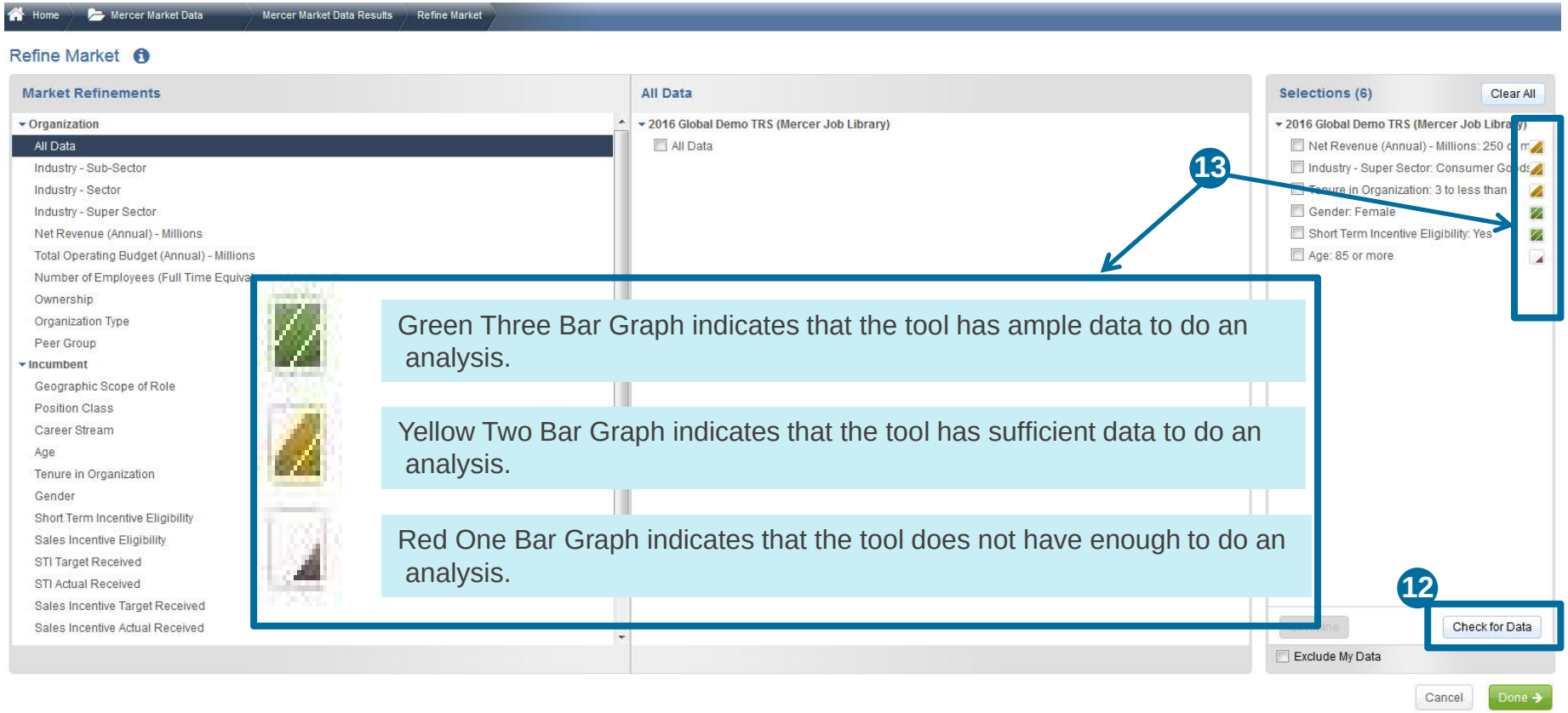
REFINE MARKET



Once you have selected all of the data set variables by which you would like to view the market, it is a good practice to check the **availability of data (12)**. Next to each data set a small bar graph will appear. This smart color-coding graph will indicate the amount of data available within the tool **(13)**.

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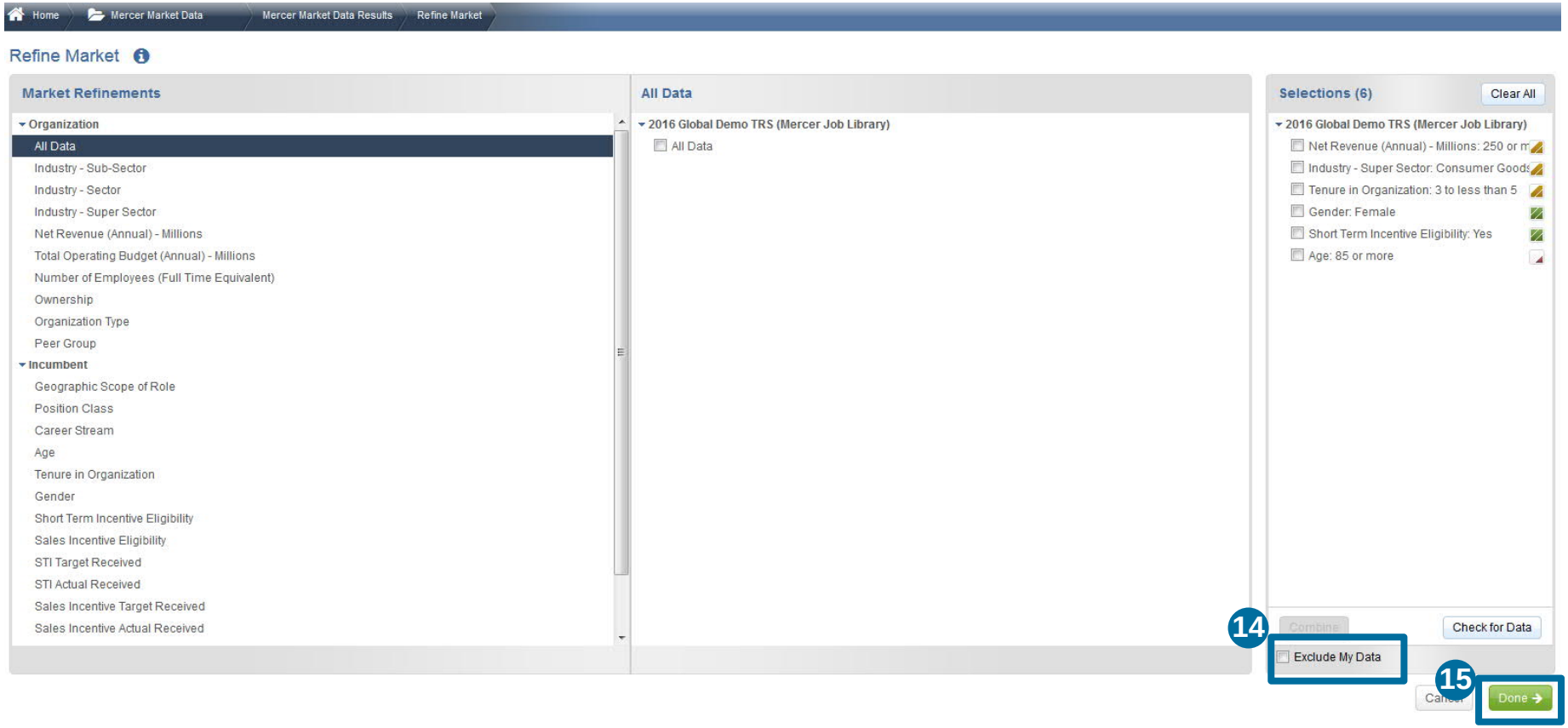
REFINE MARKET



You can tick the option to **exclude your data** from the market results (participation in the survey(s) is required) **(14)**. Once you have selected all of your refinements, click **done (15)**.

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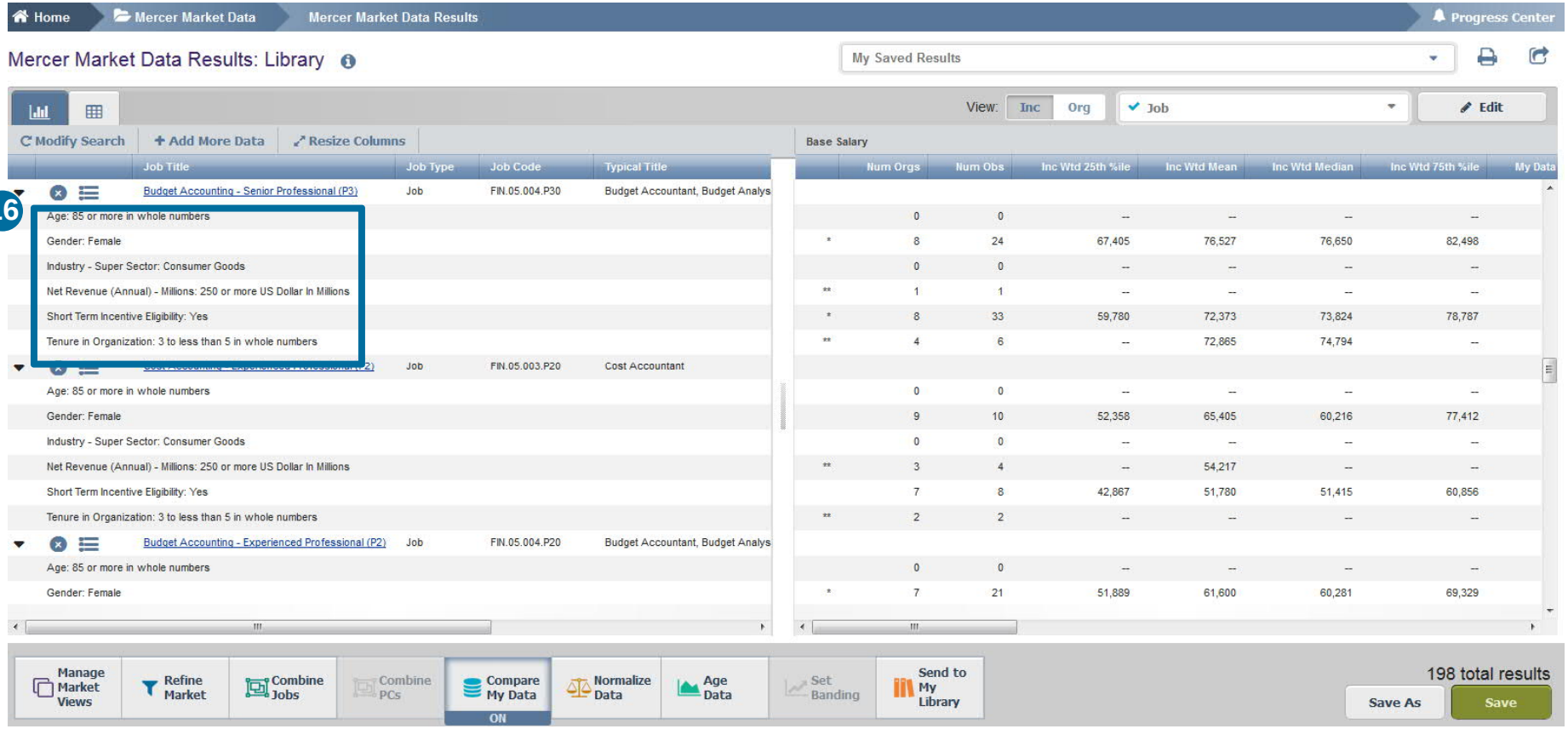
REFINE MARKET



All of the selected refinements will appear on the results page and the market statistics will be re-calculated automatically **(16)**.

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CREATE A PEER GROUP

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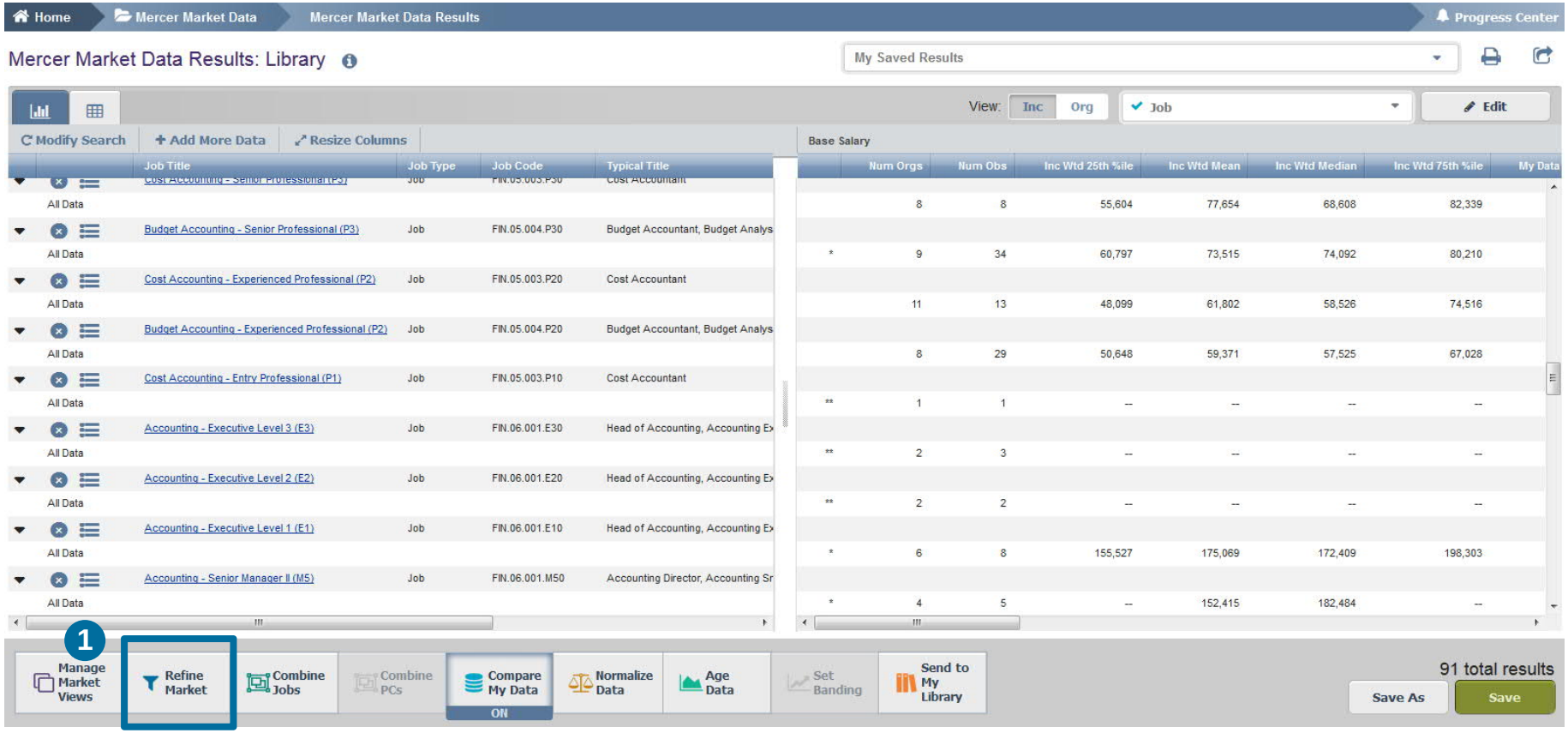
CREATE A PEER GROUP



If you would like to compare your own company to a defined list of competitors, you can create a **peer group (1)**.

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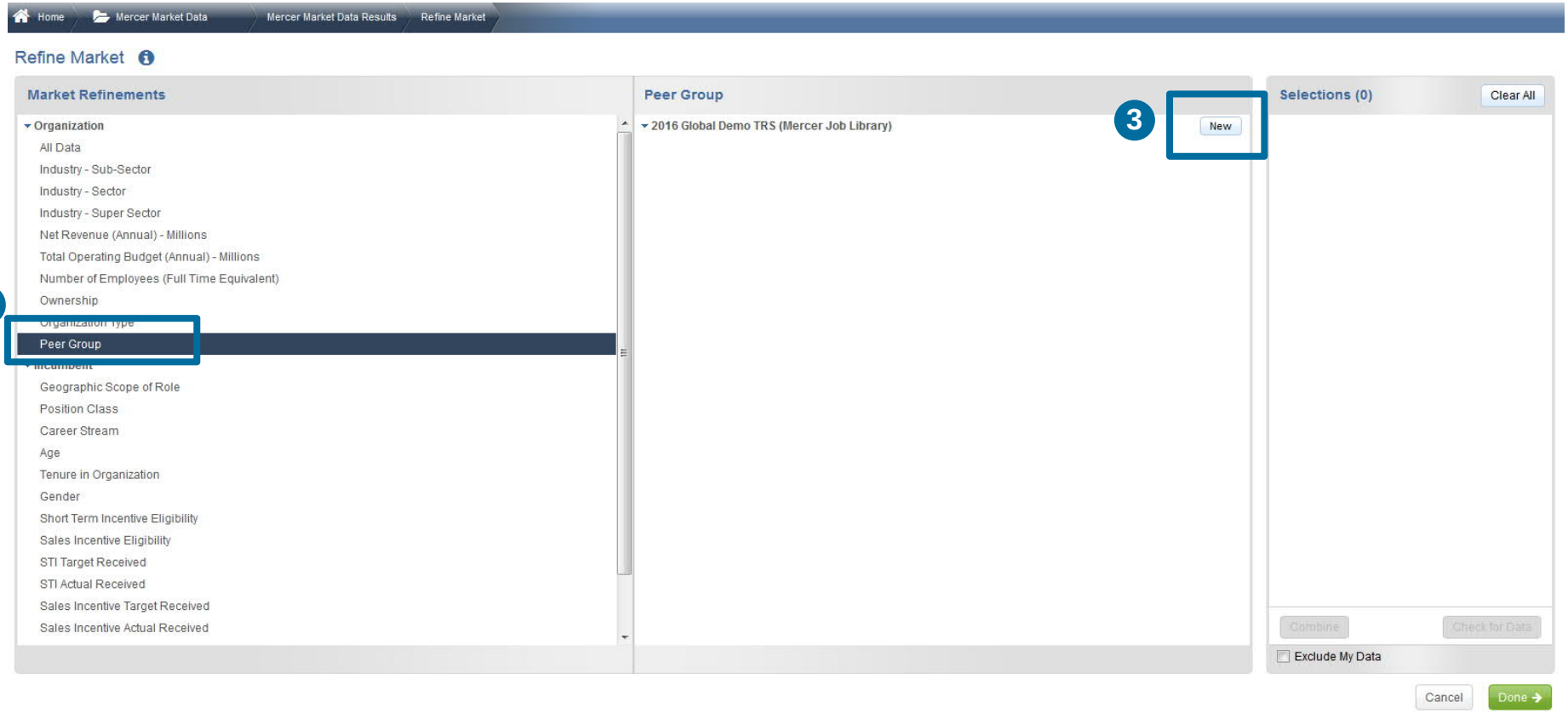
CREATE A PEER GROUP



Peer Groups can be created by clicking on the option under **Market Refinements (2)** and then by clicking **New** in the middle pane **(3)**.

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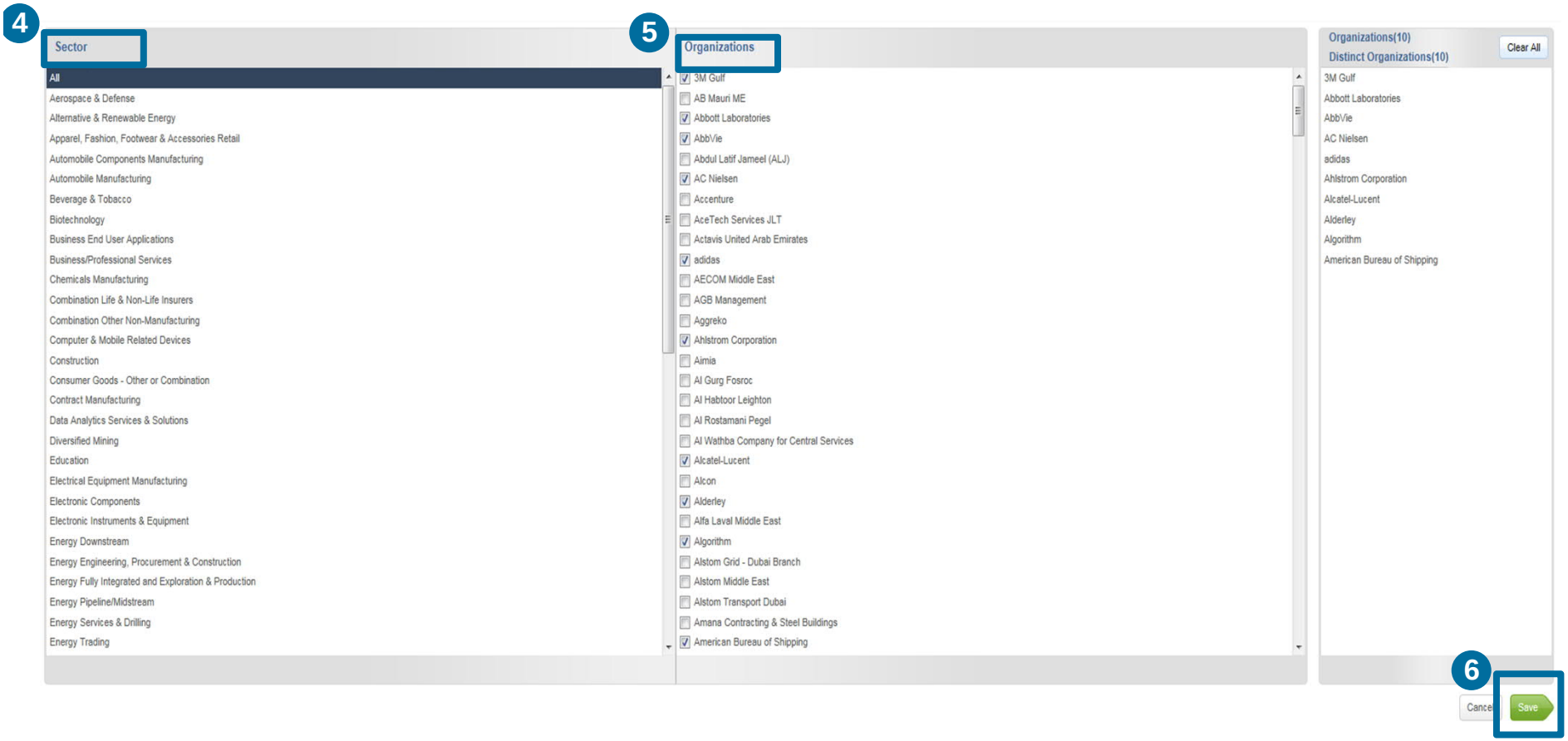
CREATE A PEER GROUP



Once done, you will be prompted to a new window that will allow you to create a peer group based on an industry sector **(4)** or by selecting individual companies **(5)**. Click **Save** once you have made your selections to save the Peer Group and name it **(6)**.

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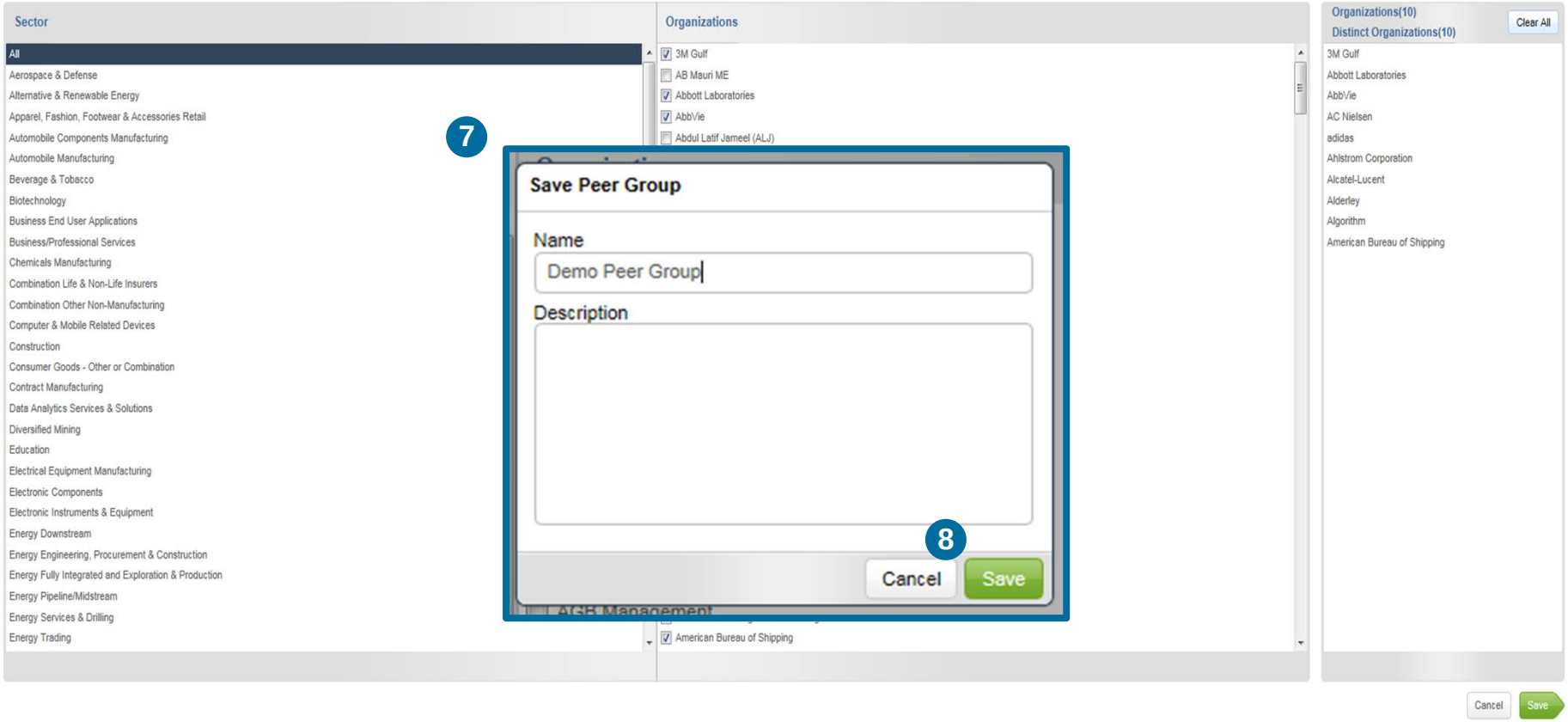
CREATE A PEER GROUP



Name your Peer Group and give it a brief description if you wish **(7)** and then click **Save (8).**

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CREATE A PEER GROUP

RULES TO REMEMBER WHILE CREATING PEER GROUPS

1. Once a Peer Group is created, it **cannot be edited or deleted.**
2. A minimum of 10 organizations are required to make a peer group out of which **8** have to be **distinct organizations.**
3. While comparing 2 peer groups, they have to differ by at least **4 distinct organizations.**

- Distinct organization means companies belonging to different group companies. For example, if you select Mercer and Marsh then they will be counted as one company as they fall under the Marsh and McLennan Companies group.

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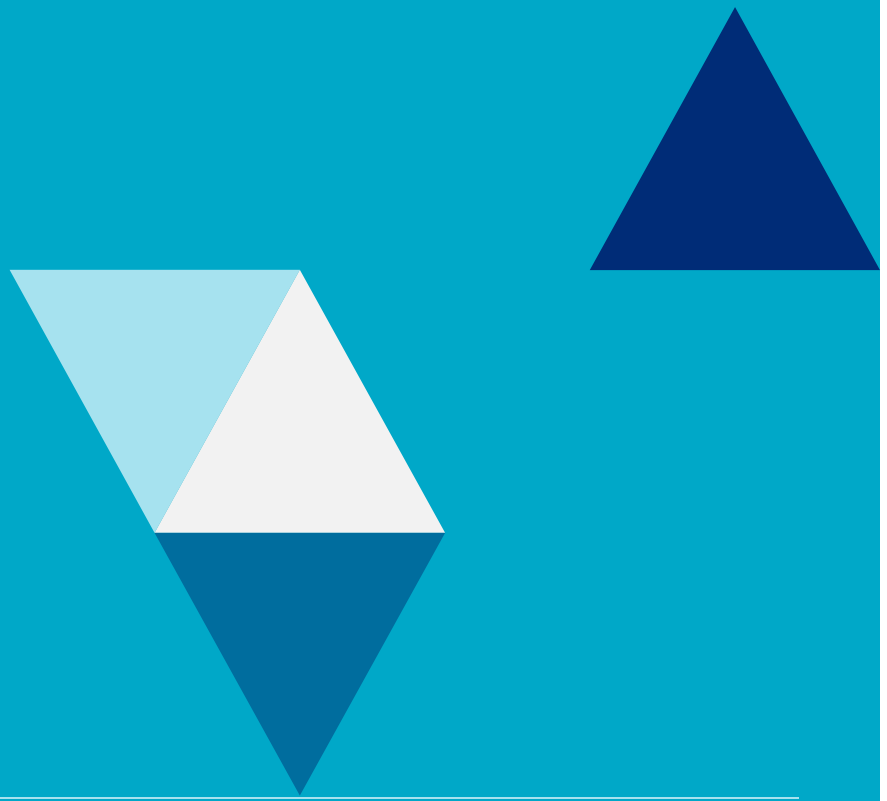
COMBINE JOBS



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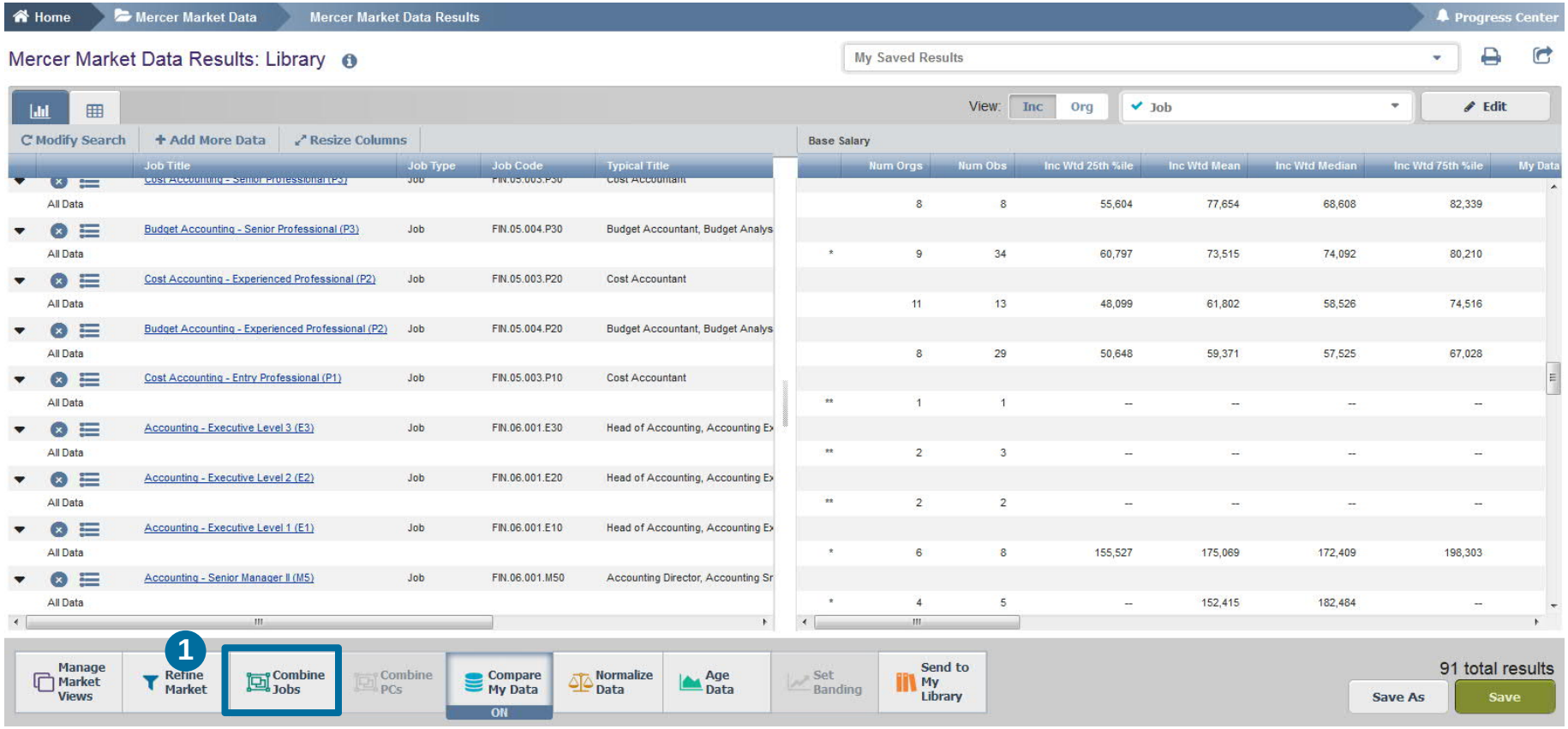
COMBINE JOBS –
VIA RESULTS ADJUSTMENT RIBBON



Combine Jobs option allows you to combine results of all incumbents belonging to different benchmarks into a single benchmark. You can do it from two angles, one being the results adjustment ribbon **(1)**.

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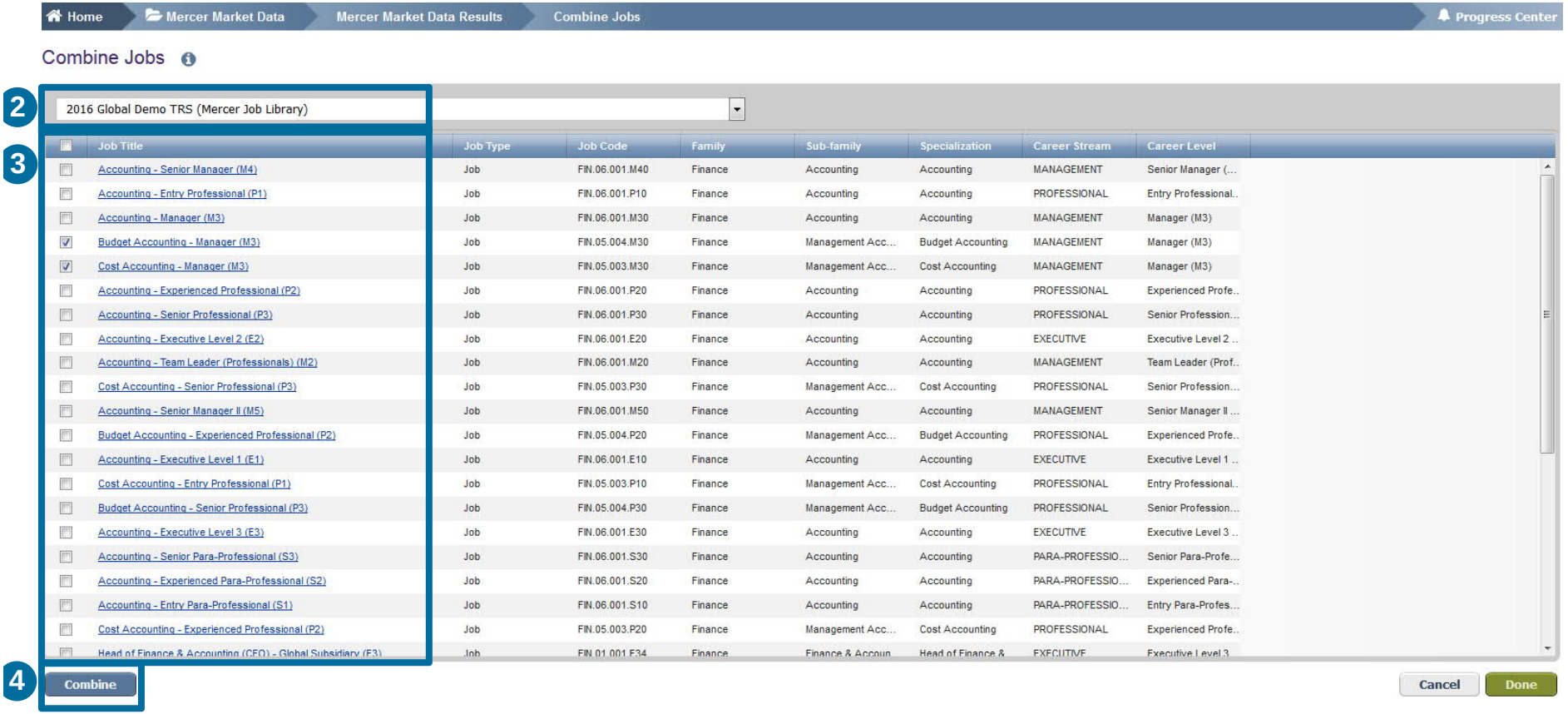
COMBINE JOBS –
VIA RESULTS ADJUSTMENT RIBBON



If you are comparing several surveys, select the survey in which you want to combine the jobs **(2)**. **Tick** the positions you would like to combine **(3)** and hit the **combine** button **(4)**.

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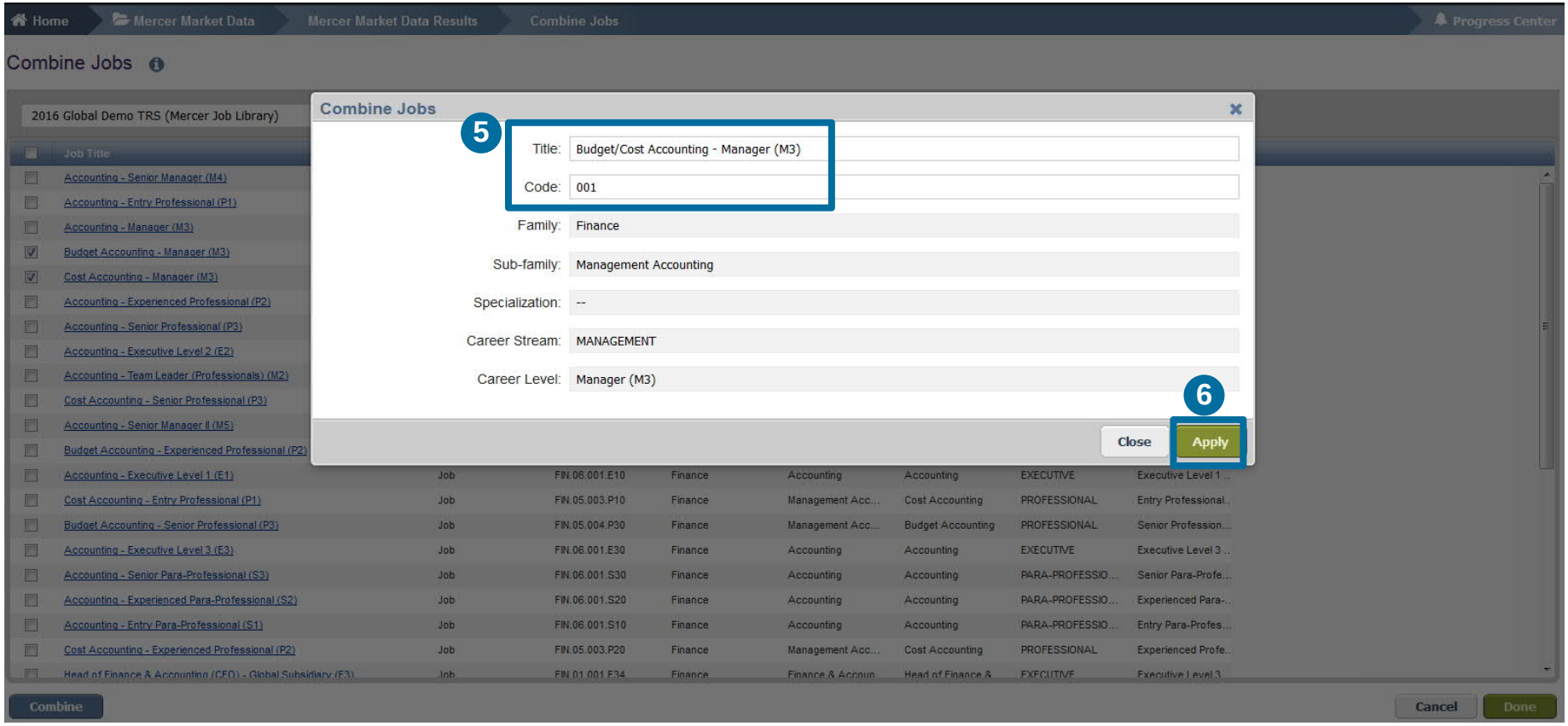
COMBINE JOBS –
VIA RESULTS ADJUSTMENT RIBBON



Name a new combination of jobs and provide a code **(5)**. Click on **Apply** button to proceed **(6)**.

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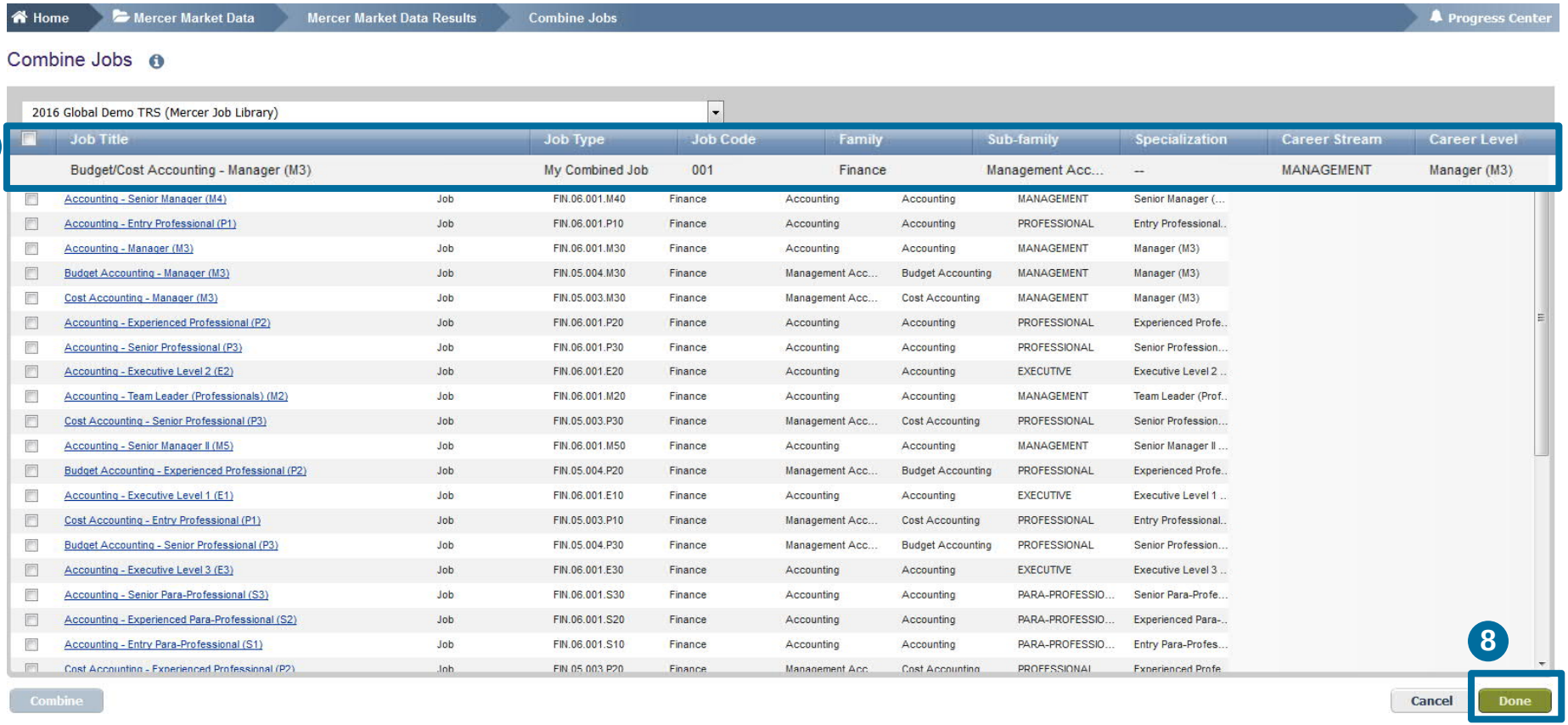
COMBINE JOBS –
VIA RESULTS ADJUSTMENT RIBBON



The combined job will appear at the top of the list **(7)**. Click on **Done** to return to the results page **(8)**.

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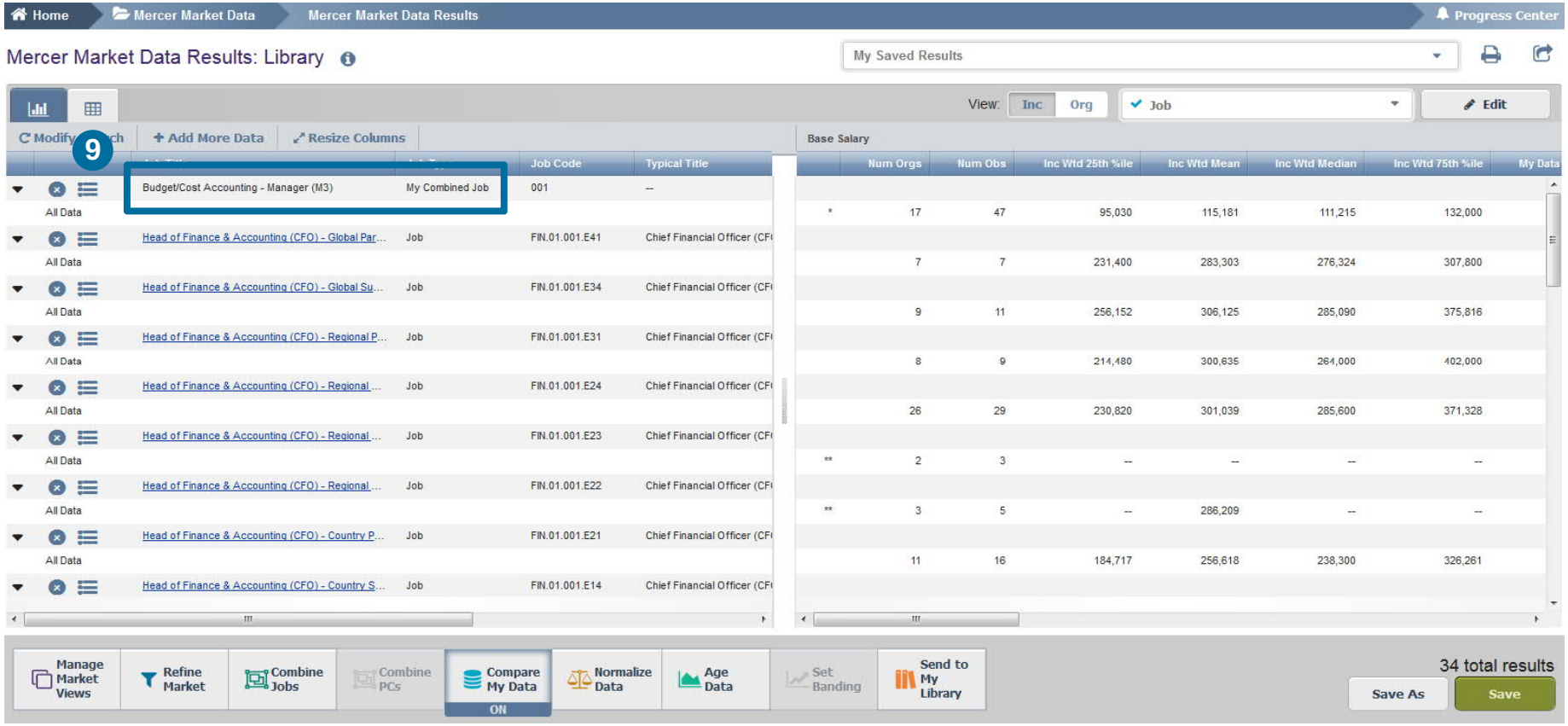
COMBINE JOBS –
VIA RESULTS ADJUSTMENT RIBBON



The combined jobs will also appear as ”My Combined Job” at the top of the results page **(9)**. From this page, further refinements and adjustments will apply to the combined job as well.

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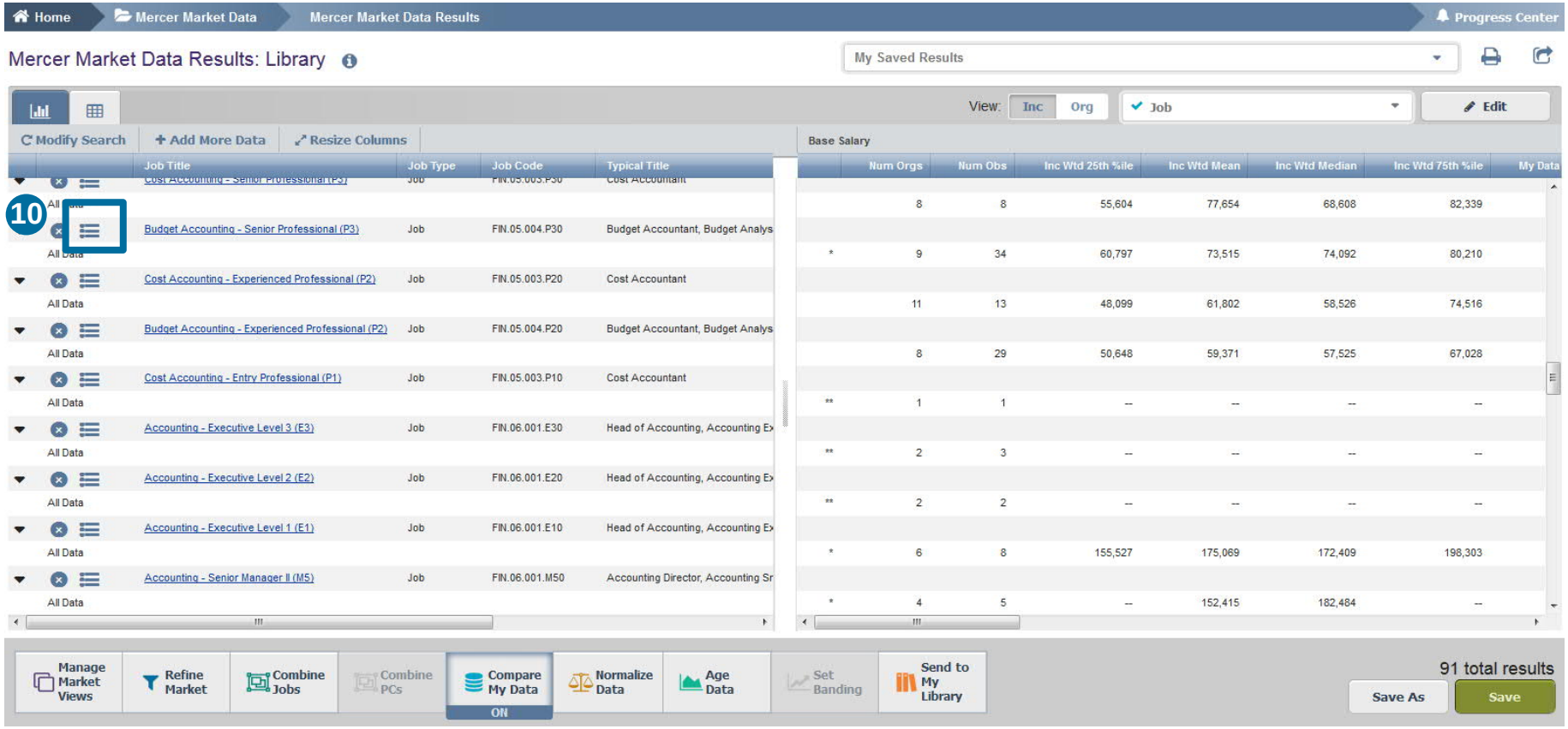
COMBINE JOBS – VIA FLY-OUTS



You can also combine jobs via **results fly-out** window which contains suggested alternative comparators including Jobs, Core Jobs and Mercer Combined Jobs **(10)**.

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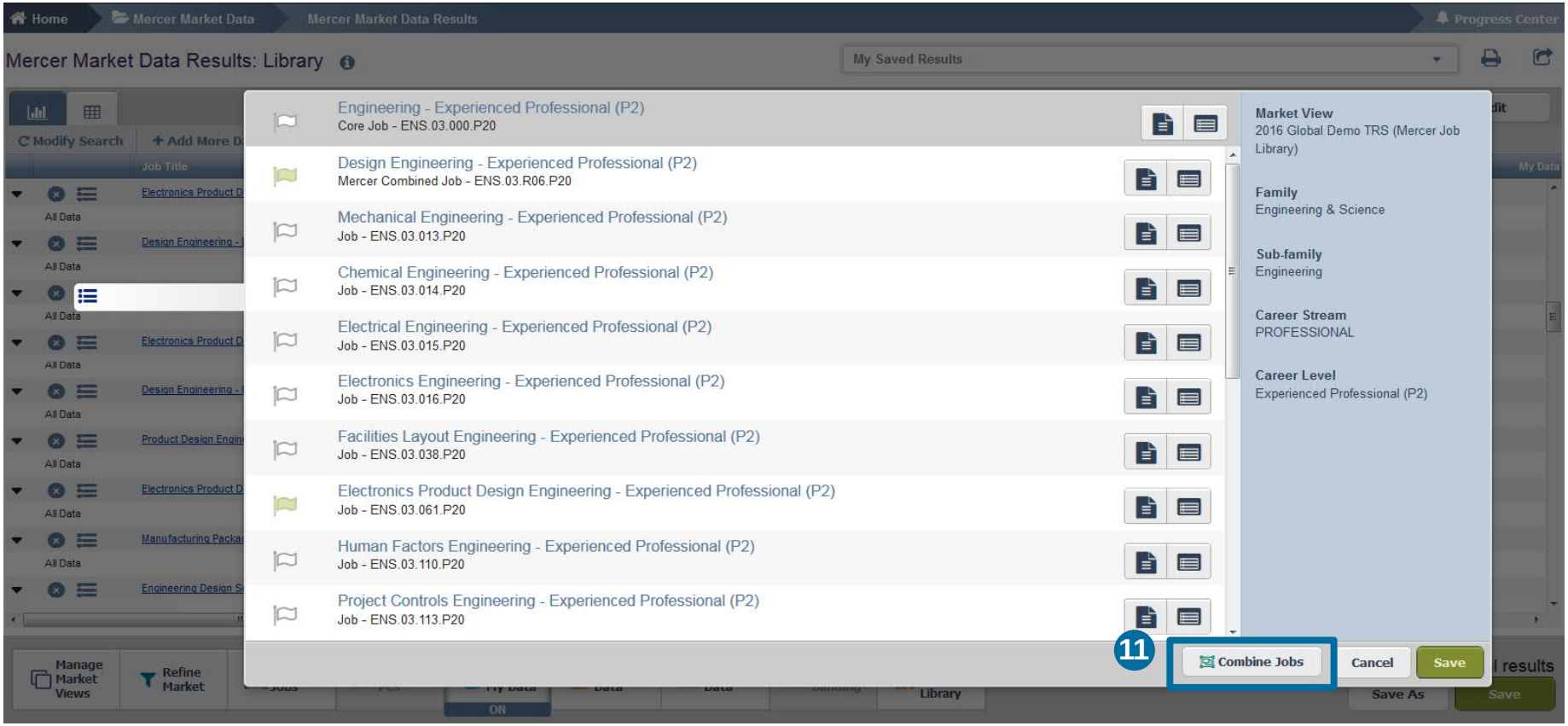
COMBINE JOBS –
VIA FLY-OUTS



Click **combine jobs** to create additional sets of data **(11)**.

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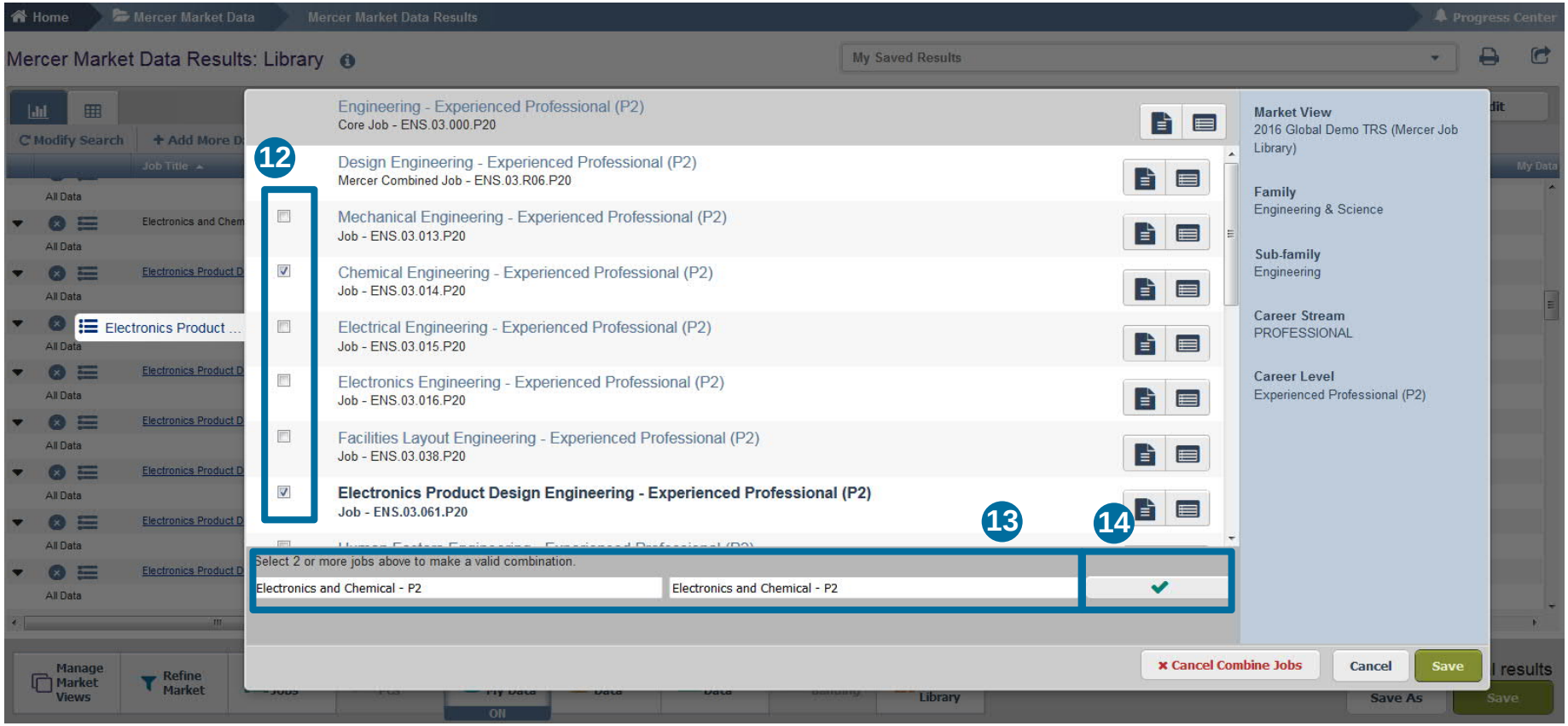
COMBINE JOBS – VIA FLY-OUTS



Tick the jobs you would like to combine **(12)**, provide the name and code for the new combination **(13)**, and hit the green tick button **(14)**. The name and code are used as identifiers, you can assign anything that is relevant to your analysis as it will not affect the data in any way

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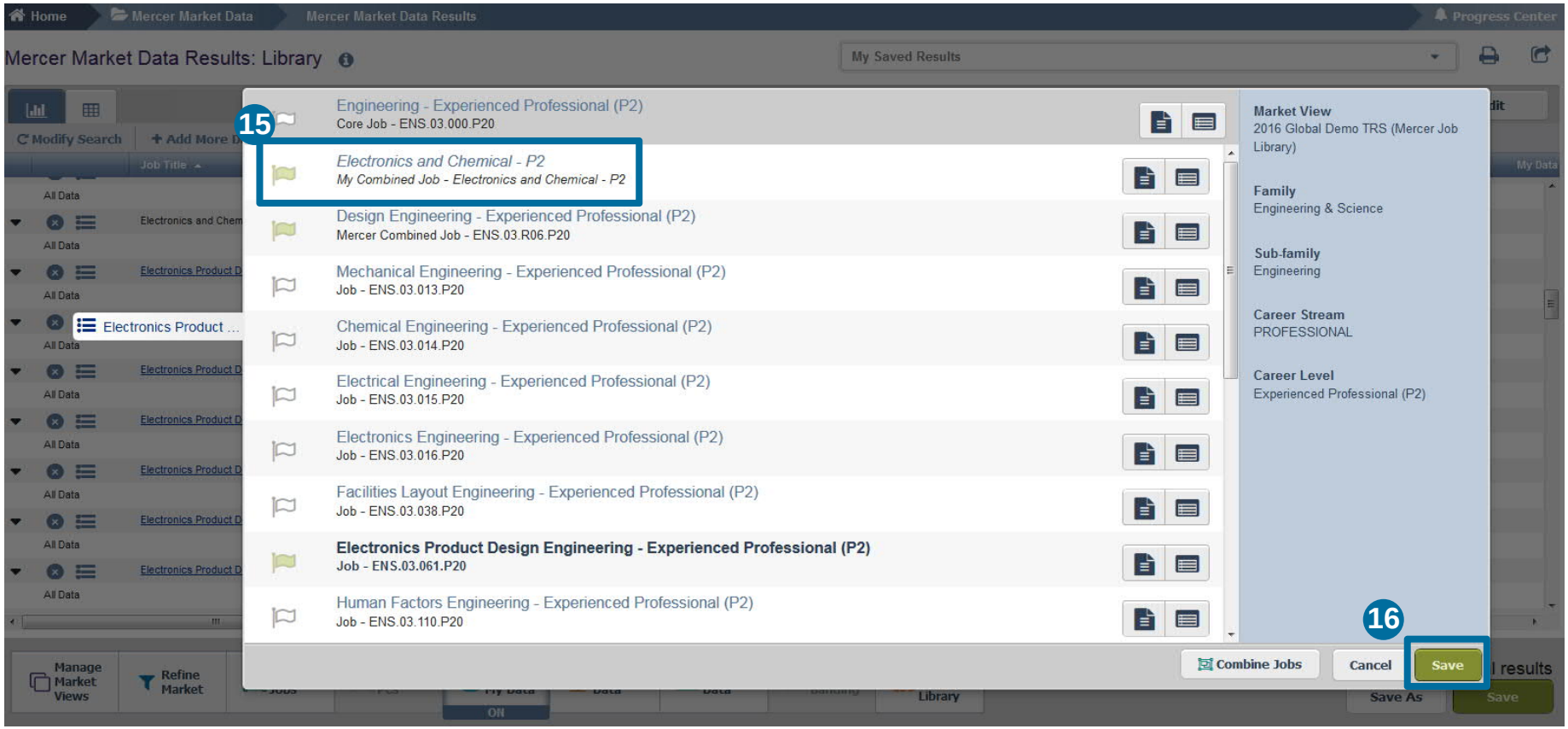
COMBINE JOBS – VIA FLY-OUTS



The jobs are now combined and will appear as top selection for ”My Combined Job” **(15)**. Click on the **save** button to return to the results page **(16)**.

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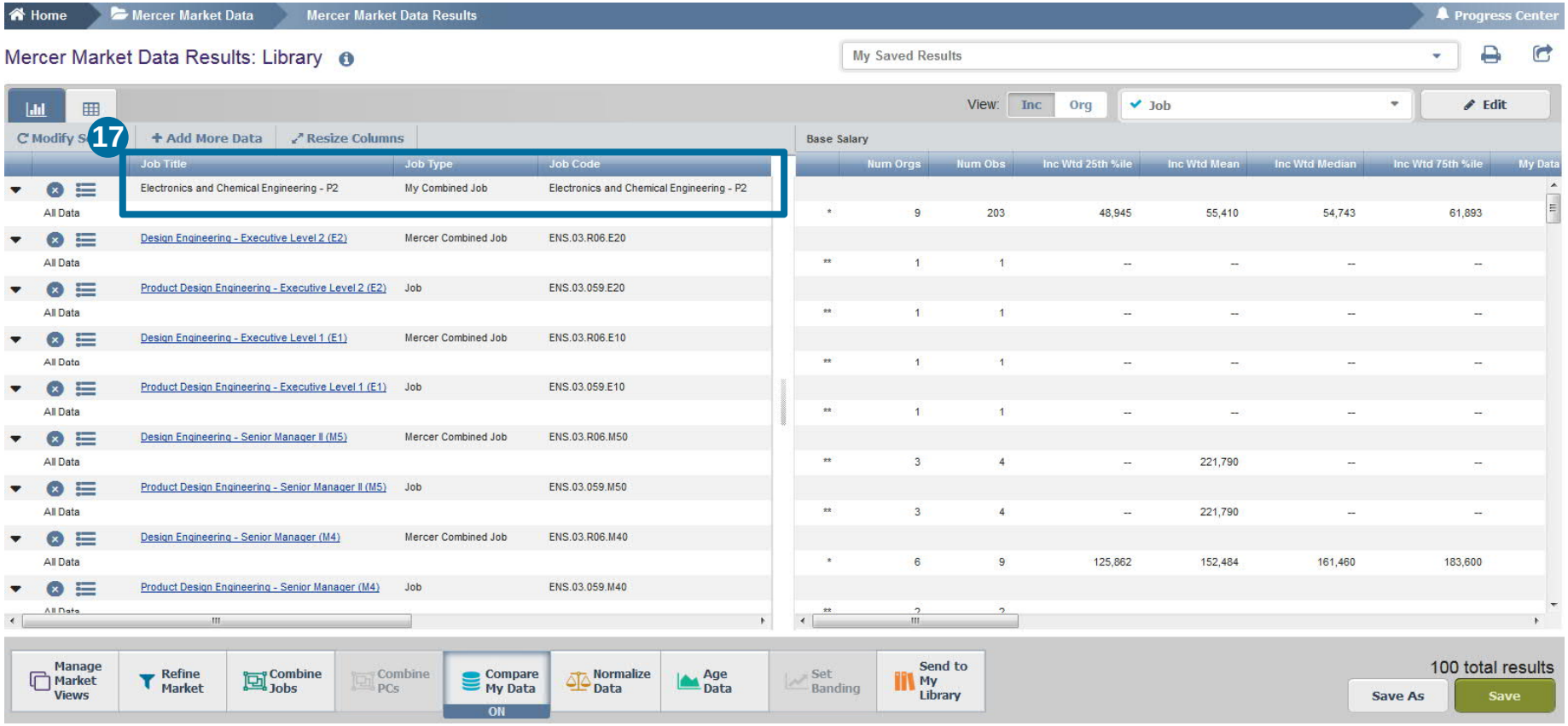
COMBINE JOBS –
VIA FLY-OUTS



The combined jobs will also appear as ”My Combined Job” at the top of the results page **(17)**. From this page, further refinements and adjustments will apply to the combined job as well.

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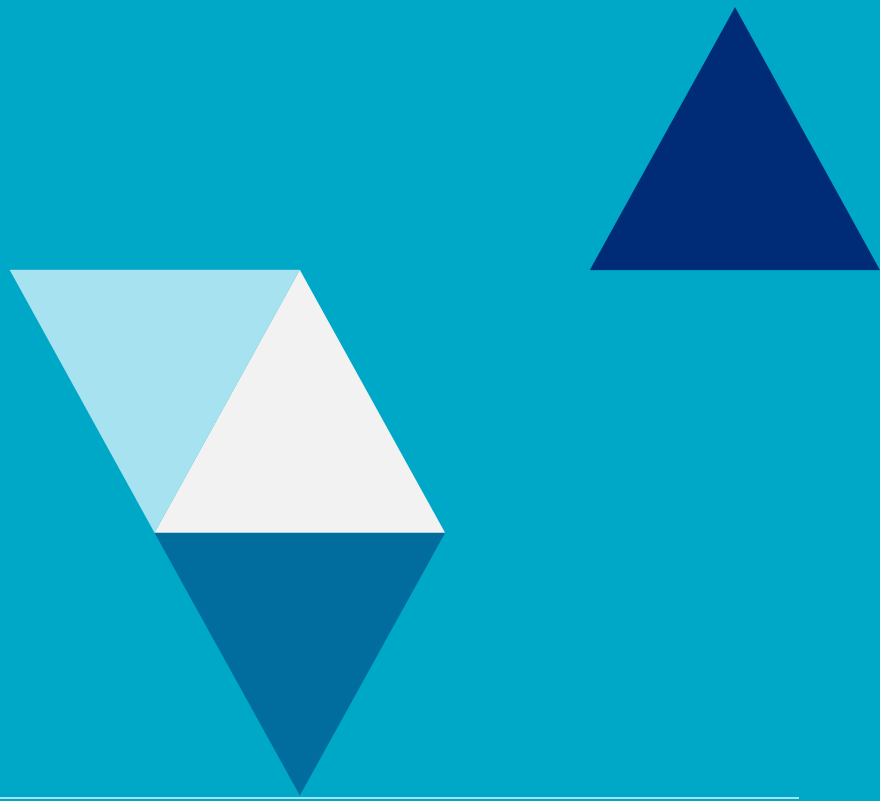
COMPARE MY DATA



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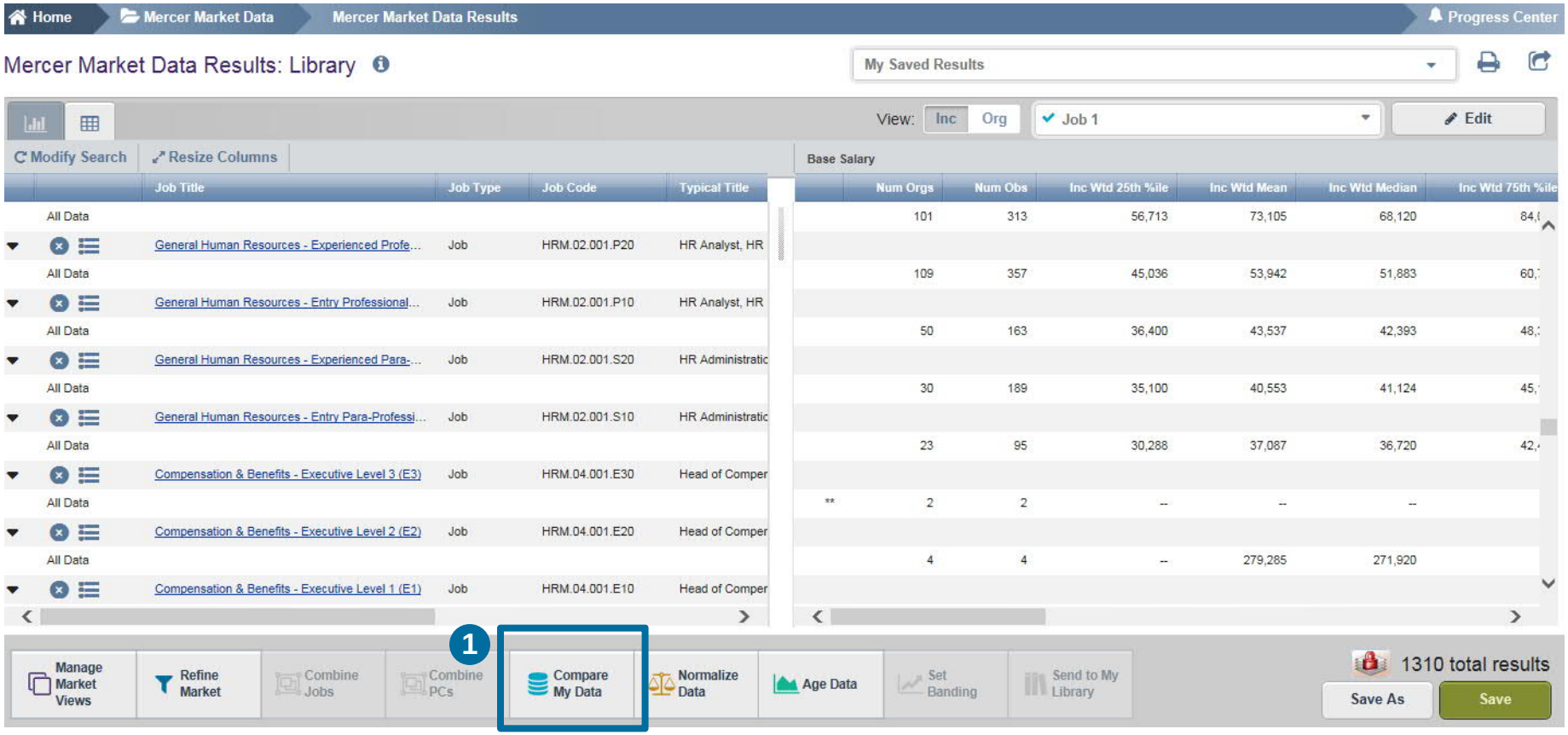
COMPARE MY DATA



The **Compare My Data (1)** feature is used to enable a comparison of submitted company data against the market data. The option allows the user to customize the comparison.

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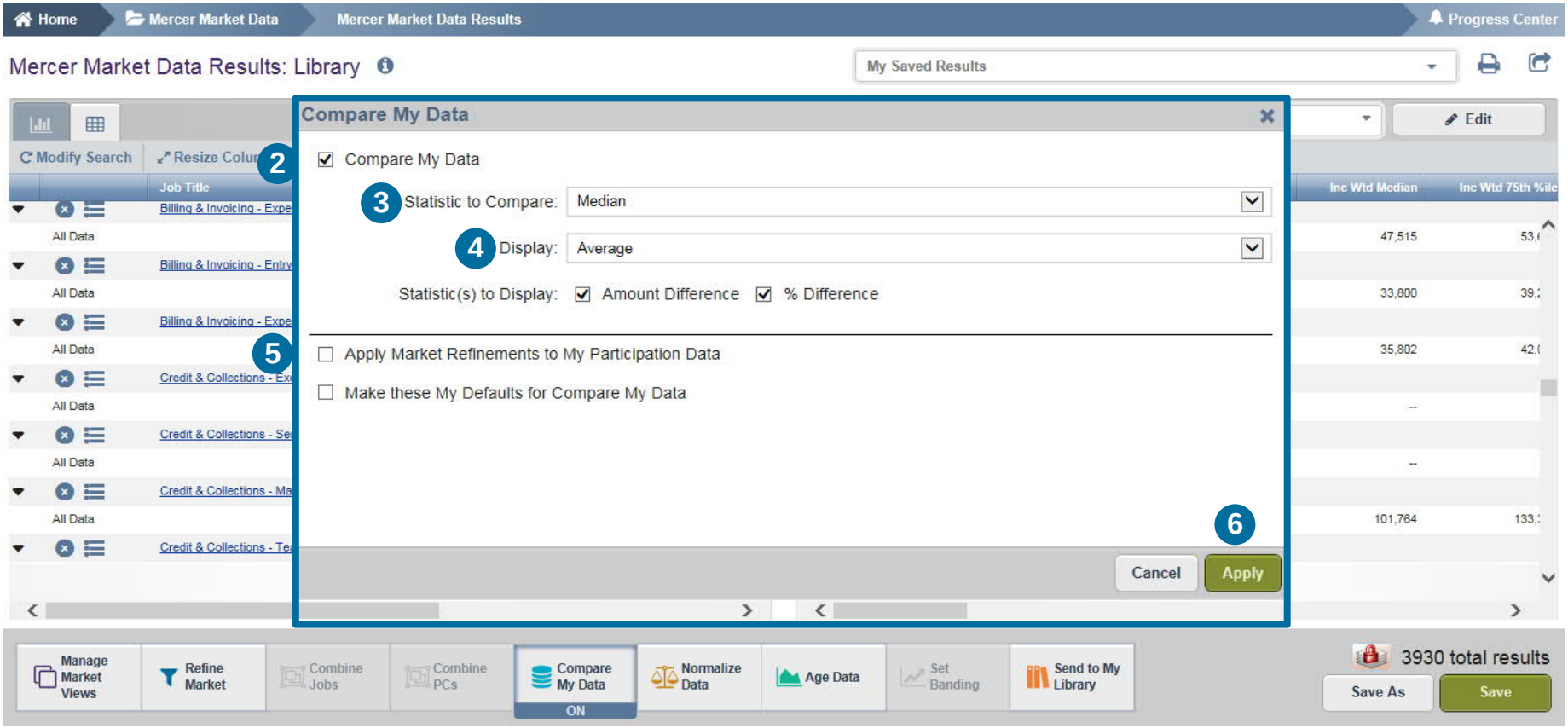
COMPARE MY DATA



Tick **Compare My Data (2)** to switch the feature on and off. Select the **Statistics to Compare (3)** to customize the market statistic with which you want to compare your own data. By default, median is selected. Select the **Display (4)** option to choose the way you would like to view the data: by average, by individual employees (Lists down individual incumbent details along with employee IDs). The refinements applied on the market will be applied to your own data as well. The second option allows you to save the customized settings as your default settings **(5)**. Click on the **Apply (6)** button to enable the changes.

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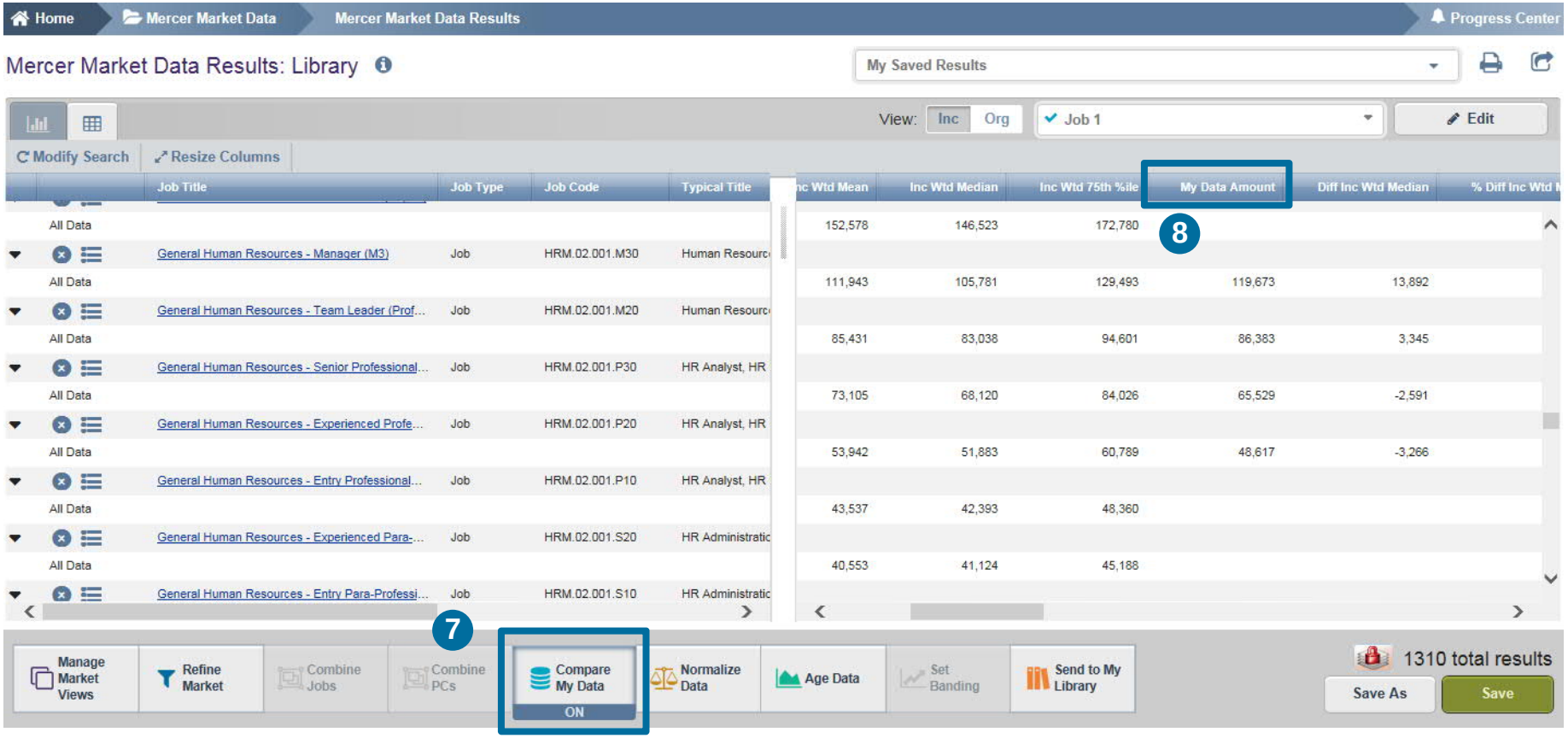
COMPARE MY DATA



The **Compare My Data (7)** will now be on the ON mode. The **My Data Amount (8)** column will appear once the Compare My Data option has been enabled.

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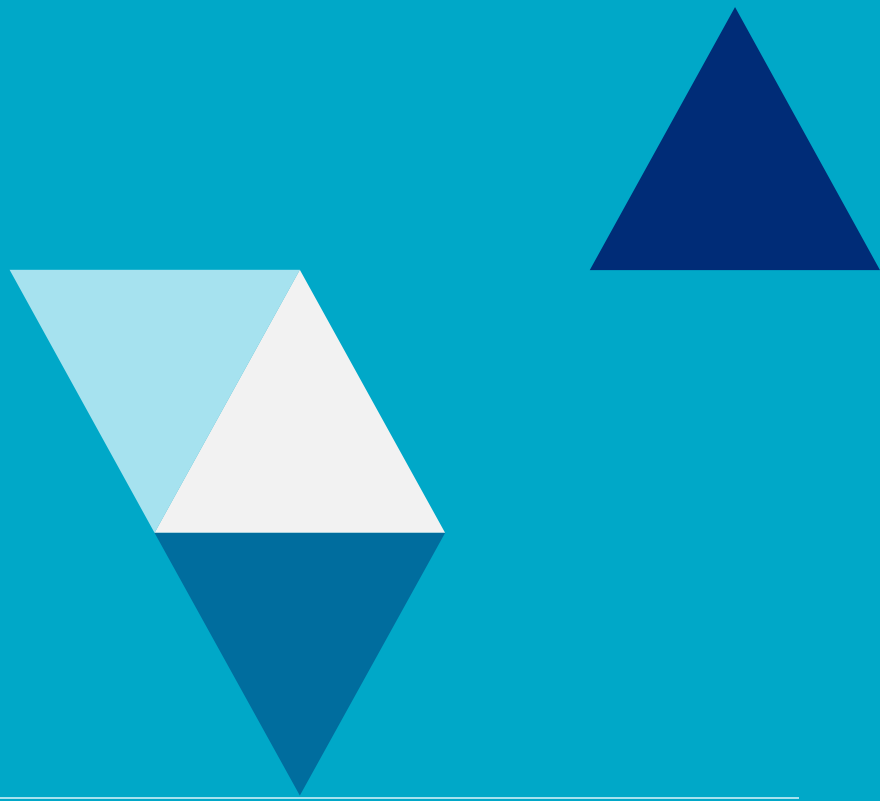
AGE DATA



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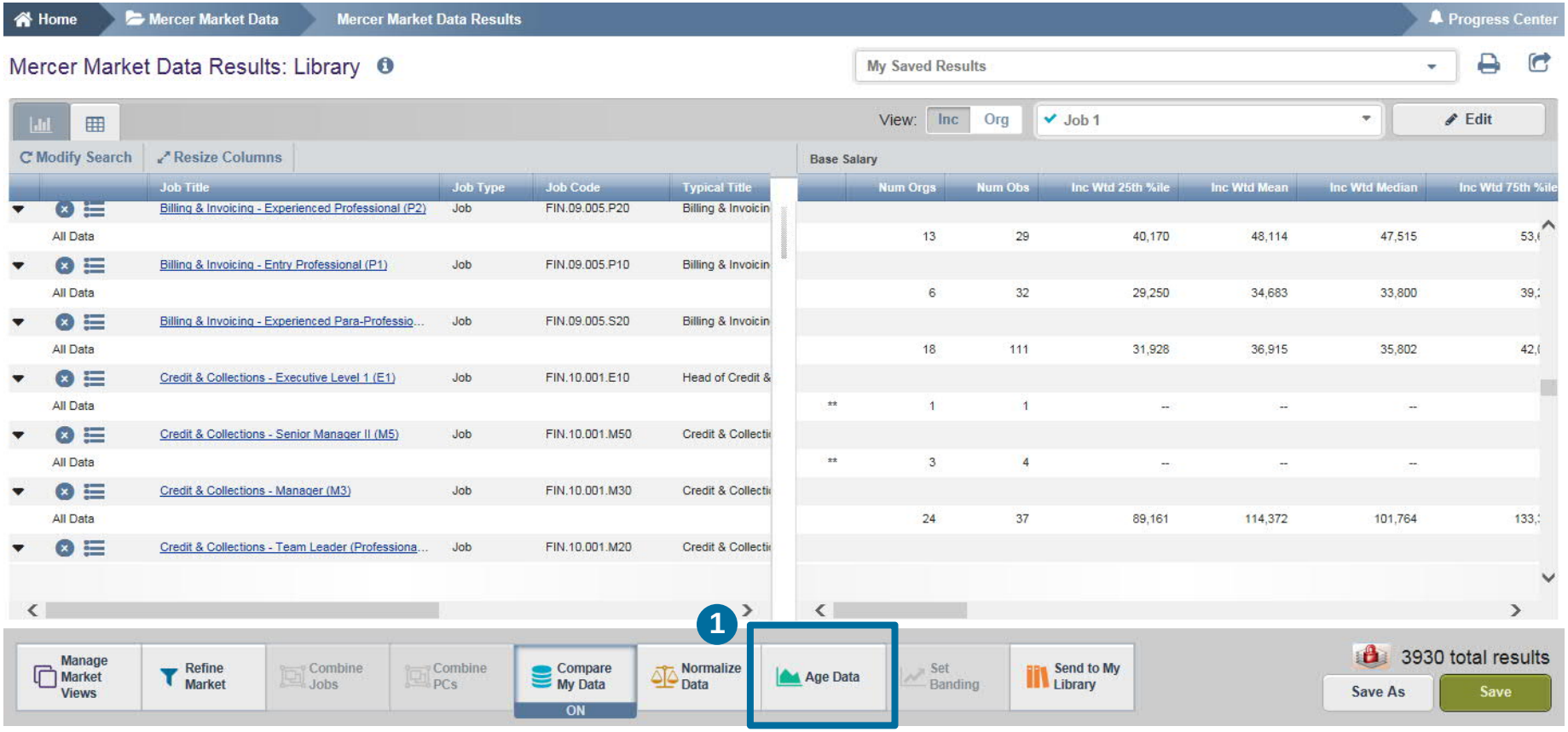
MERCER WIN®
AGE DATA



The **Age Data (1)** option allows the user to age the survey data. This is useful when you are forecasting or using older data in a rapidly changing market. You can age either the market data, your data, if you are a participant, or both by the same factor.

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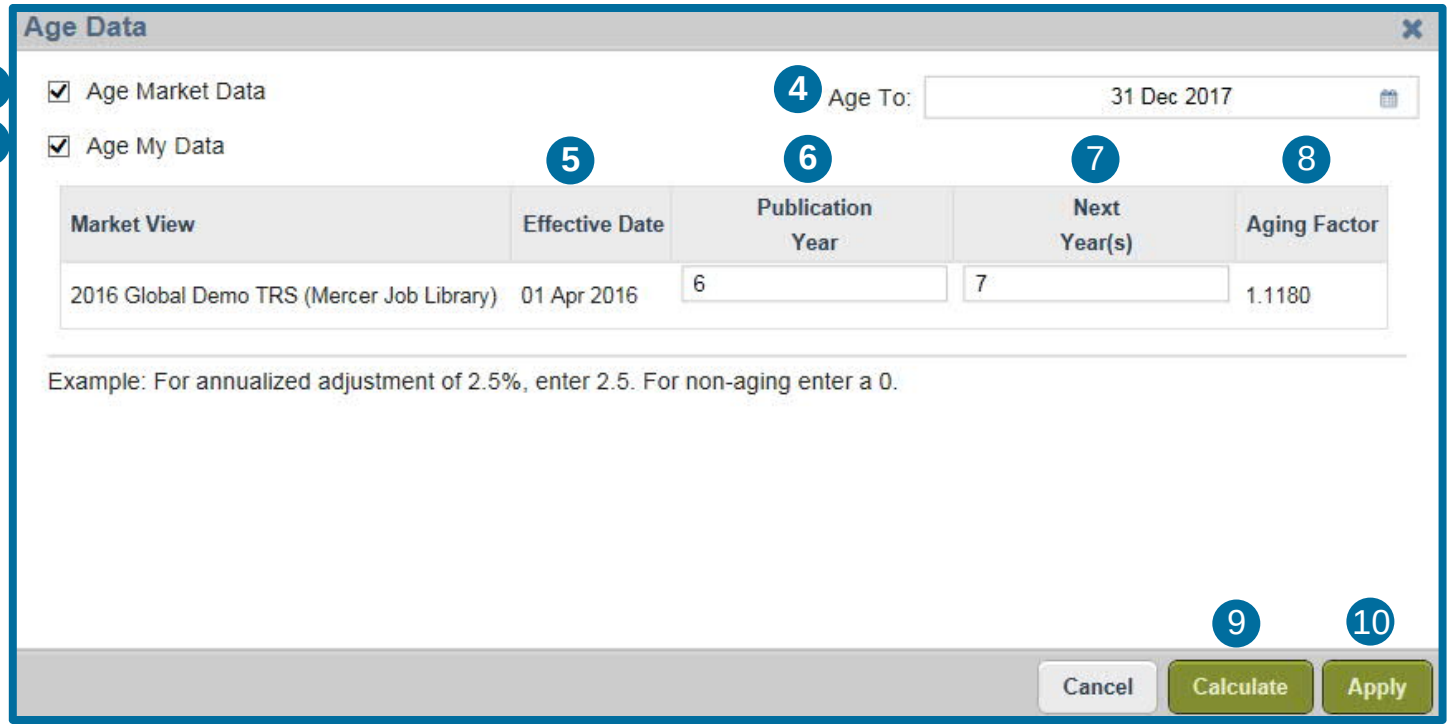
AGE DATA



This option helps to Age Market data **(2)** or Your Own data **(3)**. **Age to (4)** option helps you to choose the Date to which you would like to age the data. Effective Date **(5)** indicates the date on which data was effective. No data collection happened post this date. User is required to enter an annualized salary increase percentage for the **Publication Year (6)**. When such a number is not available, one can use a proxy variable such as the annualized inflation percentage. In the **Next Year (7)** column enter the annualized salary increase percentage for the years subsequent to the publication year. Once you click on **Calculate (9)**, the **Aging Factor (8)** will be displayed.In the last step select **Apply (10)**.

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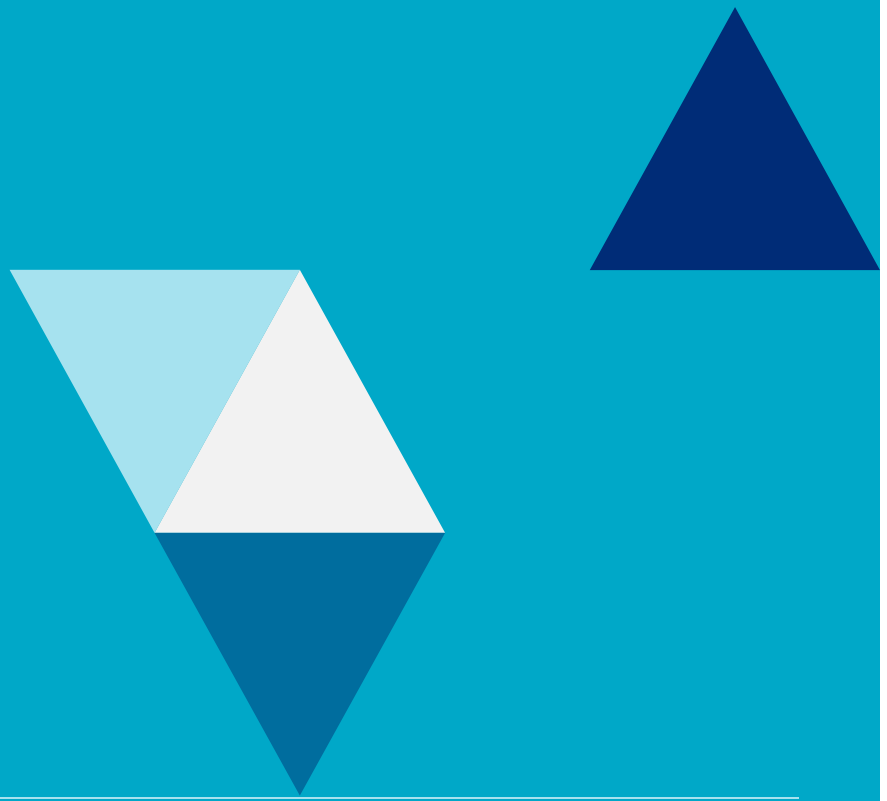
NORMALIZE DATA



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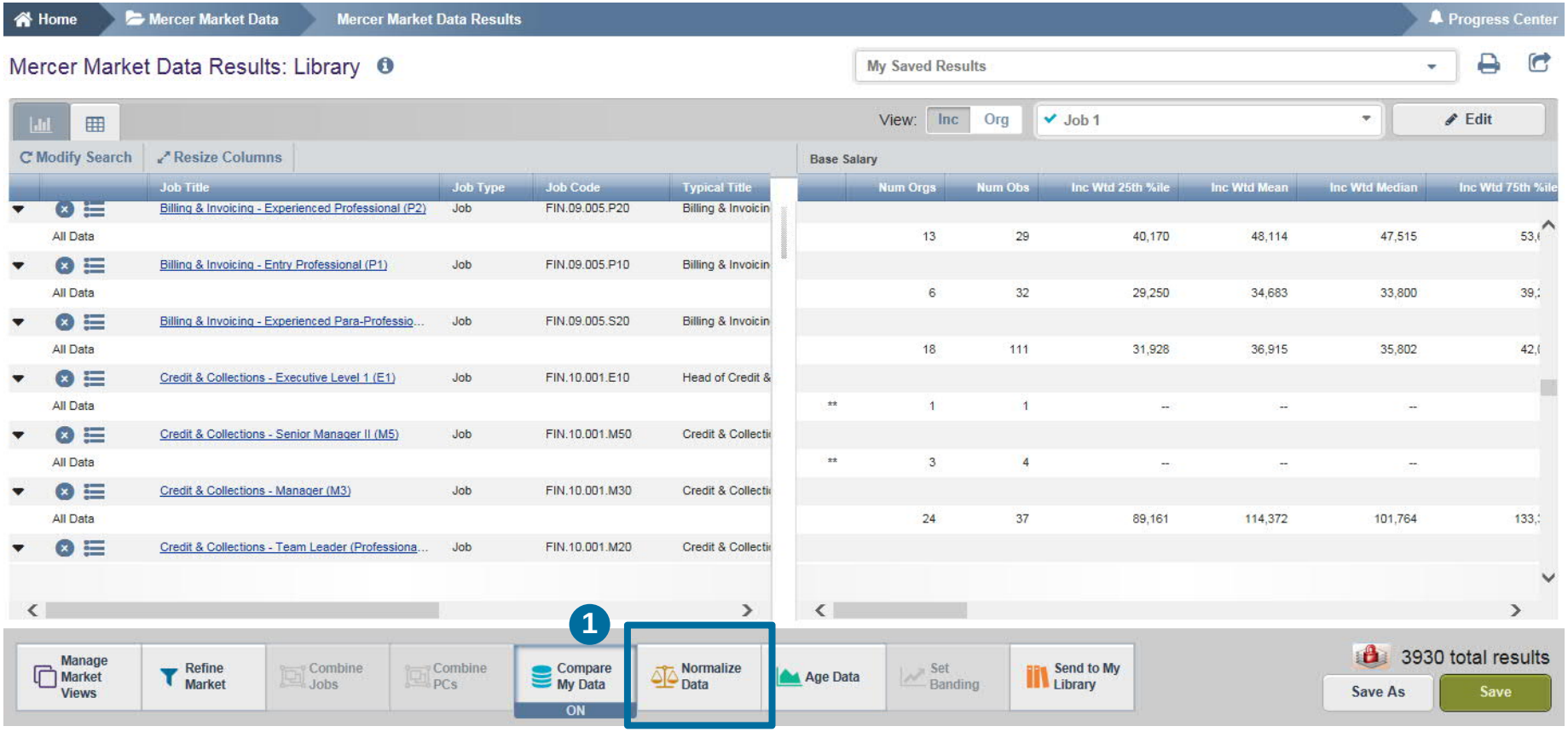
NORMALIZE DATA



The **Normalize Data (1)** option allows the user to convert the data into different currencies. By default all data is displayed in the local currency or the currency of the published data.

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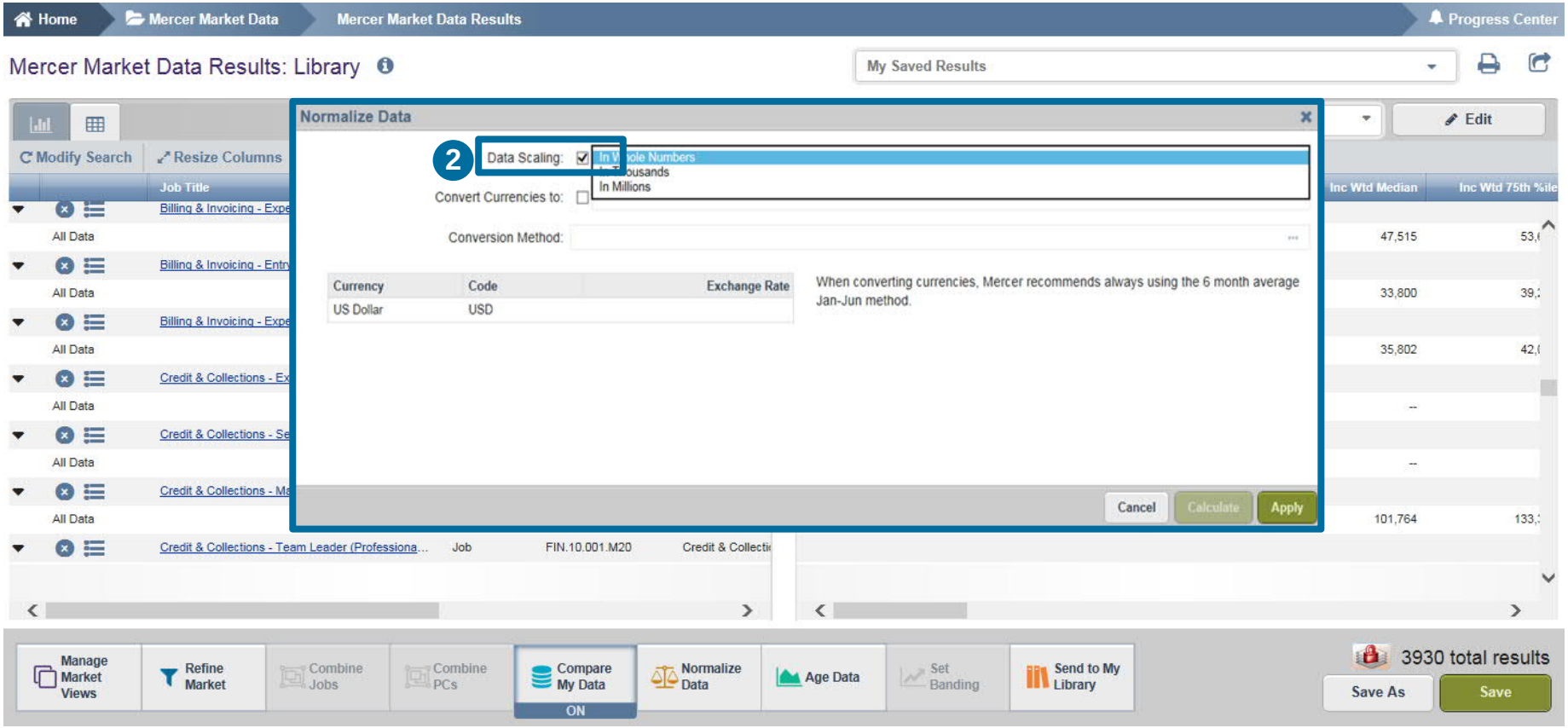
NORMALIZE DATA



Activate the **Data Scaling (2)**, choose a way of scaling data from the drop down list.

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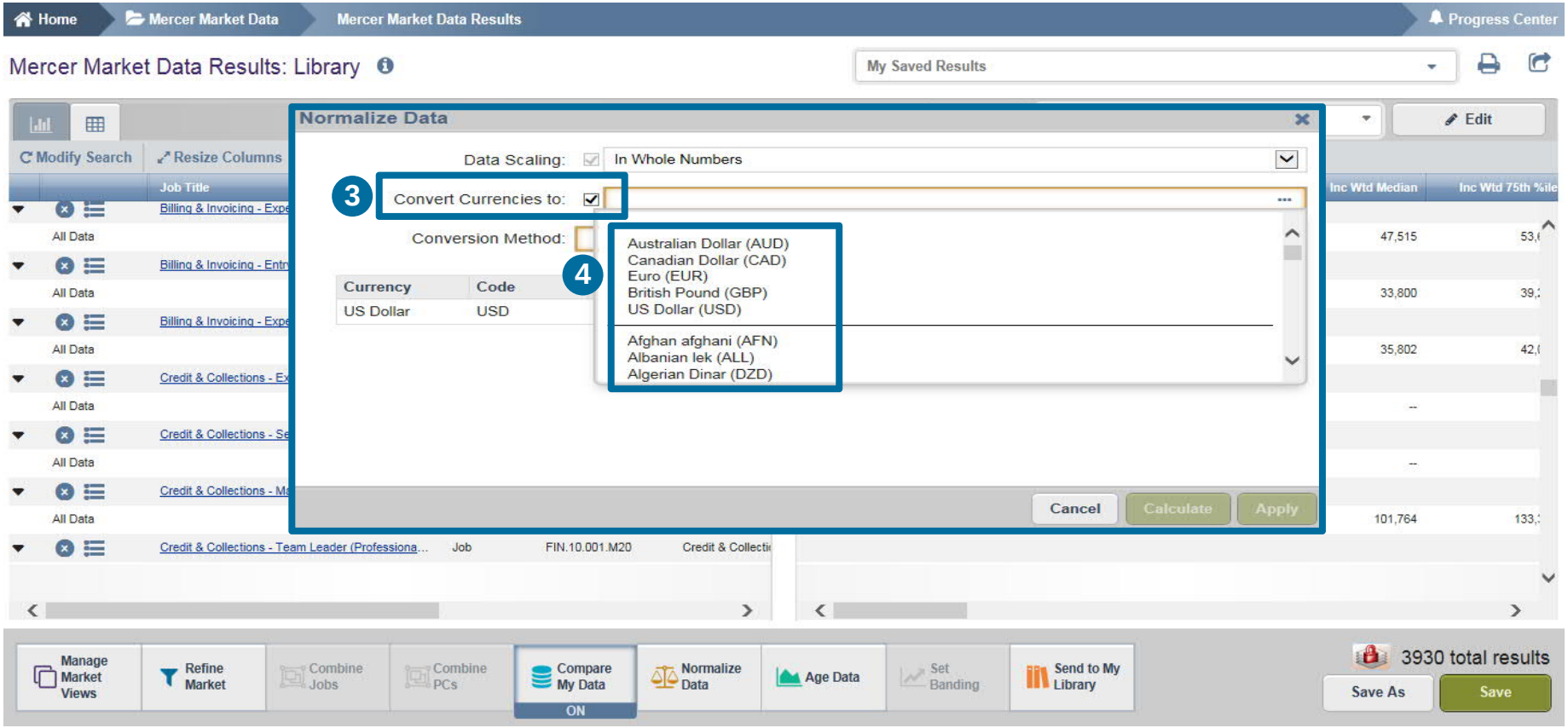
NORMALIZE DATA



The **Convert Currencies (3)** section helps to recalculate data into a different currency. Tick the box to activate it and select the currency from the drop down list **(4)**.

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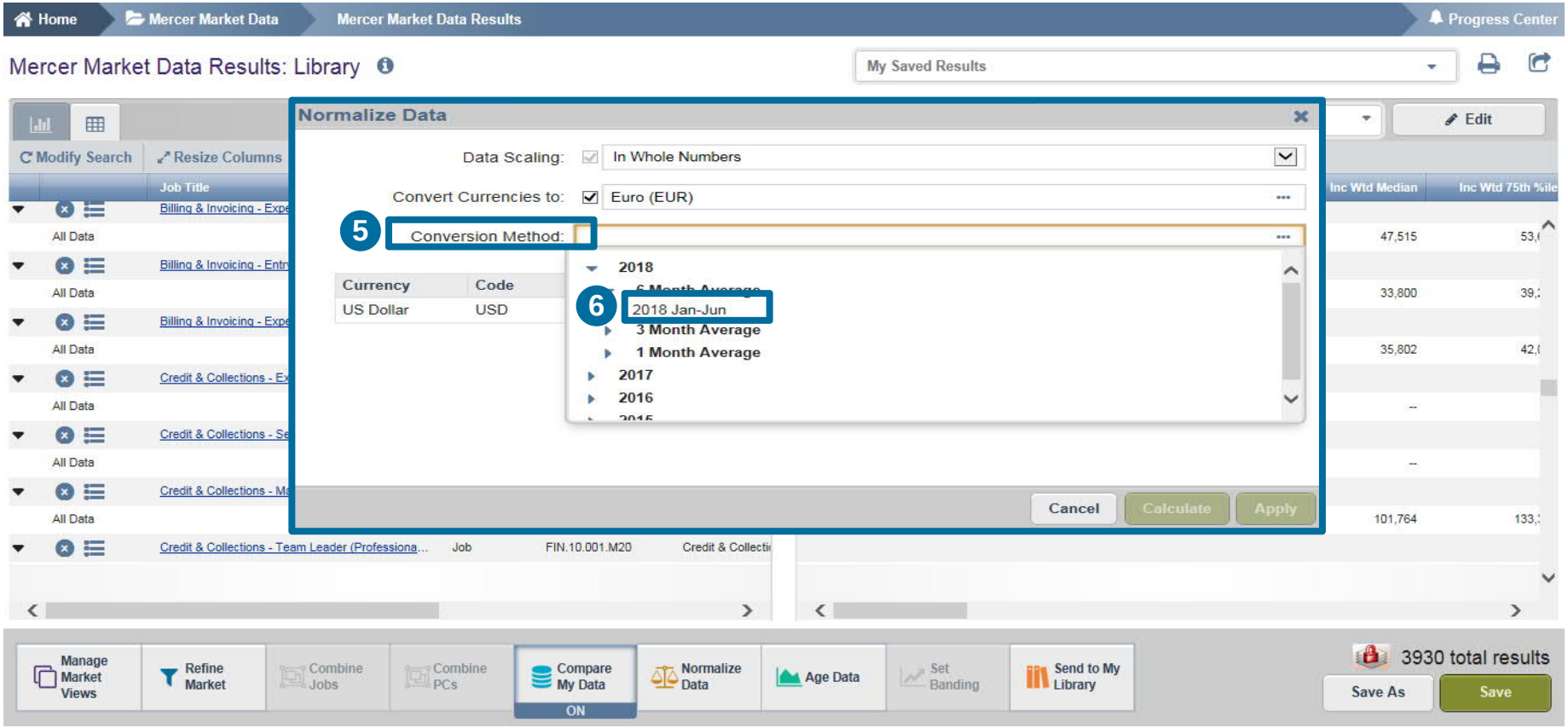
NORMALIZE DATA



You can select the **Conversion Method (5)** from the drop down list. It is advised to select the latest six month average **(6)**.

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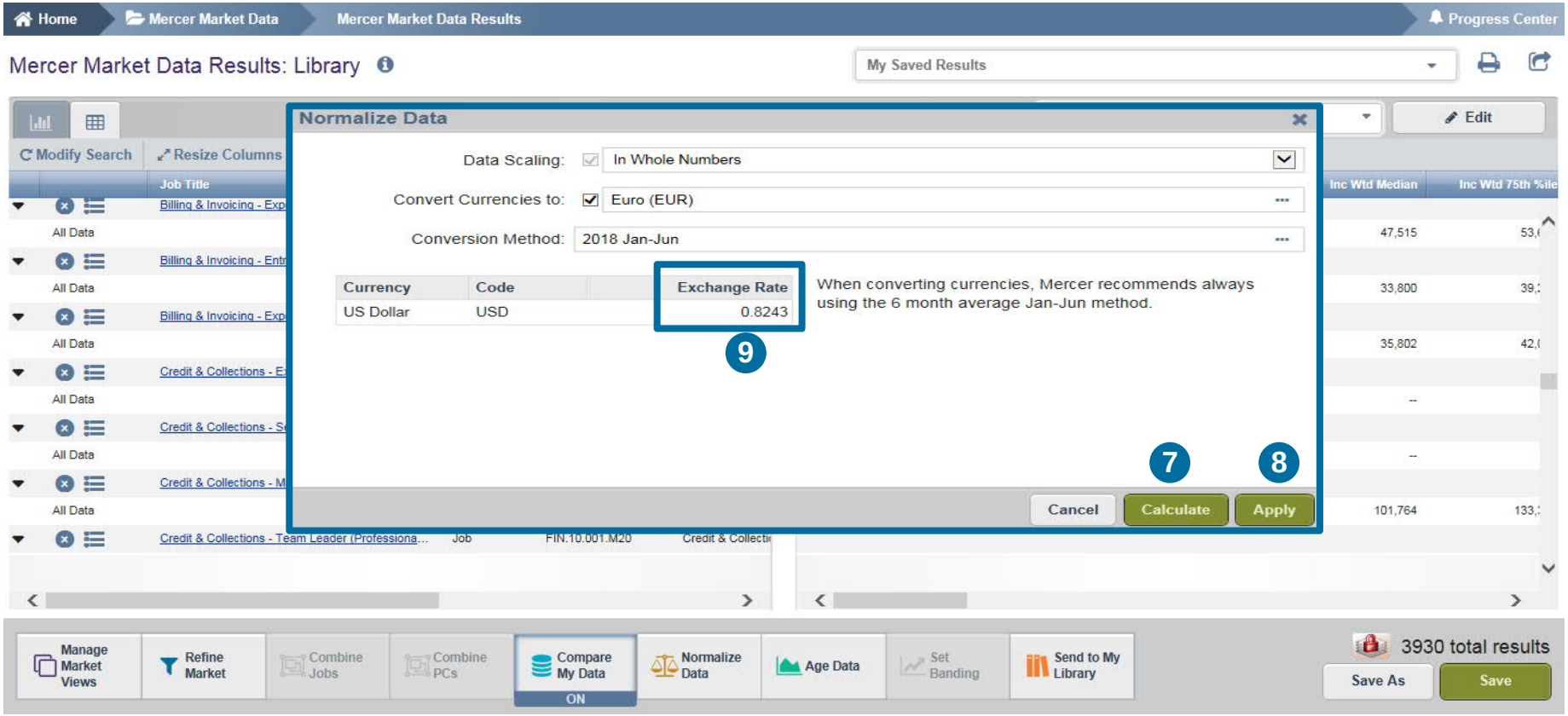
NORMALIZE DATA



Once all the selections have been made, click on **Calculate (7)** and **Apply (8)** to apply the exchange rate to all data. The **Exchange Rate (9)** is shown here after calculation.

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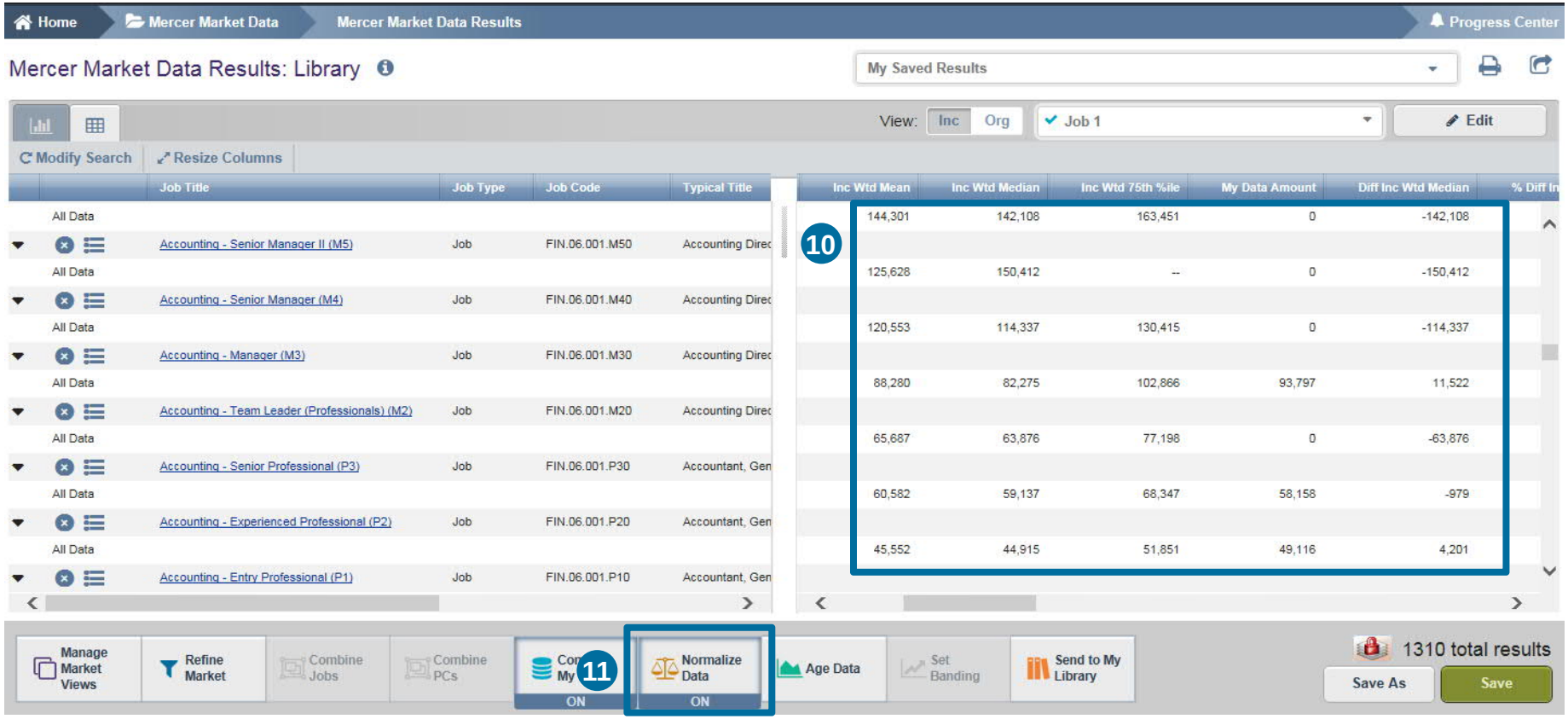
NORMALIZE DATA



Once you click on apply, data will get recalculated as shown in the snapshot below **(10)**. The **Normalize Data (11)** will now be on the ON mode.

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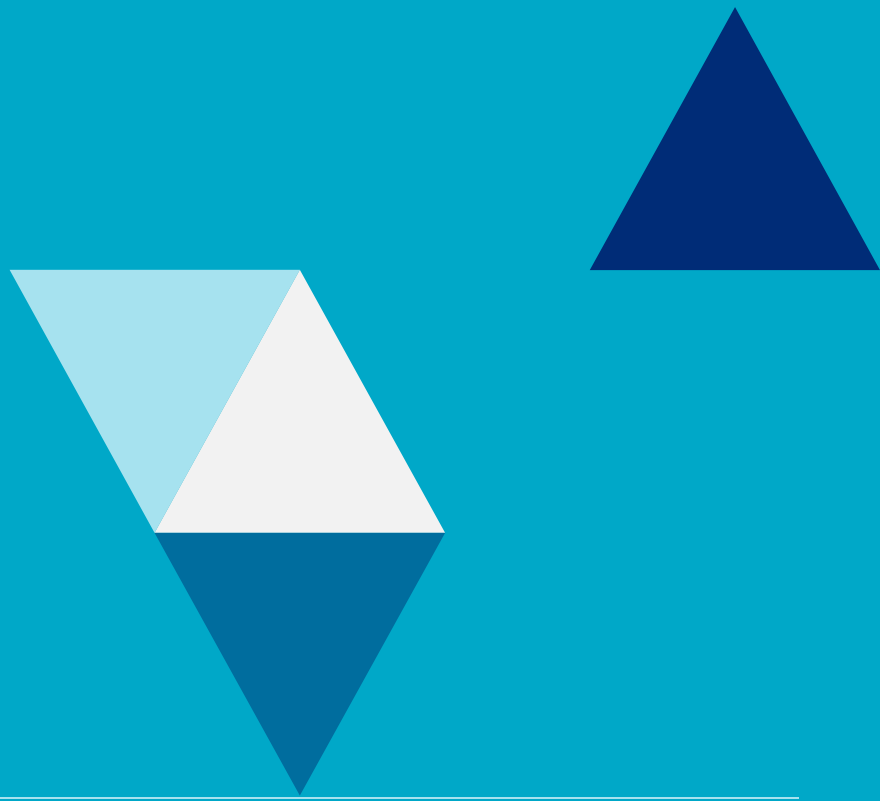
SAVE RESULTS



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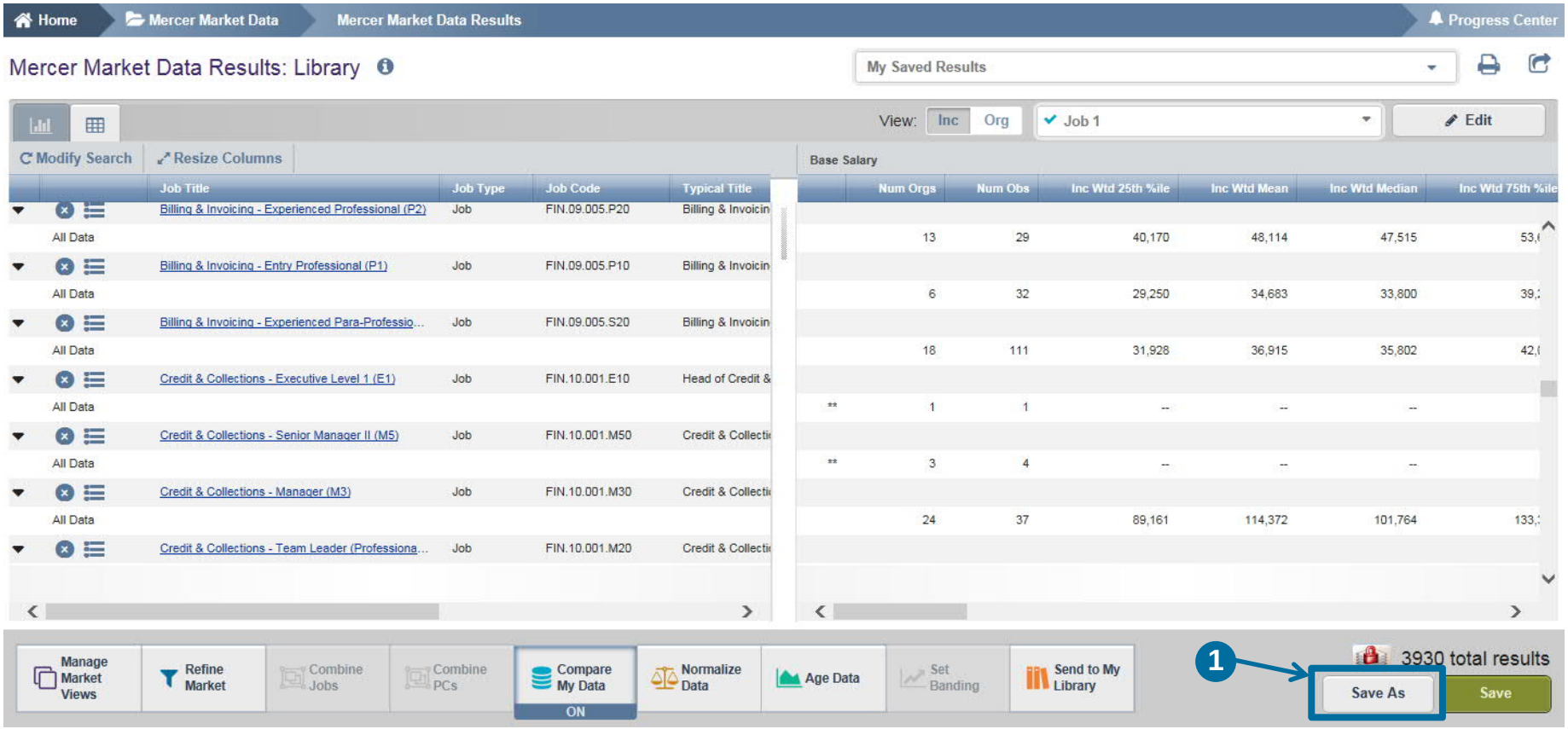
SAVE RESULTS



Save multiple versions of your WIN® search results to be able to return to them in the future. Click on Save As **(1)** option to save the results for later use.

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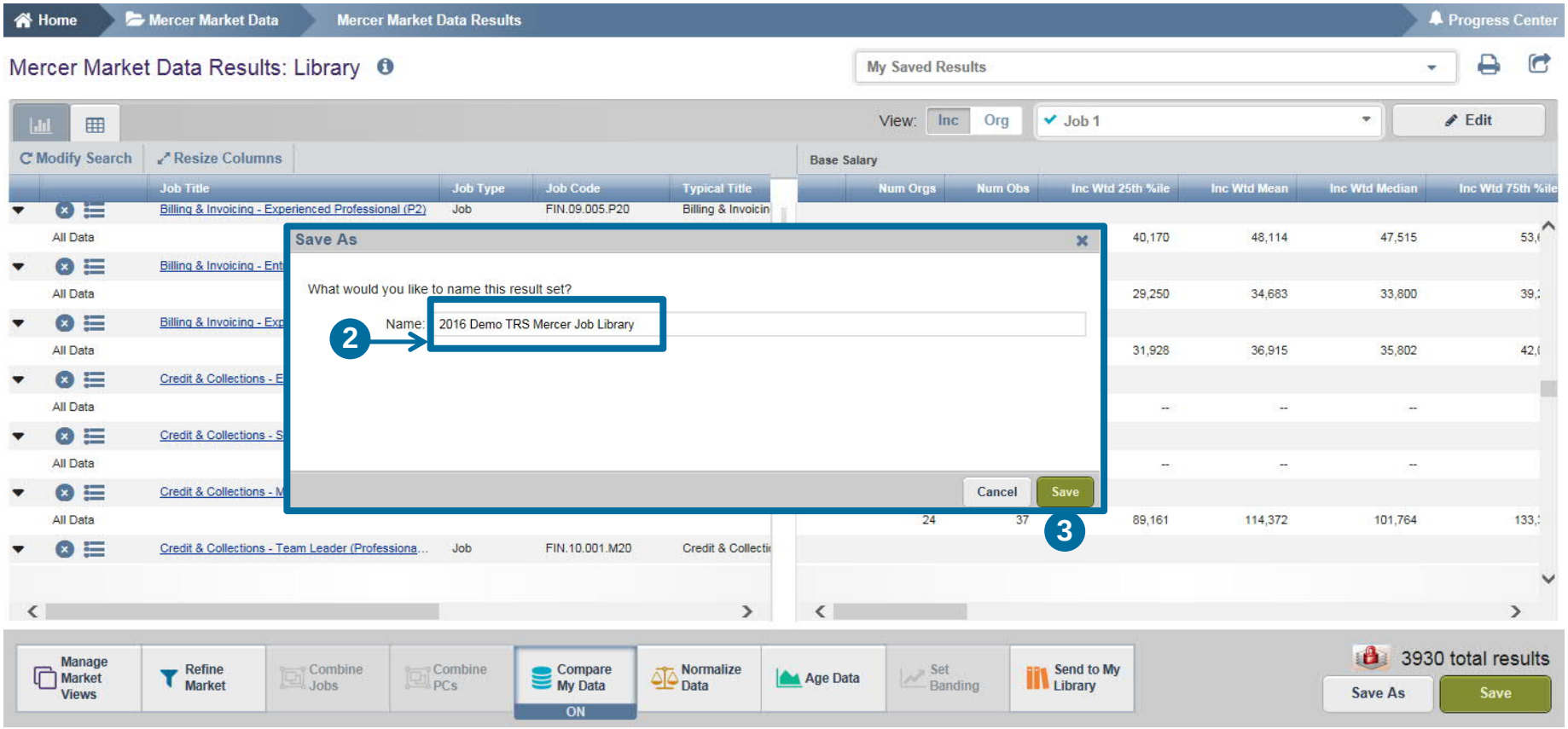
MERCER WIN®
SAVE RESULTS



Type in the name of your customized results **(2)** and select **Save (3)**.

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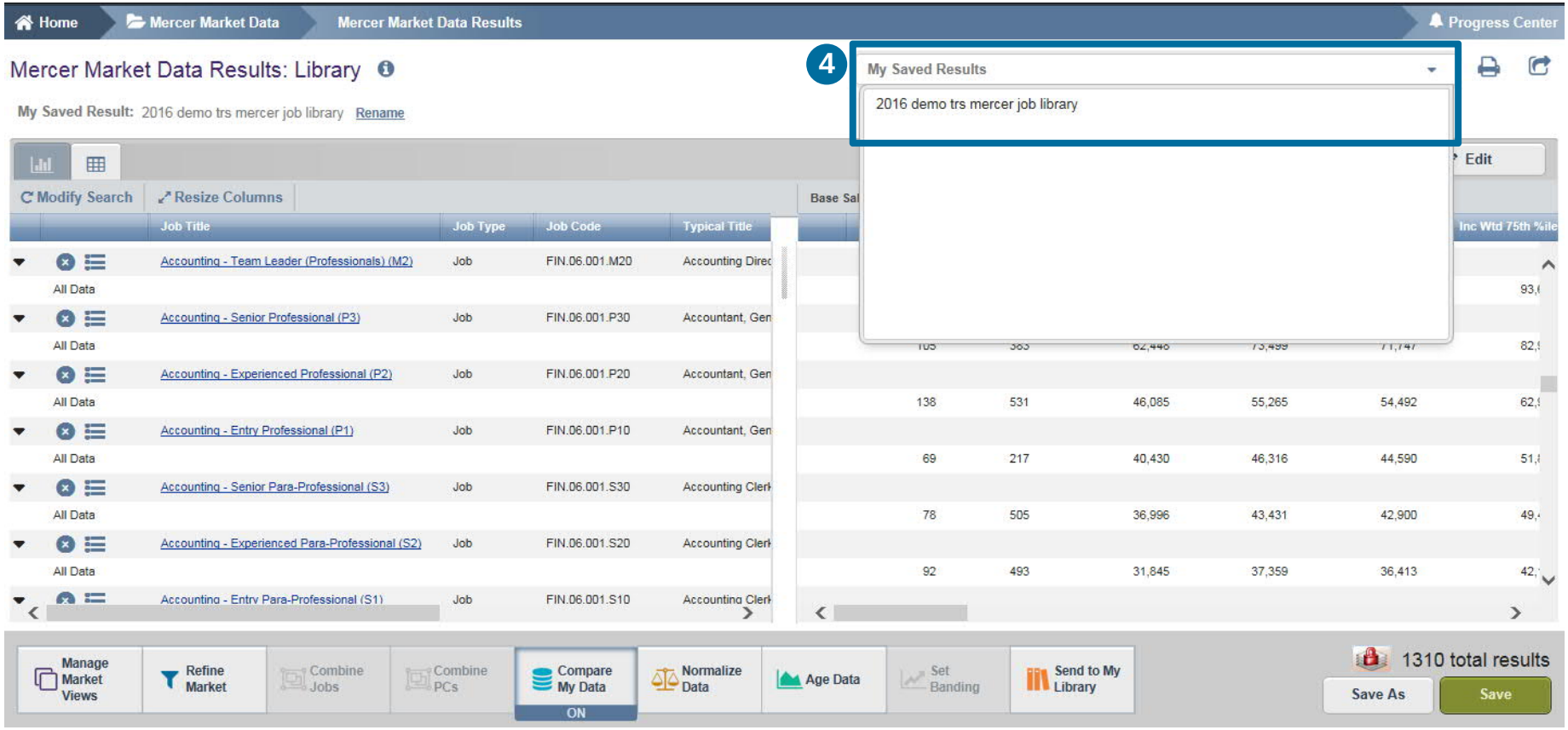
MERCER WIN®
SAVE RESULTS



Your saved results will appear in the dropdown **(4)**. These can be accessed anytime for later use.

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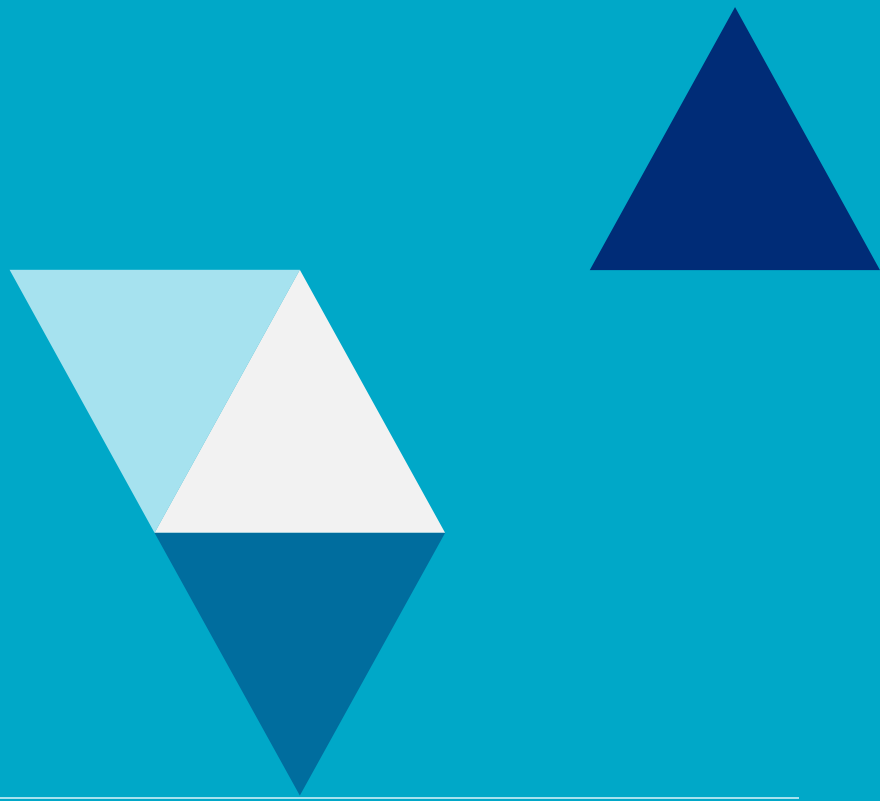
EXPORTING FILE



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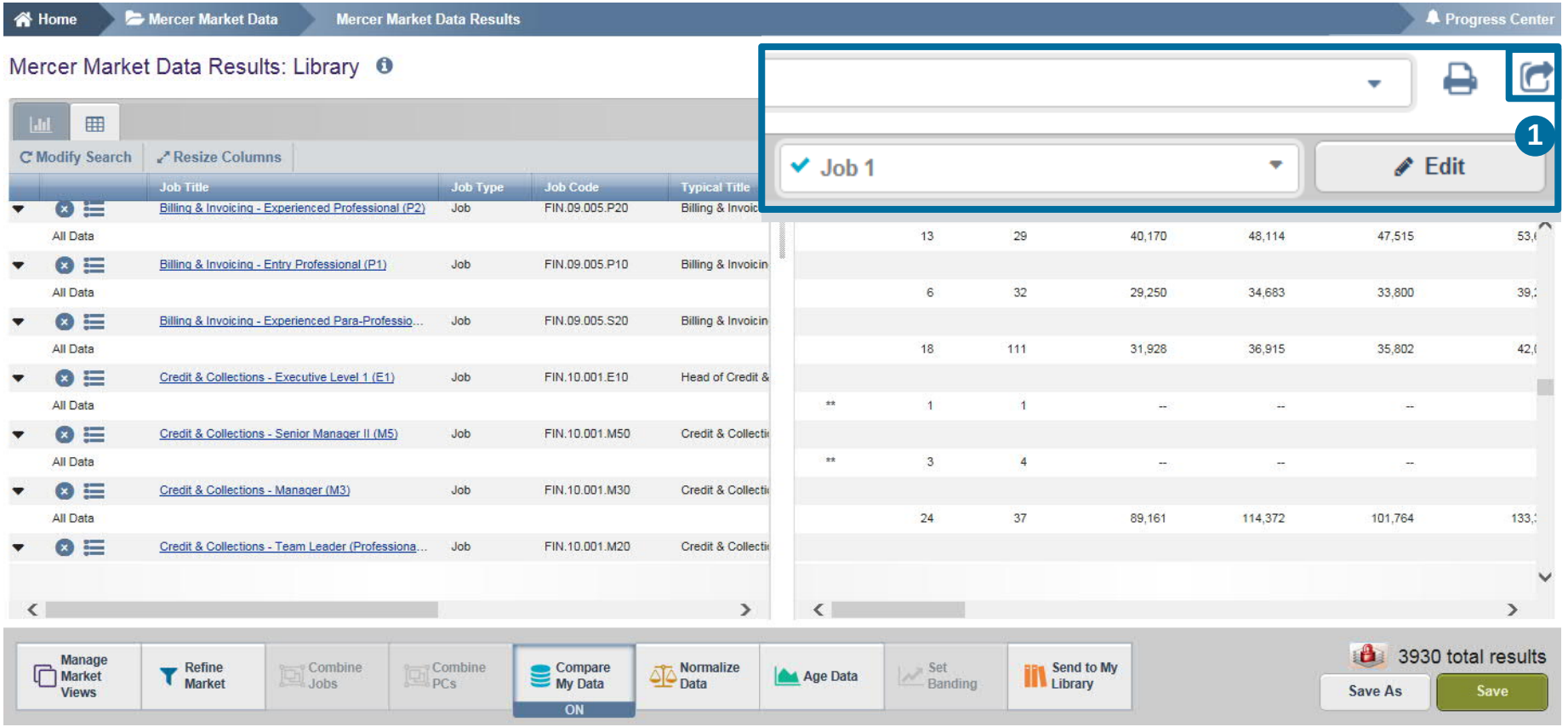
MERCER WIN®
EXPORTING THE FILE



The market data can be exported into a Microsoft Excel file by using the Export Option **(1)**.

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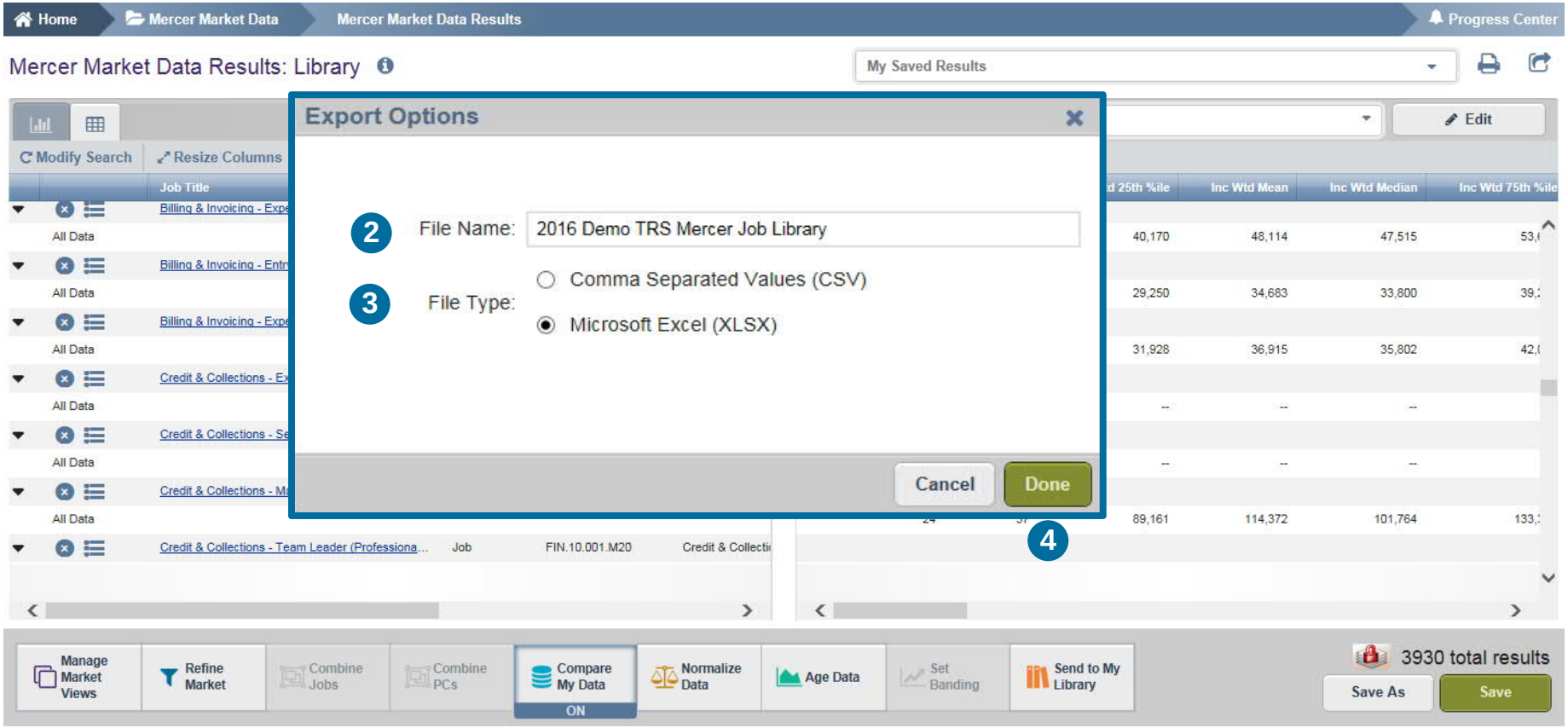
MERCER WIN®
EXPORTING THE FILE



After Export Options pop-up window appears, provide file name **(2)**, select file format **(3)** and click on **Done (4)**.

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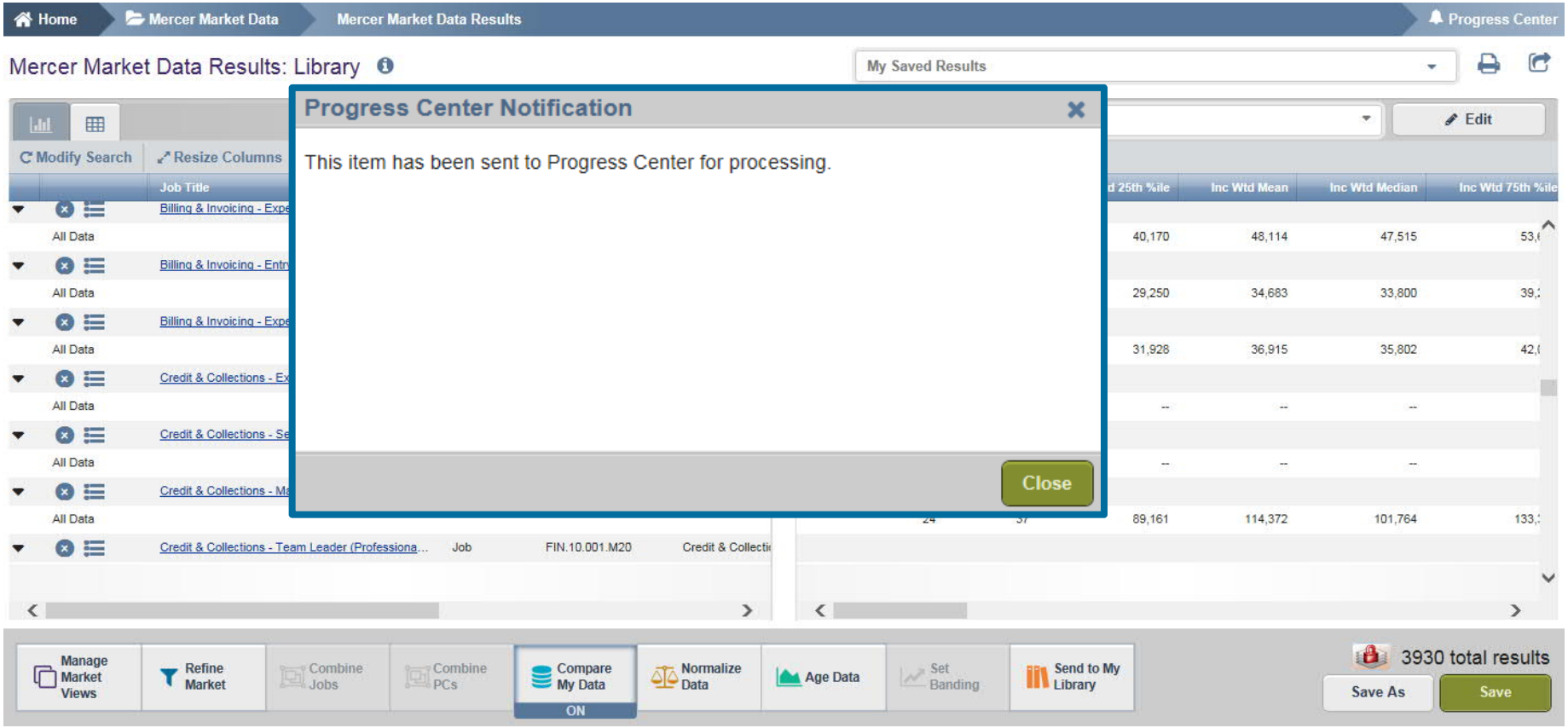
MERCER WIN®
EXPORTING THE FILE



Once you click **Done** a **Progress Centre Notification** will appear.

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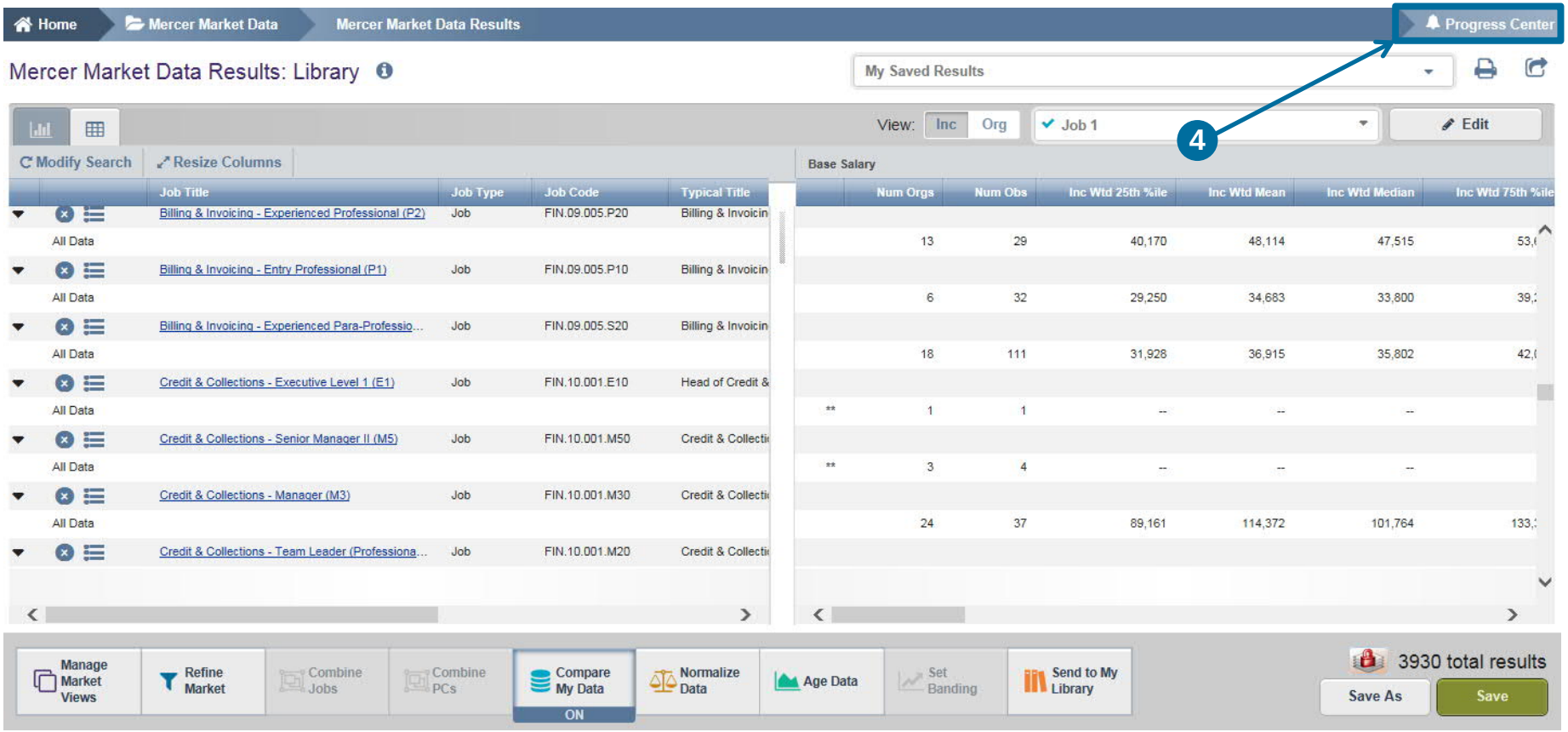
MERCER WIN®
EXPORTING THE FILE



All exported files and documents are stored in the **Progress Centre (4)**.

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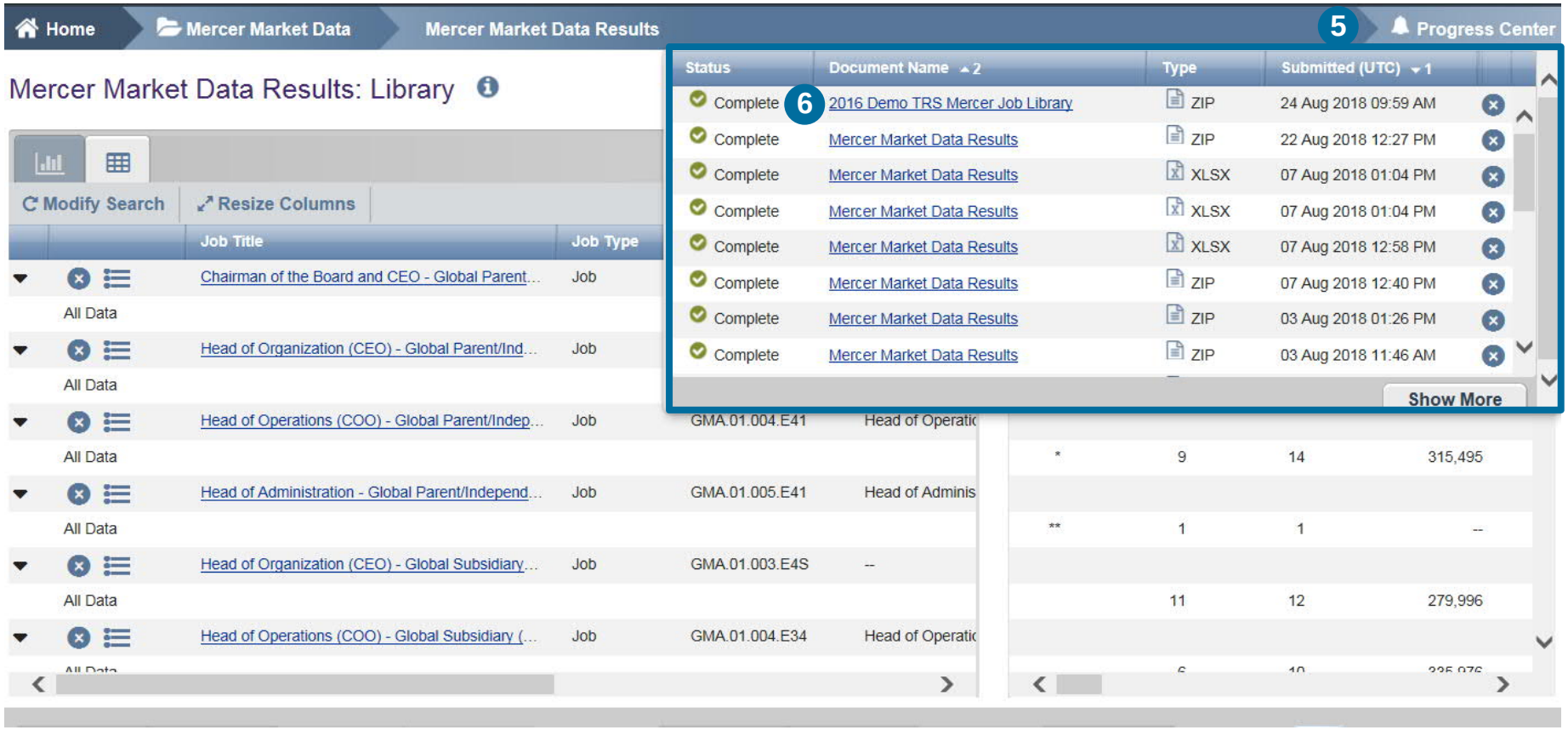
MERCER WIN®
EXPORTING THE FILE



Click on the Progress Centre **(5)** to open the dropdown list that shows details of all the converted files. To download a file simply click on the Document Name **(6)**.

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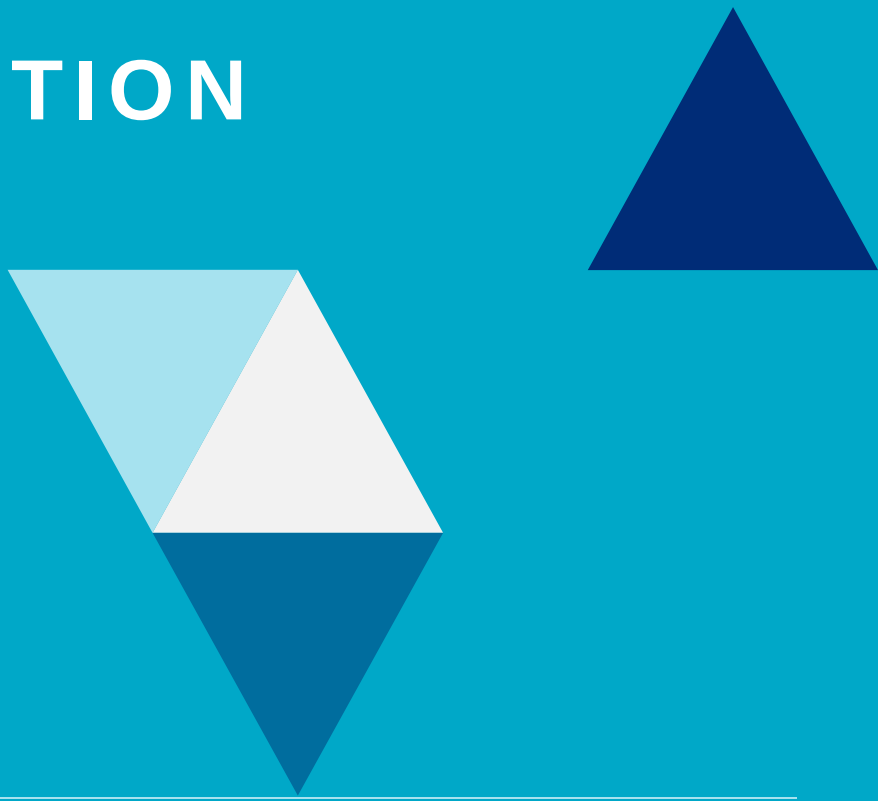
VIEW DATA BY POSITION CLASS



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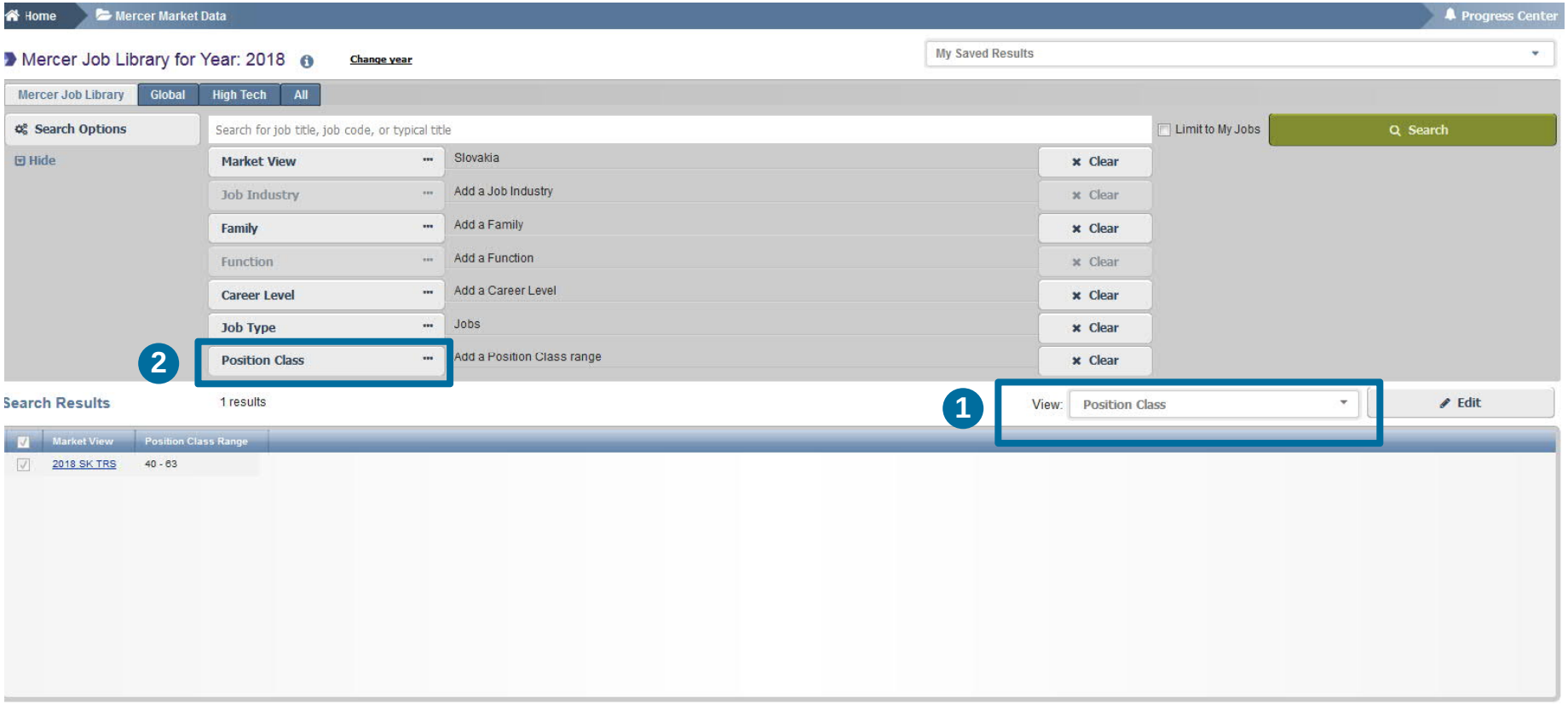
MERCER WIN®
VIEW DATA BY POSITION CLASS



To view data by **Position Class** you need to select a different view from the drop-down menu **(1)**. Once the **Position Class** option has been selected, the option to filter by **Position Class** will become active **(2)**.

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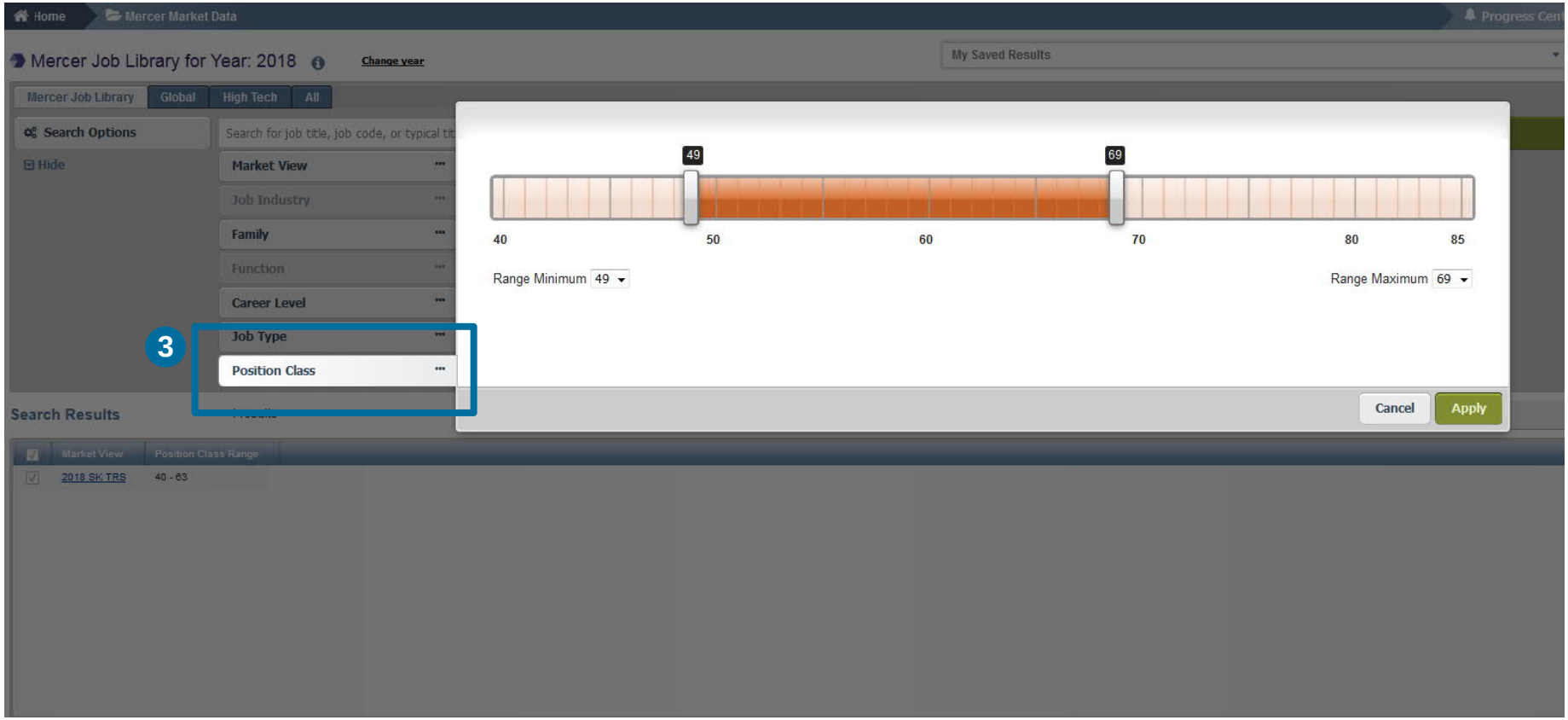
MERCER WIN®
VIEW DATA BY POSITION CLASS



You can select the **Position Class** range as needed **(3)**.

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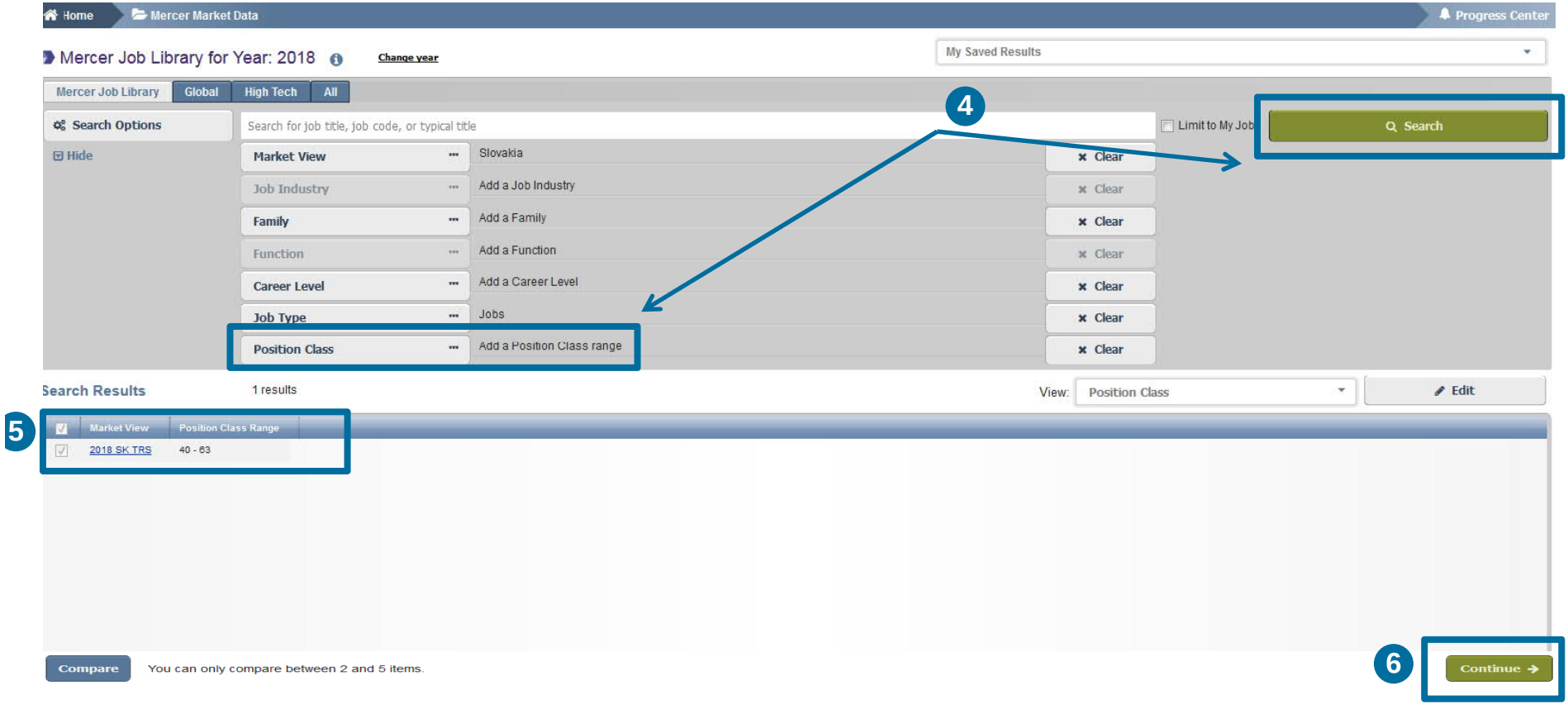
VIEW DATA BY POSITION CLASS



Once all the selections have been made, click on **Search** to view the results **(4)**. The system will display the available data for the PC or the PC range selected **(5)**. Click on **Continue** to view the results **(6)**.

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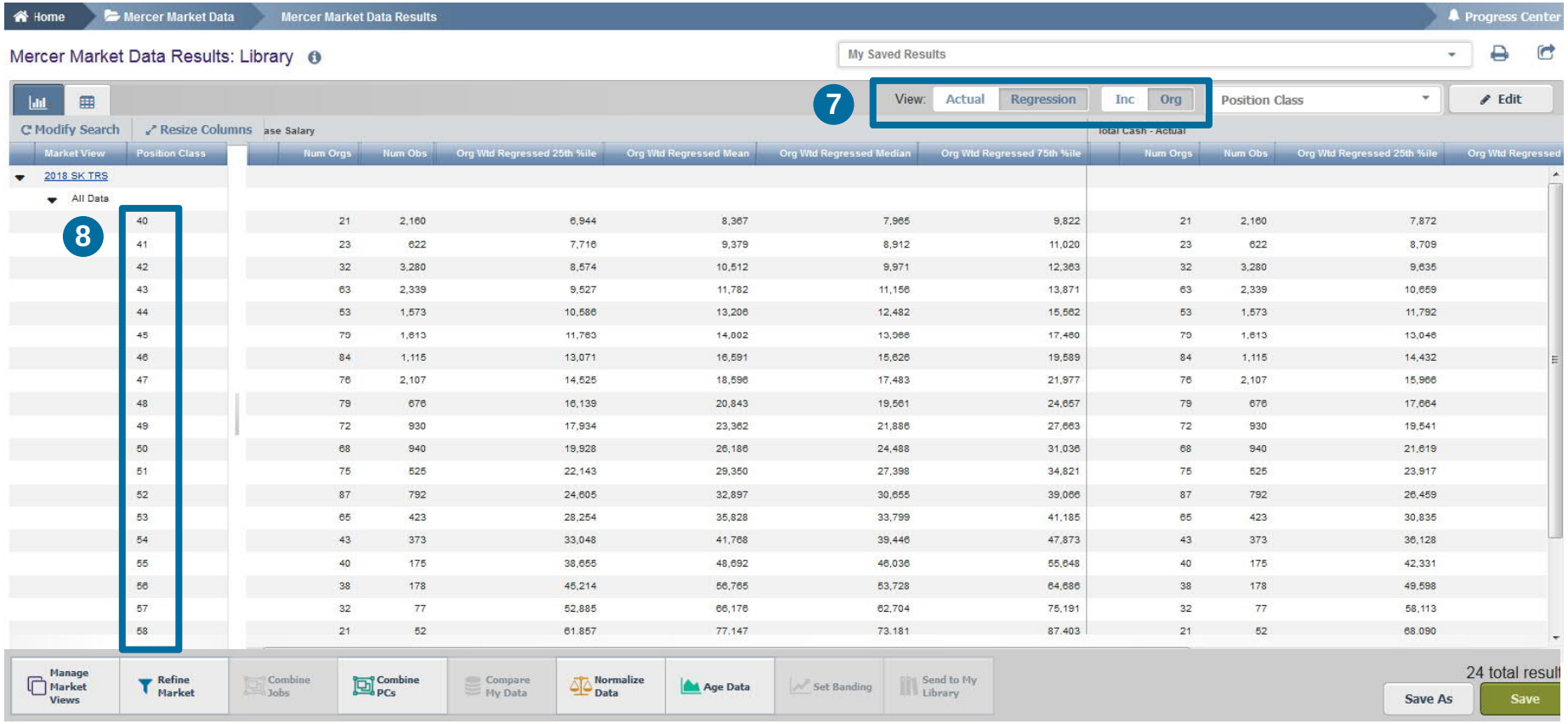
VIEW DATA BY POSITION CLASS



By default the view setting will be set to **Regression** and **Organization Weighted**. This can be changed anytime with the help of toggle buttons **(7)**. The data is now visible as per **Position Class (8)**.

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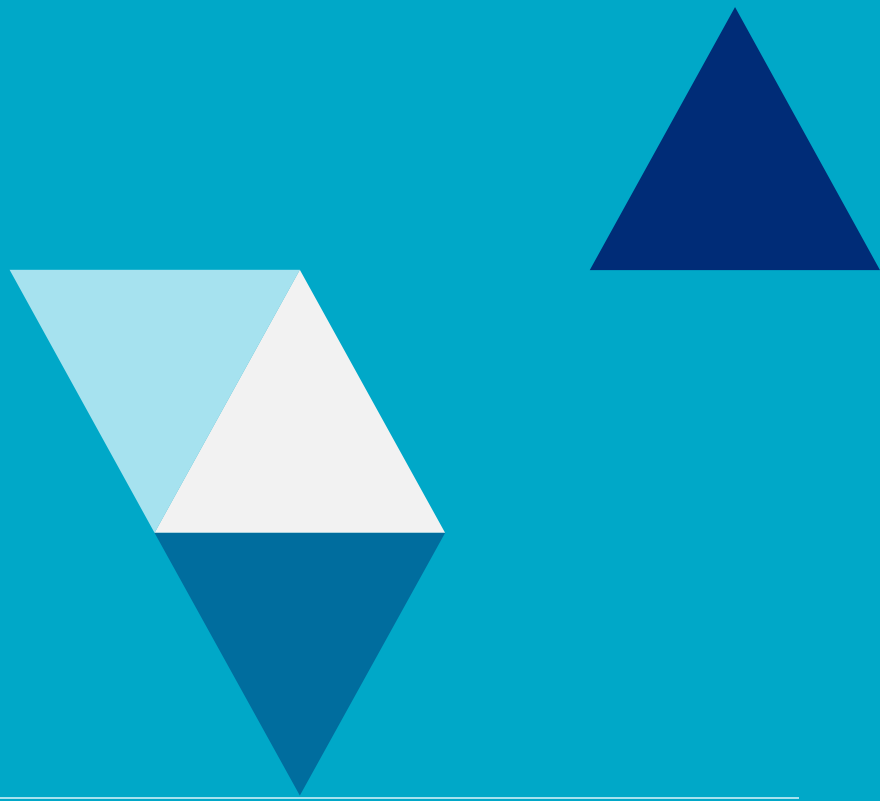
COMBINE PCs



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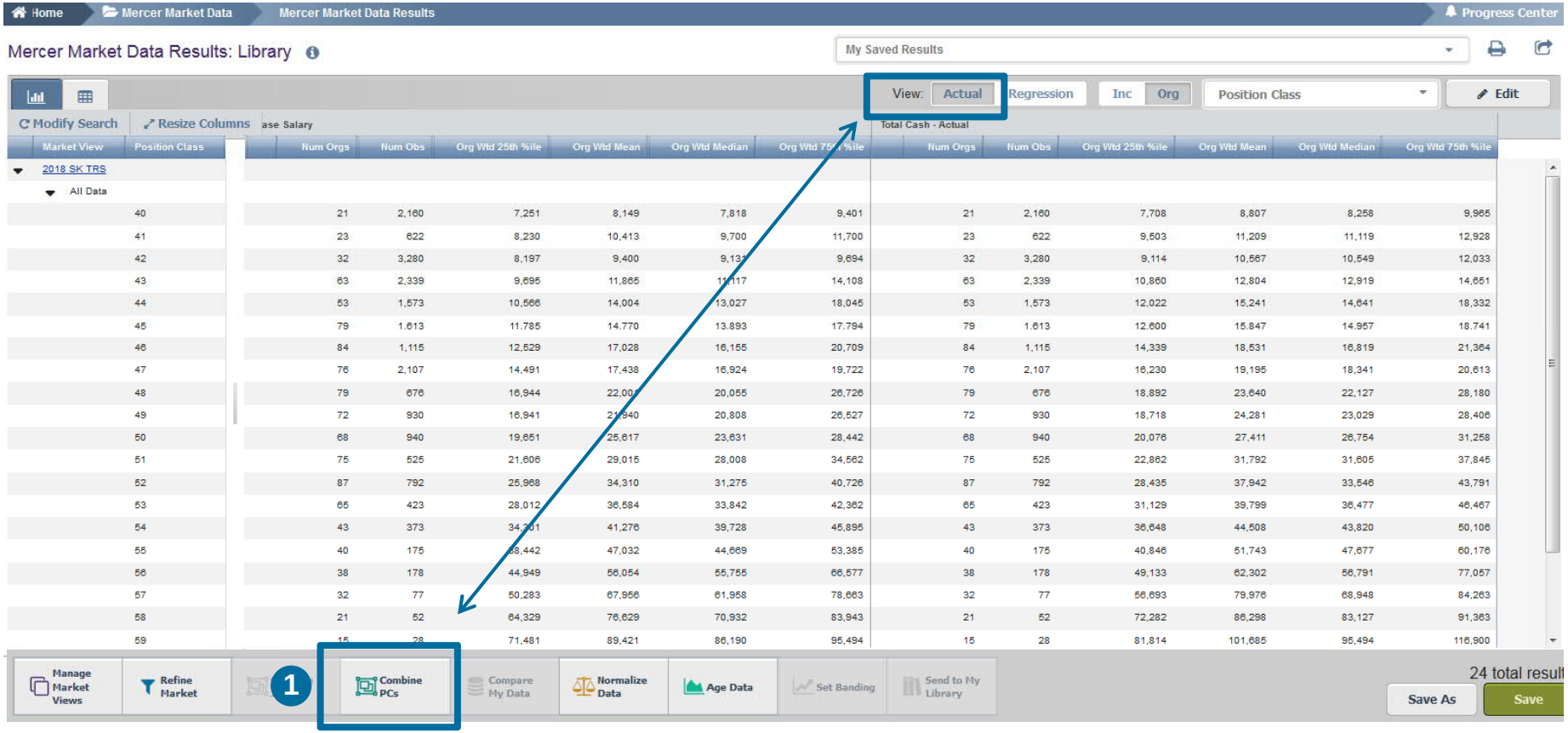
MERCER WIN®
COMBINE PCs



Option **Combine PCs** is available only while view settings are set to **Actual (1)**.

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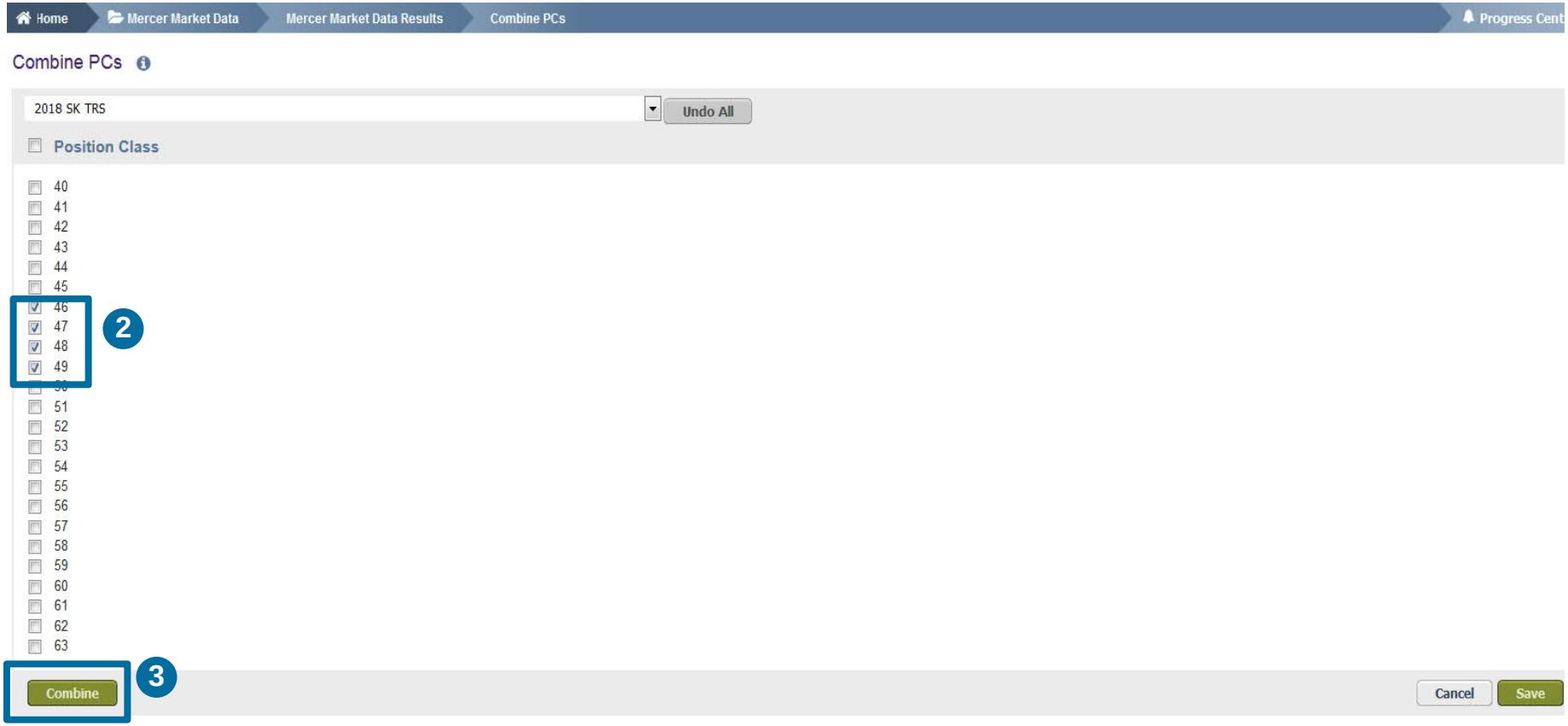
COMBINE PCs



Tick the boxes next to each position class you would like to combine. At one time several ranges can be created, however they should not overlap **(2)**. Once ready, click **Combine (3)**.

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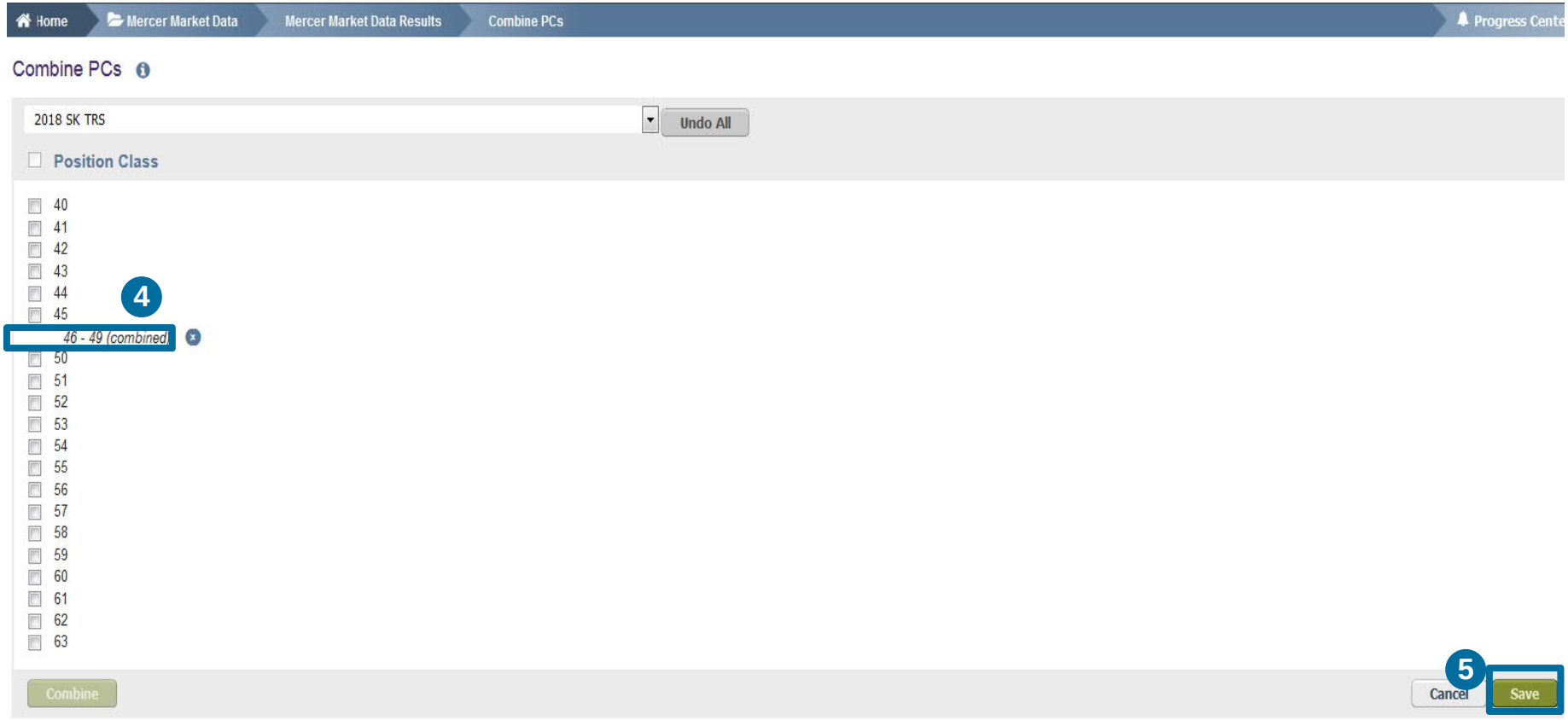
COMBINE PCs



Position Classes are now combined **(4)**. To come back to the table view, click **Save (5)**.

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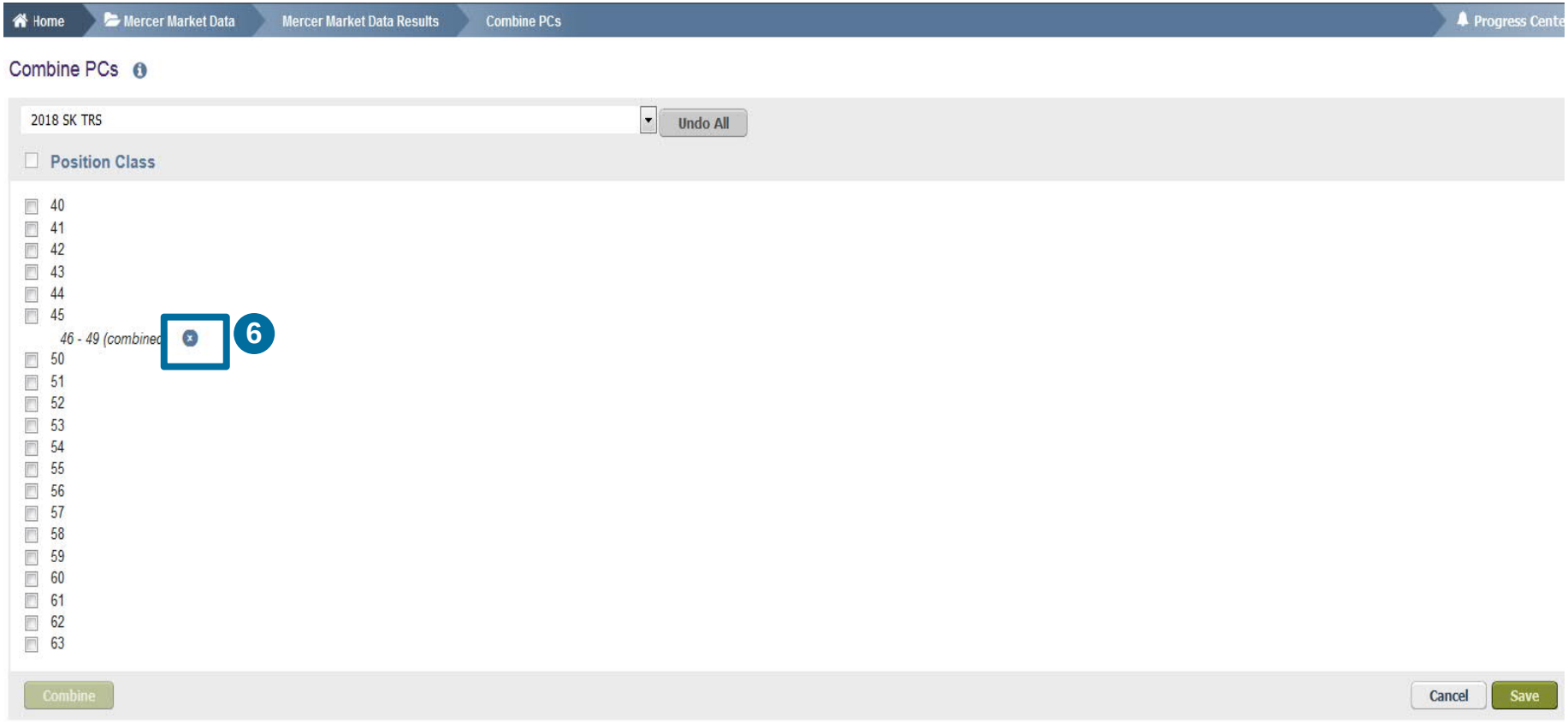
COMBINE PCs



To un-combine the PCs, click the **x** button next to the row with combined PCs **(6)**.

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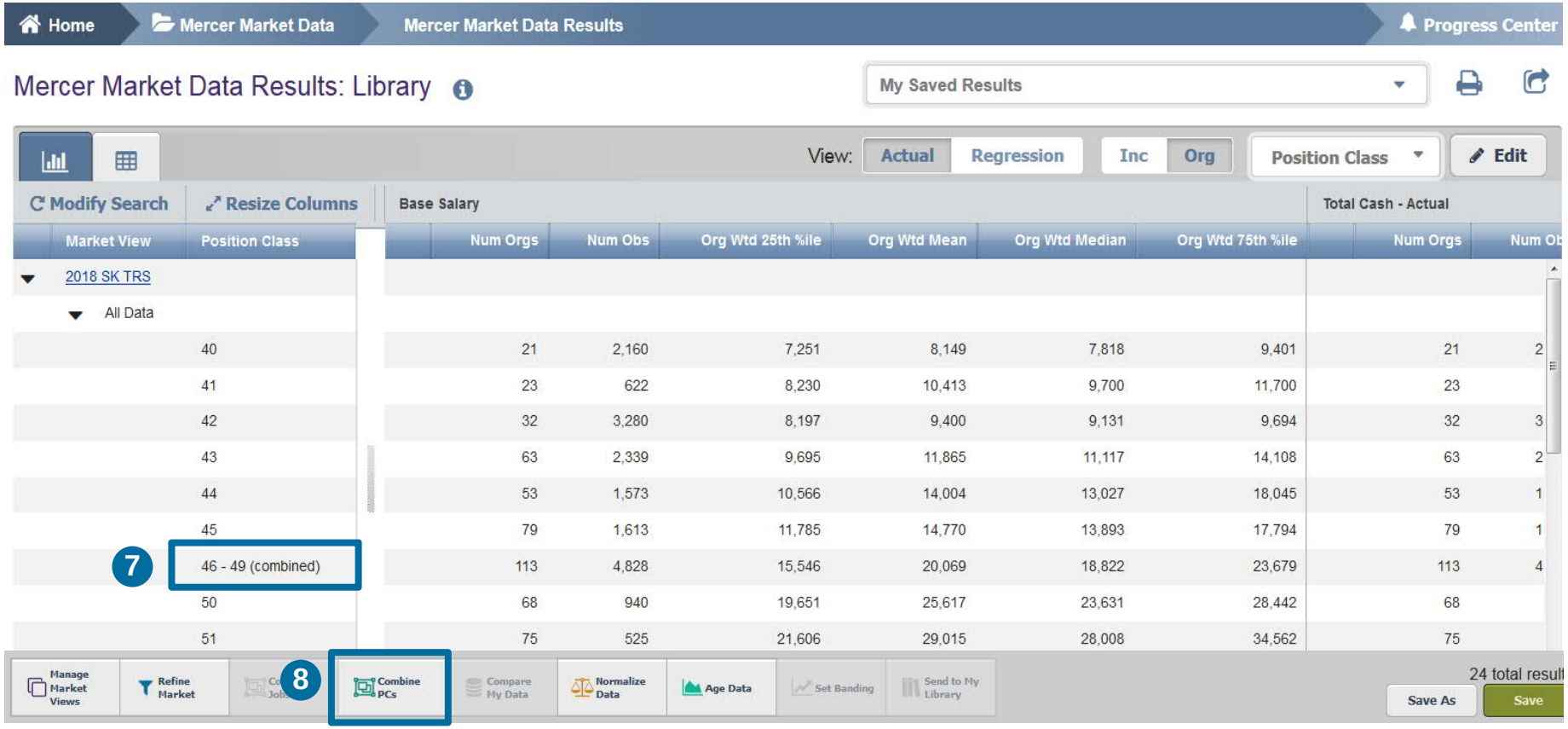
COMBINE PCs



Position Classes are now combined and the corresponding statistics have been recalculated **(7)**. If you want to undo or adjust your selection, click on **Combine PCs** again **(8)**.

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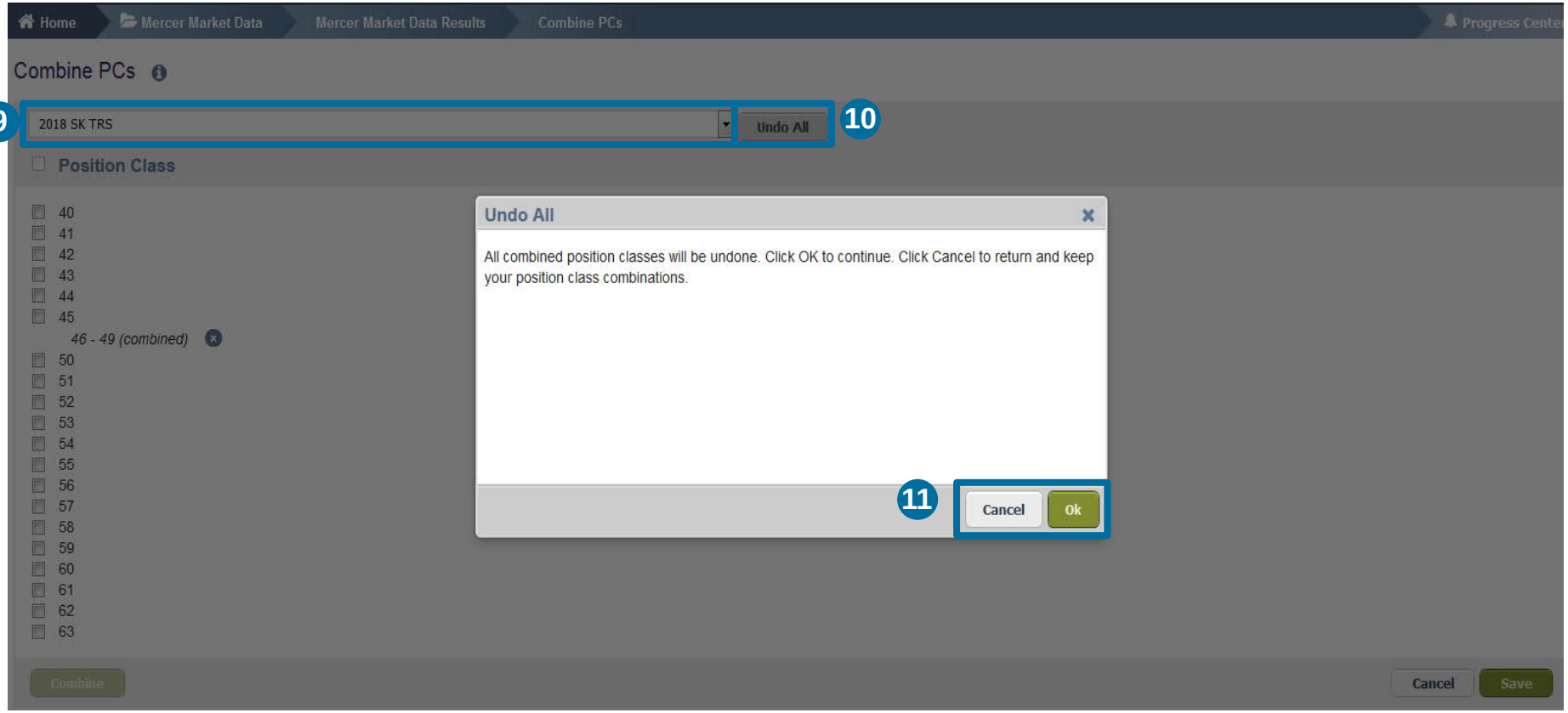
COMBINE PCs



By clicking on the arrow, select from the drop down menu the surveys for which you want to undo the changes **(9)**. Press **Undo All (10)** if you want changes to apply to all surveys. Hit the **OK** or **Cancel** button depending on the action you would like to take **(11)**.

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MERCER WIN®
COMBINE PCs

MERCER WIN® BY POSITION CLASS

- Mercer **WIN**® by Position Class will function almost entirely the same way as Mercer **WIN**® by Job.

- **Points to Remember:**
- The feature **Combine PC** and **View** are available only when the **Actual** setting is enabled.
- These features become disabled in the **Regression** view.

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THANK YOU

If you have any questions please contact
Surveys@mercer.com

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