

Submitting your Employee Data

Mercer Data Connector

March 2024

A business of Marsh McLennan



Employee Data

The image displays a dashboard with seven task cards arranged in a grid. The 'Employee Data' card is highlighted with a red border. Each card includes a title, a progress indicator (NOT STARTED), and a button to begin or submit the task.

Task Name	Progress	Action
Company Data	NOT STARTED	BEGIN >
Employee Data	NOT STARTED	BEGIN >
Long-Term Incentive Plans	NOT STARTED	BEGIN >
Contact Center Location Details	NOT STARTED	BEGIN >
Contact Center Policies	NOT STARTED	BEGIN >
Mercer/Gartner IT Jobs and Skills Policy	NOT STARTED	BEGIN >
Skills	NOT STARTED	BEGIN >
Order Products	NOT STARTED	ORDER >
Submit Data to Mercer	NOT STARTED	SUBMIT >

Employee Data is submitted in Excel

	A	B	C	D	E	F
2	Employee identifier	Mercer Job Library position code	Mercer Job Library position title	Quality of position match	Therapeutic area flag (selected Mercer Life Science jobs only)	Mercer Job Library specialty flag
3						
4						
5						
6						
7						
8						
9						



Returning participants can use a pre-populated template or a blank template



Each employee will be one line of data



Once complete, Excel file is uploaded into Mercer Data Connector for review & validations

Employee Data is submitted in Excel

1	Question	Question Code	Description	Options
18	Geographic scope of role	REGION_RESP	Please indicate if the incumbent matched has responsibilities that encompass the following area: *Global: Worldwide *Multi-Regional: Two or more Regions, e.g. EMEA, Americas, Latin America and APAC, APAC and Middle East *Regional: Commonly accepted Geo-political area or substantial number of countries, e.g. Europe, Latin America, North America, APAC, Africa, Middle East. *Multi-Country: 3 to 8 countries within a region, e.g. Western or Eastern Europe, ASEAN, North Asia *In-Country: One country only, e.g. Australia, Bangladesh, China, India, Indonesia, Malaysia, Singapore, etc. *District: Geographically significant area within a country; typically used in large geographically diverse countries, e.g. Beijing, Shanghai, Guangdong, Chengdu-Chongqing, Mumbai, New Delhi, East Java, West Java, etc. Go Back	10 - Global 20 - Multi Regional (2-5 Regions) 30 - Regional (e.g., Europe) 50 - Multi Country (3-8 Countries) 70 - In Country 80 - District/Zone/State/Locality (Part of the Country)
19	Year of birth	EMP_037	Without dashes or other formatting. Go Back	
20	Year of hire	EMP_038	Go Back	
21	Year the employee started in this position	EMP_039	Go Back	
22	Employee status vs 12 months prior	EMP_043	Indicate what has happened regarding the employee's status in the last 12 months. Go Back	New Hire Same Position Promoted Demoted Lateral Move
23	Gender	EMP_044	Go Back	Female Male Non-Binary
24	Workplace model	EMP_032	Please indicate the employee's workplace model, e.g. on-site/office, hybrid or remote. Hybrid means a regular, flexible part-time on-site/in the office and part-time remotely. Go Back	Full-Time On-Site/In the Office Hybrid Full-Time Remote

Guide

Which Incumbents to Match?



Do Include

Full-time

Part-time

Survey effective: April 1

Incumbents on parental leave



Do NOT Include

Seasonal employees

Contractors










Expatriates

Co-ops/interns

Long-term leave

Future hires

Collected Compensation Fields

-  Matching information
-  Employee details
-  Base salary & salary range
-  Guaranteed cash & shift allowances
-  Short-term incentives
-  Sales incentives
-  Long-term incentives
-  Other incentives & bonuses
-  Auto benefits



Some job families or levels have additional & important fields



Some industry surveys have additional & important fields



Provide all of the data that you can

Matching Information & Employee Details



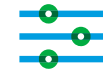
Match Info

- Employee identifier
- Mercer MJL position code
- Job title
- Job title of the position to whom they report



Match Info

- Job code/level/grade
- Standard workweek
- Workplace location



Yes/No Questions

- Unionization status
- Overtime eligibility



Drop-down lists

- Quality of position match
- Employee status vs 12 months prior
- Gender
- Highest level of education



Enter year as 4 digits

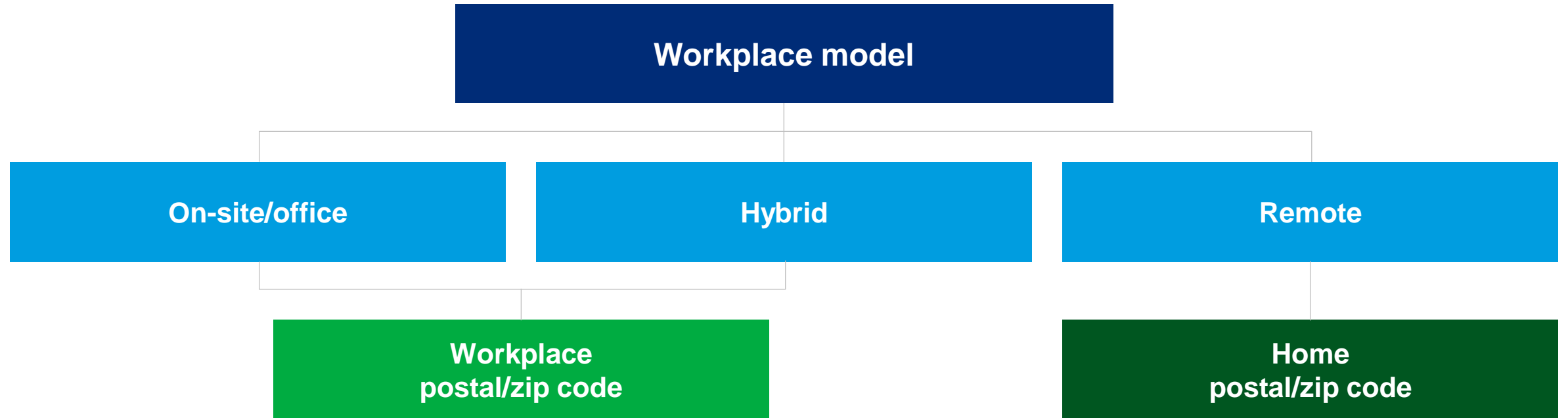
- Year of hire
- Year of birth



US Only

- FLSA status

Workplace Location



Base Salary Information



Salary currency

USD or CAD



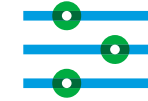
Pay type

Annual or Hourly



Base salary

Do not report
average salaries



Salary range

Same format as
base salary

Preferred Data Formats

Base Salary

Full-time employee

Hourly or Annual

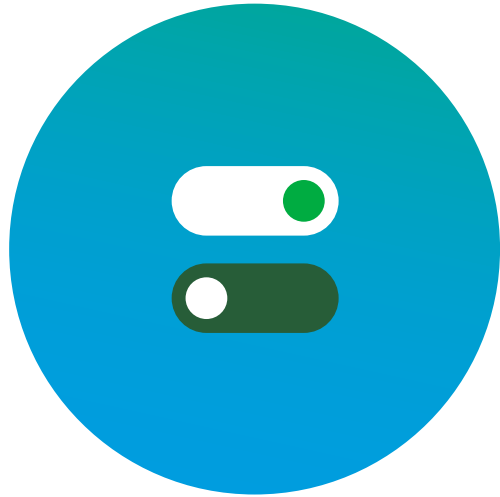
Part-time employee

Hourly preferred

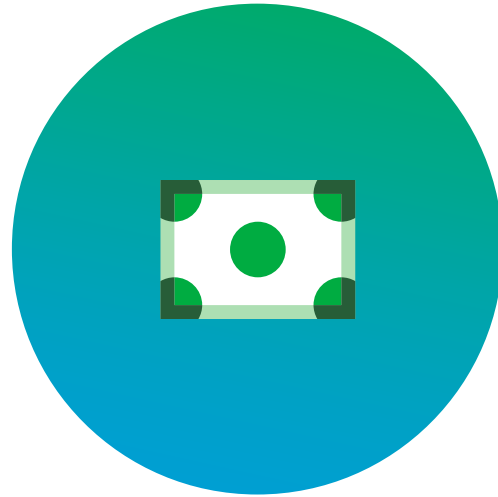
Hourly employee

Hourly

Guaranteed Cash & Shift Allowances



Guaranteed cash eligibility



Guaranteed cash amounts



Shift allowances

Short-term Incentives



Short-term incentive eligibility



STI threshold as a % of base



STI target as a % of base



STI maximum as a % of base



STI amount (actual)



STI status for non-receivers



Sales Incentives



Sales incentive eligibility



Sales incentive target as a % of base salary



Sales incentive capped



Sales incentive amount (in \$)



Sales incentive status for non-receivers



Long-term Incentives



Long-term incentive eligibility



Long-term incentive status for non-receivers



LTI plans offered



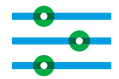
LTI plan identifier



of options/shares/performance units or values of granted cash award



Other Incentives and Automobile Benefits



Profit sharing eligibility



Profit sharing amount



Sign-on bonus



Total retention bonus

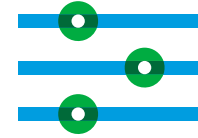
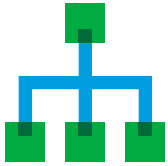


Type of automobile benefit



Automobile benefit value

Please Also Include For Specific Job Families:



Executives

- Geographic scope of role
- Revenue for the business for this role is in
- Executive/Director role organization type

Engineering

- Graduation year
- Registered Professional Engineer
- Licensed Technologist/Technician

Contact Center

- Contact center number
- License required
- Virtual agent

