

# Welcome to the AE's ANNUAL Wage & Salary Survey!



## IMPORTANT NOTES FOR 2020's SURVEY:

- a) Data Submission Due Date is March 2, 2020
- b) Job codes from 2019 have been maintained for 2020.

**Examples of what you can receive by participating in the AE Wage and Salary Survey Report are provided on page 3.**



## SURVEY PARTICIPANT INSTRUCTIONS

- 1) Download the "2020 Job Table" and either the "2020 W&S Worksheet – Single Location" or "2020 W&S Worksheet – Multi Location" worksheets to your computer. If necessary, email Cyndi at [wagesurvey@aehr.org](mailto:wagesurvey@aehr.org) to request the worksheets be emailed directly to you. All worksheets are Microsoft Excel documents (file type .xlsx).
- 2) **Use your payroll data (wage rates) as of February 1, 2020.** This will ensure that accurate comparisons can be made and that proper reporting guidelines are met.
- 3) Fill out the "2020 W&S Worksheet" as accurately and completely as possible. (Results will reflect county and state wages so if you have locations in multiple counties / states, please use the Multi Location worksheet).
- 4) Enter the job title your organization uses (Your Job Title)
- 5) Report Survey Job Code that matches your jobs. When you enter the job code that best matches from the 2020 Jobs Table onto the response form, the Survey Job Title (tan shaded column) will automatically populate.
- 6) Enter the hourly rate into "Base Pay Rate" column for each employee you have (even if they are salaried). **Save the document!**
- 7) Returning the data: Email your completed Excel "2020 W&S Worksheet" to: [wagesurvey@aehr.org](mailto:wagesurvey@aehr.org). We will reply with a confirmation that we received your information.

**For submitting your data, a copy of AE's Annual Wage and Salary Survey report, will be provided complimentary to AE members. Non-Members of AE that also participate, will be eligible to purchase AE's Annual Wage and Salary Survey report at a discounted rate of \$250 (a savings of \$650)!**

## HINTS, TIPS AND TRICKS FOR PARTICIPATING

- I. For each employee/position in your company, **please report an hourly wage rate.**

To do this **with Exempt & Salaried positions:** Assume that there are 2080 hours in a work year when converting full-time annual salaries to an hourly rate. (For example: An annual salary of \$50,000 / 2080 = \$24.04 as an hourly rate of pay, this is the figure we want you to report).

This ensures that we are utilizing the same numbers in the calculations whether they are part-time or full-time or hourly or salaried. Note: The final report will display both an hourly rate and annual salary.

- II. Please use base wages and salaries **excluding overtime and bonus amounts** of any kind to calculate the hourly rate.
- III. Scan the 2020 Job Table's job titles and summaries to find those that best fit employees in your organization. We ask that you identify a **minimum of a 70% match to the job summary.**
- IV. If you have more than one employee in a position, please **report each of them individually.** (For example: if you employ six Administrative Assistants please report all 6 separately, even if they are paid the same wage. This information will be reflected with simple and weighted averages.)
- V. **Please report actual hourly rates.** Do not report ranges of rates, or averages of rates. This ensures that the results are an accurate reflection of actual wages paid to employees.
- VI. **Enter each employee's data only once.** In today's changing work environment most employees wear more than one hat, but to maintain consistency, match the employee to the position where they spend the greatest amount of time.

***Please be sure to review all information submitted to ensure accuracy.***

**EMAIL YOUR COMPLETED EXCEL "2020 W&S WORKSHEET" TO:  
WAGESURVEY@AEHR.ORG**



*Examples of what you receive by participating in the AE Wage and Salary Survey are provided on the following page.*

**Associated Employers Wage and Salary Survey - 2014**

[Return to Positions](#)

**Administrative Assistant II**

Experienced level administrative assistant job. The job typically requires high school graduate level reading, communication, math and problem solving skills and 3+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
<b>Job - Total</b>									
All Categories	39	148	\$15.32	\$14.99	\$10.00	\$13.00	\$14.50	\$16.58	\$27.32
<b>Company Size</b>									
11-25	4	5	\$15.78	\$16.48	ISD	ISD	\$17.83	ISD	ISD
26-50	9	15	\$13.65	\$13.98	\$11.00	\$12.72	\$13.50	\$14.50	\$21.00
51-100	6	11	\$14.97	\$14.21	\$11.21	\$12.10	\$14.00	\$15.90	\$18.66

**Survey Report Sample B (2013 data):**

**Associated Employers Wage and Salary Survey - 2013**

**7-26 General Supervisor**

Working under management guidance, schedules work, assists with employee selection, reviews employee performance, administers work rules and recommends compensation, unless it is governed by contract. Responsible for productivity and quality management to the extent that it falls within the job's span of control. Recommends equipment upgrades, staffing adjustments, process modifications and may recommend product or service modifications. Manages a shift or multi-department area. Responsibilities may extend to overall facilities security and maintenance during duty hours.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
<b>Job - Total</b>									
All Categories	38	114	\$46,804	\$46,725	\$24,960	\$34,778	\$43,268	\$54,080	\$96,824
<b>Company Size</b>									
1-10	7	7	\$43,514	\$43,514	\$27,040	\$34,320	\$41,912	\$51,002	\$65,000
11-25	3	3	\$57,630	\$57,630	ISD	ISD	\$57,990	ISD	ISD
26-50	7	9	\$58,120	\$59,201	\$33,280	\$45,989	\$58,240	\$67,787	\$96,824
51-100	5	14	\$46,812	\$48,564	ISD	ISD	\$45,022	ISD	ISD
101-200	8	31	\$44,446	\$41,556	\$27,290	\$34,237	\$35,880	\$43,746	\$79,211
201+	8	50	\$42,614	\$46,964	\$24,960	\$32,760	\$45,115	\$52,000	\$92,040
<b>Industry Type</b>									
Construction	3	5	\$57,177	\$50,253	ISD	ISD	\$37,440	ISD	ISD
Manufacturing	10	17	\$46,460	\$48,697	\$27,040	\$36,920	\$43,243	\$58,240	\$74,984
Retail/Wholesale	3	4	\$52,000	\$52,000	ISD	ISD	\$52,000	ISD	ISD

**Thank you for your time and efforts with completing the survey. It is only due to your participation, that we are able to provide our region's employers with such a valuable business management tool.**

**Questions or Concerns?**

**Contact Sandra Villegas or Cyndi Boyd**

**Phone: 406.248.6178 -OR-**

**Email: wagesurvey@aehr.org**



Associated Employers