How to Enter Your 2017-2018 Municipal Salary Survey Data On-Line

Data Entry Period: September 18 through October 31
Background

• 2nd year using an on-line tool for CCM’s longstanding annual municipal salary survey
• Joint project of the Connecticut Conference of Municipalities and Capitol Region Council of Governments
• Technical work by the Connecticut Center for Advanced Technology, Inc.
• Initial project was funded by a state regional service sharing grant
• Updates for this year funded by additional grant funds and by CCM
Information Collected

- Contact information
- Staffing Information (total staffing levels, work week, etc.)
- Job descriptions and organizational charts (uploaded into the system)
- Pension benefits information
- Detailed information for specific positions (including salary, hours worked, years of service, additional compensation and benefits eligibility)

NEW THIS YEAR:

- Health, dental, vision and other benefit plans
- Detailed benefit eligibility information (by position)
- Copies of union agreements (uploaded)
- Ability to provide comments on additional compensation (bonuses, housing allowance, etc.)
- Minor change request for staffing information. Provide number of Full Time and Part Time staff, and then Full Time Equivalents for Part Time Staff.
Returning Users

• Last year’s data is carried over to this year, allowing you to simply enter any changes for most fields.

• For positions with no staffing change, update fields related to years of experience (add 1) and update salary if it has changed.

• Provide new information requested for FY 2017-2018.

• Double check all information.
Filling Out the Survey

This year’s on-line survey can be completed in five easy steps:

STEP 1: PRINT OUT THE UPDATED SALARY SURVEY DATA FIELDS GUIDE FOR FY 2017-2018. This guide provides detailed information/instructions for each piece of data you will need to fill out the survey and lists all included positions. (Note: The positions are the same as those included in previous CCM surveys).

STEP 2: GATHER YOUR DATA. Look at the updated data fields guide and collect the information you will need. Useful documents include your budget, any staffing and compensation plans (including retirement and health), FTE counts, previous salary surveys submitted to CCM, organizational charts, union contracts and job descriptions.

STEP 3: LOG-IN AND ENTER THE DATA. You can save and stop at any time and return to the survey later.

STEP 4: REVIEW YOUR DATA ENTRY. You can print your responses to check for any mistakes.

STEP 5: SUBMIT THE SURVEY. Communities have until October 31st to submit their surveys.
Starting

Begin by opening your web browser of choice and navigating to the website at www.ctmunicipaldata.org
First-time Users

If this is your first time using this system, you will need to register a new account. To do this, click the green register button.
First-time Users

Next, you will fill in all of your new account details. Enter your email twice (this will also be your account name), a new password twice, and personal information.

Be sure that you select the correct town under ‘Select Municipality‘. This cannot be changed later.

Finally, click **Register New Account**
First-time Users

If registration was successful, you will see the below “Successfully registered!” message.

Otherwise, you must follow the directions concerning which corrections are needed before the registration is successful. This may include ensuring that you entered a valid email address or input the same password twice.
Returning Users

Click ‘Log In’ button.

A box will appear in which you will enter your login details and then click ‘Log In’.
Main Menu

After you have successfully logged in, you will be presented with options on the main screen. From here, you can view/edit the details of your account and start/resume the salary survey.
Starting or Resuming the Survey

On the main menu, you can find the link to start the salary survey in two locations, as pictured below.
Taking the Survey

The survey guides you through a series of sections and tabs, starting with Contact and Town Data, then Municipal Positions, and finally Comments, Review and Submission.

If you completed the survey last year, data from that survey has been carried over.

Note: Data entered by towns that never officially submitted their FY 16-17 surveys has also been carried over.
NEW: Benefits Plans

The system will ask for information regarding health care and other benefit plans offered to non-union municipal employees.

Click the “add plan” button to add information about a plan.
NEW: Benefits Plans

Once you add a plan, you will be asked to provide a plan name (for example, Anthem PPO) and provide cost share and monthly premium information.
Taking the Survey

Progress through the survey by filling out all of the details in each section, checking the “Complete Section” box, and then clicking the button.
Taking the Survey

Many sections will first prompt you with the question “Does your town have this position?” If you click “Yes,” the section will expand.
Taking the Survey

Please do not skip sections! If your town does not have the listed position, select ‘no,’ and check off that this section has been completed.

![Survey Question Example]

**Deputy Chief Appointed Official**

Assistant Town/City Manager, Assistant to the Town/City Manager

**Does your town have this position?**

- [ ] Yes
- [ ] No

**Complete Section**

- [ ] I verify that the information given on this page is complete and accurate.
Taking the Survey

Your progress throughout the survey can be seen on the left hand column of the page. The current section of the survey is highlighted in blue. Completed sections have a green checkmark icon to the left. Sections that have not been completed have a blue circular icon to the left.
Taking the Survey

Some information will be pre-filled for you. These fields appear with a grey background. Fields that are white should be filled in, if applicable.
Taking the Survey

Data from FY 2016-2017 was carried over to this year, but fields should be updated to reflect any changes.

New this year – you can add comments regarding additional compensation.

New this year – you will be asked to indicate what specific benefit plans the position is eligible for.
Saving the Survey

The survey saves your progress each time you click automatically. You will see these notifications as your survey saves.
Saving Your Place

The survey saves your current position within it, so you can stop and pick up where you left off, even if you log out.
Remember: You can go back and review or change data you have already entered. Simply click on the tab you wish to review/change, or click to move one tab at a time.

However, after you have completed *and* submitted the survey, you cannot change anything.
Validating the Survey

After reaching the end of the survey, you will be presented with a validation page.

Review and Submission

Thank you for completing the 2016-2017 Municipal Salary Survey!

...validating your survey, please wait

You will have an opportunity to go back and update your information prior to submission.
Validating the Survey

The validation process will generate a list of all errors encountered. You can click on the Error message and it will open the section of the survey where you will need to change or complete your response.
Validating the Survey

After you have addressed a particular error by entering a valid response, you can click **Save & Back to validation** to save your changes and re-validate your survey.
Completing the Survey

When your survey validates correctly and without errors, you will reach the final section of the survey. Click the “Continue to Survey Review” button.
Completing the Survey

This brings you to the final page of the survey. Here you will review everything that you inputted. You may print your responses to facilitate your review. If you find mistakes, click the ‘Go Back’ button and make the changes. If you are satisfied with all of the answers, check at the bottom and click “submit”.

[Survey interface images]

I verify that the information on my survey is complete and accurate, and I'm ready to submit my survey.

Go Back  After submission I will not be able to change the survey data anymore! Submit Survey
Completing the Survey

Once the data you have submitted has been proofed and accepted by CCM, it will be available to towns to access.
What’s Next and Key Dates

• All data must be entered by **October 31**

• An enhanced reporting function is currently available for FY 2016-2017 data.

• Access to FY 2017-2018 data will be provided in December once the submissions have been reviewed by CCM.
Questions?

Technical issues/problems: email CCAT at help@ccatsupport.com

Questions regarding your registration or how to fill out the survey: contact CCM via email at abirmingham@ccm-ct.org or via telephone at 203-498-3055.