

Quick Reference for Web Matching



The OSU Staff/Market Survey Web Matching System is a simplified process of matching staff positions with market descriptions. This process allows for the decentralized matching of university staff positions for the purposes of collecting market salary information.

How the Staff/Market Survey Matching System works:

- STEP 1 Go to <https://hr.osu.edu/comp/jobmatch/login.aspx> in Internet Explorer and login.
- STEP 2 Select how to view the employee listing – click on a column heading to change the order in which employees are listed.
- STEP 3 Select the employee you want to work on – click on the employee’s name in the bottom half of the screen.
- STEP 4 Select a job family – There are 30 families of jobs available in the database.
- STEP 5 Select a matching survey job title – over 1369 titles are available
- STEP 6 Enter the percentage – If matching to one job, it should always be 100%; if two jobs, should add to 100%
- STEP 7 Save your work – Check the approved option and click SAVE

Compensation Initiative—Staff/Market Survey Web Matching

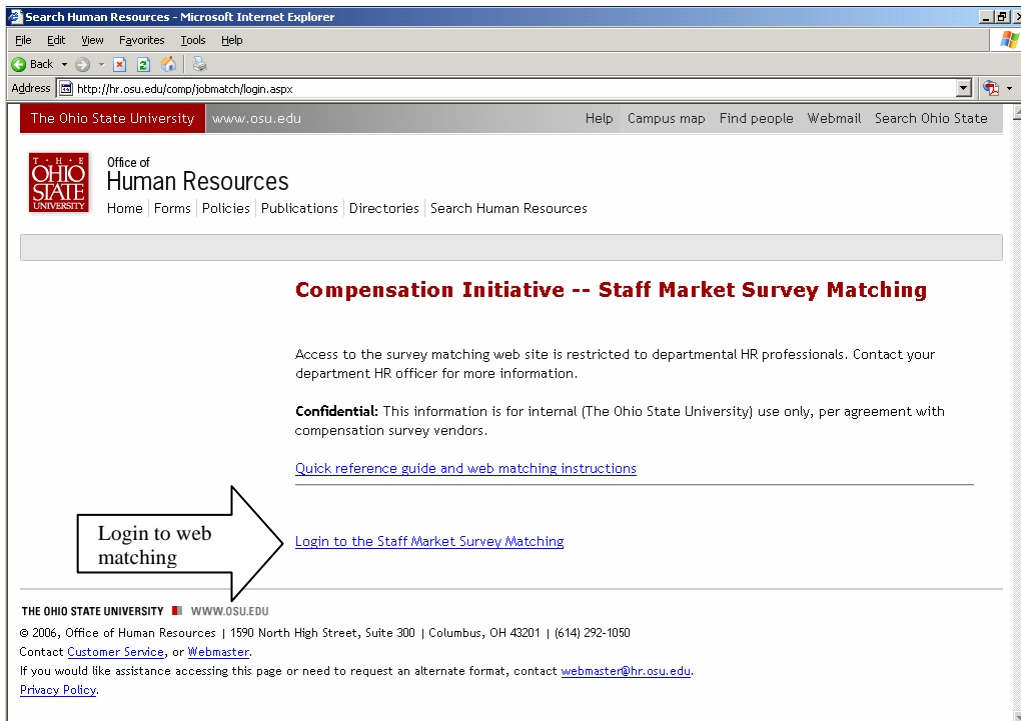
What is Staff/Market Survey Web Matching?

According to the Academic Plan, in order to recruit and maintain the finest possible staff we must provide staff members with competitive compensation. The Staff/Market Survey Web Matching process is part of the University-wide Competitive Compensation Initiative. Since the Compensation Initiative will require a more intense sharing and analysis of market salary information than in the past, we are undergoing two processes for collecting market data. For faculty, market data will be obtained on the discipline level from university benchmark institutions, other comparison groups, or a combination of both. For staff, market data will be obtained through the Staff/Market Survey Web Matching process which is an intensive matching effort to obtain the best market comparisons.

In order to obtain the highest level of data integrity, you are being asked to assist in the matching process of staff to the market survey descriptions provided in the salary surveys in which we participate. To that end, a database has been developed that contains all of the market survey descriptions for which market data is available and a roster of all regular staff members. Instructions for accessing the database and instructions for matching are provided below.

ACCESSING THE DATABASE:

To access the database, the web address is <https://hr.osu.edu/comp/jobmatch/login.aspx> or you can get to the site by clicking on the link on the OSU Human Resources Web site.



Job Aids:

In order to facilitate the matching process, you have the ability, after logging in, to print out the following lists for your use in the process prior to submitting the information electronically:

1. List and descriptions for all of the **market survey titles by job family**. A job family is a grouping of job titles of positions according to business functions (i.e. accounting, purchasing, human resources, etc.) The descriptions provided are survey descriptions and are not intended to be position descriptions. A complete listing of the job families and sub-families is included at the end of this packet to assist you in locating where a possible match may be housed.
2. **Staff listing** including name, job title, and prior survey match, if one has been made in the past. There is a number of sorting options available to you for this printout: “Department then by classification”, “Classification, then name”, “Department, then name”, “Name”, “Unapproved Matches”, and “Undecided Matches”. The employee listing displayed depends upon your login. For example, if you have been designated as the responsible person for the entire Office of Human Resources, your access has been set up as “47XX”, meaning that the listing will include employees from all areas within the Office of Human Resources, organized by departments (i.e. administration, employee relations, benefits, etc.). The database only includes employees in staff positions. Faculty, executive employees, and hospital personnel are not included in the database. The database will be updated on a daily basis to include changes to the staff population.

These job aids are accessible by clicking on the links at the top of the screen. Both open through Adobe Acrobat.

Employee Listing

Survey descriptions

Compensation Initiative -- Staff Market Survey Matching

Download Acrobat File

Your Employee List sorted by: Department, then Classification

Download Acrobat File

Title Descriptions for the:

Job family: Academic Administration

Sub-job family: All sub-families

Show only unapproved matches Show only undecided matches

9323 employees listed

Name	Department	Classification	Approved	Undecided
Abashidze, George Guram	5414	Assistant Coach		
Abbas, Syed Shabban	4028	Systems Specialist-A&P		
Abbott, Beth Ann	5504	Systems Manager - Not Sap		
Abbott, Cheryl J	0971	Human Resources Generalist		
Abbott, David Raymond	5064	Building Maintenance Supt 2		
Abbott, Jill Marie	4605	Program Manager		
Abbott, Pamela Sue	2525	Office Assistant		

Entering matches into the system:

In addition to the two job aids described above, this screen provides an alphabetic listing of the employees in your area/department including name, department, classification, and approval / undecided indicators. You can display the names in different groupings by clicking any of the table headings: Name, Department, Classification, Approved, or Undecided. You can filter the list of employees by VP/College level, Organization level, and/or approval status. You can also search for a phrase or keyword in the employee's name, employee id, department number, classification, position number, and function statement.

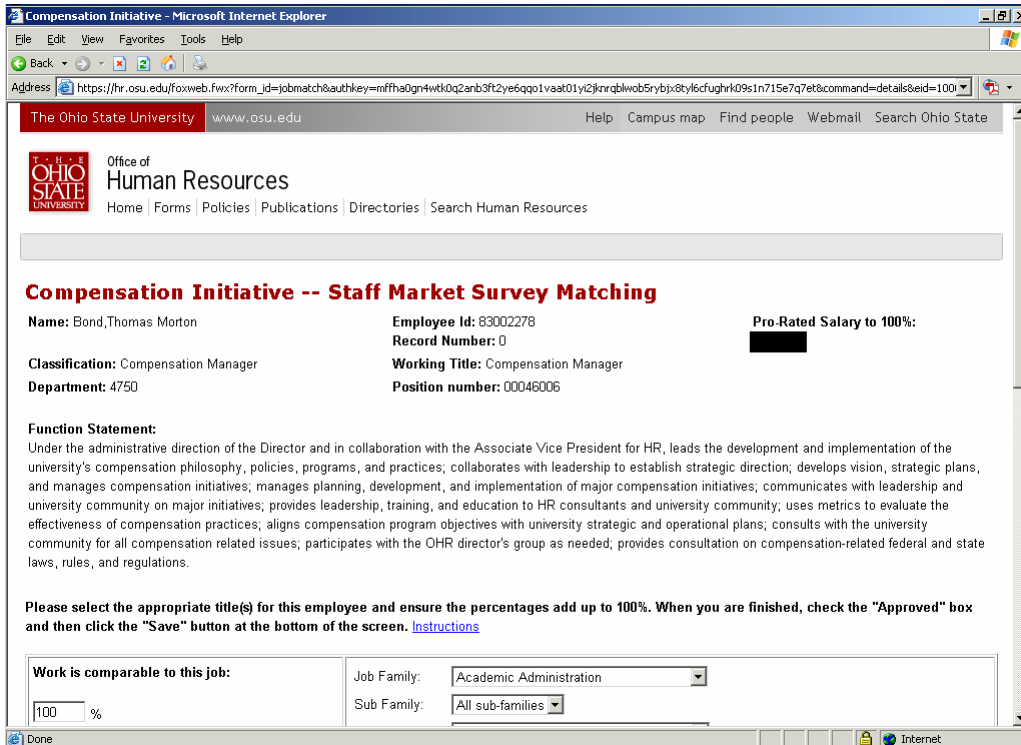
The screenshot shows a web browser window titled "Compensation Initiative - Microsoft Internet Explorer". The address bar shows a URL from "hr.osu.edu". The page header includes "The Ohio State University" logo and navigation links. The main heading is "Compensation Initiative -- Staff Market Survey Matching". Below this, it states "Phase 1: Entries completed by October 31, 2006". There are two "Download Acrobat File" buttons. The sorting options are "Your employee list sorted by Department, then Classification" and "Title descriptions for the: Job family: Academic Administration". There are also "Sub-job family: All sub-families" and "Filter list by: VP/College level: Ofc of Human Resources and Org level: All orgs in Ofc of Human Resources". Four radio buttons allow filtering by "Show all matches", "Show only approved matches", "Show only unapproved matches", and "Show only undecided matches". A "Search for:" field with a "Search" button is present. Below the search options, it says "247 employees listed" and shows a table with columns: Name, Department, Classification, Position Number, Approved, and Undecided. The first two rows are: Alexander, Tyrone Dewayne (4720, Asst Dir-Human Resource System, 00057069) and Alshafie, Yomna N (4710, Early Childhood Teaching Ast 1, 00002258).

Filtering and search options

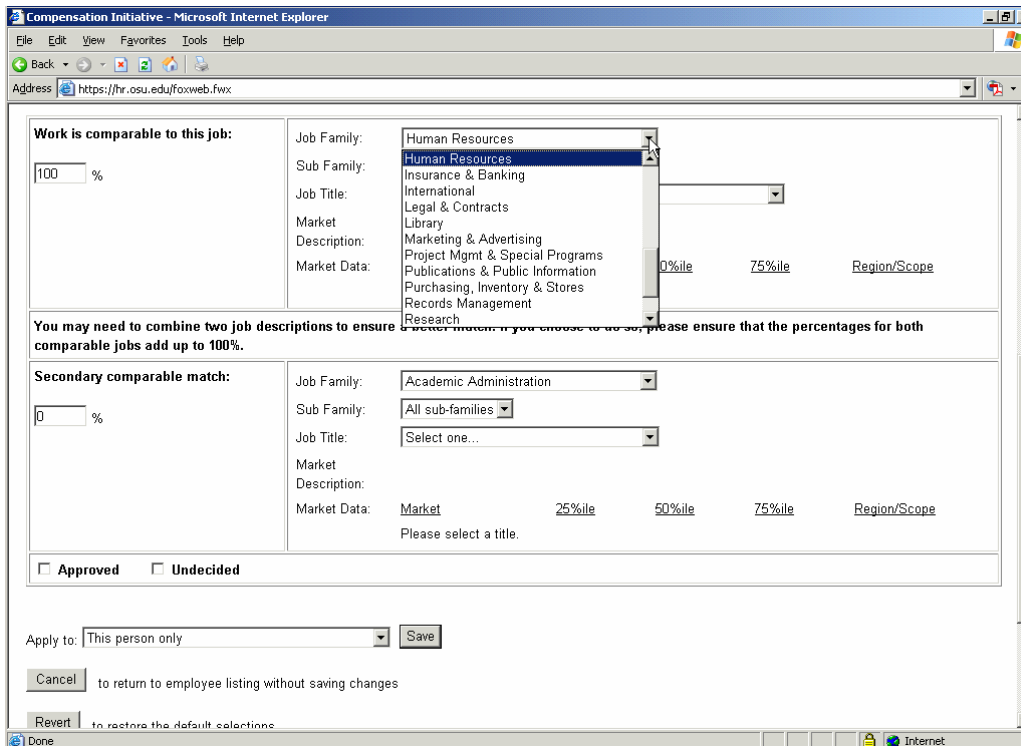
Name	Department	Classification	Position Number	Approved	Undecided
Alexander, Tyrone Dewayne	4720	Asst Dir-Human Resource System	00057069		
Alshafie, Yomna N	4710	Early Childhood Teaching Ast 1	00002258		

Once you are ready to view an employee's record or to enter information for that employee, click on the employee's name.

Once you click on the employee's name, the screen below will be displayed. If the employee has been matched in the past and is still in the same jobcode, the match title will default into the "Work is comparable to this job" box. **Each employee must be reviewed to determine if the prior match is still appropriate or, in the case where no match was made before, if a market match exists for his/her current position.** If an appropriate match exists in the database, the title of the match must be selected and approved. We've updated the website to include the function statement of the OSU position. If the Function Statement matches the Market Description 70% or better then it is considered a good match.



Once you have determined the appropriate survey title(s) to which the employee is being matched, that title(s) must be entered into the database. In order to display the list of survey titles within a specific Job Family and sub-family, click on the drop down arrow of the "Job Family" box and select the appropriate job family. Once you select the Job Family, the "Sub-family" box will come up.



Click the drop down arrow to the right of the “Sub-job family” box to see the complete list of sub-families for the selected job family.

Once you select the Sub-job family, the “Job Title” box will come up containing a complete list of all of the titles within the selected family/sub-family.

Once a title is selected, the survey description and available market data is provided.

Work is comparable to this job:

Job Family: Human Resources
Sub Family: Comp
Job Title: Compensation Manager
Market Description: [Detailed description of compensation programs including job evaluation, salary, cash incentives, sales compensation, area differentials, stock options, etc.]
Market Data: [Table with columns for 25%ile, 75%ile, and Region/Scope]

You may need to combine two job descriptions to ensure a better match. If you choose to do so, please ensure that the percentages for both comparable jobs add up to 100%.

Secondary comparable match:

Job Family: Academic Administration
Sub Family: All sub-families
Job Title: Select one...
Market Description: [Please select a title]
Market Data: [Table with columns for 25%ile, 50%ile, 75%ile, and Region/Scope]

Approved Undecided

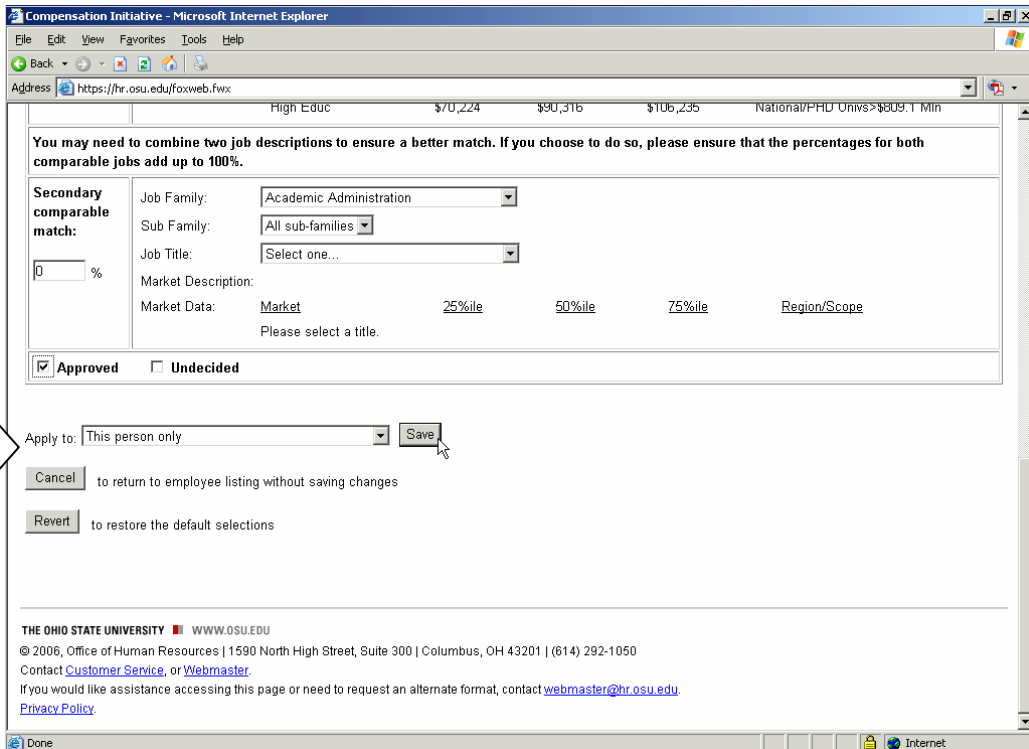
Apply to: This person only [Save]

Each employee can be matched to no more than two titles. If only one title is selected, the percentage should always be 100%. If two titles are selected, both percentages should add up to 100%. For example, if an employee functions as both a financial aid counselor and an academic advisor, the percentages should reflect the percentage of time the employee splits their time between these functions. Please note that the percentage is only included to indicate the best match to a title and not necessarily to indicate a 100 percent match to the description. If no match to a title in the database is appropriate, select the “No Match” option included in the job title listing. The descriptions provided are survey descriptions and are not intended to be position descriptions.

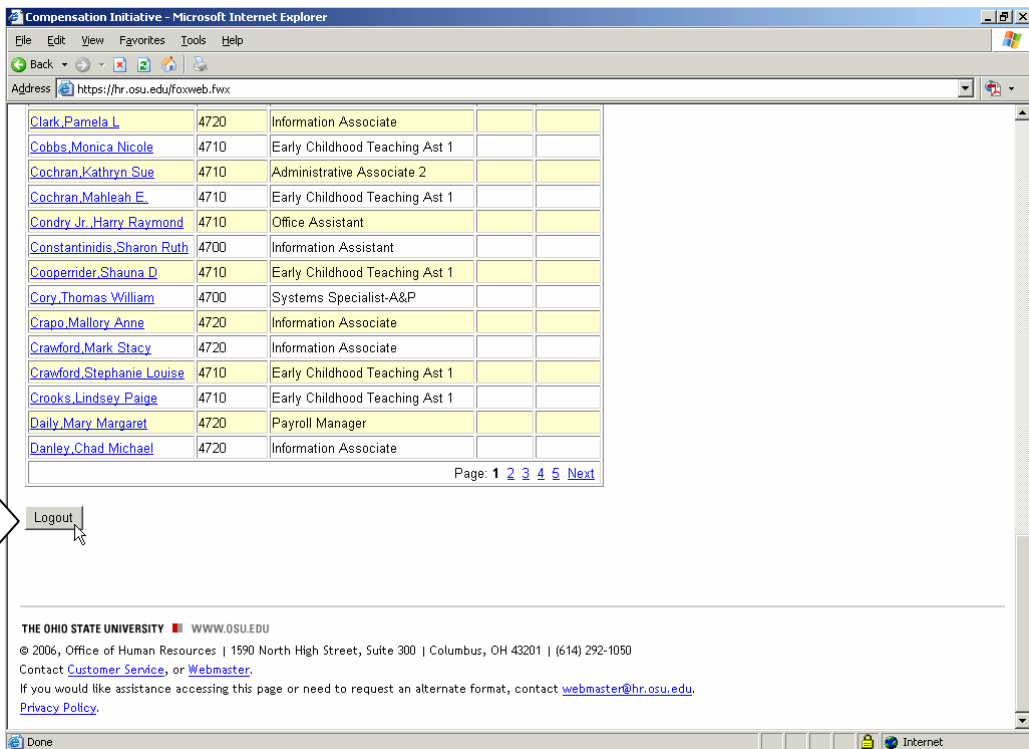
Once you have selected the appropriate match(es) or the “No Match” option, scroll down the page and click the “Approved” option.

The system automatically defaults to apply this match to only the person selected. If you wish to save this match for this person only, click the “SAVE” button to complete this action. However, you do have the option to apply this match to all employees in the same classification, either by department number or across all of your departments. Select the option you want and click “SAVE”.

If you do not wish to save this action, you can select “CANCEL” or “REVERT”. Selecting the REVERT button will return you to the initial matching previously completed.



Once you click any one of the buttons, you will be returned to the employee listing page. Once you have completed entering your matches, please logout of the database. To do so, scroll to the bottom of the page and click on LOGOUT, then close your web browser.



If you have questions or concerns, [please click this link to find your Talent Management Consultant's contact information](#). For technical assistance or to report technical difficulties, please contact the OHR systems helpdesk at help@hr.osu.edu or call (614) 292-8895.

Survey Brief Job Families

Academic Administration

Accounting, Budget & Finance

- Accounting
- Audit
- Budget
- Credit & Collections
- Finance
- Financial Aid
- Information Systems Audit
- Investment
- Risk Management
- Tax
- Treasury

Administrative Services & Support

- Clerical Support
- Customer Service
- Mail
- Office Equipment
- Telephone
- Travel
- Word Processing

Allied Health & Medicine

Analysis & Planning

Animal Care

Athletics

Aviation

Computer & Information Technology

- Administration
- Applications Analysis/Programming
- Business Systems
- Data Security & Disaster Recovery
- Database
- Documentation
- E-Commerce
- Help Desk
- IT Training
- Info Systems Audit
- Networking
- Operations
- Personal Computers/LANs
- Project Management
- Quality Assurance
- Telecommunications
- Web

Continuing Education

Counseling & Advising

Development & Alumni

Engineering & Architecture/ Design

- Archit/Drafting
- Eng Supervision
- Engineering
- Para Engineering

Enrollment Services

Executive Administration

Facilities & Labor/Trades

- Equipment Operation
- Facilities

Facilities & Labor/Trades (continued)

- Labor/Mtn/Janitorial
- Production
- Quality Control
- Trades
- Trades Supv

Food Services

Hotel

Human Resources

- Administration
- Benefits
- Child Care
- Comp
- EAP
- EEO/AA
- Employee Communications & Services
- Employee Relations
- Employment/Recruiting
- Generalists
- HRIS
- Labor Relations
- OD & Training
- Payroll
- Records
- TQM
- Work Life

Insurance & Banking

International

Legal & Contracts

Library

Marketing & Advertising

- Advertising
- Marketing
- Sales
- Telemarketing

Project Mgmt & Special Programs

Publications & Public Information

- Printing
- Public Affairs
- Public Rltns/Pubns

Purchasing, Inventory & Stores

- Bookstore
- Distribution/Warehouse
- Inventory
- Logistics
- Purchasing

Records Management

Research

Safety & Security

- Environmental
- Law Enforcement
- Safety
- Safety & Security

Student Activities, Programs & Services

Utilities