



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 13

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: October 13, 2000

SUBJECT: Registration for Access to Salary Reference Data

Salary reference data will be accessible through the Department of Human Resource Management's web site for registered users only. The licensing agreement with Watson-Wyatt Worldwide* restricts access to agency human resource employees whose responsibilities include collecting and analyzing salary survey data for purposes such as: 1) determining salary ranges for job postings, hiring rates, or salary increases provided through pay practices; and/or 2) conducting Career Group Studies or studies to document the need for salary differentials or supplements. Agencies must ensure compliance with this requirement when registering users.

Registration requests must be submitted by the agency's human resource director. By this process, the agency human resource director certifies that designated users meet the criteria for access noted above.

The attached registration form must be completed for each user and submitted by the agency human resource director via mail or fax. **All areas on the form must be completed to ensure timely establishment of access accounts.**

Please submit to:

EIS Security Administration
Department of Human Resource Management
101 N. 14th Street/13th Floor
Richmond, VA 23219

FAX: 804-371-0230

*Watson-Wyatt Worldwide is the initial source of salary reference data which will be available. Other sources of salary reference data will be added as this system is expanded.

Workshops on accessing and using the salary reference data are being developed. Additional information will be announced in an upcoming bulletin.

Please contact Pam Hill, Compensation Consultant, at 804-786-4385 or phill@dhrm.state.va.us if you have any questions.

Attachment – Registration Form

Cc: Cabinet Secretaries
Agency Heads