

1-2-3 Steps for IHSA Wage and Benefit worksheet AND database

IHSA worksheet (Excel spreadsheet) / **IHSA shared database** (Access database)

It's time to update our Shared IHSA Database with your agency's most current Wage and Benefit input.

2021 goal is to enter data for the JOB POSITIONS only – and not for each individual employee.

Step #1:

Begin entering your agency's Wage and Benefit data onto our [current IHSA worksheet](#) (Excel spreadsheet). Do not adjust anything "pre-set" within that worksheet form, otherwise we will be unable to fully upload your worksheet.

Always use our current IHSA worksheet ONLY (shows five tabs), use link above or find on our W&B webpage:

Agency Directory tab: if you do not find your Agency's ID number on that "tab" then call the IHSA office for it.

Agency Info tab: begin by clicking inside the next desired cell (because some cells have a pull-down menu).

Fringe Benefits tab: again, click inside the cells as some offer a pull-down selection.

Salary Info tab: select only from the given job descriptions, using pre-set "closest match" available.

Job Descriptions tab: use only for viewing all available options; just click onto this tab and scroll to review.

*For wages, enter numeric only; if a whole dollar amount is not accepted by any cell, adjust by a penny.
If a 'zero' amount applies for any given cell, do not enter "NA" nor "n/a" — just leave that cell blank.*

Step #2:

Save and name your newly filled-in worksheet whatever you wish, but send a copy to:

mwood@ilheadstart.org. IHSA uploads all agency worksheets "as-is" onto our shared database.

Step #3:

You should receive an email with your "Download password" (usually within 7 to 10 days).

A separate email will arrive with your login credentials (your agency's **UserID** and your **passcode**).

**These security items will always be sent to the same email address YOU provide on most recent worksheet.*

AFTER you've reviewed the latest instructions (on following page), and "downloaded" the initial database [from our Wage & Benefit webpage], and **SAVED your own working copy** - which would now also hold YOUR newest data – then, you may open it to use for comparison reports.

If you try to open the initial download of database, versus your own copy of it, you will experience technical issues.

Instructions for using the IHSA Wage Comparability Database

Whenever you are saving and/or opening your personal working copy of the IHSA shared database (whether you are connected to a network drive or not, and depending upon which browser you are using), you may see a few security warnings, such as these, or others:

When you are going to key-in your User ID and password (supplied to you in a separate email), are there one or more yellow alert bars across the top? If so, pay attention to those directions to move forward.

Or, you might see this alert --

"SECURITY WARNING - some active content has been disabled" along with "Enable Content" button; simply enable it.

Or, you might get prompted with a question, such as:

"Do you want to make this a Trusted Document?" Answering "yes" usually gives you the user rights.

HOWEVER, if alert states "READ-ONLY" with another button for "Save As" -- it's indicating you are still trying to open our original zip file, and not your own, newly saved copy of it -- (which is what you need to open). If so, you would need to take a step back out of that file so you can go to a place where the zip file may simply be selected (not opened). Doing that step allows you to "save as" your own working copy into any personal folder.

Once you're actually in YOUR own saved file "zip" copy, you'll want to do an *opposite* click for more options, like "extract all" files (no worry, there are only 2 files inside).

After opening (your) database, you will see the Log-in Screen to key in your User ID and password (provided in a separate email from IHSA). Once logged in, you immediately arrive at the Main Menu where you access reports, etc.

- ❖ **Agency Characteristics** – use it to find agencies which have similar characteristics to your agency
 - Click checkbox for **one** characteristic, click either "Print Preview" OR "Print Report" (Go with one characteristic at a time to obtain most accurate results.)
 - Click "Close Report" (normally at top of report) when reviews are completed.
 - Click "Print Report" to generate printouts or to send to your drive as a PDF
 - Click "Back to Main Menu" to return for another selection / comparison
- ❖ **Agency Stats** – View/print agency details, such as staff turnover, annual budget, fiscal year or program size
- ❖ **Agency Details** – View agency definitions of FT/PT, retirement plan and exams & licensures paid
- ❖ **Job Descriptions** – View the Job Description list by category (use drop down menu)
- ❖ **Pay Scale Comparison** – Choose two agencies to compare (choose one from each list)
 - Either click "Preview Report," "Print Report" or "Export to Excel"
 - On Export - Excel Screen (pop up), click "ok" then click "close" to save excel document to your default folder OR designate folder, then "ok" and "close" -- (alphabetical by position)
- ❖ **Employee Categories** – View agency benefits by employment category
 - Click any category button to Preview or Print the benefits for that category of employee
 - Click "Close Report" at the top on report when you are finished reviewing
 - Click "Back to Main Menu" to return to Main Menu

When you are done obtaining your information, click the "Exit Database" button.