



COUNCIL FOR ADVANCEMENT  
AND SUPPORT OF EDUCATION®

## How do I use the CASE Compensation Database?

A click-by-click guide

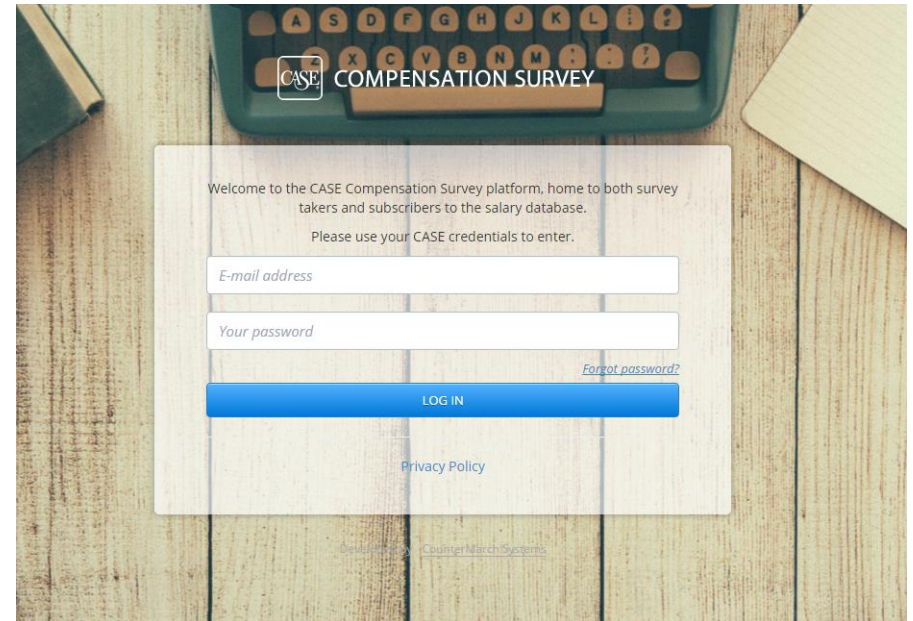
This document answers the following questions CASE members may have about using and navigating the new CASE online Compensation Database:

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| B. Activating your subscription and running a report.      | Page 3 |
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If this is your first time accessing the system, start with question “A” on the next page. If you have already accessed the system and are somewhat familiar with it, you may wish to skip to section “B” on page 4 and see your available pathways through the system. If your question is not in the above list, please contact CASE research at [research@case.org](mailto:research@case.org) for further assistance.

## A. How do I gain access to the CASE Compensation Database?

1. Purchase access to the compensation database through the [CASE Store](#). You can purchase access for 24 hours OR 12 months. Members pay \$75 for 24-hour access and \$450 for 12-month access; non-members pay \$150 for 24-hour access and \$750 for 12-month access.
2. To be able to run the Compensation Database, your computer should be running a current web browser such as Microsoft Internet Explorer 10 or newer, Mozilla Firefox 38 or newer, Chrome or an Apple Safari browser. These are very common configurations.
3. Open your web browser.
4. In the URL address space, type: <https://compensation.case.org>. This takes you to the “front door” of the compensation database, shown above. (This page also includes a link to CASE’s Privacy Policy.)
5. Type in your email address (This should be the same one you use to log into CASE’s main website.)
6. Type in your usual CASE password. Then click on “log in.” (This should be the same password you use to log in to the CASE website. If you have forgotten your password, go to the CASE log in box on the upper right of the [CASE home page](#) and click on “Forgot your password?”)



## B. Activating Your Subscription and Running a Report

1. If you have successfully gained entry to the system you will see this “Welcome” screen. Database access is on the right side. To activate your subscription, click on the blue “activate subscription” button. This will start your 24-hour (or 12-month) clock in which you can conduct data reporting. If you have questions about access to the database, please contact [research@case.org](mailto:research@case.org).
2. Once you have activated your subscription, you’ll be able to see results by clicking on the blue “Run a Report” button.
3. A list of your active subscriptions will be at the bottom of the screen.

Compensation Survey

Thank you for your interest  
The 2016 compensation survey can only be completed by CASE members in North America.

Database Access

Thanks for purchasing a reporting subscription!  
You can now choose to activate that subscription and do a deep dive into compensation survey data. Happy researching!

Activate Subscription  
07A40244BCD1-DD25-B0B8C9E84E387ECE

My Active Subscriptions

TYPE	ORDER	ACTIVATED	ENDS
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Note: reporting rights will expire at the end of your subscription.  
If you have any questions please send an email to [research@case.org](mailto:research@case.org)

Compensation Survey

Thank you for your interest  
The 2016 compensation survey can only be completed by CASE members in North America.

Database Access

Survey Reporting  
Please select a fiscal year option for data and click 'Run a Report.'

2016 CASE Compensation Survey

Run a Report

When you go to the reporting section, you'll be prompted to select variables from the survey to start your query. Click the 'please select' area in the filter menu to see the list of available options. You'll be able to restart the filtering process after you've chosen your initial query and received the results. For more information about navigating the Compensation Database, please [click here](#) for the user's guide.

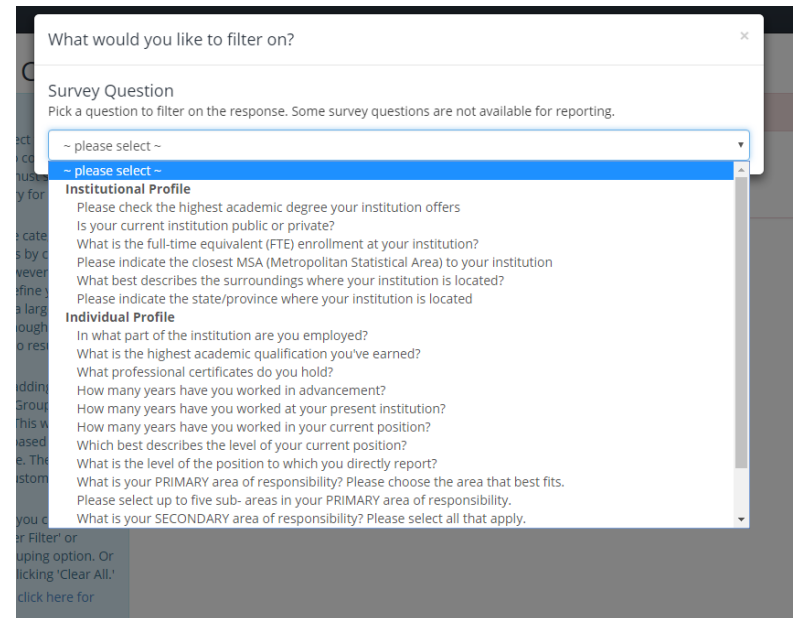
My Active Subscriptions

TYPE	ORDER	ACTIVATED	ENDS
12 month access	1006611043	2016-04-11	2017-04-11 4:14 PM

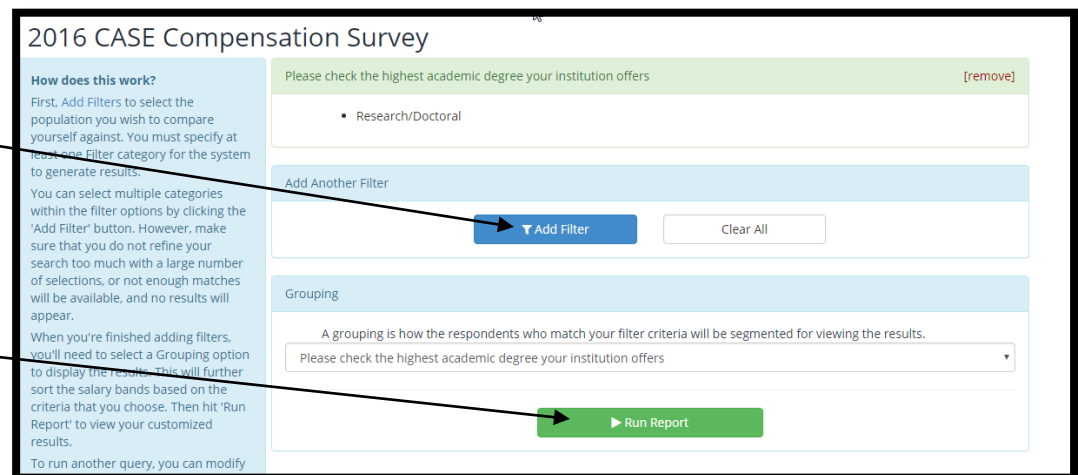
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### C. How do I display results on my screen?

1. The first thing you'll be asked after you enter the reporting page is to filter the data to generate a report that is meaningful to you. You can run a filter based on institutional demographics or individual characteristics, or both, via a dropdown menu (right).



2. You may add multiple filters but we recommend keeping it to **three or less** or the system may not generate enough responses to make the report meaningful. When you're finished adding filters, you'll need to select a Grouping option to display the results. This will further sort the salary bands based on the criteria that you choose. Then hit 'Run Report' to view your customized results.

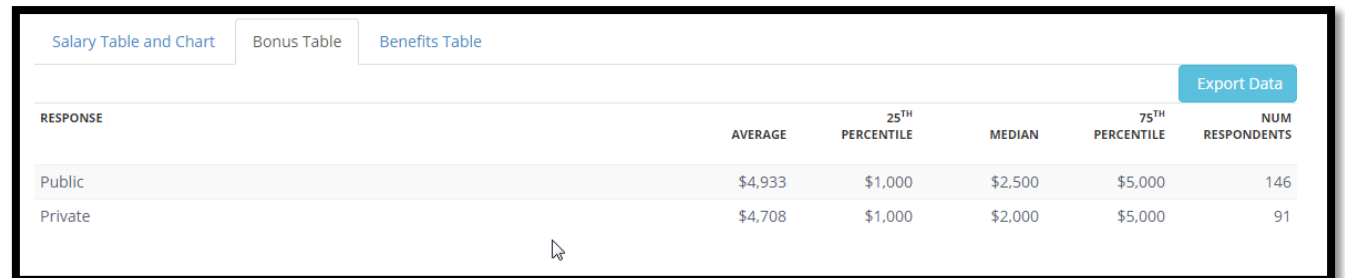


## D. Viewing the reports

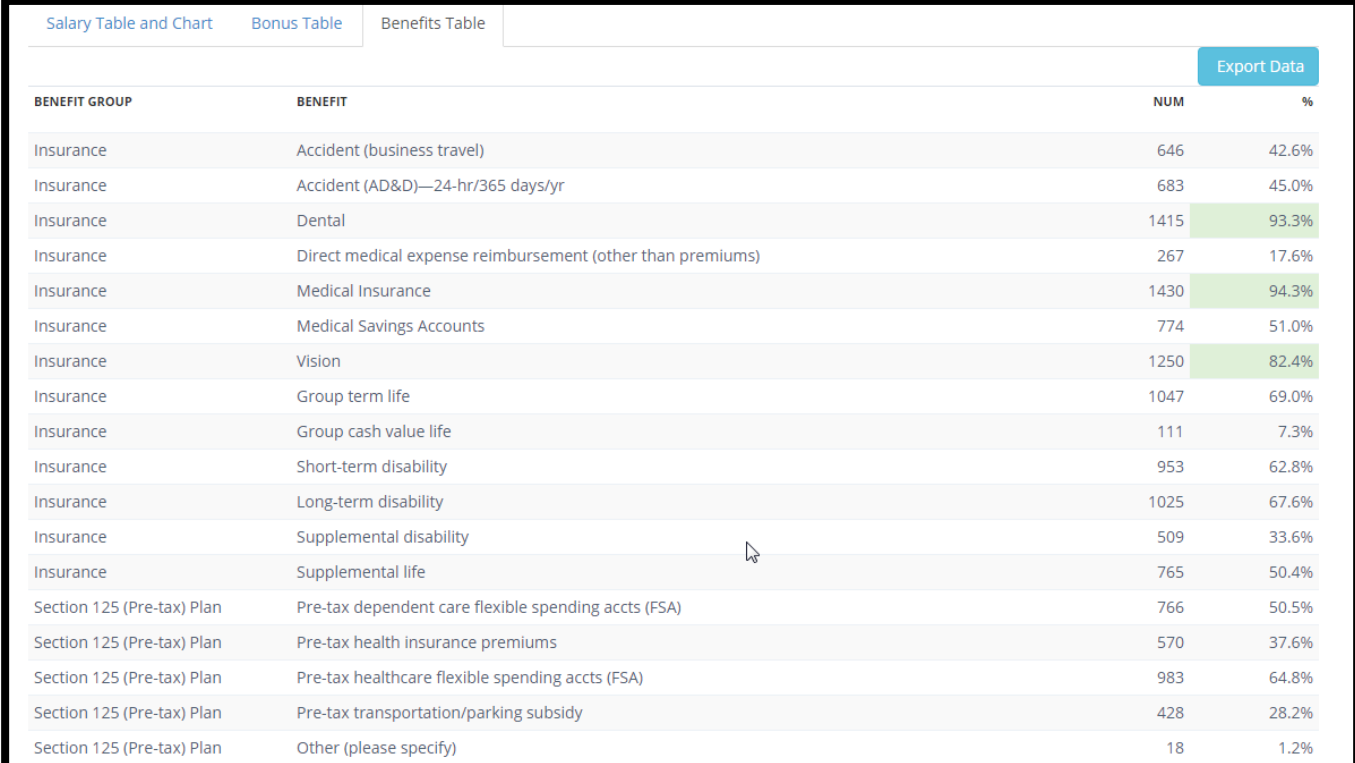
1. After clicking run report, a chart will appear with data according to your filtering parameters. Data are presented by average, 25<sup>th</sup> percentile, median, and 75<sup>th</sup> percentile. The number of respondents for each group defined is also included. Keep in mind that if **less than SIX responses** fit within your filtering parameters, a report will **NOT** generate. You may export the table data to Excel or export the chart itself as a PDF or JPEG image for easy placement into a PowerPoint or other presentation.



2. Click on the Bonus Table tab to see the descriptive statistics for employee bonuses. The responses for these reports will usually be smaller because less survey respondents were eligible for receiving a form of incentive. You may export this chart to Excel.



3. Click the Benefits Table tab to view the percentage of respondents who reported having any of the listed benefits. The benefits in which over 75% of respondents reported having that benefit are highlighted in GREEN. This chart may be exported to Excel.



Salary Table and Chart		Bonus Table		Benefits Table		Export Data	
BENEFIT GROUP	BENEFIT	NUM	%				
Insurance	Accident (business travel)	646	42.6%				
Insurance	Accident (AD&D)—24-hr/365 days/yr	683	45.0%				
Insurance	Dental	1415	93.3%				
Insurance	Direct medical expense reimbursement (other than premiums)	267	17.6%				
Insurance	Medical Insurance	1430	94.3%				
Insurance	Medical Savings Accounts	774	51.0%				
Insurance	Vision	1250	82.4%				
Insurance	Group term life	1047	69.0%				
Insurance	Group cash value life	111	7.3%				
Insurance	Short-term disability	953	62.8%				
Insurance	Long-term disability	1025	67.6%				
Insurance	Supplemental disability	509	33.6%				
Insurance	Supplemental life	765	50.4%				
Section 125 (Pre-tax) Plan	Pre-tax dependent care flexible spending accts (FSA)	766	50.5%				
Section 125 (Pre-tax) Plan	Pre-tax health insurance premiums	570	37.6%				
Section 125 (Pre-tax) Plan	Pre-tax healthcare flexible spending accts (FSA)	983	64.8%				
Section 125 (Pre-tax) Plan	Pre-tax transportation/parking subsidy	428	28.2%				
Section 125 (Pre-tax) Plan	Other (please specify)	18	1.2%				

Please send any questions you may have to [research@case.org](mailto:research@case.org)