



## COMPENSATION & BENEFITS DIRECT DATA ENTRY INSTRUCTIONS

To enter your comp & benefits data directly, [LOGIN TO YOUR CB ACCOUNT](#). From the main dashboard ("HOME") click on "Compensation & Benefits." To move between the sections outlined below, use the "Home" button on the blue bar near the top of the page to navigate back to the main "Compensation & Benefits" page.

### Club Information

This section captures basic data that will be used to calculate metrics in your reports. You may find that some fields are already populated from data entered in the Finance & Operations section. Always click "Submit" at the bottom of the page to save your data.

### Salaried Positions

- Begin in the "Salaried Positions" section by entering data for "Head of Club." Remember to click "Submit" at the bottom of the page.

***NOTE:** In any salaried position where you see "Typical" as a qualifier (i.e. Food & Beverage Manager) there may be more than one person at your club holding such title. Typical means input the characteristics for the person who most typically represents the compensation and benefits for the given position – not the high or the low but more the average or typical. Because job titles can vary from club to club, you will be asked to identify the head of department's title in three areas; finance, golf operations and the club's top executive aka head of club.*

- Next, move to the "Select Positions" tab. Check off the relevant executive and staff positions in each section and click "Submit."
- On each of the three remaining tabs ("Management & Admin," "Food & Beverage" and "Golf, Sports & Recreation, Yacht") select a position from the dropdown, enter the data for that position and click "Submit" to save. Repeat for each position on the dropdown list before moving on to the next tab. Remember that if you have prior year data available in your account you can use the "Copy Prior Year" button and edit as needed.

### Hourly Positions

There are only two tabs in this brief section. On the "Select Hourly Positions" tab, check off the relevant positions and click "Submit." Move to the "Hourly Positions" tab and answer three quick questions for each position you selected. Click "Submit" to save the data.

### Health Insurance Plans

Enter your data on each of the four tabs in this section. Remember to click "Submit" before moving to the next tab.

### Retirement Plans & Other Benefits

In the "Retirement Plans & Other Benefits" section at the top of the main Comp & Benefits dashboard, enter data on each of the three tabs: 401K & Deferred Comp. Plans, Performance Bonus Plans and the Other Benefits tab. Click "Submit" to save.