



## 2020 Wage Survey - Frequently Asked Questions

### Q. I don't see a section to fill out Wage Information, how do I do that?

A. Not every member has access or permission to update the wage data, nor should they. Check with your account administrator to see who currently has access and he/she will assign permissions accordingly.

### Q. Is there a way to add more positions?

A. Part of the streamlining process was to reduce the number of positions required. We found that asking for data on every single employee was deterring people from filling it out so we kept it to the key positions. You can find a complete list of these municipal positions at [this Excel spreadsheet](#). Not all communities will have all these positions, just use the ones that apply to your city or town.

### Q. When do you want the Wage Survey and Directory Updates completed?

A. Historically, we have asked our members to update their local municipal roster after each municipal election, which is typically in the spring. However, we would encourage members to update this information as staff personnel changes throughout the year to keep this information as up-to-date as possible.

### Q. Who has access to view the information?

A. Any municipal official that has a login and password can view the data summary reports. NHMA members with a member login and password, who have been granted access by their Account Administrator to input this data can enter/update the wage information. If you don't know who that is, contact Judy Pearson at [jpearson@nhmunicipal.org](mailto:jpearson@nhmunicipal.org).

### Q. What access does someone need to update the information?

A. This is a great time to review your users and make sure access is appropriate for them. Below is a list of what the different permissions allow and recommendations for who should have access:

**Account Administrator** - allows for account updates, changes to permissions, adding and removing users. Should be limited to 2-3 people depending on size of the community.

**Allow Invoicing** - allows user to purchase items in the NHMA shop at member price and request the municipality to be invoiced. Most users can have access to this, entirely up to the member who they limit it to.

**Manage Ads** - allows user to post classified ads on the NHMA website. Limited to department heads, administrative assistants, and/or HR personnel.

**Directory Update** - allows user to make changes to Manage Organization and Manage Officials which gets published in the *Municipal Officials Directory* each year. Should be limited to those users who are responsible for maintain that information.

**Official Wage Information** - allows user to make updates to the wage information published in the Wage Survey. Should be limited to those users who handle payroll information.

### Q. Who do I contact with questions?

A. Contact Judy Pearson at [jpearson@nhmunicipal.org](mailto:jpearson@nhmunicipal.org) or 603.230.3355 with any questions.