

Salary Survey Website

Helpful Tips

<https://survey.gahsa.org> Password = survey

Keep the following tips in mind when using the Salary Survey website.

1. The Salary and Benefits surveys require a lot of data to be entered, so it's understandable that you might not have enough time to complete the surveys in one sitting.

Click the **Save Data** button to save your entered information if you're only able to complete part of a survey section. At that point, you can close the GAHSA Salary Survey website and return at a later time to continue where you left off.

Benefits Survey - General Questions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address

Click a selection to jump to that page:

- Welcome
- Salary Survey Status
- Benefits Survey Status
- User Maintenance

To find a word on this page, enter the word below and click 'Find'.

Find

Print this page

Save data

Submit Section

Facility name

Chapter/Region

County

Administrator

Survey contact person

Phone

Email

Choose between: PTO Paid Sick

Dollar value of paid time off (vacation, holidays, sick days, funeral leave)

Total employer paid FICA - user

2. Click the **Submit Section** button to save and submit the survey section when you're completely finished entering the required information. Each section of the survey must be submitted using the **Submit Section** button.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web form titled "Benefits Survey - General Questions". The browser's address bar is empty, and the menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains standard navigation icons like "Back", "Forward", "Home", "Search", "Favorites", "Go", and "Links".

The web page has a dark blue header and a sidebar on the left. The sidebar contains a navigation menu with the following items:

- Welcome
- Salary Survey Status
- Benefits Survey Status
- User Maintenance

Below the menu, there is a search box with the text "To find a word on this page, enter the word below and click 'Find'." and a "Find" button. At the bottom of the sidebar, there are three buttons: "Print this page", "Save data", and "Submit Section". The "Submit Section" button is circled in red.

The main content area of the form includes the following fields:

- Facility name:
- Chapter/Region:
- County:
- Administrator:
- Survey contact person:
- Phone:
- Email:

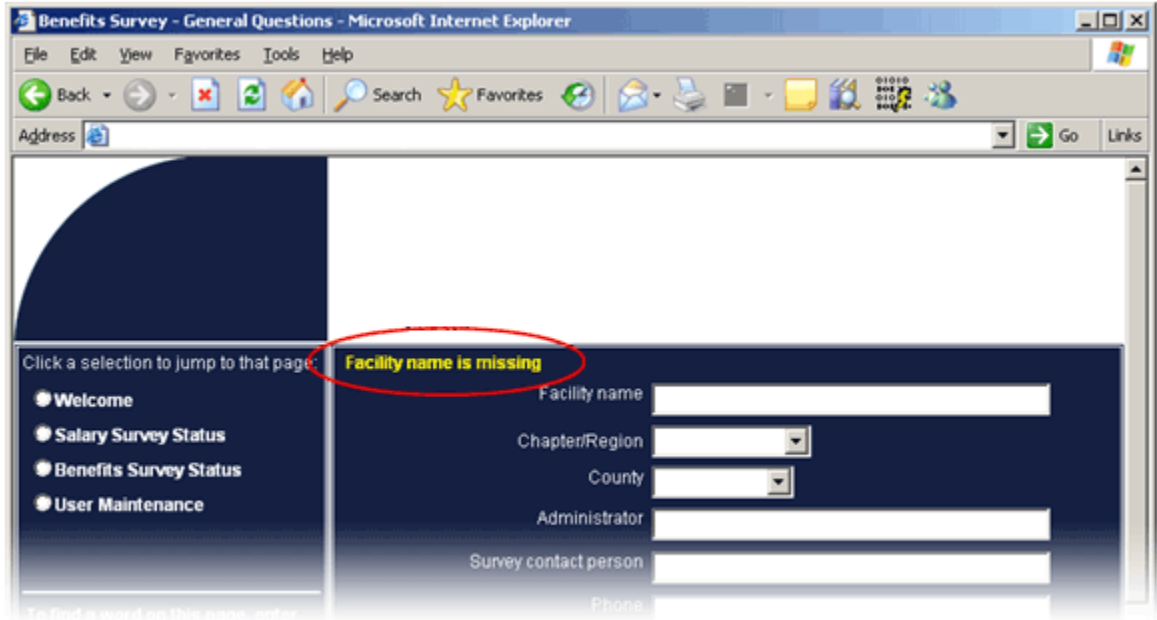
Below these fields, there is a section for "Choose between:" with two radio buttons: "PTO" and "Paid Sick / Paid Vacation".

At the bottom of the form, there are two more fields:

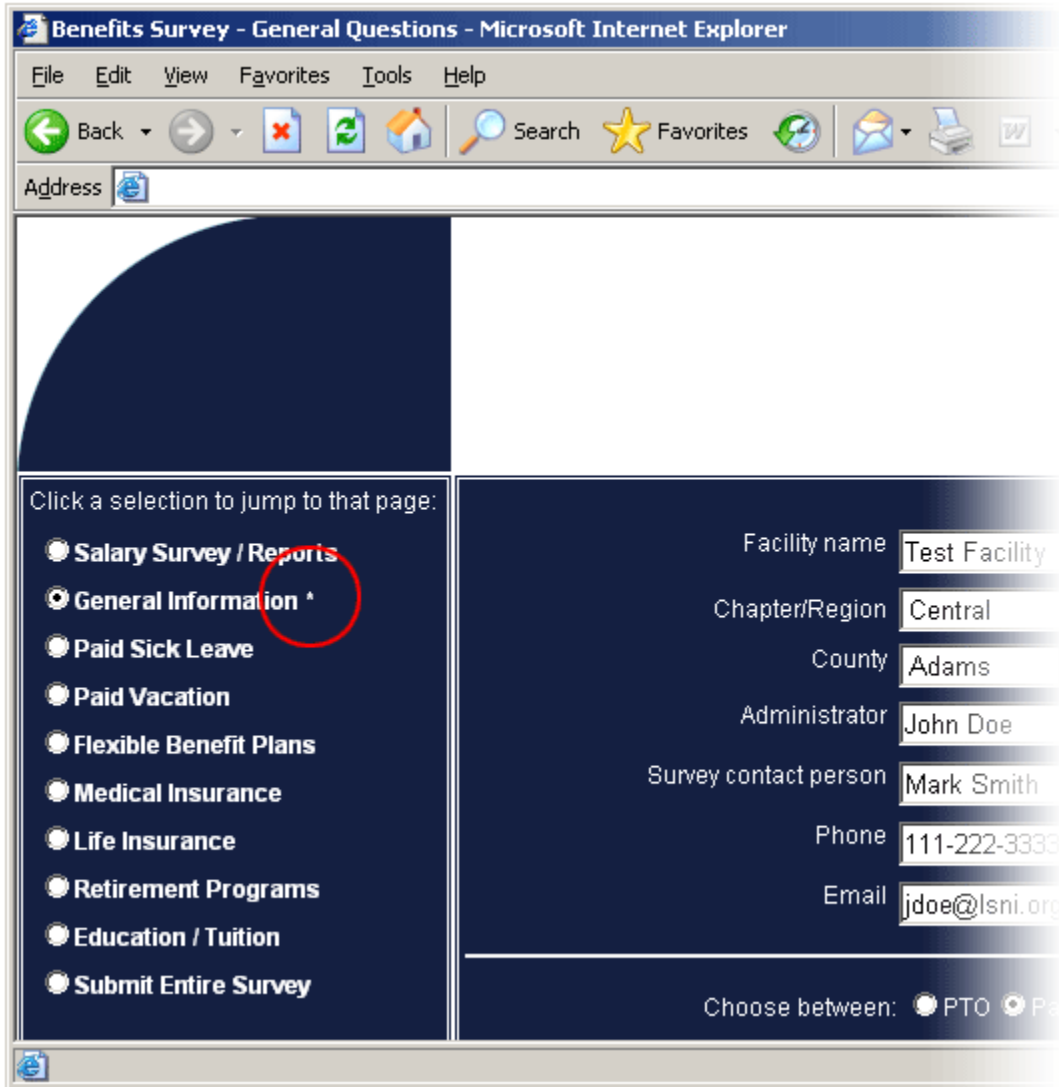
- Dollar value of paid time off (vacation, holidays, sick days, personal days, funeral leave, paid time off):
- Total employer paid FICA, unemployment taxes:

3. It's important that you complete all required areas before submitting a survey section. If all required areas have not been completed, you will see an error message at the top of the section (see the image below).

If an error message appears, complete the missing data and click the **Submit Section** button again. Repeat this process until all required areas have been completed.

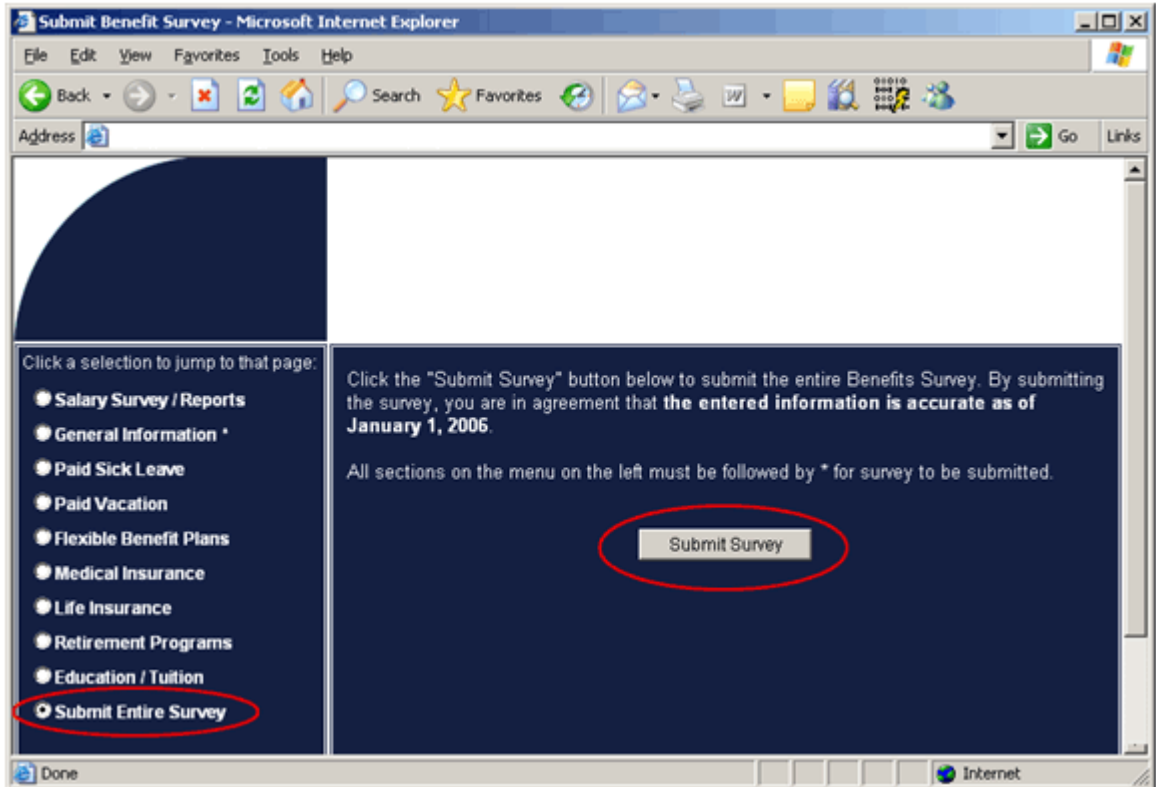


4. After a section has been successfully submitted, you will see an asterisk beside the section name in the left menu (see the image below).



5. After successfully submitting all sections of either the Salary or Benefits survey, you'll be able to submit the entire survey. To do so, click **Submit Entire Survey** from the left menu and then click the **Submit Survey** button.

You'll have to go through this process twice if you're completing both the Salary Survey and the Benefits Survey.



Note: You will not be able to submit the entire survey if all sections have not been successfully submitted. In the example above, you can see the *General Information* section is the only section that has been successfully submitted (denoted by the * in the left menu).