

PSMJ 2022 Staff Compensation Survey: Instructions

Copy of Pop-Up Instructions

Unless otherwise noted, answers should reflect your firm's compensation practices/policies in effect as of January/February 2022.

IF AN INDIVIDUAL HAS RESPONSIBILITY FOR MORE THAN ONE TITLE

Please classify them in the position that is their primary responsibility or commitment of effort for the firm – pick the function on which he/she spends the most time (more than 50%). Please DO NOT include the same employee in multiple positions unless they are a Project Manager as noted below.

PROJECT MANAGERS WHO SPEND LESS THAN HALF THEIR TIME MANAGING PROJECTS

If PMs spend less than 50% of their time managing projects, include their data in BOTH the Mgt and Staff tabs. For example, if the employee is a PM who spends 40% of his/her time managing projects and an Architect who charges 60% to projects, enter the entire salary/all data in BOTH the Mgt and Staff Survey tabs.

POSITION DESCRIPTIONS

We do not include position descriptions for the staff disciplines – these positions are based on years of experience ONLY (as an architect/engineer/designer, etc.). Position descriptions for management roles are covered in the MGT tab.

METRICS

A. SALARY \$ PER YEAR - Enter the amount of annual base salary paid to the individual with this title, or the MEDIAN if there is more than one employee. Please do not include overtime pay.

B. PERFORMANCE BONUS \$ - The most recent annual performance bonus paid to the individual reflecting their performance during last year (even if paid in the current year). Exclude owner distributions based on share ownership. We are asking for only performance-based, discretionary bonuses. If a salaried employee is rewarded/paid for extra hours worked, please include here.

Please enter the MEDIAN if there is more than one employee.
If no bonus, input \$0; If you choose not to answer, leave blank.

E. NUMBER OF PEOPLE WITH THIS TITLE - Please enter the number of individuals in your firm with this title.

H. % CHARGEABLE TO PROJECTS - Indicate the approximate percentage of total hours (not \$) chargeable to projects during the past year by each individual.

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J. OVERTIME

1. YES/NO: Indicate if employees in this position typically work overtime (not necessarily recorded or paid). Based on a 40-hour week during the past year by each individual for U.S. firms, 36-hour weeks for Canadian firms. If NO, SKIP TO K.
2. % OVERTIME: If yes to J1, indicate the approximate actual overtime (not necessarily recorded or paid overtime), based on a 40-hour week during the past year by each individual in this position. Examples: a 44-hour week would be 10% overtime; 50 hours would be 25% overtime. Canadian firms, please use a 36-hour week.
3. PAID OVERTIME? Overtime for which the employee receives immediate compensation, not deferred compensation.

K. LICENSURE

Indicate if staff in this position are generally licensed (Y for Yes; N for No). Leave Blank if not applicable.

L. BILLING RATE/HOUR - The typical billing rate for individuals in this category. This should be your quoted current rates for hourly work, before negotiations with client, including overhead and profit. Please note we are asking for dollars per hour, not the actual multiplier.

A Few Important Notes

IF YOU HAVE MORE THAN ONE PERSON IN A POSITION

If you have more than one individual in a position, please select a MEDIAN (mid-point) individual as representative of the group rather than using the mathematical average.

IF AN INDIVIDUAL HAS RESPONSIBILITY FOR MORE THAN ONE TITLE

Please classify them in the position that is their primary responsibility or commitment of effort for the firm – pick the function on which he/she spends the most time (more than 50%). *With the exception of Project Managers who are less than 50% chargeable to projects as noted below, please DO NOT include the same employee in multiple tabs.*

PROJECT MANAGERS WHO SPEND LESS THAN 50% ON PROJECTS

If PMs spend *less than 50%* of their time managing projects, include their data in BOTH the manager and discipline tab. For example, if the employee is an Architect and PM who charges *less than 50%* of his or her time to projects, enter the entire salary/all data in both the MGT and Architect tab.

PART-TIME EMPLOYEES

If you are including any part-time employees' base salary data, please convert to full-time equivalents. To convert part-time staff to full-time equivalents, multiply their hourly salary rate by 2,080 hours for U.S. or 1,950 hours for Canada.

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CANADIAN FIRMS

Canadian firms should report results in Canadian dollars.

Firm Demographics

Question 1a.

TOTAL NUMBER OF STAFF - We want to establish the current size of your firm. Please indicate the current total number of employees, including all professional staff, technical staff, clerical and administrative staff, partners/principals, and the full-time equivalent for part-time staff, seasonal help, and paid interns. (To convert part-time staff, seasonal help, and paid interns to full-time equivalents, divide by 2,080 hours for U.S. or 1,950 hours for Canada.) Count full-time employees who work more than 2,080 hours as one employee.

Question 1b.

PROFESSIONAL SERVICES OFFERED IN-HOUSE - We want you to identify your firm type, based on the services you provide in-house. You must choose only one of the types listed. Note: we are interested in your primary service type. If you are an engineering firm which does both prime and sub-consulting, please indicate the type that represents a majority of your work. Question 1c.

GEOGRAPHIC REGION - Indicate where you do the majority of your work (more than 50%).

All US: No one region represents more than 50% of your work.

Midwest - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

West - Alaska, California, Hawaii, Oregon, Washington.

Northeast - Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont.

Southwest - Arizona, New Mexico, Oklahoma, Texas.

Canada - Anywhere in Canada. Please use Canadian dollars for all dollar responses.

South - Alabama, Arkansas, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia.

Mountain - Colorado, Idaho, Montana, Nevada, Wyoming, Utah.

International: More than 50% of work is outside US or Canada. Including US and Canadian possessions.

Question 1d.

PORTION OF TOTAL REVENUES DERIVED BY CLIENT TYPE - We would like to know if you do most of your work for private-sector owners of projects, including commercial, industrial, housing and/or other private-sector facility owners. Precise accuracy is not needed-Round to the nearest 5%. We would like to know if you do most of your work under the rules of governmental agencies. Please report state and local government work together with federal as government work. Precise accuracy is not needed-Round to the nearest 5%.

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Question 1e. ANNUAL NET REVENUES - Gross revenues after deducting subconsultants & direct expenses for FYE 2021.

Question 1f. ANNUAL GROSS PAYROLL - Total annual payroll before withholdings and/or bonuses for FYE 2021.

Question 1g. OPERATING PROFIT - Operating profit before taxes and all discretionary distributions (year-end bonuses) for FYE 2021.

Question 1h. RETIREMENT PAYMENTS - Total firm payments to qualified retirement plan(s) for fiscal year-end 2021. This includes firm payments for 401(k) matching, contributions to retirement profit sharing plans or firm-paid contributions to any other retirement or deferred compensation plan (including ESOP contribution). Include total dollar amount paid by the firm for all employees, firm-wide. Do not include any discretionary bonuses or owner distributions.

Question 1i. Is your firm a Women's Business Enterprise (WBE) or Minority Business Enterprise (MBE) as certified by some government body?