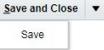
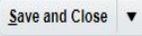


VAIL RESORTS®

Compensation Analysis Tool (CAT) Recommending a Market Adjustment

Note: The system contains additional functionality that will not be used during this year end cycle. Please focus on only the compensation items necessary for this year end.

Navigating the System

- ✓ After logging in, select the **Home**  icon
- ✓ Select the **My Team**  icon on the right side of the page
- ✓ Select the **Workforce Compensation**  icon from the dropdown
 - There will be 2 plan options to choose from, but it will default to the current year Base Wage Plan which is what you will be using for this process.
 - You can switch between the two plans by clicking the arrow to the right of **Viewing Plan** in the top right of the screen.
- ✓ Select the **VAIL Resorts Base Wage Plan YEAR 2017-2018** by clicking the Base Wage  icon located below "Tasks"
 - Please note: The Base Wage plan only includes Year Round employees
 - The initial view will show your direct report team; to view your entire team, click on **View** and then **List** from the drop-down menu. This will show all employees on your team alphabetically.
 - Only 30 names are viewable per page. If you have more than 30 people on your team, you will have to go to subsequent pages to view the remaining people.
- ✓ To enter a market adjustment recommendation, scroll to the right and enter the new salary into the **Proposed Salary** box, the specific column will be highlighted in blue.
- ✓ Next, select "Market Adjustment" from the drop-down menu in the **Market Reason** field
 - *Market Reason is a requirement, you will not be able to save your recommendation until you select a reason
- ✓ Enter a justification for the market adjustment in the **Comment** field. If there is no comment entered, the market adjustment will not be saved or submitted for approval
- ✓ Save recommendation by clicking on the **Save**  icon on the worksheet or **Save** in the top right corner of your screen below the **save and close** icon. 
- ✓ After entering all your market adjustments, click **Save and Close** to exit 

Please note, if you see information that is incorrect, please reach out to your local HR