

VAIL RESORTS®

Compensation Analysis Tool (CAT) Recommending a Promotion

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 in the top right corner of the main page
 - ✓ Select the **My Team**  icon on the right side of the page
 - ✓ Select the **Workforce Compensation**  icon from the ensuing drop-down
 - There will be 2 plan options to choose from, however it will default to the current year Base Wage Plan which is the plan you will use for this process.
 - You can switch between the two plans by clicking the arrow to the right of "**Viewing Plans**" 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 only show your direct report team; to view your entire team, click on View and the 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 promotion recommendation, scroll to the right and enter the new salary into the **Proposed Salary** box, the specific column will be highlighted in blue.
 - Please note: If the employee is currently an hourly employee and the recommendation is to promote them to a salary position the amount in the Proposed Salary field needs to be an hourly format
- EXAMPLE:** Current Rate of Pay is 18.00/hr
New Proposed Salary is \$45,000.00
 $\$45,000/2080 = \21.64
\$21.64 would be the amount entered as the new Proposed Salary
- ✓ Next, enter a justification into the the **Promotion Reason** box
 - Options include:
 - Scope Increase
 - Leadership Recognition
 - Please note: Promotion Reason is a requirement, you will not be able to save your recommendation until you select a reason
 - Next, enter the new job title in the Proposed Title box
 - To search for the desired Job Title, select the down arrow  and then click "**Search**" [Search...](#)
 - Please note: Job Title is a requirement, you will not be able to save your recommendation until you select a reason

Below is a list of the generic codes and titles for a grade promotion:

Grade 23 Promotion	VRI_V0011	Grade 27 Promotion	VRI_V0015	Grade 31 Promotion	VRI_V0019
Grade 24 Promotion	VRI_V0012	Grade 28 Promotion	VRI_V0016	Grade 32 Promotion	VRI_V0020
Grade 25 Promotion	VRI_V0013	Grade 29 Promotion	VRI_V0017		
Grade 26 Promotion	VRI_V0014	Grade 30 Promotion	VRI_V0018		

- ✓ Next, click the box under "**Comments**"  to enter a justification for the promotion.
 - Please note: If there is no comment entered, the promotion 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

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