

Minnesota Local Government Salary Survey FAQ

Q1. How do I complete the survey?

A1. To complete the survey, please visit [mn.surveynavigator](https://mn.surveynavigator.com), click Login, and enter the username and password provided by your organization in the Coordinator Login box.

- We are once again offering two webinars on data entry via WebEx on either:
Wednesday, March 15th at 9:30 am or
Wednesday March 22nd at 2:30 pm.
RSVP, please contact TL Cox, Senior Vice President with Springsted, at tlcox@springsted.com or (469) 515-0646.

Q2. How do I access the results of the survey?

A2. To access the results of the survey, first make sure you have submitted your organization's information, as complimentary access to the survey is only provided to participating entities. To access the results of the survey, please visit [mn.surveynavigator](https://mn.surveynavigator.com), click Login, and enter the username and password provided by your organization in the Member Login box.

Q3. Can I edit my data after it's submitted?

A3. Absolutely! In fact, we encourage you to keep your information be updated throughout the year as it changes because of new hires, retirement, attrition, settled Collective Bargaining Agreements, etc.

Q4. I have questions about the survey or I need my username and password. Who can I contact?

A4. Support for SurveyNavigator™ is provided by Springsted. To reach them, please email e-solutions@waters-company.com and someone will respond to you within 24 hours either via email or with a phone call.

Q5. Once I enter my data online, is there anything else that I need to do?

A5. Once your data has been entered please double check that your contact information is up to date, that you have added your elected official's data and uploaded your benefits summary PDF as well as CBA pdfs. It is not necessary to reach out to us to let us know your survey is complete. Your data is immediately collected once you click Save.

Q6. I have both full and part-time positions in the same job title. How do I enter that?

A6. If you have both full and part-time positions in a single job title, please provide data only for the full-time positions.

Q7. I keep receiving a message that says Override Warning and Save when I try to save my data. What's going on there?

A7. Because of our long history of providing the SurveyNavigator™ solution, we've identified much of the most common errors in data entry. Thus, we've been able to develop validation steps that test your information as its being entered. When receiving this warning, please double-check your information,

as you may have entered a value below the reported range minimum, above the reported range maximum, outside the lowest and highest values in the survey, or above the Minnesota salary cap. If you're confident that what you've entered is accurate, you can always click the Override Warning and Save button to submit the information.

Q8. How do I participate in the salary survey using the Excel file?

A8. Once you've logged in to the Coordinator section (as discussed above), there is a link to Participate Using Excel on the Home tab. Download that file, complete the Matching Sheet, and fill in the remaining boxes on the Your Data tab. Note that some will automatically populate based on how you've matched your jobs. Once you've completed the file, please email it to e-solutions@waters-company.com and we'll take care of the rest!

Q9. If I submit my data using Excel, do I still have to login to the site.

A9. Yes, you do. When you login as a Coordinator, you'll see boxes for where you should upload a single file of your benefits and union contracts respectively. You also should submit your responses to the Additional Pay, Police Specialty Pay, Annual Pay Structure Adjustment Data, and Elected Officials tabs.

Q10. My Elected Officials data hasn't changed. Do I need to enter it again?

A10. To ensure that your data has the correct date stamp, you will still need to click Select to View/Edit Details and resave the information that is already there.

Q11. Where can I find copies of the job summaries?

A11. Once you've logged in to the Coordinator section (as discussed above), there is a link to 2017 Job Titles and Summaries on the right. Download that file.

Q12. Where did the Tax & Debt tab go?

A12. During the survey process, this tab seemed to cause significant confusion with survey participants so it was removed.