



# INVITED COMPANY VIEW

## STEP 1: COMPANY RECEIVES EMAIL INVITE

San Diego Workforce Partnership invitation to share job quality information Inbox x

 **Working Metrics** <noreply@workingmetrics.com> to cynthia ▾

Email invite will show as coming from Working Metrics.



Working Metrics

Hello Cynthia,

Cynthia Centeno Garcia at **San Diego Workforce Partnership** invites you and **Test ABC** to join Working Metrics and participate in the Good Companies, Good Jobs service. Click the button below to get started!

Additional information from **San Diego Workforce Partnership**

- A response is requested by **10/30/2020**
- For questions contact Cynthia Centeno Garcia ([cynthiacentenogarcia@workforce.org](mailto:cynthiacentenogarcia@workforce.org))
- Please include **diversity data** with your upload

Additional notes for getting started: *misc notes*


Get Started

When you click this button you will be asked to

- 1 Create your password
- 2 Complete a short company profile
- 3 Accept the invitation from **San Diego Workforce Partnership**
- 4 Provide some employee wage and benefits information

**Our Mission**

Working Metrics has partnered with The Aspen Institute's Good Companies, Good Jobs Initiative to help companies and their partners gain insight, based on hard data, into their workforce practices which they can use to increase job quality as well as financial and business performance.

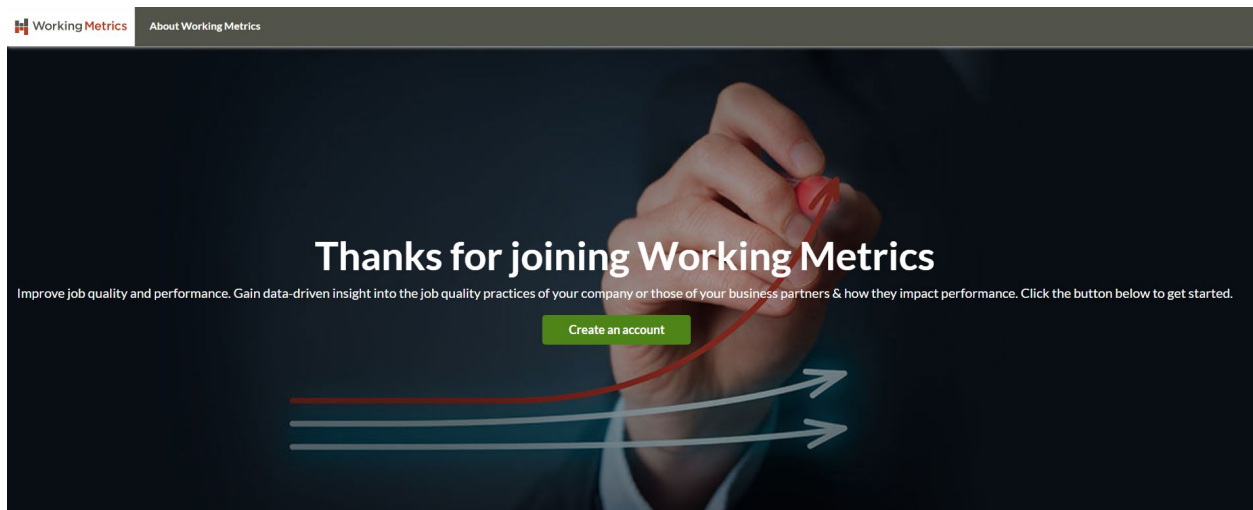


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The email invite will provide instructions about how to create an account and by when information needs to be submitted.

## STEP 2: CREATING AN ACCOUNT

The link in invitation email will direct you to the following screen. Click “create an account”.



You will be directed to create a password and confirm by re-entering password.

A screenshot of the Working Metrics website's password creation page. The page has a light gray background. The top navigation bar shows the Working Metrics logo and 'About Working Metrics'. The main heading is 'cynthia, to get started, you just need to create a password'. Below this, a small note says: 'Please create a password that is at least 6 characters long and has at least 1 number, 2 lowercase letters, 1 capital letter and 1 special character.' There are two input fields: 'Password' and 'Retype It'. A green button labeled 'Next' is located below the input fields. The bottom navigation bar shows the Working Metrics logo on the left and links for 'About Us', 'Contact Us', 'Product', 'Partners', and 'Security/FAQ' on the right.

### STEP 3: COMPLETING COMPANY PROFILE

Working Metrics Welcome cynthia

Complete your company profile

**1**  
Company Information

Please complete the following information to set up your company profile.

Account Status

Active

Company Identifier (EIN) (\*)

Company Name (\*)

Business Type (optional)

Ownership Status

Sector (\*)

Percentage of temporary workers / 1099 (\*)

Options include:

- Sole proprietorship
- LLC
- Cooperative
- Corporation
- S Corporation

Options include:

- Women Owned
- Minority Owned
- Veteran Owned

Set up company profile.  
You can also add your company logo.

**Important:** select the sector titled  
"Non-Government Workforce & Job  
Training and Placement Services"

Working Metrics Welcome cynthia

Complete your company profile

Company Information **2** Users Locations

Now, add any additional company users

Other users can help submit information and/or see results.

First Name	Last Name	Email	Role	Primary Contact
cynthia	centeno	cynthiacenteno@gmail.com	Manager	<input checked="" type="checkbox"/>

The primary contact has the option to add additional users that can upload job quality data.

You will need to provide name, email, and role.

Working Metrics Welcome cynthia

Complete your company profile

Company Information Users **3** Locations

Next, provide a primary company address.

You must add at least one address for your organization. Additional addresses may be added now or later.


Address	Address line 2	City	State	Zip
4526 Lightwave avenue		San Diego	CA	92123

You can edit the current company address or add other locations.

## STEP 4: ACCEPTING SAN DIEGO WORKFORCE PARTNERSHIP INVITATION

You will need to accept the invitation to connect with the San Diego Workforce Partnership

The screenshot shows the Working Metrics interface with a navigation bar containing 'Working Metrics', 'Reports', and 'Upload Employee Data'. A user profile 'Welcome cynthia' is visible in the top right. Below the navigation bar, a message states: 'A partner would like to connect with your organization'. A sub-message reads: 'A partner must have your permission to view reports based on your data. If you approve this connection, members of that Institution will be able to view reports until access is revoked. Users with the Company Manager role can remove access at any time through the Manage Company option.'

 San Diego Workforce Partnership would like to connect with Test ABC

- A response is requested by: 10/30/2020
- For questions contact Cynthia Centeno Garcia|cynthacentenogarcia@workforce.org
- Please provide diversity data with your upload
- Additional note for getting started:

misc notes

At the bottom of the invitation box, there are two buttons: 'Approve' (green) and 'Deny' (grey).

## STEP 5: UPLOAD JOB QUALITY DATA

You will need to upload employee data in a specific format.

1. Employee Wage Data
  - Last Quarter's Wages per employee
  - Employee wages from same quarter 3 years prior
2. Diversity Data
  - Last quarter's Gender & Race/Ethnicity per employee
  - Employee gender & race/ethnicity for same quarter 3 years prior
3. Benefits Plan Data
  - Health Insurance/% of premium paid by company contribution
  - Retirement Plan/% of salary paid covered by company contribution
  - Annual paid leave/number of vacation, sick & personal, days

The screenshot shows the 'Upload Employee Data' section of the Working Metrics interface. The navigation bar includes 'Working Metrics', 'Reports', and 'Upload Employee Data'. A user profile 'Welcome cynthia' is in the top right. A blue banner reads: 'Working Metrics protects your data. Learn how >'. Below this, a heading says 'Complete these steps to provide employee data'. A progress bar shows five steps: 1. Gather employee data (highlighted), 2. Provide employee data, 3. Provide baseline employee data, 4. Review employee data, and 5. Review diversity data.

Under the heading 'Collect employee data', there is a note: 'Data can be provided to the system in one of two ways, either use our sample template to collect employee Employee ID and quarterly wage data for Q3 2020 or use an exported data set in a comma-separated values (.csv) format from your HR system with the same columns. Please note that Employee ID are never saved or transferred over the network.' Below this is a sub-note: 'Once you've collected the necessary information in one of these formats, proceed to Step 2.'

An 'Upload Format:' dropdown menu is set to 'Working Metrics'. Below it is a table with the following data:

SSN/ID	Gross Quarterly Wages	Gender	Ethnicity	Start Date	End Date	Annual Salary	Employee Zip Code
123-45-7890	\$14,519.24	Male	White	01/01/18	04/05/19	\$58,100	11111
123-45-7891	\$9,312.33	Female	Black	01/01/18	04/05/19	\$37,200	11111-1111
123-45-7892	\$8,621.25	Male	African American	01/01/18	04/05/19	\$34,500	12301
123-45-7893	\$12,270.70	Female	Hispanic	01/01/18	04/05/19	\$49,100	12301-1112
123-45-7894	\$14,127.70	Female	Other	01/01/18	04/05/19	\$56,500	10131
123-45-7895	\$14,727.56	Male	Hispanic	01/01/18	04/05/19	\$58,900	02131-1113

Below the table are two buttons: 'Download the template' (blue) and 'Next' (green).

You will need to review and confirm **employee wage data** before submitting.

Working Metrics
Reports Upload Employee Data
Welcome cynthia

Complete these steps to provide employee data

1 Gather employee data
2 Provide employee data
3 Provide baseline employee data
4 Review employee data

Review data before upload

On this screen you may review the data that you've provided as well as identify any errors that require correction before the data is uploaded. Once there are no errors, click the Next button to continue with the upload process.

Q3 2020 Employee Data & Summary

Number of employee in file	26
Total quarterly wages	\$387,224.56

	A	B
	Employee Identifier	Gross Quarterly Wages
1	702e868b2ac41a	\$12,705.00
2	ce6f8ff56241c6	\$40,000.00
3	75dfb75d711c70	\$11,000.00
4	9adc483f8235e7	\$14,000.00
20	bf214d0a453c80	\$15,600.00
21	055bc144e90cfe	\$8,320.00
22	6f20316bb368c5	\$16,000.00
23	c29d9170618fba	\$13,500.00
24	a322bcc2f84828	\$11,500.00
25	cd5592abf3455f	\$7,500.00

first prev 1 2 next last

Q3 2017 Employee Data & Summary

Number of employee in file	72
Total quarterly wages	\$928,707.08

	A	B
	Employee Identifier	Gross Quarterly Wages
1	ce3a6e5755bd51	\$10,000.00
2	4e9d21403b226d	\$15,045.14
3	4adb6bb744a5dd	\$13,200.00
4	3a2ec2a822d747	\$12,500.00
20	be6edf3af8a95a	\$21,347.00
21	a7e3ebaa6d520c	\$9,625.00
22	332bf5e3600f82	\$14,300.00
23	3edd80de9815f5	\$13,345.00
24	b9992ec7341057	\$16,324.00
25	75dfb75d711c70	\$11,000.00

first prev 1 2 3 next last

Back
Next

You will need to review and confirm **employee diversity data** before submitting. Select **upload** once confirmed.

Working Metrics
Reports Upload Employee Data
Welcome cynthia

Complete these steps to provide employee data

1 Gather employee data
2 Provide employee data
3 Provide baseline employee data
4 Review employee data
5 Review diversity data

Review data before upload

On this screen you may review the data that you've provided to identify any potential gaps that need to be addressed prior to clicking the Upload button.

Q3 2020 Employee Data & Summary

Female	11
Male	15
Not Provided	0

Black/African American	5
Hispanic	6
White	14
Other	0
Not Provided	1

Q3 2017 Employee Data & Summary

Female	43
Male	29
Not Provided	0

Black/African American	18
Hispanic	9
White	42
Other	0
Not Provided	3

Back
Upload

You will need to answer a few questions regarding **employee benefits data**.

Working Metrics
Reports
Upload Employee Data
Welcome cynthia ▾

## Benefits Questionnaire

Please answer the following questions about your company's benefits programs as appropriate for Q3 2020.

### Paid Leave ⓘ

Does your company offer paid leave to employees/associates?

▾
 No Answer / Report Later

### Health Insurance ⓘ

Does your company offer health insurance to employees/associates?

▾
 No Answer / Report Later

### Retirement Plan ⓘ

Does your company offer a retirement plan for employees/associates?

▾
 No Answer / Report Later

Save

Once all data has been uploaded you will have access to review your job quality scorecard.

Working Metrics
Reports
Upload Employee Data
Welcome cynthia ▾

#### Reports

Report Name

▾
 Social Impact Scorecard

Reporting Period

▾
 Q3 2020

Show Report

Set as Favorite

### Social Impact Scorecard Download

Your score is based on frontline workers earning less than \$60k / year compared to industry standards. The mission of the program is to encourage and equip business leaders to enact strategies that simultaneously produce outstanding outcomes for their businesses and frontline workers.

**Test ABC** Q3 2020 ★ ★ ★ ★ ★

A Minority Owned company

Your overall score is below average for Finance, Insurance, and Real Estate Industries!

Overall	2.5	Benefits Credit	Qualifying Plan	Quality Standard	<b>How can you improve your score?</b> ⓘ Your best area for scoring improvement is Retention Rate.
Job Growth	-66%	Health Insurance	✓	✓	
Retention	25%	Retirement Plans	✓	✓	
Earnings	8%	Paid Leave	✓	-	
Co. Wide Retention	28%	★ Your Benefits credits increased your score 1/2 star!			

Finance, Insurance, and Real Estate Industries Industry Averages

• Overall score includes a reported 25% temporary workers / 1099