



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

MTAS Salary Survey

User Guide

Version 2

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Introduction

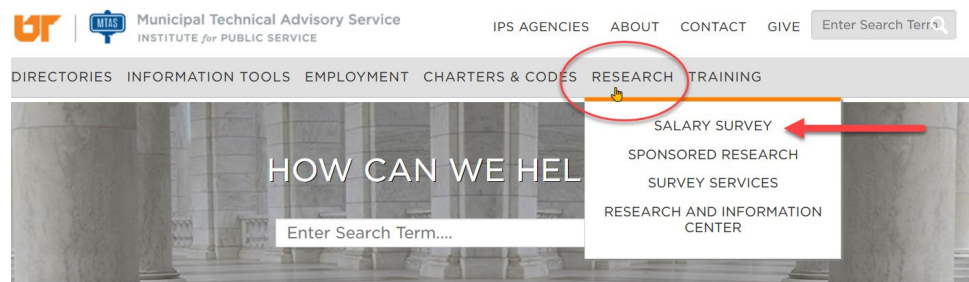
Thank you for participating in the annual MTAS Salary Survey. The primary objectives of the survey are to better enable customers to:

- Identify market rates for similar work throughout the state
- Assist in salary increase planning
- Review the "going wage" for similar positions

Our goal is to ensure most Tennessee municipalities complete the survey to provide you with as much information as possible to assist in your annual budgeting and salary planning process.

This is the link to the salary survey: <https://survey.mtas.tennessee.edu/>

The Salary Survey link is available from the main MTAS website here:



Register as New User

To register for access, go to this URL <https://survey.mtas.tennessee.edu> and click on “Register as a new user” and enter your account information.

Welcome to the MTAS Salary Survey

With assistance from the cities and towns in Tennessee, MTAS collects salary data annually for a selected group of positions and provides access to that information in the MTAS Salary Survey.

MTAS does not maintain the usernames and passwords. If you have forgotten your password or username, click [here to reset it](#). If you have not created a user account yet, click [here to register](#).

Contact Us

Contact your MTAS HR Consultant:

- East Tennessee: Betsy Cunningham | betsy.cunningham@tennessee.edu | 865-974-6689
- Middle Tennessee: John Grubbs | john.grubbs@tennessee.edu | (615) 532-2588
- West Tennessee: Peter Voss | peter.voss@tennessee.edu | (731) 425-4781

Email

Password

Remember me?

[Log in](#)

[Forgot your password?](#)

[Register as a new user](#)

Fill out the registration form as shown here. Note that you will create and maintain your own password.

Register

Create a new account.

First Name

Last Name

Job Title

Email

Password

Confirm password

Organization

[Register](#)

Password Requirements

- Passwords must be at least 6 and at max 100 characters long.
- Passwords must have at least one non alphanumeric character.
- Passwords must have at least one lowercase ('a'-'z').
- Passwords must have at least one uppercase ('A'-'Z').

Click on Register to submit your request for a new account. After you have registered, your account will be reviewed, and you will receive an email upon approval.

Log in/Password Management

Once your new account is approved, go back to the Salary Survey homepage, <https://survey.mtas.tennessee.edu> and log in with the email and password that you created.

If you forget your password, you can reset it by clicking the 'Forgot your password?' link and you will receive an email to reset your password. MTAS will not have access to your password and cannot reset your password for you.

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Email

Password

Remember me?

[Forgot your password?](#)

[Register as a new user](#)

All users can change their own passwords after logging into the database.

To change your password, log in to the system and click your email at the top right of the screen and click the 'Change Password' link.

Municipal Technical Advisory Service

INSTITUTE for PUBLIC SERVICE

⚙️ john.doe@test.com
User Guide
Feedback
Logout

DIRECTORIES
INFORMATION TOOLS
EMPLOYMENT
CHARTERS & CODES
RESEARCH
TRAINING

MTAS Salary Survey

Change password

Current password

New password

Confirm new password

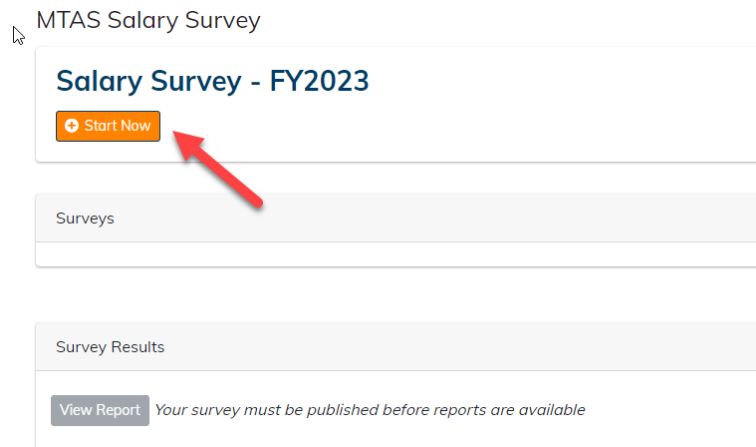
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Completing the Survey

To submit your city's salary data, go to <https://survey.mtas.tennessee.edu>, log in, and at the Salary Survey home page, click on the "Start Now" button.

Note that only ONE survey can be created per city. Once that survey is saved, only one user from your city can edit the survey at a time.



Enter the salary data for the positions in your city or town in the form that is displayed. If you see a position on the form that you do not have in your city, just leave it blank and skip it.

NOTE: Do not include benefits information in the salary information entered.

Salary Survey - FY2023

For positions that you do not employ, skip that row and leave it blank.

Municipal Information

Number of Full-Time Employees **1**

Salary Information

Position	Current Survey - FY2023		
<input type="text" value="Q Search"/> Show All Position Descriptions 2 Export Position Descriptions	Number of Full-Time Employees	Minimum Starting Annual Salary	Annual Salary
ACCOUNTANT/INTERNAL AUDITOR 1	<input type="text"/> 3	<input type="text"/> 4	<input type="text"/> 5
ACCOUNTING CLERK/BILLING CLERK/CASHIER 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADMINISTRATIVE ASSISTANT 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
AIRPORT CLERK 1	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Enter the total number of full-time employees who work for city in the “Number of Full-time Employees” field under “Municipal Information.”
 - ★ Note this should be the total number of full-time employees in the city – not the total number of employees that you will be reporting salary information for in this survey.
2. The first link here allows you to “**Show All Position Descriptions**” included on the survey form. The second link “**Export Position Descriptions**” creates a downloadable version of all of positions that we collect for your reference.
3. In this field, enter the total number of full-time employees in that position for your city.
4. **Minimum Starting Annual Salary:** We are looking for the minimum **starting** salary for the position.
5. **Annual Salary:**
 - ★ If you have one employee in the position, enter that person’s annual salary.
 - ★ If you have **two or more employees** in the position, enter the Minimum Starting Annual Salary and then enter the AVERAGE annual salary.

(To get the average, add all of the salaries for that position together and divide by the number of employees in the position.)

At the bottom of the form, you have two options. You can “Save” the survey to complete it later. Or, if you have completed the data entry, click on “Submit for Approval”.



After you submit the survey for approval, an MTAS HR consultant will review the results. You will either receive an email notifying you that the survey has been approved or an email notifying you that your survey data needs further review.

If the survey needs review, you will need to log back into the system to review the feedback.

MTAS Salary Survey

Surveys			
You may start a new survey or view previous surveys below			
Survey	Status	Last Modified	
Salary Survey - FY2023	Admin Approval: Needs Review	9/1/2022	Edit View

Click the “Edit” button to review the feedback and make any necessary changes. The position data that needs review will be highlighted in yellow with a comment from the reviewing HR consultant visible as shown below.

Salary Information							
Position	Current Survey - FY2023			Previous Survey - 2021			
	Number of Full-Time Employees	Minimum Starting Annual Salary	Annual Salary	Municipality Comments	Number of Full-Time Employees	Minimum Starting Annual Salary	Annual Salary
ACCOUNTANT/INTERNAL AUDITOR ⓘ	1	\$25,000	\$35,000 <small>Actual Annual Salary</small>	1		\$25,000	\$35,000
ACCOUNTING CLERK/BILLING CLERK/CASHIER ⓘ	2	\$45,000	\$55,000 <small>Average Annual Salary</small>	2		\$45,000	\$55,000
ADMINISTRATIVE ASSISTANT ⓘ HR Consultant Comments: No changes?	3	\$65,000	\$75,000 <small>Average Annual Salary</small>			\$65,000	\$75,000

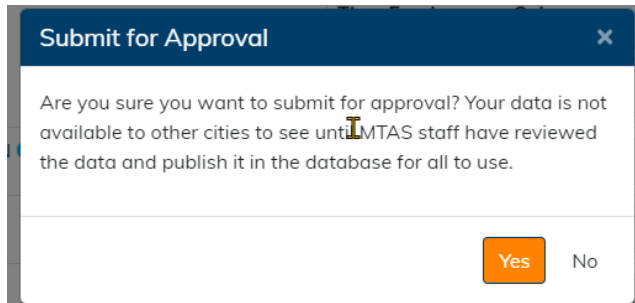
You can provide feedback to the MTAS HR consultant by entering a comment in the “Municipality Comments” field. You may also correct the information if needed and then add a note that the information is now correct.

ACCOUNTING CLERK/BILLING CLERK/CASHIER ⓘ	2	\$45,000	\$55,000 <small>Average Annual Salary</small>	2		\$45,000	\$55,000
ADMINISTRATIVE ASSISTANT ⓘ HR Consultant Comments: No changes?	3	\$65,000	\$75,000 <small>Average Annual Salary</small>	Correct.		\$65,000	\$75,000
AIRPORT CLERK ⓘ							

When you are finished making changes, you can click the “Submit for Approval” button to re-submit the survey to your MTAS HR consultant for approval.

WATER/WASTEWATER LAB TECHNICIAN ⓘ

Click “Yes” in this dialog box.



Once your survey receives final approval, you will receive another email notification indicating that your survey data is approved, and the survey submission process is complete.

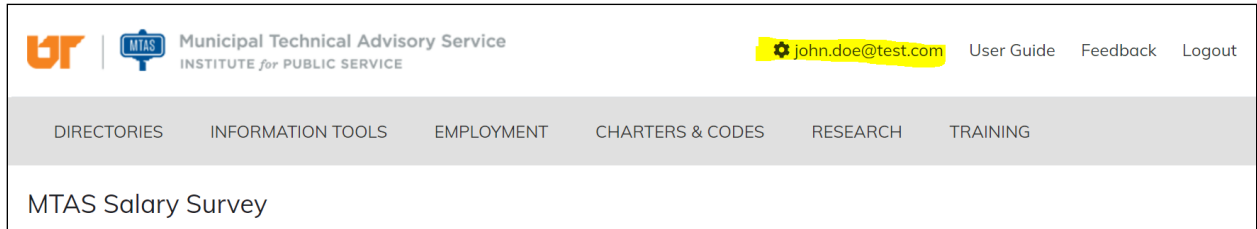
- ★ The email notification can take up to 10 minutes to land in your email inbox. Be sure to check your junk mail if the notification does not appear in 10 minutes or less. The email will come from “salaryinfo@tennessee.edu.”

Publishing the Data

The next step is for MTAS to “publish” the data. The “publishing” step makes the data “live” and available to all users via the data reporting dashboard. More on the reporting dashboard in 2022!

Approving Users

If you are designated as the Salary Survey admin for your city, you will have permissions to approve users who register for access. To approve users, click on your email and click “Users”.



You will see a list of users for you organization and you can approve any user by clicking “Edit” and changing the Approval Status to “Approved”.

Edit

Email Address

john.doe@test.com

First Name *

John

Last Name *

Doe

Organization

Adamsville

Approval Status *

Approved

Admin *



Survey Editor *



Survey Viewer *



Save

| [Back to List](#)

You can also choose which level of permission the user will have when accessing the system. The permission levels are described below:

- Admin - Can complete survey, submit surveys for approval, and approve users.

- Survey Editor - Can complete and submit surveys.
- Survey Viewer - Can view survey their city's survey

All roles will have access to the reporting dashboard when it is available on the site in 2022.

Thank you again for participating in this survey. Sharing your city or town's salary information is a benefit to all municipalities in the state.

For assistance, please contact your MTAS HR Consultant:

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