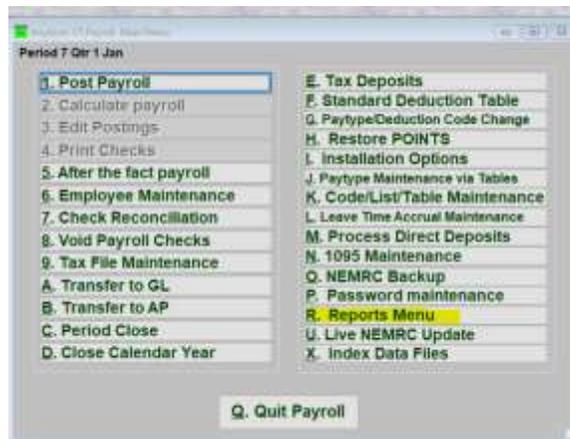


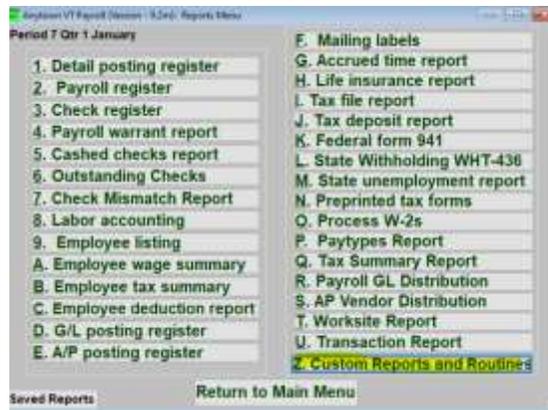
VLCT COMPENSATION AND BENEFITS SURVEY NEMRC CUSTOM PAYROLL REPORT INSTRUCTIONS

The following are brief instructions for NEMRC accounting software users. This will show you how to pull your automated survey report. NEMRC has added the custom report to its custom report's menu for easier access to this information. Make sure you have the most up to date version of the NEMRC payroll.

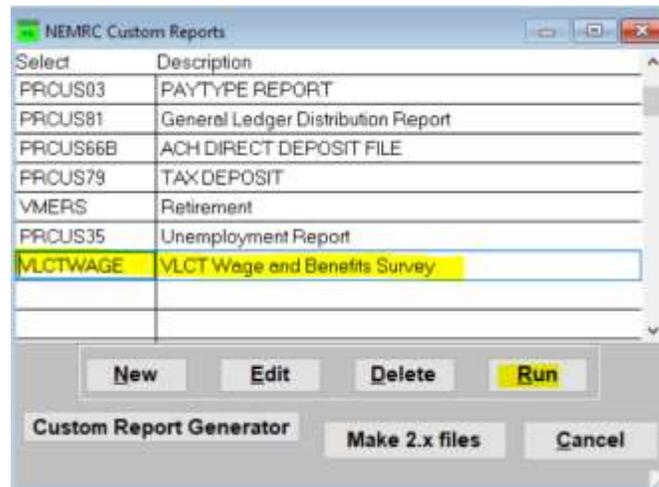
1. Open payroll, main menu, choose reports menu



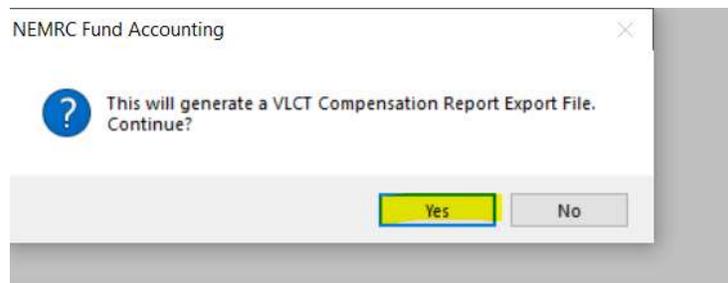
2. Select Z. Custom reports and routines



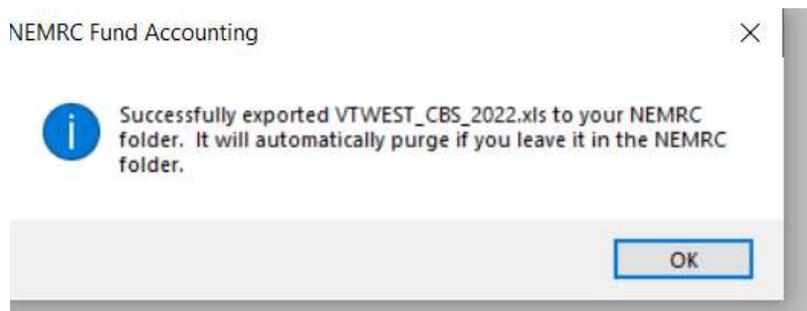
3. Click on VLCTWAGE and click Run



4. This window will pop up, Click YES to generate the report



5. Make note of where your report is saved, in this case it says NEMRC folder, if you are a cloud user it will download to your documents folder.



6. Email the report to hlaw@vlct.org.

That's it! Make sure to complete the digital survey via the invite link you received.