

Compensation & Benefits Dashboard

User Guide & Reference Manual (v1.3)

1. Introduction

This dashboard delivers board-ready insights on pay, performance, and equity across job levels, departments, and demographics. It enables HR and leadership teams to visualize and analyze compensation data in real time while exporting professional-grade reports.

2. Data Formatting Rules

- Use the provided CSV templates for internal and benchmark data.
 - Column names must match the required headers exactly.
 - Numeric values (CTC, Bonus) should be in absolute INR amounts (not lakhs).
 - Blank or invalid values will be ignored automatically.
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3. Metric Explanations

- Average / Median CTC — measures typical pay levels across job hierarchy.
 - Quartile Distribution — identifies pay spread and concentration.
 - Bonus % of CTC — shows incentive dispersion by role and level.
 - Gender & Rating Analysis — evaluates pay equity and performance correlation.
 - Market Comparison — benchmarks internal vs. external compensation medians.
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4. Chatbot Usage

The chatbot allows conversational insights using natural queries. Examples include:

- Average CTC for Senior Managers
- Bonus % for Directors in Finance
- Show gender pay gap by department

Multiple filters such as Job Level, Department, and Rating are supported.

5. Limitations & Disclaimer

This dashboard is for analytical and presentation purposes only. Insights depend on the accuracy and completeness of input data. Always validate results before using for compensation decisions. All visuals are confidential and not for redistribution outside authorized use.
