HKIHRM Hong Kong
Pay Trend &
Pay Level Survey
2013

An Important Reference to
Your Pay Decisions

The survey:
- Covers some 130,000 staff from 17 business sectors
- Covers some 100 local and multinational companies participating on a continuous basis
- Consists of five reports, namely:
  • January Pay Trend Survey 2013 (Publishing date: March 2013)
  • April Pay Trend Survey 2013 (Publishing date: June 2013)
  • Main Pay Trend Survey 2013 (Publishing date: November 2013)
  • Pay Level Survey 2013 (Publishing date: November 2013)
  • Topical Study 2013 (Publishing date: November 2013)

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香港人力資源管理學會
www.hkihrm.org
A Snapshot on Key Contents of the 2013 Reports

January 2013 Pay Trend Survey & April 2013 Pay Trend Survey
- Total Base Pay Adjustments
- Bonus Payments
- Distribution of Pay Adjustments

2013 Pay Trend Main Survey & Pay Level Survey
2014 Forecast Pay Adjustments (by industry)
2013 Data:
1. Pay & Bonus Adjustments in 2013 (by industry / size of company / company management)
   - Total Pay Adjustments
   - Distribution of Changes in Pay Adjustment (2013 vs. 2012)
   - Distribution of Pay Adjustments
   - Differential Pay Adjustments
   - Cumulative Total Pay Adjustments
   - Special Adjustments
   - Promotional Adjustments
   - Bonus Payments
   - Pay Practices
   - Civil Service Pay Adjustments
2. Proportion of Benefits to Total Remuneration
3. Pay Levels (33 Job Fields / Occupations and 8 Categories of Fresh Graduates)
   - Actual Pay Levels
   - Changes in Targeted Entry Pay
   - Actual Entry Pay of New Recruits

Trends of Pay and Bonus Adjustments Over the Last Five Years
1. Pay Adjustment analysed by:
   - Size of Company
   - Business Sector
   - Salary Level
   - Management of Company (Local vs. Multinational)
2. Bonus Payments:
   - Trend of Change in Guaranteed Bonus Policy
   - Trend of Change in Non-guaranteed Bonus Policy
   - Employees Eligible for a Bonus and Size of the Bonus

Other Special Features:
Easy-to-use: A loose-leaf binder for easy browsing and retrieval of information
Informative: More year-over-year comparison charts, enhanced executive summary
User-friendly: Reports in DVD-ROMs containing user-friendly colour charts
More benefits: Special offer for enrolling in annual Pay Trend Seminar and selected HKIHRM C&B seminars respectively
Statistics of Pay Trend Survey are mainly analysed by the following dimensions:

**Business Sectors:**
- Accounting
- Banking
- Construction
- Engineering
- Financial Services
- Hi-Tech / Telecommunication
- Hotel
- Insurance
- Manufacturing
- Non-governmental Organisation
- Oil / Chemicals
- Property Development / Management
- Public Utility
- Retail
- Shipping / Terminal
- Trading
- Others

**Salary Levels:**
- General
- Middle
- Senior
- Top

**Management Types:**
- Local
- Multinational

**Company Sizes:**
- Small (100 to 499 employees)
- Medium (500 to 999 employees)
- Large (more than 1,000 employees)

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**Occupations and types of fresh graduates covered in Pay Level Survey:**

**Job Fields / Occupations**

- Information Technology / Computer
- Engineering
- Accounting
- Finance
- Human Resources
- Public Relations
- Sales
- Marketing
- Procurement
- Logistics
- Customer Service
- Computer Operator / Network Support Assistant
- Senior Computer Operator / Senior Network Support Assistant
- Accounting Clerk
- Senior Accounting Clerk
- Clerk
- Senior Clerk
- Junior Secretary / Secretary
- Senior Secretary / Executive Secretary
- Pantry Attendant
- Cleaner
- Office Assistant
- Pool Car Driver
- Personal Driver
- Security Guard
- Receptionist / Telephonist
- Labourer
- Tradesman
- Assistant Merchandiser
- Senior Merchandiser
- Property / Facilities Maintenance Assistant
- Property / Facilities Maintenance Officer
- Property / Facilities Maintenance Manager

**Fresh Graduates**

- Master Degree Holder (Business)
- Master Degree Holder (Engineering)
- Bachelor Degree Holder (Business)
- Bachelor Degree Holder (Engineering)
- Higher Diploma Holder
- Associate Degree Holder
- Diploma Holder
- Certificate Holder
# HKIHRM Hong Kong Pay Trend & Pay Level Survey 2013

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