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## **Bump Your Pay the Right Way**

*Symmetry Software Provides 6 Tips on Getting a Raise Gracefully*

**SCOTTSDALE, Ariz. (November 13, 2007)**...As college students, trainees, and interns we all bit the bullet when it came to low salary and minuscule pay. But the days of minimum wage and free labor are long gone, and a pay raise is in your future.

According to Jon Bohnert, executive vice president of Symmetry Software, which specializes in payroll and payroll-related withholding tax software applications for the Internet and corporate intranets, when it comes to money, there are definite wrong and right ways to ask for more.

"While there are no 'golden rules' underlying inquiring about a pay raise, one's tone, approach and awareness can speak volumes" says Bohnert. "It's important to construct a well thought out plan of action to improve your chances of success when asking your boss for a pay raise."

Bohnert gives 5 ways to get a raise the right way:

- **Know what your job is worth** – It's important to know your value so that you can be realistic when determining a reasonable figure. Research online salary sites and surveys, industry web sites and the Bureau of Labor Statistics to determine the average salary for your position in your city and state. Also, research how many jobs similar to yours are available in your area and what qualifications you have that set you apart from other professionals in your field. It is also important to present your research along with your career accomplishments to highlight your value. It may be beneficial to address these things in a formal letter to your boss before presenting your thoughts aloud. This gives him or her a chance to think about your request and digest the information before talking it over with you in a formal meeting. Visit [www.Salary.com](http://www.Salary.com) to obtain a personalized salary report.
- **Keep it professional** –It's important to create a proper balance between appearing determined and open-minded, sincere and blunt, pushy and ambitious. When addressing your superior for a pay raise, acknowledge your professional accomplishments and endeavors, but don't discuss any personal reasons of why you need a pay raise. It is not your employer's responsibility to see you through financial hardships or desires. In addition, stay away from sensitive topics where you might get emotional when discussing a pay raise.
- **Timing is everything** – The time at which you choose to approach your boss about a bump in pay could make or break you. Schedule a meeting for a large block of time to ensure that he or she is not distracted by a tight, frantic schedule and to make sure you

can address all of your key persuasion points. Stay away from peak business hours and predictably busy days.

- **Keep an optimistic tone** - If your request for a raise doesn't seem to be going your way, keep an upbeat tone and try to negotiate an alternative plan. Do not beg or give off an air of defeat; instead professionally address other ways to increase your pay such as performance-based bonuses, extra perks or benefits.
- **Be aware of your company's financial state** – If there have been company cutbacks or you are in business slowdown, now is not the time to ask for a raise. What you can do is try to figure out how you can individually address business problems and how you can help your business regain financial strength. Your efforts may improve your chances of getting a raise in the future.
- **Figure out the impact of a raise** – Before you ask for a certain amount of money as a raise, you should determine what the impact will be on your taxes and take-home pay. To get the facts, visit [www.paycheckcity.com](http://www.paycheckcity.com) use the handy payroll calculator to model “what-if” scenarios to adequately prepare for your tax responsibilities. Once you are successful in getting your pay raise, you should talk to your payroll department to determine how to see the change through quickly and efficiently.

### About Symmetry Software

Founded in 1984, Symmetry Software specializes in payroll and payroll-related withholding tax software applications for the Internet and corporate intranets. The company was a finalist in the 2007 Dell/National Federation of Independent Business (NFIB) Small Business Excellence in Customer Experience Award. Based in Scottsdale, Ariz., Symmetry runs three payroll-related Web sites:

[www.PaycheckCity.com](http://www.PaycheckCity.com): Symmetry's most popular Web site receives more than 4 million page views each month. As one of the most-visited payroll support sites on the Internet, this Web site offers employees self-service tools for paycheck management including free personal finance calculators. Individuals can model "what-if" scenarios using their wages and other paycheck figures to determine the impact on “take-home pay” when they adjust their withholding, add the impact of voluntary savings programs and retirement plans, note the tax advantage of cafeteria benefit plans, change marital status or have a baby.

[www.StateW4.com](http://www.StateW4.com): Making one's way through the maze of state withholding requirements and forms is a challenge for the most experienced HR professional. Symmetry's [www.StateW4.com](http://www.StateW4.com) is a “must-have” tool for companies with employees in multiple states. Using the site's online form-preparation process for federal, state and local withholding forms, which includes built-in error correction and data validation, can ensure that HR departments have access to the latest reciprocity information and forms.

[www.payroll-taxes.com](http://www.payroll-taxes.com): This Web site has a payroll research library for industry professionals that also includes free paycheck calculators and a paycheck community message board

For more information please visit [www.symmetry.com](http://www.symmetry.com) or call (480) 596-1500.

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