Compensation Data Transparency Checklist

Can you explain exactly where your compensation recommendation came from?
Use this checklist to verify transparency and defensibility.

HOW TO USE THIS CHECKLIST

Check each item as you verify the source, benchmark, and calculation records.
Keep documentation with the final compensation analysis.

Data Source 01

- [ ] Source identified
- [ ] Source documented
- [ ] Source publicly accessible
- [ ] Source retained

Dataset Information 02

- [ ] Dataset name documented
- [ ] Dataset version documented
- [ ] Dataset year documented
- [ ] Import date documented

Compensation Benchmarking 03

- [ ] Occupation identified
- [ ] Geographic area identified
- [ ] Wage percentile documented
- [ ] Benchmark rationale documented

Methodology 04

- [ ] Method used identified
- [ ] Assumptions documented
- [ ] Weighting documented
- [ ] Calculations reproducible

Final Verification 05

- [ ] Recommendation can be reproduced
- [ ] Recommendation can be explained
- [ ] Recommendation can be defended
- [ ] Supporting records retained

Review notes / outstanding items

This checklist is a documentation aid, not a substitute for a facts-and-circumstances analysis or professional tax advice. Documentation needs vary by business and situation.