

HUMAN RESOURCES

COMPENSATION AND BENEFITS

Compensation and benefits are an important responsibility of the Human Resources department. Compensation means the money that employees receive for their work. Benefits are extra advantages that the company offers to employees in addition to their salary. Together, compensation and benefits help attract, motivate, and keep good workers.

The most common type of compensation is the monthly or weekly salary. HR makes sure that employees are paid correctly and on time. Salaries can depend on many factors, such as job position, experience, skills, and performance. HR also works with managers to review salaries and decide if an employee should receive a raise.

Benefits are very important for employee satisfaction. Common benefits include paid holidays, sick leave, health insurance, and retirement plans. Some companies also offer bonuses, flexible working hours, remote work options, or free meals. HR explains these benefits to employees and answers questions about them.

HR also ensures that compensation and benefits follow labor laws. This means employees receive the minimum required salary and legal benefits. HR keeps records of payments and benefits to avoid mistakes and legal problems. They also protect employee information and keep it confidential.

Another HR task is to review compensation and benefits regularly. HR studies the job market and compares salaries with other companies. This helps the company stay competitive and fair. If employees feel that their compensation is fair, they are usually more motivated and loyal.

Communication is very important in this area. HR explains clearly how salaries, bonuses, and benefits work. When employees understand their compensation, they trust the company more and feel respected.

In conclusion, compensation and benefits play a key role in employee happiness and company success. HR helps create a fair system where employees feel valued for their work.

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A. Vocabulary Matching

Match the words with their meanings:

1. Compensation
 2. Benefits
 3. Salary
 4. Bonus
 5. Competitive
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- a) Extra money for good performance
 - b) Money paid for work
 - c) Extra advantages offered by a company
 - d) Fair and strong compared to other companies
 - e) Total pay and rewards for work

B. True or False

1. Compensation only means benefits.
2. HR makes sure salaries are paid on time.
3. Health insurance is an example of a benefit.
4. HR does not need to follow labor laws.
5. Fair compensation helps motivate employees.

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C. Fill in the blanks

Use these words: salary, benefits, laws, motivated, records

1. HR keeps _____ of payments and benefits.
2. Employees receive a monthly _____ for their work.
3. HR ensures the company follows labor _____.
4. Good compensation makes employees feel _____.
5. Health insurance is one of the company's _____.

D. Writing Task

Write 6–8 sentences about compensation and benefits in a company you know or imagine.

Answer these questions:

- What salary system does the company have?
- What benefits does it offer?
- How does HR communicate this information?

Example start:

In my company, employees receive a monthly salary. HR explains the benefits clearly...