

## Equal Pay Analysis – phase 2

As an employer, at least every three years the State of Oregon completes an equal pay analysis of Executive Branch\* employees. As announced on May 29, the Department of Administrative Services launched the 2024 analysis using a new methodology to narrow wage gaps within the Executive Branch effective June 1, 2024. As communicated on July 25; phase 2 employees who did not receive a calculator in Workday would be completed this fall.

Reminder: No employee's salary will be reduced because of the Equal Pay Analysis.

## Second Phase Review and Outcome

Executive Branch employees who were hired before June 1, 2024 and were not included in the first phase, were reviewed in the second phase. In Workday, employees received a document called a “calculator” identifying the elements considered in the analysis: their time in position, education and previous relevant experience.

The calculator provides a recommended salary step. Employees may visit [Understanding My Calculator](#) to learn more about the calculator and your recommended salary placement.

- If the ‘recommended step’ is greater than your current step, you’ve received an equal pay adjustment effective June 1, 2024, which will be included in your December paycheck (paid on Nov. 29). If you receive a mid-month check, your retroactive pay back to June 1 will be reflected in your mid-month December paycheck (paid on Dec. 13).
  - *Note: If you receive an equal pay adjustment, but your new step is not reflected in Workday, please know that some compensation changes may require additional processing by your agency Human Resource office and your payroll department, prior to reflecting in your paycheck. You may reach out to your agency HR office if you have additional questions.*
- If the recommended step is equal to or less than your current step, your pay will not change because of this analysis.
  - Note: A lower recommended step displayed on the calculator can be for several reasons, including position movement language in Collective Bargaining Agreements or policy.

## How to Check Your Calculator and Salary Information

To view your calculator: Log into Workday, click on your photo or avatar, click View Profile, click Personal in the navigation panel, then click Documents in the upper section. You will find it under Worker Document, titled “EqualPay2024”.

To view your step and salary: Log into Workday, click on your photo or avatar, click View Profile, then click Compensation in the navigation panel. The compensation screen will show your current step and salary amount.

## Appeals

Employees in the second phase (who received a calculator in Workday) have **until Dec. 18, 2024** (30 days from the date of this email), to appeal the Equal Pay Analysis decision. Employees wishing to appeal need to complete the [appeal form](#) available in Workday **by Dec. 18**.

Please review your Workday profile to ensure your job history is entered correctly: start and end dates are listed for all previous jobs and your current job has a start date with no end date. Confirm any advanced degrees are accurate, including the degree received is marked Yes or No for each degree listed, if applicable.

Any compensation changes resulting from an appeal will have a June 1, 2024, effective date. We anticipate the appeals process to be completed in early 2025, and employees who file an appeal will receive individual responses.

Please refer to your Collective Bargaining Agreement or [state policy](#) for specific details about the Equal Pay Analysis appeal process.

## Additional Information

If you believe your job is not in the correct classification, contact your agency Human Resources office or local union representative for information about requesting a classification review.

Please visit the [Equal Pay webpage](#) for information on the new (2024) analysis methodology and FAQs to help answer your questions. If you have additional questions, please contact your agency Human Resources office, visit the [Equal Pay Project page](#) or email the team at [chro.payequity@das.oregon.gov](mailto:chro.payequity@das.oregon.gov).

For assistance with your Workday login, visit the [Workday help desk page](#) for technical and HR contacts. Additional resources are available at DAS' [main Workday page](#).

*\* Employees do not include employees of the Secretary of State, employees of agencies not subject to ORS 240 with the exception of Oregon State Treasury (opted in), and classifications with specific policy, practice, or collective bargaining agreement language that provides another method to administer pay based on the bona fide factors of the law.*

Sincerely,



Equal Pay Project Team  
E-mail: [chro.payequity@das.oregon.gov](mailto:chro.payequity@das.oregon.gov)  
Classification and Compensation  
Chief Human Resources Office

Visit the Equal Pay website:  
<https://www.oregon.gov/das/HR/pages/equity.aspx>



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