

From: [Statewide Announcements * DAS](#)
To:
Subject: Equal Pay Analysis Update
Date: Thursday, July 25, 2024

An update on the Equal Pay Analysis project



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. The first phase of the analysis is complete and this message covers details all employees should know.

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

Who was Reviewed and the Outcome (First Phase)

Executive Branch employees who were hired before Jan. 10, 2024, and remained in their classification, were reviewed in the first phase. In Workday, each of these employees received a document called a "calculator" identifying the elements considered in the analysis: their time in their position, education and previous relevant experience.

The calculator provides a recommended salary step. Employees in the first phase 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 Aug. 1 paycheck. If you received a mid-month check in July, your retroactive pay back to June 1 will be reflected in your mid-month August paycheck (August 15).
 - Note: If you received an equal pay adjustment, but your new step is not reflected in Workday, please reach out to your agency Human Resources office.
- 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.

Any salary adjustments because of the Equal Pay Analysis are effective June 1, 2024. Employees who receive an upward adjustment will be paid for the June and July increase in their Aug. 1 paycheck (unless they received a mid-month paycheck on July 15, then it will be reflected in their Aug. 15 mid-month paycheck).

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.

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.

Second Phase Overview

Employees who were hired or changed positions Jan. 10, 2024, through May 31, 2024, and some employees and classifications that were not part of the first phase, will be considered in our second phase. We anticipate this phase

to be completed in fall 2024.

Employees in the second phase will have the same effective date (June 1, 2024) if they receive an adjustment, and the same appeal rights and process. Employees in the second phase will not have a calculator in Workday at this time and we ask that you hold off on filing an appeal until you have received an individual email with instructions.

More information will be coming for those in the second phase.

Appeals

Employees in the first phase (who received a calculator in Workday) have until Aug. 24, 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 Aug. 24.

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 fall 2024, 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.

Remember: If you are included in the second phase, you have not yet received a calculator in Workday because you will be reviewed this fall and provided an opportunity to appeal at that time.

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.

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](#).

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Hyperlinks in this message:

- Understanding My Calculator: <https://www.oregon.gov/das/HR/Documents/calculator-compensation-steps-explained.pdf>
- Workday Appeal Form: [https://wd5.myworkday.com/oregon/email-universal/inst/17219\\$153/rel-task/2997\\$10955.html](https://wd5.myworkday.com/oregon/email-universal/inst/17219$153/rel-task/2997$10955.html)
- Equal Pay Appeal Procedure: https://www.oregon.gov/das/HR/Documents/Equal_pay_appeal_procedure_June%202024.pdf

- Equal Pay Webpage: <https://www.oregon.gov/das/hr/pages/equity.aspx>
 - Equal Pay Project Page: <https://www.oregon.gov/das/HR/Pages/equity-project.aspx>
 - Workday Help Desk: <https://www.oregon.gov/das/HR/Pages/wd-helpdesk.aspx>
 - Main Workday Page: <https://www.oregon.gov/das/hr/pages/workday.aspx>
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