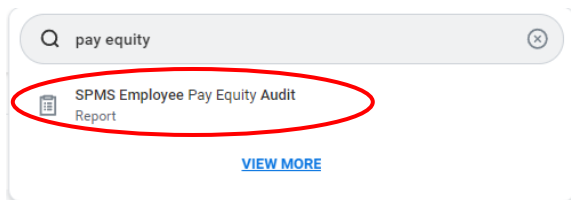




## Quick Guide: SPMS Employee Pay Equity Audit

The **Employee SPMS Pay Equity Report** is a tool for HR Staff to review the current annual salary of existing employees in comparison to the starting salary of a new employee in the same agency, job profile and contiguous counties (or Baltimore City)

1. Login to Workday using your W# and password.
2. Type “*Pay Equity*” in the Search Window at the top center and click on report name when it appears, or press enter and navigate to the report through search results.



- Instructions**
1. Type in full work location county (or Baltimore City) of the position you are filling. Verify correct spelling  
e.g. Baltimore County
  2. Enter job profile and salary amount for Pay Equity Review

a	Effective as of Date	<input type="text" value="MM/DD/YYYY"/>
b	Work Location County	<input type="text"/>
c	Organizations *	<input type="text"/>
d	Annual Salary Rate Less Than	<input type="text" value="0"/>
e	Job Profile	<input type="text"/>

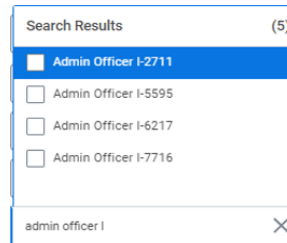
**NOTE**

Manage Filters   
0 Saved Filters



## Quick Guide: SPMS Employee Pay Equity Audit

3. Complete the report parameter screen by entering the appropriate data:
  - a. Effective as of Date - enter the hire date of the newly hired employee
  - b. Work Location County – enter the full county name (or Baltimore City)  
The full and correct name (incl County or City) must be entered  
  
 Baltimore City - correct  
 Anne Arundel County - correct  
 Anne Arundel – incorrect
  - c. Organizations - enter and search for agency supervisory organization name
  - d. Annual Salary Rate Less Than – enter the annual salary of the newly hired employee
  - e. Job Profile – enter, search and select all appropriate job profiles; the new employee job profile and any “like” job profiles



NOTE: Users can save search parameters for any future audits. Enter the data that would likely be used in the future such as agency and county. Provide a name for the filter and click save

4. Besides providing basic employee data, the report will show:
  - a. Employee Type
  - b. Compensation Grade
  - c. Compensation Step
  - d. Base Annual Salary – this is the full annual salary base on the Grade/Step as of the effective date
  - e. FTE percentage
  - f. Actual Annual Salary -0 this is the adjust Base Annual Salary after adjusting for FTE

Employee Type	Job Profile	Salary Schedule	Grade	Step	Base Annual Salary	FTE %	Actual Annual Salary
State/Regular	Admin Officer I-2711	Standard Salary Schedule	STD 0013	Step 07 - 54,725.00 USD	54,725.00	100	54,725.00
State/Regular	Admin Officer I-2711	Standard Salary Schedule	STD 0013	Step 06 - 53,733.00 USD	53,733.00	100	53,733.00