

Instructions for Pay Equity Worksheet & Reporting Form

Be sure you begin on the Pay Equity Worksheet (**red** tab on the left at the bottom of the screen). Fields to be filled in are shaded.

I. Company Information

Fill in the company information, including FEIN, EAN, and SHARE numbers if you have them. (You may not have all of these numbers – fill in those you have.)

Before filling out the remainder of the worksheet, you will first need the following information for *each* employee during the most recent full calendar year, ending the previous December 31:

- a) Job classification using the categories on the form (see below for how to classify each employee)
 - b) Gender
 - c) Total number of hours the person worked the previous calendar year
 - d) Total compensation for the previous calendar year before deductions, and including bonuses and overtime
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II. Employee Job Classifications

A. Enter the total number of females and males by job category in the appropriate boxes.

How to put employees in the job classifications: Every employee must be classified according to the categories numbered 1-9, *regardless of their job title at your place of business.*

The job titles/number categories are those provided by the U.S. Department of Labor. If your company fills out an EEO-1 form for federal reporting or various other required reports, you may already have this information for your employees -- check with your Human Resources or Payroll department.

As an example, “Technicians” (Job Category 3) includes emergency medical technicians, engineering technicians, or food science technicians, and various others. Any of these would be coded with the number 3 on the form. “Sales Workers” (Job Category 4) includes cashiers, retail sales clerks, travel agents, and various others. Any of these would be coded with the number 4 on the form.

If you are unsure of how to classify an employee, *do not guess*. Go to <http://www.eeoc.gov/employers/eeo1survey/jobclassguide.cfm> for a complete list of jobs and which of 9 categories they fit into.

Please note: This webpage can be confusing, as it contains several numbers that will not be relevant to what you are trying to do. All you need to find is the job title that best

describes what your employee is doing, and the broad category for that job title. Example: Suppose your employee is a Cost Estimator. Scroll down until you find Cost Estimator as a Job Title/Description, and note that it falls under the broad category “Professionals”. “Professionals” is Job Category 2 on the form you are filling out, so that employee would be coded accordingly.

III. Total Compensation

A. Enter the total compensation for females and for males by job category in the appropriate boxes.

Provide total compensation for the previous calendar year before deductions, and including bonuses and overtime.

IV. Hours Worked

A. How to calculate hours worked for the previous calendar year:

For salaried employees that do not work by the hour:

Salaried employees who worked full time the whole year: Use the number 2080 (40 hours per week x 52 weeks). Note: do not use a different number. Use the same number (2080) for every employee who worked full time the whole year who is not paid by the hour, regardless of the number of hours they actually worked.

Salaried employees who worked a partial year or salaried part time: Calculate the number or weeks the employee worked and multiply by 40 (e.g. if the employee worked 12 weeks, the number would be $12 \times 40 = 480$).

For employees that work by the hour, whether full or part time, or partial year: Calculate the total hours the person worked, including overtime.

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- If you have a job category with no workers, or a job category where there are no males (or no females) you may leave those cells blank. There is no need to enter zeroes.
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- Once the shaded items for each job category are entered in the worksheet, male averages and the female averages will be calculated automatically as well as any differences (called the gaps).

Note: *this is a worksheet for your internal calculations only. It is strongly recommended that you print and save it with a name for your company (e.g. CompanyNamePayWorksheet2010), for your own information.*

****Do not send this worksheet to Bernalillo County. It is for your internal information.****

When the worksheet is completely filled in and the automatic calculations have been made, select the **blue** the tab at the bottom titled “**Pay Equity Reporting Form**”.

Note: you must use this worksheet to produce your pay equity report. You cannot use another worksheet (e.g. one provided by your payroll company) because the formulas in this worksheet are predetermined and the only ones acceptable by Bernalillo County for producing the Pay Equity Report.

V. Pay Equity Reporting Form

Your report has been automatically generated -- there is nothing to fill in on the sheet except the title, signature and date.

Print TWO COPIES of the Pay Equity Reporting Form and get the required signature and date. Both copies of the Pay Equity Reporting Form must be signed by the principal executive of the company, regardless of who entered the data.

Send the **Pay Equity Reporting Form** by mail to:

Bernalillo County Purchasing Department

Attn: Pay Equity Reporting Form

1 Civic Plaza NW, Suite 10010

Albuquerque, NM 8702

Print and save a copy for your own information.