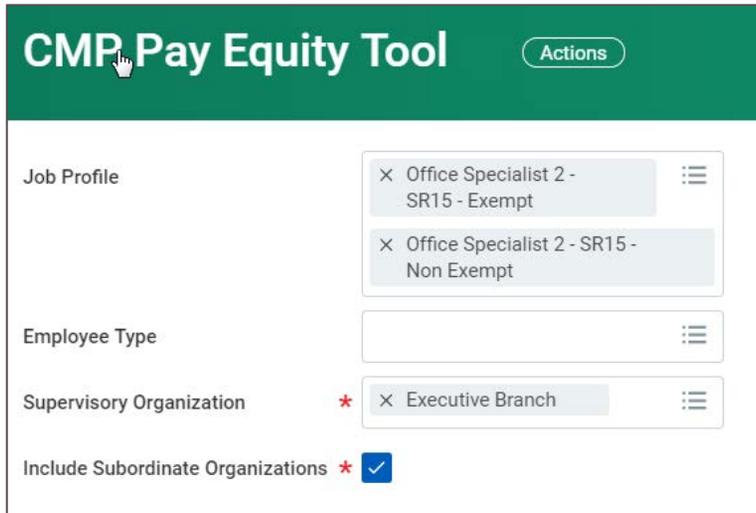The CMP Pay Equity Tool is available to Compensation Partner/Auditor, HR Analyst/Auditor/Partner/Executive, Manager, and Recruiter. You will want to run this report for your agency and for your branch of government (ex. Executive Branch, Judicial, Legislative).

To access and run the report:

Enter "CMP Pay Equity Tool" in the search box and click on the report title.

Complete the report prompts and click ok.

- o Job profiles: you will want to select the correct job profile, including Grade (Salary Range) and the exempt and non-exempt profiles
- o Supervisory Organization: Your agency or branch of government (ex. Administrative Services or Executive Branch).
- o Check the "Include Subordinate Organizations"

In this example, we selected:

The Office Specialist 2, Grade (Salary Range) 15 and the exempt and non-exempt versions of the job profile.

Executive Branch Supervisory Organization and checked the "Include Subordinate Organizations"

Additional Information: For more in-depth training, with step by step instructions and videos, visit iLearn Oregon.
For system issues, please contact Workday.help@oregon.gov

Once the report runs, you will get the results for the selections you prompted for in the above step:

← **CMP Pay Equity Tool**   (Actions)

Job Profile	Office Specialist 2 - SR15 - Exempt	Include Subordinate Organizations	Yes
	Office Specialist 2 - SR15 - Non Exempt		
Supervisory Organization	Executive Branch		

11 items

| Step | Total | | | |
	Number of Employees	Average Length of Service in Position (Years)	Average Length of Service With State (Years)	Average Base Pay
01	78	0.64	0.80	$2,530.26
02	148	0.76	0.89	$2,703.70
03	170	1.01	1.33	$2,802.90
04	165	1.73	2.01	$3,025.33
05	186	2.02	2.72	$3,097.08
06	141	2.58	3.65	$3,282.51
07	113	3.50	4.77	$3,481.48
08	229	5.89	10.29	$3,942.24
09	575	9.79	14.97	$3,614.88
(Blank)	16	1.28	4.53	$3,435.00
Total	1,821	4.81	7.33	$3,317.83

Tip: if needed, you can download a copy of the results by clicking the Excel icon to download and save. I suggest the one in the bar at the top of the page, for this example the icon in the green bar. This will include the data selected for the prompts along with the results. Note: The data in Excel will not be drillable.

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Page 2 of 4
Document Revised 5/30/2019

Additionally, you can click on the blue link to drill into the data – for the example below, I selected the column *Number of Employees* at *step 2* and a pop up window displays with additional data:

Step	Number of Employees
01	76
02	143 ▾
03	170
04	167
05	188
06	140
07	114
08	
09	
(Blank)	
Total	

Criteria View by: Company and then by: Select a Field... Refresh

24 items

Company	Total			
	Number of Employees	Average Length of Service in Position (Years)	Average Length of Service With State (Years)	Average Base Pay
Bureau of Labor and Industries	1	0.85	0.85	$2,766.00
Commission for the Blind	1	0.86	0.86	$2,766.00
Department of Consumer & Business Services	6	1.00	1.00	$2,746.17
Department of Corrections	9	0.91	1.17	$3,251.44
Department of Environmental Quality	1	0.62	0.62	$2,831.00
Department of Fish and Wildlife	1	1.64	1.63	$2,766.00
Department of Human Services	93	0.74	0.84	$2,639.74
Department of Revenue	6	0.42	0.47	$2,616.00

			h State (Years)	Average Base Pay
			0.80	$2,530.26
			0.89	$2,703.70
			1.33	$2,802.90
			2.01	$3,025.33
			2.72	$3,097.08
			3.65	$3,282.51
			4.77	$3,481.48
08	229	5.89	10.29	$3,942.24
09	575	9.79	14.97	$3,614.88
(Blank)	16	1.28	4.53	$3,435.00
Total	1,821	4.81	7.33	$3,317.83

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Page 3 of 4
Document Revised 5/30/2019

After running the report for statewide data, you will also need to run the report for your agency – the below example is for Administrative Services (DAS):

The result show the data specific to the prompt selected in the above step:

Step	Number of Employees	Average Length of Service in Position (Years)	Average Length of Service With State (Years)	Average Base Pay
01	1	0.06	0.06	$2,507.00
03	4	1.30	2.24	$2,835.75
04	2	1.93	1.93	$2,994.00
05	1	1.61	4.36	$3,130.00
08	2	1.76	11.59	$3,705.50
09	8	7.70	14.77	$3,736.88
Total	18	4.21	8.81	$3,348.56

Additional Information: For more in-depth training, with step by step instructions and videos, visit iLearn Oregon.
For system issues, please contact Workday.help@oregon.gov