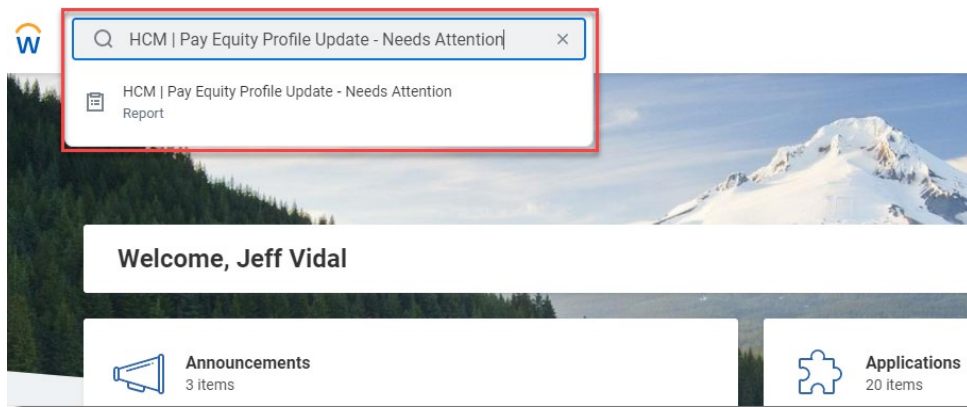


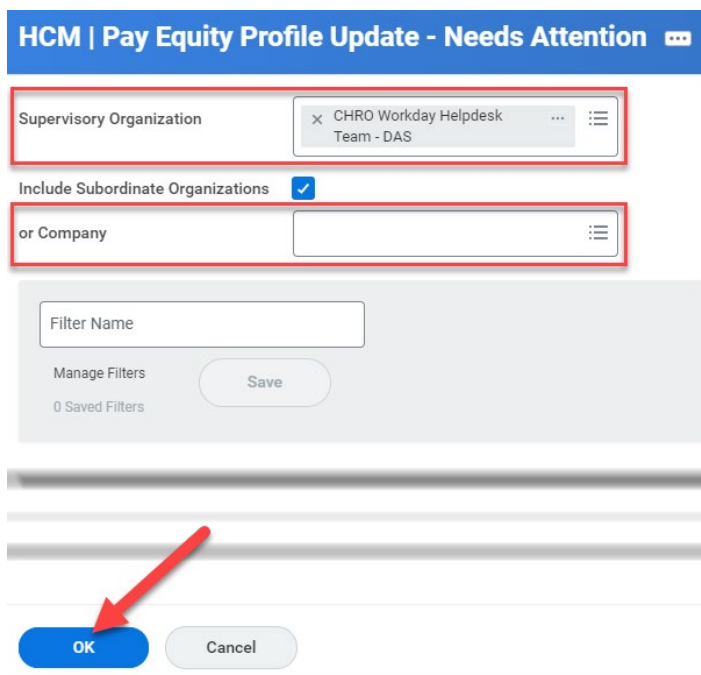
Pay Equity Profile Update Report

This job aid provides a **Manager**, or **HR Partner**, step by step instructions of how to report on the **Pay Equity Study - Profile Update**. If an employee shows on this report, their Pay Equity Profile Update is still pending. Once an employee completes their Pay Equity Profile Update, they will no longer show on this report.

Step 1: In the Workday **search field**, type the following: **HCM | Pay Equity Profile Update - Needs Attention** and click **Enter**.




Step 2: Select your desired **Supervisory Organization**, or **Company**, then click **OK**.



Step 3: View your results. Below you will see an example of your report results. Any workers that appear on your report results still need to complete their Pay Equity Profile Update. Once a worker has completed their update, they will no longer appear in your report results.

1 item

Company	Supervisory Organization	Business Process Transaction	Business Process Name	Action Event	Worker	Employee ID	Awaiting Persons	Date Initiated
Department of Administrative Services	CHRO Workday Subject Matter Expert Team - DAS	Update Profile: 2021 Pay Equity Review:	Talent Review	Update Profile: 2021 Pay Equity Review:				05/14/2021

	<ul style="list-style-type: none"> • If you have any questions related to analyzing Pay Equity Data, please contact CHRO.payequity@oregon.gov. • If you have any technical questions related to running this report, contact Workday.Help@oregon.gov.
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