

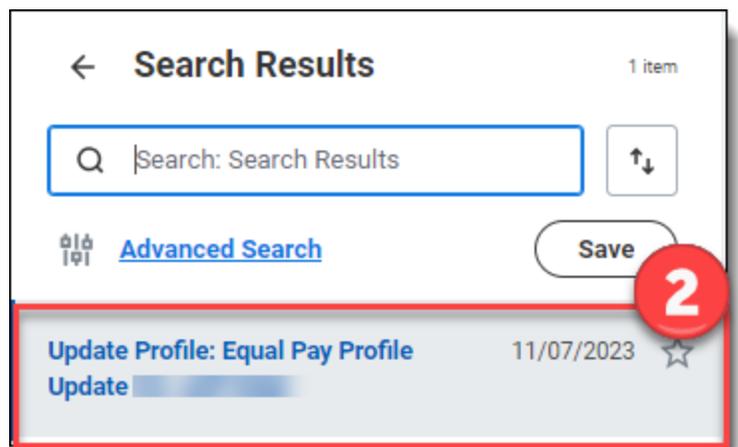
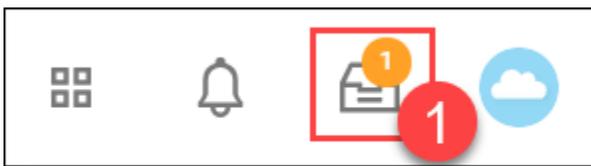
Equal Pay Profile Update

This job aid provides step-by-step instructions on how to update Talent Profile information per the Equal Pay Analysis.

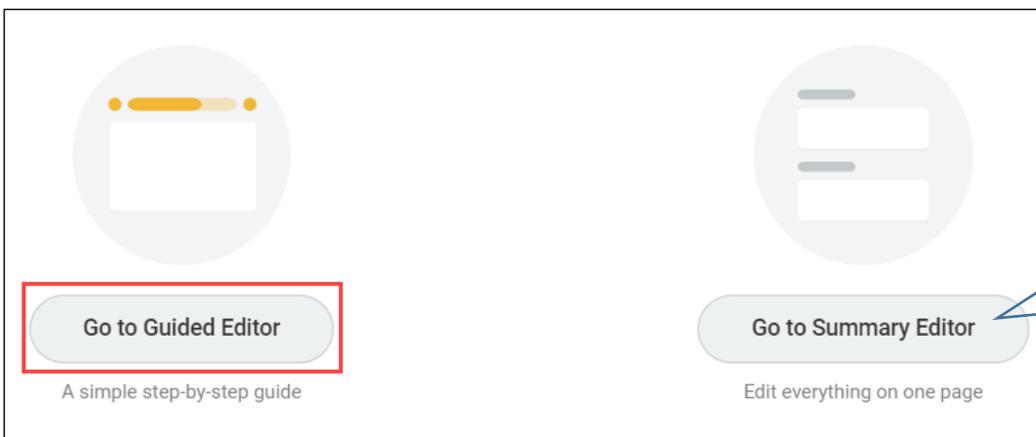


For assistance with signing on to Workday, see the job aid [Password/challenge question reset](#). If you're unable to resolve the sign on issue, contact your agency for assistance [Workday Help Desk Support page](#).

Step 1: Click on your inbox icon in the upper right-hand corner of your screen (1) and then select the inbox item **Update Profile: Equal Pay Talent Review** (2).

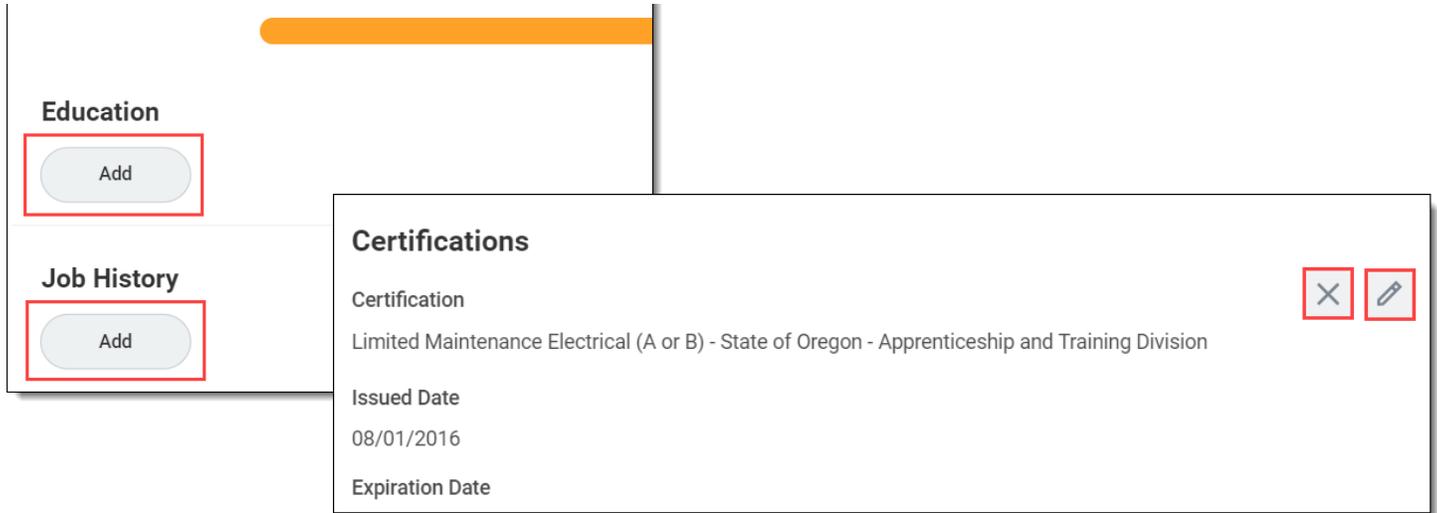


Step 2: Click on either **Go to Guided Editor** or **Go to Summary Editor**. For this example, we will select *Go to Guided Editor* *A simple step-by-step guide*.



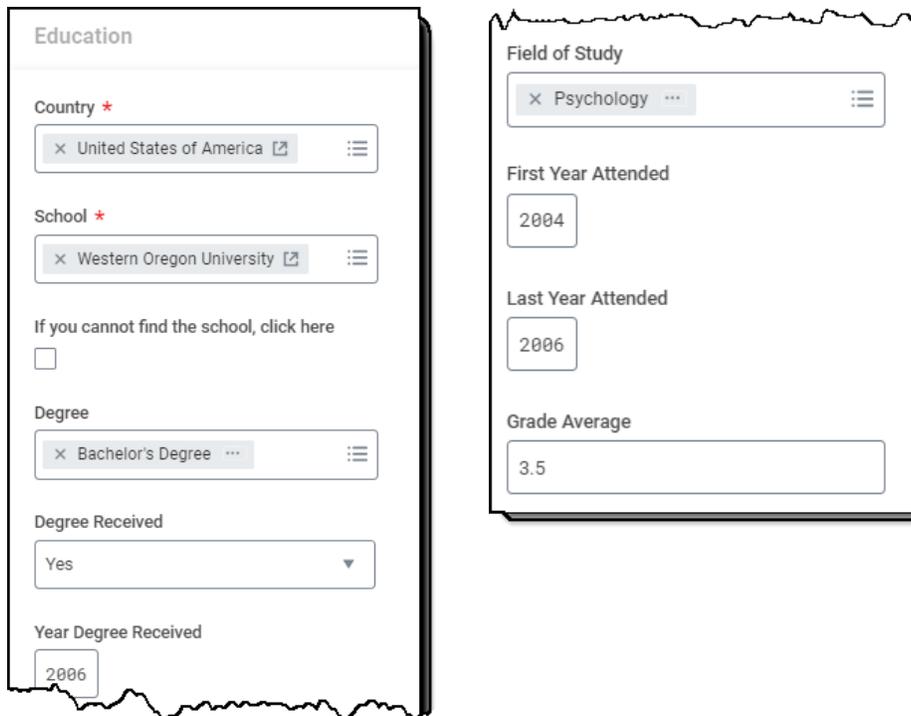
Summary Editor puts everything on one page and does not provide a review step before submitting.

Step 3: It is important that you update your *Job History*, *Education* and *Certifications* sections. These sections will be used for the Equal Pay Analysis. Click the **Add** buttons in each section to add information, or click the pencil icon to update information already entered. Use the **X** to remove information as appropriate.



Step 4: Use the menu prompts to select field information. Please complete all applicable fields. Make sure to **click the Details** prompt for **each section** to locate additional fields. Click **Next** when you have finished your updates.

Education Example:



Job History Example:

Job Title *
Receptionist

Company *
Department Of Administrative Services

Company *
x Department Of Administrative Services

If you cannot find the company, click here

Start Date *
01/01/2022

End Date
12/31/2022

Details

Responsibilities and Achievements
Please add your job experience (both paid and unpaid) relevant to your current position. Make sure to include your current position.

Location
Salem, Oregon

Reference
Add if applicable

Contact Information
Please add a contact for this job

Add

Certification Example:

Certification
PMP - Project Management Professional - Project Management Institute

Country
x United States of America

Certification *
x PMP - Project Management Professional - Project Management Institute

If you cannot find the certification, click here

Issued Date
11/07/2023

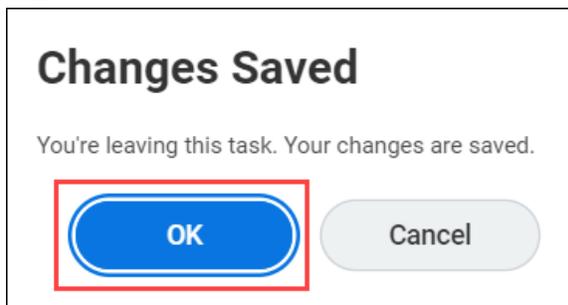
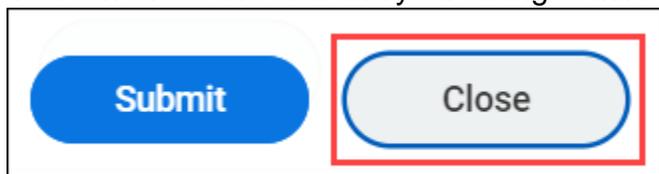
Expiration Date
11/07/2025

Details

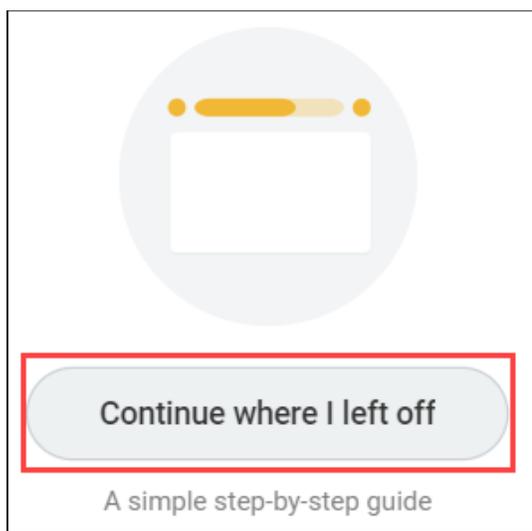
Certification Number
A1234567

Add

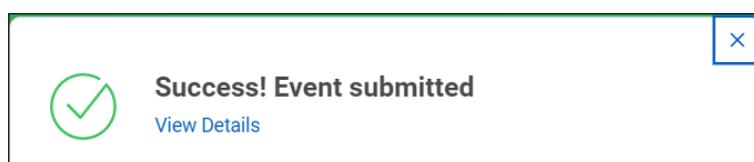
You can **Close** the task and your changes will be saved.



The task will remain in your inbox, and later you can continue where you left off.



Step 6: Review the changes to your *Talent Profile*. If you see edits that need to be made, you can make them here using the instructions in Steps 3 and 4. When you are satisfied with the changes, click **Submit**. You will see a message that you have successfully submitted the task.



To make changes to your profile after the Update Profile task has been completed, see the Workday knowledge article [Career Information](#).