

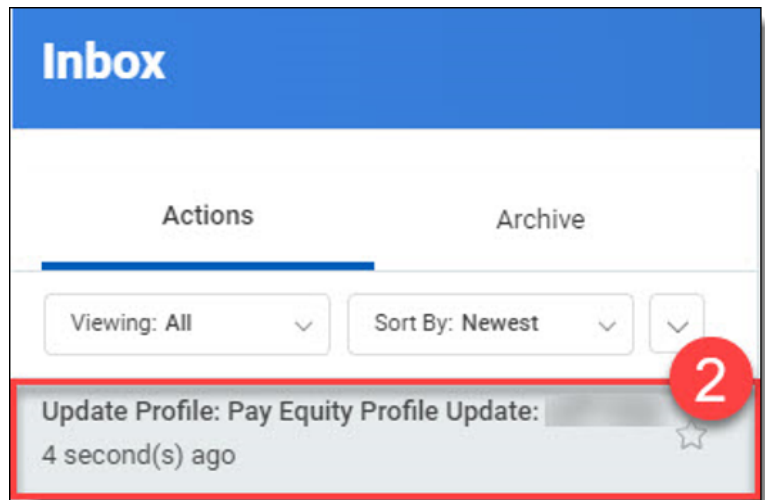
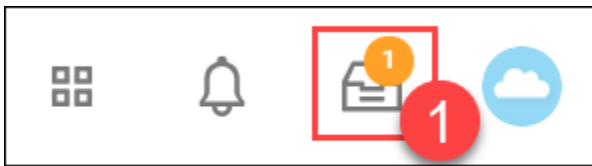
Pay Equity Profile Update

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

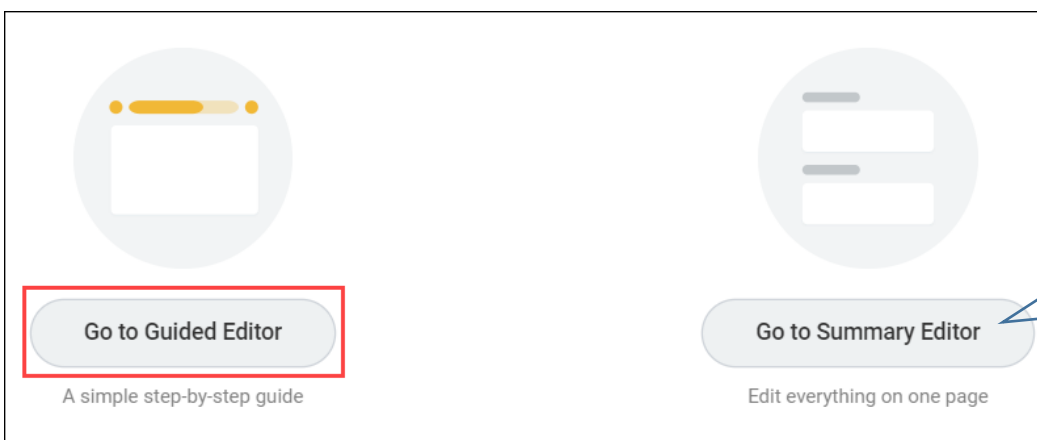


For assistance with signing on to Workday, see the job aid [Password/challenge question reset](#). If you're unable to resolve the sign on issue, contact your agency for assistance [Workday Help Desk Support page](#).

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: Pay Equity Study 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.

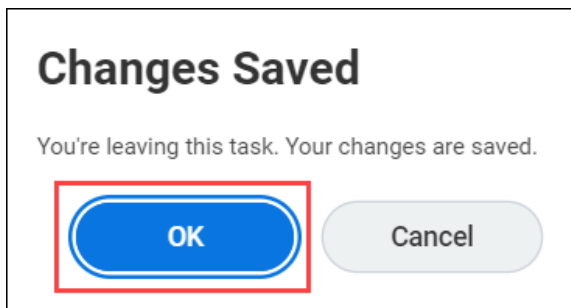
Step 3: It is important that you update your *Job History*, *Education* and *Certifications* sections. These sections will be used for the Pay Equity Analysis. Click the **Add** buttons in each section to add information, or click the pencil icon to update information already entered. Use the **X** to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

The screenshot shows the 'Pay Equity Categories' interface. On the left, there are two sections: 'Education' and 'Job History', each with a red-bordered 'Add' button. On the right, a detailed view of a 'Certification' entry is shown. The entry includes: 'Certification' (Limited Maintenance Electrical (A or B) - State of Oregon - Apprenticeship and Training Division), 'Issued Date' (08/01/2016), and 'Expiration Date'. There are red-bordered 'X' and pencil icons in the top right corner of the certification entry.

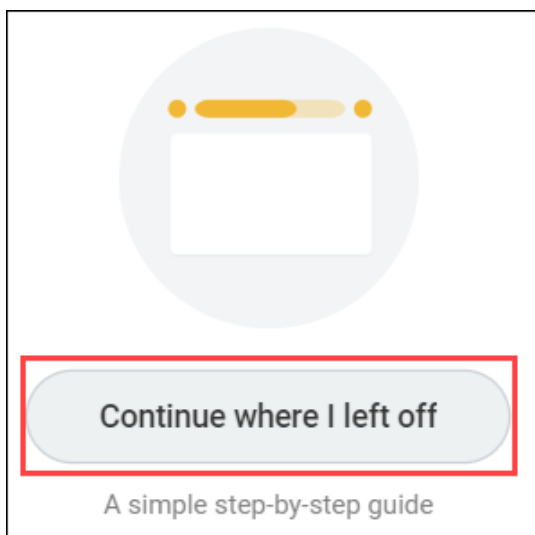
Step 4: Use the menu prompts to select field information. Please complete all applicable fields. Make sure to **click the Details** prompt for **each section** to locate additional fields. Click **Next** when you have finished your updates.

The screenshot shows the 'Education' details form. On the left, there are fields for 'School' (Western Oregon University), 'Country' (United States of America), 'School' (Western Oregon University), 'Degree', 'Field of Study', and 'Last Year Attended' (YYYY). A red-bordered 'Details' button is at the bottom left. A red callout box with white text says: 'Very Important, please click the Details prompt to indicate if you received a degree, or not.' A red arrow points from the callout box to the 'Details' button. On the right, a detailed view of the 'Degree Received' field is shown, with a red-bordered dropdown menu set to 'Yes'. A red arrow points from the 'Details' button in the left panel to the 'Details' prompt in the right panel. Below the 'Degree Received' field are fields for 'Year Degree Received' (2006), 'First Year Attended' (YYYY), and 'Grade Average'.

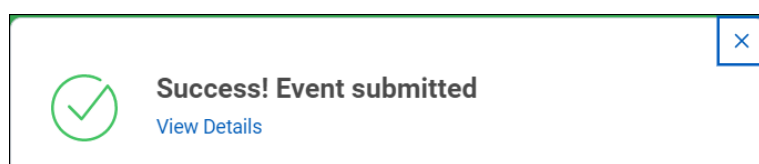
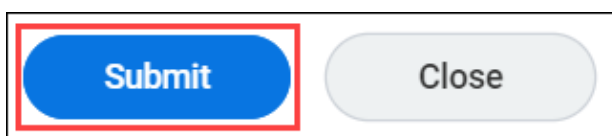
You can **Close** the task and your changes will be saved.



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 job aid [Career Information, manage](#).