Equal Pay for Equal Work Self-Assessment Tool Instructions
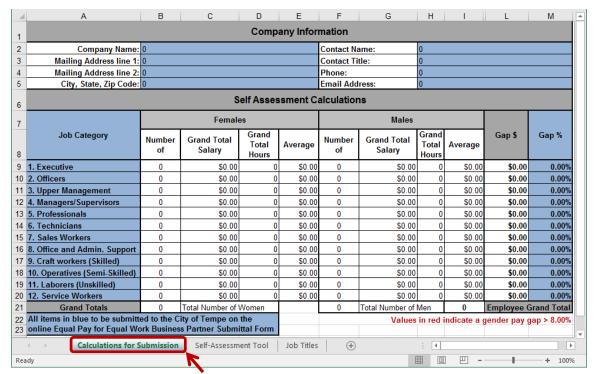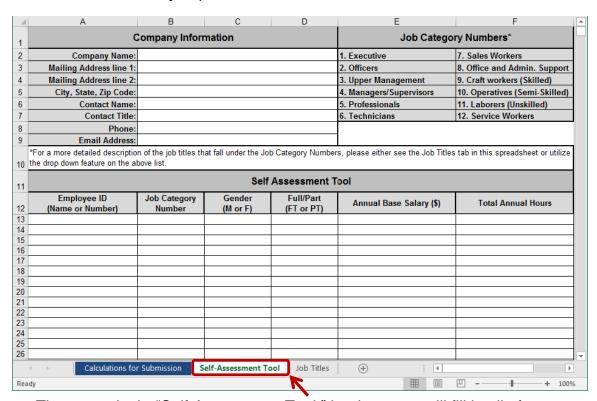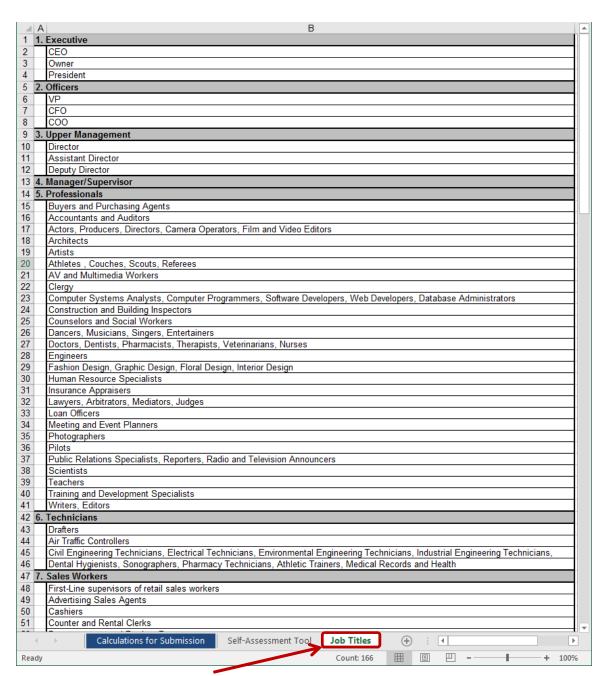
1. Open the excel spreadsheet, "Equal Pay for Equal Work Self-Assessment Tool."

	A	B	C	D	E	F	G	H	I	L	M
1	**Company Information**										
2	Company Name: 0					Contact Name:	0				
3	Mailing Address line 1: 0					Contact Title:	0				
4	Mailing Address line 2: 0					Phone:	0				
5	City, State, Zip Code: 0					Email Address:	0				
6	**Self Assessment Calculations**										
7	Job Category	**Females**				**Males**				Gap $	Gap %
8		Number of	Grand Total Salary	Grand Total Hours	Average	Number of	Grand Total Salary	Grand Total Hours	Average		
9	1. Executive	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
10	2. Officers	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
11	3. Upper Management	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
12	4. Managers/Supervisors	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
13	5. Professionals	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
14	6. Technicians	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
15	7. Sales Workers	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
16	8. Office and Admin. Support	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
17	9. Craft workers (Skilled)	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
18	10. Operatives (Semi-Skilled)	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
19	11. Laborers (Unskilled)	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
20	12. Service Workers	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
21	Grand Totals	0	Total Number of Women			0	Total Number of Men		0	Employee Grand Total	
22-23	All items in blue to be submitted to the City of Tempe on the online Equal Pay for Equal Work Business Partner Submittal Form						Values in red indicate a gender pay gap > 8.00%				

◄ ► **Calculations for Submission** | Self-Assessment Tool | Job Titles | ⊕

Ready — 100%

The first tab, "Calculations for Submission," is read only and will auto-fill based on the information you provide in tab two, "Self-Assessment Tool."

	A	B	C	D	E	F
1	**Company Information**				**Job Category Numbers***	
2	Company Name:				1. Executive	7. Sales Workers
3	Mailing Address line 1:				2. Officers	8. Office and Admin. Support
4	Mailing Address line 2:				3. Upper Management	9. Craft workers (Skilled)
5	City, State, Zip Code:				4. Managers/Supervisors	10. Operatives (Semi-Skilled)
6	Contact Name:				5. Professionals	11. Laborers (Unskilled)
7	Contact Title:				6. Technicians	12. Service Workers
8	Phone:					
9	Email Address:					
10	*For a more detailed description of the job titles that fall under the Job Category Numbers, please either see the Job Titles tab in this spreadsheet or utilize the drop down feature on the above list.					
11	**Self Assessment Tool**					
12	Employee ID (Name or Number)	Job Category Number	Gender (M or F)	Full/Part (FT or PT)	Annual Base Salary ($)	Total Annual Hours
13						
14						
15						
16						
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◄ ► Calculations for Submission | **Self-Assessment Tool** | Job Titles | ⊕
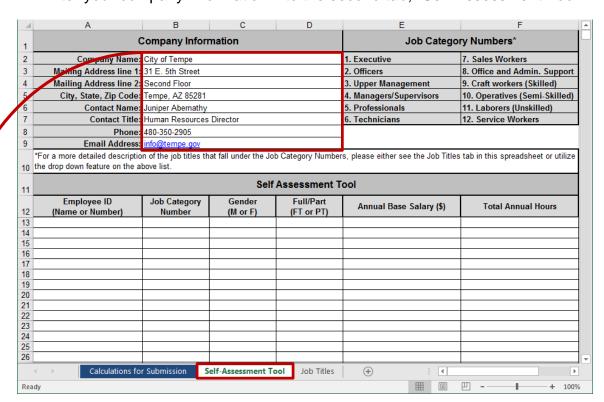
Ready — 100%

The second tab, "Self-Assessment Tool," is where you will fill in all of your company's information. This detailed information is not submitted to the City.

	A	B
1	**1. Executive**	
2		CEO
3		Owner
4		President
5	**2. Officers**	
6		VP
7		CFO
8		COO
9	**3. Upper Management**	
10		Director
11		Assistant Director
12		Deputy Director
13	**4. Manager/Supervisor**	
14	**5. Professionals**	
15		Buyers and Purchasing Agents
16		Accountants and Auditors
17		Actors, Producers, Directors, Camera Operators, Film and Video Editors
18		Architects
19		Artists
20		Athletes , Couches, Scouts, Referees
21		AV and Multimedia Workers
22		Clergy
23		Computer Systems Analysts, Computer Programmers, Software Developers, Web Developers, Database Administrators
24		Construction and Building Inspectors
25		Counselors and Social Workers
26		Dancers, Musicians, Singers, Entertainers
27		Doctors, Dentists, Pharmacists, Therapists, Veterinarians, Nurses
28		Engineers
29		Fashion Design, Graphic Design, Floral Design, Interior Design
30		Human Resource Specialists
31		Insurance Appraisers
32		Lawyers, Arbitrators, Mediators, Judges
33		Loan Officers
34		Meeting and Event Planners
35		Photographers
36		Pilots
37		Public Relations Specialists, Reporters, Radio and Television Announcers
38		Scientists
39		Teachers
40		Training and Development Specialists
41		Writers, Editors
42	**6. Technicians**	
43		Drafters
44		Air Traffic Controllers
45		Civil Engineering Technicians, Electrical Technicians, Environmental Engineering Technicians, Industrial Engineering Technicians,
46		Dental Hygienists, Sonographers, Pharmacy Technicians, Athletic Trainers, Medical Records and Health
47	**7. Sales Workers**	
48		First-Line supervisors of retail sales workers
49		Advertising Sales Agents
50		Cashiers
51		Counter and Rental Clerks

Calculations for Submission | Self-Assessment Tool | **Job Titles** | ⊕
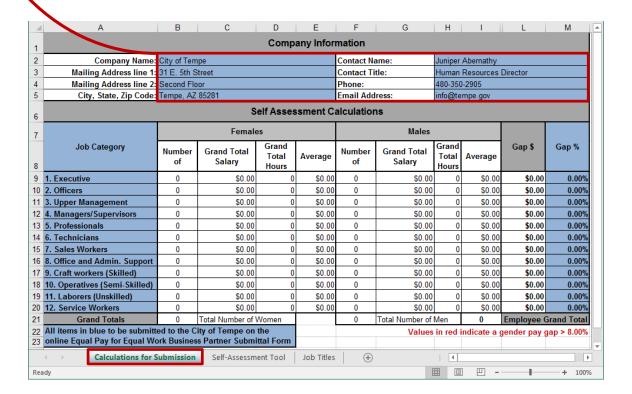
Ready | Count: 166 | 100%

The third tab, "Job Titles," will provide a sampling of the job titles that fall under the EEO-1 Job Category Numbers.

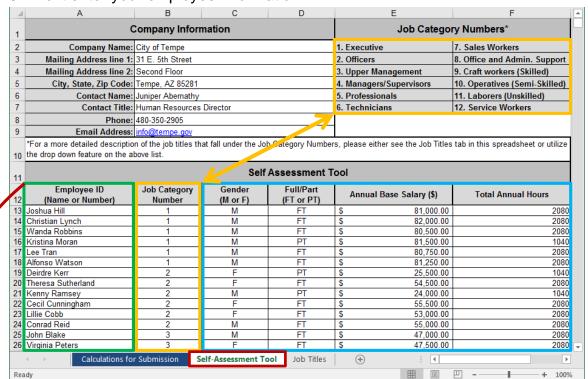2. Enter your company information into the second tab, "Self-Assessment Tool":

	A	B	C	D	E	F
1	Company Information				Job Category Numbers*	
2	Company Name:	City of Tempe			1. Executive	7. Sales Workers
3	Mailing Address line 1:	31 E. 5th Street			2. Officers	8. Office and Admin. Support
4	Mailing Address line 2:	Second Floor			3. Upper Management	9. Craft workers (Skilled)
5	City, State, Zip Code:	Tempe, AZ 85281			4. Managers/Supervisors	10. Operatives (Semi-Skilled)
6	Contact Name:	Juniper Abernathy			5. Professionals	11. Laborers (Unskilled)
7	Contact Title:	Human Resources Director			6. Technicians	12. Service Workers
8	Phone:	480-350-2905				
9	Email Address:	info@tempe.gov				
10	*For a more detailed description of the job titles that fall under the Job Category Numbers, please either see the Job Titles tab in this spreadsheet or utilize the drop down feature on the above list.					
11	Self Assessment Tool					
12	Employee ID (Name or Number)	Job Category Number	Gender (M or F)	Full/Part (FT or PT)	Annual Base Salary ($)	Total Annual Hours
13						
14						
15						
16						
17						
18						
19						
20						
21						
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23						
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Calculations for Submission | Self-Assessment Tool | Job Titles (+)

Ready — 100%

Everything you fill in will auto populate the first tab, "Calculations for Submission."

	A	B	C	D	E	F	G	H	I	L	M
1	Company Information										
2	Company Name:	City of Tempe				Contact Name:		Juniper Abernathy			
3	Mailing Address line 1:	31 E. 5th Street				Contact Title:		Human Resources Director			
4	Mailing Address line 2:	Second Floor				Phone:		480-350-2905			
5	City, State, Zip Code:	Tempe, AZ 85281				Email Address:		info@tempe.gov			
6	Self Assessment Calculations										
7	Job Category	Females				Males				Gap $	Gap %
8		Number of	Grand Total Salary	Grand Total Hours	Average	Number of	Grand Total Salary	Grand Total Hours	Average		
9	1. Executive	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
10	2. Officers	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
11	3. Upper Management	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
12	4. Managers/Supervisors	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
13	5. Professionals	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
14	6. Technicians	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
15	7. Sales Workers	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
16	8. Office and Admin. Support	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
17	9. Craft workers (Skilled)	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
18	10. Operatives (Semi-Skilled)	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
19	11. Laborers (Unskilled)	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
20	12. Service Workers	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	0.00%
21	Grand Totals	0	Total Number of Women			0	Total Number of Men		0	Employee Grand Total	
22	All items in blue to be submitted to the City of Tempe on the							Values in red indicate a gender pay gap > 8.00%			
23	online Equal Pay for Equal Work Business Partner Submittal Form										

Calculations for Submission | Self-Assessment Tool | Job Titles (+)

Ready — 100%

3. Next enter your employee information:

	A	B	C	D	E	F
1	**Company Information**				**Job Category Numbers***	
2	Company Name:	City of Tempe			1. Executive	7. Sales Workers
3	Mailing Address line 1:	31 E. 5th Street			2. Officers	8. Office and Admin. Support
4	Mailing Address line 2:	Second Floor			3. Upper Management	9. Craft workers (Skilled)
5	City, State, Zip Code:	Tempe, AZ 85281			4. Managers/Supervisors	10. Operatives (Semi-Skilled)
6	Contact Name:	Juniper Abernathy			5. Professionals	11. Laborers (Unskilled)
7	Contact Title:	Human Resources Director			6. Technicians	12. Service Workers
8	Phone:	480-350-2905				
9	Email Address:	info@tempe.gov				
10	*For a more detailed description of the job titles that fall under the Job Category Numbers, please either see the Job Titles tab in this spreadsheet or utilize the drop down feature on the above list.					
11	**Self Assessment Tool**					
12	**Employee ID (Name or Number)**	**Job Category Number**	**Gender (M or F)**	**Full/Part (FT or PT)**	**Annual Base Salary ($)**	**Total Annual Hours**
13	Joshua Hill	1	M	FT	$ 81,000.00	2080
14	Christian Lynch	1	M	FT	$ 82,000.00	2080
15	Wanda Robbins	1	M	FT	$ 80,500.00	2080
16	Kristina Moran	1	M	PT	$ 81,500.00	1040
17	Lee Tran	1	M	FT	$ 80,750.00	2080
18	Alfonso Watson	1	M	FT	$ 81,250.00	2080
19	Deirdre Kerr	2	F	PT	$ 25,500.00	1040
20	Theresa Sutherland	2	F	FT	$ 54,500.00	2080
21	Kenny Ramsey	2	M	PT	$ 24,000.00	1040
22	Cecil Cunningham	2	F	FT	$ 55,500.00	2080
23	Lillie Cobb	2	F	FT	$ 53,000.00	2080
24	Conrad Reid	2	M	FT	$ 55,000.00	2080
25	John Blake	3	M	FT	$ 47,000.00	2080
26	Virginia Peters	3	F	FT	$ 47,500.00	2080

Calculations for Submission | **Self-Assessment Tool** | Job Titles | Ready
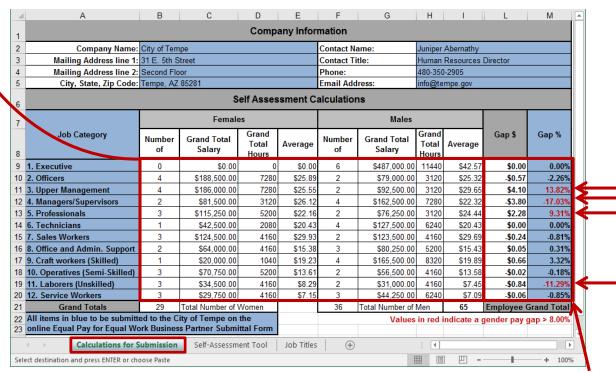
- Employee ID can be any identifier that your company chooses to use.
- Please enter the Job Category Number for each employee. Reference the Job Titles tab if unsure or utilize the drop down feature on the above Job Category Numbers list.
- Please fill out this section completely with the individual's information.

  Again, all of the information you enter will auto populate the first tab, "Calculations for Submission."

	A	B	C	D	E	F	G	H	I	L	M
1	**Company Information**										
2	Company Name:	City of Tempe				Contact Name:		Juniper Abernathy			
3	Mailing Address line 1:	31 E. 5th Street				Contact Title:		Human Resources Director			
4	Mailing Address line 2:	Second Floor				Phone:		480-350-2905			
5	City, State, Zip Code:	Tempe, AZ 85281				Email Address:		info@tempe.gov			
6	**Self Assessment Calculations**										
7	**Job Category**	**Females**				**Males**				**Gap $**	**Gap %**
8		Number of	Grand Total Salary	Grand Total Hours	Average	Number of	Grand Total Salary	Grand Total Hours	Average		
9	1. Executive	0	$0.00	0	$0.00	6	$487,000.00	11440	$42.57	$0.00	0.00%
10	2. Officers	4	$188,500.00	7280	$25.89	2	$79,000.00	3120	$25.32	-$0.57	-2.26%
11	3. Upper Management	4	$186,000.00	7280	$25.55	2	$92,500.00	3120	$29.65	$4.10	13.82%
12	4. Managers/Supervisors	2	$81,500.00	3120	$26.12	4	$162,500.00	7280	$22.32	-$3.80	-17.03%
13	5. Professionals	3	$115,250.00	5200	$22.16	2	$76,250.00	3120	$24.44	$2.28	9.31%
14	6. Technicians	1	$42,500.00	2080	$20.43	4	$127,500.00	6240	$20.43	$0.00	0.00%
15	7. Sales Workers	3	$124,500.00	4160	$29.93	2	$123,500.00	4160	$29.69	-$0.24	-0.81%
16	8. Office and Admin. Support	2	$64,000.00	4160	$15.38	3	$80,250.00	5200	$15.43	$0.05	0.31%
17	9. Craft workers (Skilled)	1	$20,000.00	1040	$19.23	4	$165,500.00	8320	$19.89	$0.66	3.32%
18	10. Operatives (Semi-Skilled)	3	$70,750.00	5200	$13.61	2	$56,500.00	4160	$13.58	-$0.02	-0.18%
19	11. Laborers (Unskilled)	3	$34,500.00	4160	$8.29	2	$31,000.00	4160	$7.45	-$0.84	-11.29%
20	12. Service Workers	3	$29,750.00	4160	$7.15	3	$44,250.00	6240	$7.09	-$0.06	-0.85%
21	**Grand Totals**	29	Total Number of Women			36	Total Number of Men		65	Employee Grand Total	
22	All items in blue to be submitted to the City of Tempe on the										
23	online Equal Pay for Equal Work Business Partner Submittal Form					Values in red indicate a gender pay gap > 8.00%					

Calculations for Submission | Self-Assessment Tool | Job Titles | Select destination and press ENTER or choose Paste

This information will automatically calculate based on the data you have entered.

Any value in red indicates a gender pay gap more than 8.00%.

4. Information that will be submitted.

Company Information

Company Name:	City of Tempe			**Contact Name:**	Juniper Abernathy	
Mailing Address line 1:	31 E. 5th Street			**Contact Title:**	Human Resources Director	
Mailing Address line 2:	Second Floor			**Phone:**	480-350-2005	
City, State, Zip Code:	Tempe, AZ 85281			**Email Address:**	info@tempe.gov	

Self Assessment Calculations

Job Category	Females				Males				Gap $	Gap %
	Number of	Grand Total Salary	Grand Total Hours	Average	Number of	Grand Total Salary	Grand Total Hours	Average		
1. Executive	0	$0.00	0	$0.00	6	$487,000.00	11440	$42.57	$0.00	0.00%
2. Officers	4	$188,500.00	7280	$25.89	2	$79,000.00	3120	$25.32	-$0.57	-2.26%
3. Upper Management	4	$186,000.00	7280	$25.55	2	$92,500.00	3120	$29.65	$4.10	13.82%
4. Managers/Supervisors	2	$81,500.00	3120	$26.12	4	$162,500.00	7280	$22.32	-$3.80	-17.03%
5. Professionals	3	$115,250.00	5200	$22.16	2	$76,250.00	3120	$24.44	$2.28	9.31%
6. Technicians	1	$42,500.00	2080	$20.43	4	$127,500.00	6240	$20.43	$0.00	0.00%
7. Sales Workers	3	$124,500.00	4160	$29.93	2	$123,500.00	4160	$29.69	-$0.24	-0.81%
8. Office and Admin. Support	2	$64,000.00	4160	$15.38	3	$80,250.00	5200	$15.43	$0.05	0.31%
9. Craft workers (Skilled)	1	$20,000.00	1040	$19.23	4	$165,500.00	8320	$19.89	$0.66	3.32%
10. Operatives (Semi-Skilled)	3	$70,750.00	5200	$13.61	2	$56,500.00	4160	$13.58	-$0.02	-0.18%
11. Laborers (Unskilled)	3	$34,500.00	4160	$8.29	2	$31,000.00	4160	$7.45	-$0.84	-11.29%
12. Service Workers	3	$29,750.00	4160	$7.15	3	$44,250.00	6240	$7.09	-$0.06	-0.85%
Grand Totals	29	Total Number of Women			36	Total Number of Men	65		Employee Grand Total	

All items in blue to be submitted to the City of Tempe on the online Equal Pay for Equal Work Business Partner Submittal Form

Values in red indicate a gender pay gap > 8.00%

Calculations for Submission | Self-Assessment Tool | Job Titles | ⊕

Select destination and press ENTER or choose Paste

100%