

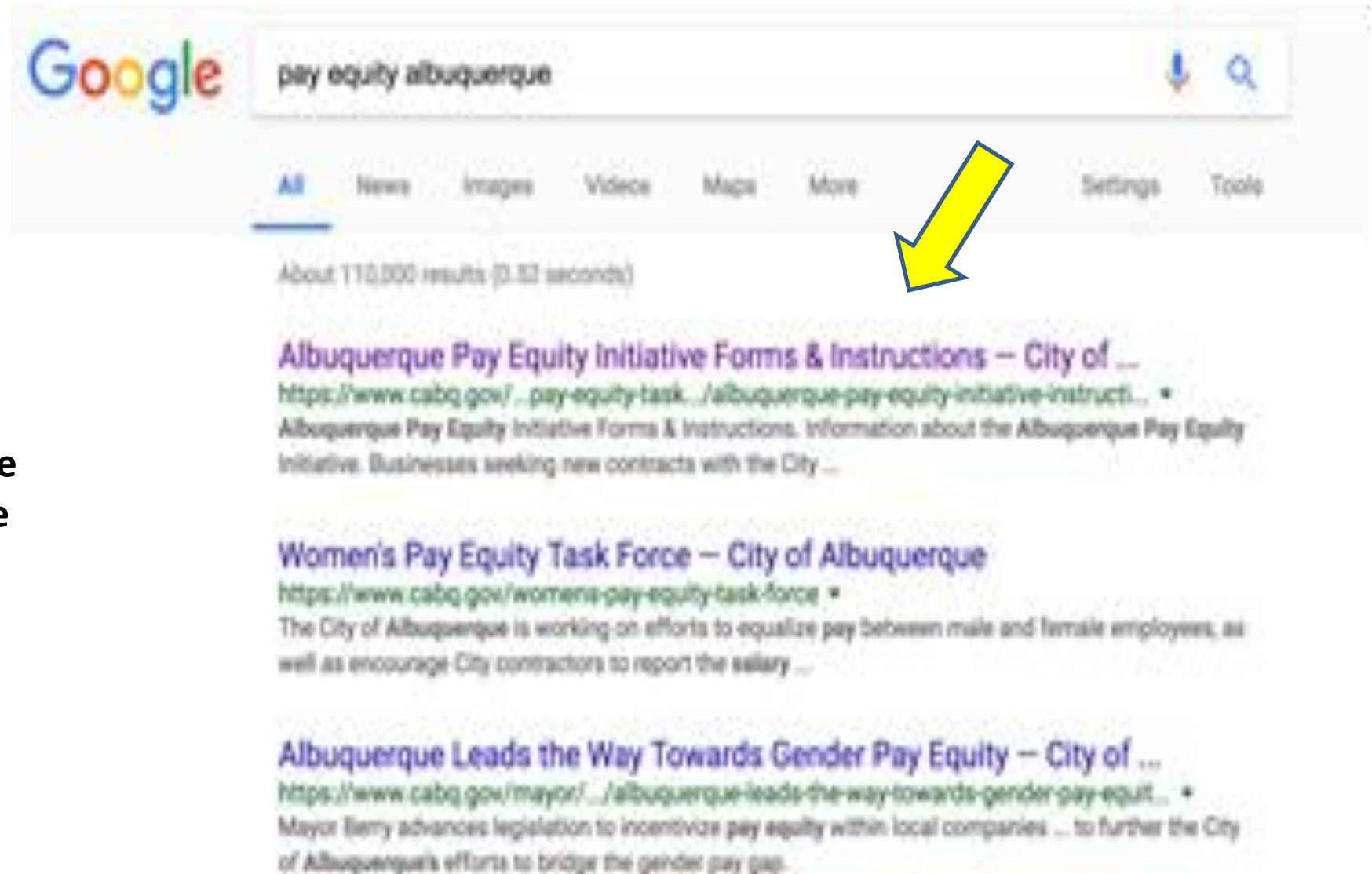
# How to fill out the Pay Equity Form

City of Albuquerque  
Gender Pay Equity Initiative

## Instructions

Google: Pay Equity  
Albuquerque

Select: Albuquerque  
Pay Equity Initiative  
Forms and  
Instructions



The image shows a Google search interface. The search bar contains the text "pay equity albuquerque". Below the search bar, there are tabs for "All", "News", "Images", "Videos", "Maps", "More", "Settings", and "Tools". A yellow arrow points to the "More" tab. Below the search bar, it says "About 110,000 results (0.32 seconds)". The search results are as follows:

- Albuquerque Pay Equity Initiative Forms & Instructions – City of ...**  
<https://www.cabq.gov/...pay-equity-task.../albuquerque-pay-equity-initiative-instructi...>  
Albuquerque Pay Equity Initiative Forms & Instructions. Information about the Albuquerque Pay Equity Initiative. Businesses seeking new contracts with the City ...
- Women's Pay Equity Task Force – City of Albuquerque**  
<https://www.cabq.gov/womens-pay-equity-task-force>  
The City of Albuquerque is working on efforts to equalize pay between male and female employees, as well as encourage City contractors to report the salary ...
- Albuquerque Leads the Way Towards Gender Pay Equity – City of ...**  
<https://www.cabq.gov/mayor/.../albuquerque-leads-the-way-towards-gender-pay-equit...>  
Mayor Terry advances legislation to incentivize pay equity within local companies ... to further the City of Albuquerque's efforts to bridge the gender pay gap.

## Instructions



**Download the  
Pay Equity  
Employee Data  
Spreadsheet**  
(where red arrow  
is pointing)

# Gender Pay Equity Initiative Forms & Instructions

## Information about the City of Albuquerque's Gender Pay Equity Initiative.

All businesses seeking new contracts with the City of Albuquerque must comply with the requirements of City Ordinance 17-33, which requires that a Pay Equity Form be submitted when 1) entering into a contract with the City or 2) submitting a bid or proposal. This form is in accordance with the New Mexico State Fair Pay for Women Act.

To promote gender pay equity, the City gives a 5% preference to companies (during the bid and proposal process) that pay men and women equitably. To be eligible for the preference, businesses must obtain a Pay Equity Certificate from the Gender Pay Equity Initiative, which proves the difference between the pay of men and women in comparable positions is less than 7%.

- [Pay Equity Employee Data Form](#) 
- [Pay Equity Employee Data Spreadsheet Instructions](#)
- [Pay Equity Employee Data Spreadsheet Instructions with Visuals](#)
- [View Ordinance 17-33](#) 

## Instructions

The spreadsheet should open up to the Pay Equity Data Entry Form tab

1. Press **Enable Editing** (arrow A) and the next screen will show up
2. Press **Enable Content** (arrow B)

The image displays two screenshots of a Microsoft Excel spreadsheet titled "Pay Equity Reporting Form ABQ Final 2-5-18".

The top screenshot shows the spreadsheet in "Protected View" mode. A yellow arrow labeled "A" points to the "Enable Editing" button in the status bar. The spreadsheet contains a table with the following columns: "Emp. ID (Name or Number)", "Job Category Number", "Gender (m or f)", "Full/Part (ft or pt)", "Total Annual Compensation (\$)", and "Total Annual Hours". A blue box lists "Job Category numbers to use" with categories 1 through 9. A red note states "Note: Data entry starts on row 42".

The bottom screenshot shows the spreadsheet in "Compatibility Mode". A yellow arrow labeled "B" points to the "Enable Content" button in the status bar. The spreadsheet contains the same table and job category list. Below the table, there is a form for "Employer to enter data here:" with fields for "Company Name", "Mailing address line 1", "Mailing address line 2", "City, state, zip code", "Phone", "E-mail address", "FEIN number", "EAN number", and "SUPPLIER ID". A disclaimer at the bottom states: "If you have no employees working in the State of New Mexico, OR if you have no employees other than yourself, you are not required to enter employee data, but you must complete the employer information above and submit your reporting. To certify that you have no employees working in New Mexico, check this box".

1. Fill in Company info. You can ignore FEIN, EAN or SHARE if you don't know them (arrow A)
2. Fill in most current employee data job category, gender, full/part time, compensation and hours. Employee ID is optional (arrow B)
3. Job category information can be found in the top blue box (arrow C). More info is at EEO job classification guide.
4. For total compensation only enter numeric data (no \$. or ,) and round to the nearest dollar.
5. If you do not have any employees in New Mexico select the first box (arrow D)
6. If you do not have any employees other than yourself, check the second box (arrow E)

	A	B	C	D	E	F	H	I	J	L	M	N	O	P
								<b>DATA ENTRY FORM, VERSION 03-2018</b> ----- <b>Job Category numbers to use:</b> 1.1 - Exec/Senior Level Officials/Mgrs 1.2 - First/Mid Level Officials/Mgrs 2 - Professionals 3 - Technicians 4 - Sales Workers 5 - Office and Admin. Support 6 - Craft Workers (Skilled) 7 - Operatives (Semi-Skilled) 8 - Laborers (Unskilled) 9 - Service Workers						
1														
42														
43														
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**Note: Data entry starts on row 42**

Employer to enter data here:

Company Name: \_\_\_\_\_

Mailing address line 1: \_\_\_\_\_

Mailing address line 2: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

FEIN number: \_\_\_\_\_

EAN number: \_\_\_\_\_

SUPPLIER ID: \_\_\_\_\_

If you have no employees working in the State of New Mexico, OR if you have no employees other than yourself, you are not required to enter employee data, but you must complete the employer information above and submit your reporting

To certify that you have no employees working in New Mexico, check this box

To certify that you have no employees other than yourself, check this box

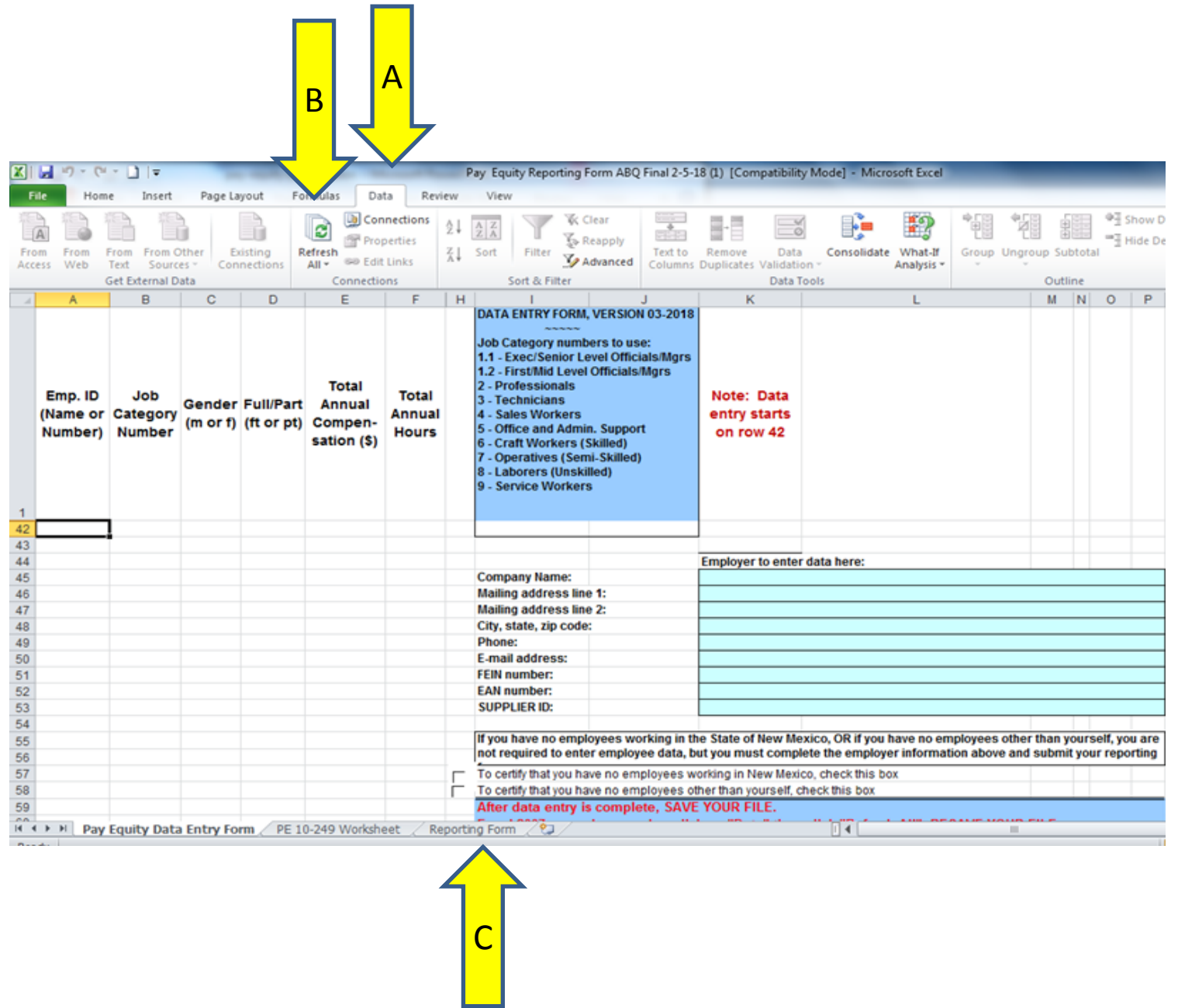
**After data entry is complete, SAVE YOUR FILE.**

**Excel 2007 users: in menu bar click on "Data" then click "Refresh All"; RESAVE YOUR FILE**

**For earlier versions of Excel (1997-2003) refer to "PE10-249 Employee Data Entry Form Instructions" (pdf)**

**Do NOT Submit this worksheet - for help please contact our office at 505-768-4712 or odhr@cabq.gov**

1. After you have entered all your data go to File and Save
2. Then, click on the data part of the upper ribbon (arrow A)
3. And press the Refresh All (arrow B)
4. Do not ever submit this worksheet to the City of Albuquerque because it has salary information.
5. Now you are ready to select the Reporting Form tab (arrow C)



1. Every contractor must submit this Reporting Form to the city department they are working with (FCS, Cultural etc).
2. Please, print, sign and date
3. You can ignore the RFP# unless you happen to know the information (arrow A)
4. End user city departments will attach the Reporting Form to the signed contract.

**Exclusive for RFP and RFB**

1. Every RFP and RFB must also submit this form with their bids and may be eligible for a Pay Equity Certificate if the weighted average is 7.00% or less (arrow B)
2. Contact the Gender Pay Equity Initiative at [oei@cabq.gov](mailto:oei@cabq.gov) to learn more.

	A	B	C	D	E	F	H	I	J
12	Job Category	No. Females	No. Males	Gap (Absolute %)					
13	1.1 Exec/Senior Level Officials/Mgrs	0	0	N/A					
14	1.2 First/Mid Level Officials/Mgrs	0	0	N/A					
15	2 - Professionals	0	0	N/A					
16	3 - Technicians	0	0	N/A					
17	4 - Sales Workers	0	0	N/A					
18	5 - Office and Admin. Support	0	0	N/A					
19	6 - Craft Workers (Skilled)	0	0	N/A					
20	7 - Operatives (Semi-Skilled)	0	0	N/A					
21	8 - Laborers (Unskilled)	0	0	N/A					
22	9 - Service Workers	0	0	N/A					
24	Total # Job Categories With No Employees	10							
25	Total # Female Only Job Categories	0							Submit only this form
26	Total # Male Only Job Categories	0							
27	Total # Females (all categories)	0							
28	Total # Full Time Females	0							
29	Total # Part Time Females	0							
30	Total # Males (all categories)	0							
31	Total # Full Time Males	0							
32	Total # Part Time Males	0							
33	Total # Employees	0							
34	Female % Workforce								
35	Male % Workforce								
36	Calculated Weighted Average Gap	N/A							
37									
38	Must be signed by the principal executive of the company:				RFP#:	<input type="text"/>			
39	Signature certifies that all employees working in New Mexico are included, the data is for the current calendar year, and								
40	any challenges to your information may require you to get third party verification at your own expense.								
41									
42									
43	Name and title, printed				Signature		Date submitted		

# Top Questions

- Q. I have filled out the sheet, why isn't my data transferring to the next sheet?
  - A: You must save the file and then in the menu bar click DATA and then REFRESH ALL and the data will transfer.
- Q. I have followed all instructions and my data still will not transfer.
  - A: Check your work for symbols and remove any periods or dollar signs and round to the nearest dollar amount.
- Q. I copy and pasted my info and my data will not transfer.
  - A: Depending on what you copy and pasted from, excel may not recognize it. Please manually type in info.
- Q. The PE 10-249 worksheet is protected. What is the password?
  - A: The only page you will enter any information on is the Pay Equity Data Entry form. Once this is completed and all instructions have been followed, the form will auto populate the rest.
- Q. Do I only have to submit this form to the Department of Finance?
  - A: No, all contractors must submit the form to the city department they are working with. The city department will attach it to the signed contract.
- Q. Are there more in-depth instructions with examples?
  - A: Yes, at <https://www.cabq.gov/womens-pay-equity-task-force/documents/albuquerque-pay-equity-form-instructions-6-2017.docx>

Contact information: [oei@cabq.gov](mailto:oei@cabq.gov) 505-768-3512