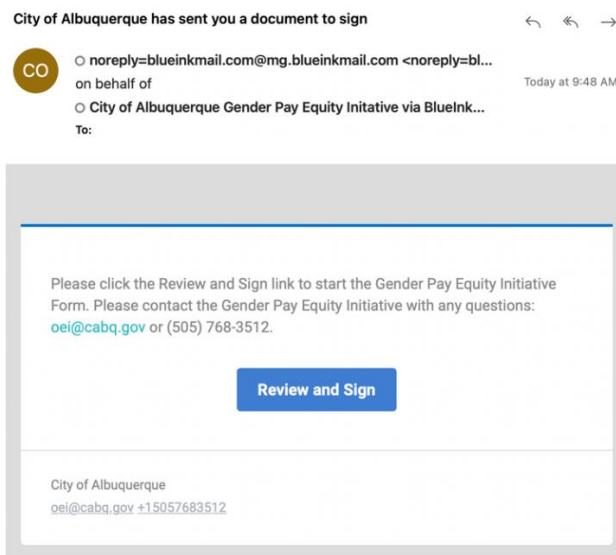


Gender Pay Equity Initiative

Pay Equity Reporting Form/Certification Instructions

1. Locate the link to the web form on the Gender Pay Equity Initiative [webpage](#), or follow the link here: [Pay Equity Reporting Form Link](#)
2. Insert name of Company Representative and email address in their respective spaces, and press submit.

3. Check email provided for an email from “The Gender Pay Equity Initiative.”
 - a. If you do not receive it after a few minutes, check junk/spam.
4. Open that email and press the blue “Review and Sign” option.



- a. This will open a web-browser with the Pay Equity Reporting Form

5. Before continuing, you must press “Continue” on the top of the page to agree to BlueInk’s Terms of Service and Private Policy.
 - a. Note: There is an option to change the language in the top right corner, if necessary.

City of Albuquerque has sent you a document to sign.

I agree to BlueInk's [Terms of Use](#) and [Privacy Policy](#) and consent to sign electronically with the BlueInk service.

[Continue](#)

Language

Pay Equity Reporting Form

City of Albuquerque www.cabq.gov Bernalillo County www.bernco.gov Water Authority www.abcwua.org

Company Details

| | | | |
|-----------------|--|--|--|
| Company Name | | | |
| Phone | | | |
| Email Address | | | |
| Mailing Address | | | |

| Job Category | No. Females | No. Males | Gap (Abs. %) |
|--------------------------------------|-------------|-----------|--------------|
| 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 | | | |
| Overall Total | | | |

Total # of Females (all categories) Total # of Males (all categories)

6. Provide company name, email, phone, mailing address in the respective spaces when the window opens.
 - a. Note: this step is not necessary if using the spreadsheet (Step 8b) to bulk upload data. Whatever text is in the spreadsheet will override manually entered information.

Enter Data Restore Data from File Save Data to File

Company Information

| | |
|-----------------|--|
| Company Name | Sample Company |
| Email | company@gmail.com |
| Phone | (111) 222-3333 |
| Mailing Address | 123 Central Ave, Albuquerque, NM 87106 |

7. Select whether or not you have employees working in the state of New Mexico (if you are a sole proprietor, select “no”):
 - a. If yes, select “Yes” from the drop-down menu, and continue onto Step 8.
 - b. If no, select “No- I have no employees working in the state of New Mexico, or I am a sole proprietor, select continue in the bottom right and continue to Step 9.

Do you have employees working in New Mexico?

Yes

Yes

No - I have no employees working in New Mexico, or I am a sole proprietor

Employee Information
Please enter data for each employee in New Mexico.

| Employee ID | Job Category | Gender | Annual Comp | Annual Hours |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[+ Add Employee](#)

8. For uploading employee data, there are two options
 - a. Manual Upload (recommended for relatively few employees):
 - i. In the spaces provided, enter a unique Employee ID, EEO Job Category, Gender, Annual Comp, and Annual Hours for each employee. Hover over the small “?” next to each box or see the definitions and FAQs if you need assistance with these categories.
 - ii. When you are finished entering your employees, select “Continue” in the bottom right and continue to Step 9.

Employee Information

Please enter data for each employee in New Mexico.

| Employee ID | Job Category | Gender | Annual Comp | Annual Hours |
|--------------------------------|---|-------------------------------------|-------------------------------------|-----------------------------------|
| <input type="text" value="1"/> | <input type="text" value="1.1: Exec / Senior"/> | <input type="text" value="Male"/> | <input type="text" value="120000"/> | <input type="text" value="2080"/> |
| <input type="text" value="2"/> | <input type="text" value="2: Professionals"/> | <input type="text" value="Male"/> | <input type="text" value="60000"/> | <input type="text" value="2080"/> |
| <input type="text" value="3"/> | <input type="text" value="2: Professionals"/> | <input type="text" value="Female"/> | <input type="text" value="58000"/> | <input type="text" value="2080"/> |

[+ Add Employee](#)

- b. Bulk Upload (Recommended for large companies):
 - i. Download the Employee Data Spreadsheet Template found on the Gender Pay Equity Initiative [webpage](#).

1. Direct link here: <https://www.cabq.gov/gender-pay-equity-initiative/documents/employee-data-spreadsheet-template.csv>
- ii. Follow the instructions on the spreadsheet carefully. Do not delete or alter the text in the instructions. Only enter your company details and employee data in the format of the two sample data points.

| | | | | | |
|----|---|-----------------------------------|---------------------|----------|-----------|
| 23 | # Basic fields. Do not change the field key or label. You can edit the data in the "value" column | | | | |
| 24 | # field key | label | value | | |
| 25 | company_ | Company | Your Company Name | | |
| 26 | company_ | Email | youremail@email.com | | |
| 27 | company_ | Phone | 505-123-4567 | | |
| 28 | employee: | Do you have | Yes | | |
| 29 | company_ | Mailing Address | Your Address | | |
| 30 | | | | | |
| 31 | # | You can add / edit the rows below | | | |
| 32 | emp_data | gender | annual_cc | employee | annual_hc |
| 33 | # | Gender | Annual Co | Employee | Annual Hc |
| 34 | | m | 100000 | 1 | 2080 1.1 |
| 35 | | f | 75000 | 2 | 2080 1.2 |
| 36 | | | | | |

- iii. After entering all employee data, save file as a .CSV somewhere on your computer that is easy to access.
- iv. Return to the webform, select "Restore Data from File" and upload the .CSV file with your employee data.
 1. Note: If you do not save the document as a .CSV it will not work.

Enter Data

Company Information

| | |
|--|--|
| Company Name | Sample Company |
| Email | company@gmail.com |
| Phone | (111) 222-3333 |
| Mailing Address | 123 Central Ave, Albuquerque, NM 87106 |
| Do you have employees working in New Mexico? | Yes |

- v. This upload should auto-populate all fields in the Company Information and Employee Information sections.

9. After selecting no employees in New Mexico or entering all employee data, select “Continue.”
 - a. If the button does not work try the following troubleshooting strategies:
 - i. Ensure all fields are filled out
 - ii. Ensure there are no special symbols such as dollar signs or commas
 - iii. Ensure all numbers are rounded
 - iv. If all data is correct, try switching to a different browser. Google Chrome and Safari work better than Internet Explorer.

10. The screen will now show your Pay Equity Reporting Form. Scroll to the bottom and fill in “Name and Title” and your Signature.
 - a. Note: there are options to type a signature or sign using the cursor.

Must be signed by a representative of the company. Signature certifies that all employees working in New Mexico are included, the data is for one year ending when the form is signed, and any challenges to your information may require you to get third party verification at your own expense.

Jane Smith, CEO *Jane Smith* Apr 13, 2021
 Name and Title Signature Date Submitted

All Pay Equity Reporting Forms are reviewed by the Gender Pay Equity Initiative within two business days of submission. A copy of the reviewed form will be emailed to you for inclusion with your bid or proposal. If the Overall Total Pay Gap on your form is 0%, the Gender Pay Equity Initiative will certify your Pay Equity Reporting Form. A Certified Pay Equity Reporting Form may allow you to obtain a 5% preference. Please keep in mind that a Pay Equity Reporting Form - whether certified or uncertified - must be submitted with all bids and proposals. Please contact the Gender Pay Equity Initiative with any questions: oei@cabq.gov or (505) 768-3512.

Certified - Overall Gap is 0% Uncertified - Overall Gap is more than 0%
 Gender Pay Equity Representative

Previous Next Submit Document

11. When you have finished signing, click “Submit Document.” Your screen should display this message:

You have successfully submitted your document(s)
 You will be sent the signed document(s) when all parties finish signing

12. Another email will be sent to you with a link to download the .pdf. Regardless of whether it is certified or uncertified, you must submit this document with your bid/proposal.

13. Please contact oei@cabq.gov or (505) 768.3512 with any questions.