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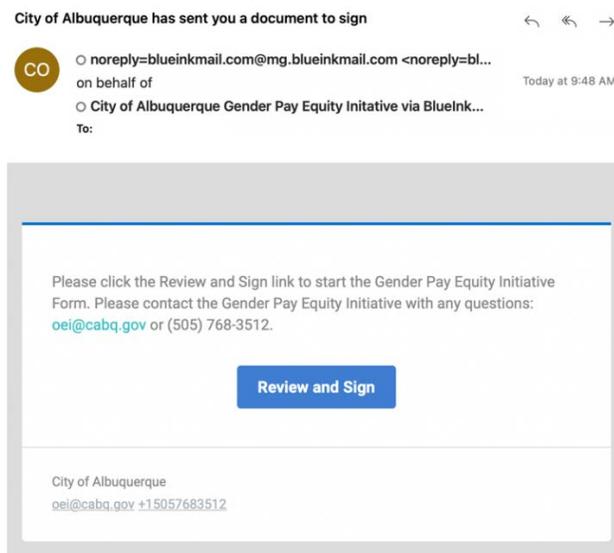
   a. This will open a web-browser with the Pay Equity Reporting Form

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.

6. Provide company name, email, phone, mailing address in the respective spaces when the window opens.

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.

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, 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.

    b. Bulk Upload (Recommended for large companies):
        i. We recommend manually entering at least one employee, for formatting purposes.
        ii. Then, select "Save Data to File" located in the top right corner. You will see a window saying "Success". Locate the downloaded document on your computer, entitled "pay-equity-blueink-data"

iii. If you scroll to the right side of the spreadsheet, you will see the one employee you entered and field titles. In those columns, you are able to copy and paste the necessary fields from other records you may have.

iv. After entering your employees, save file as a .CSV somewhere on your computer easy to access.

v. Return to the webform and 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   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
Do you have employees working in New Mexico?	Yes

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

Employee ID	Job Category	Gender	Annual Comp	Annual Hours
1	1.1: Exec / Senior	Male	120000	2080

+ **Add Employee**

Continue

9. After selecting, sole proprietor or entering all employee data, select continue.

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 is an option to type a signature, instead of virtually signing.

Must be signed by a principal executive 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.

John Smith, Bookkeeper	*John Smith*	Jan 15, 2021
Name and Title	Signature	Date Submitted

* If this document is signed below, then your company is eligible for a Pay Equity Certificate (which gives your company a 5% preference on any bid or proposal)! A representative from the Gender Pay Equity Initiative will review your form and will send you a certificate within two business days. Please contact the Gender Pay Equity Initiative with any questions: oei@cabq.gov or (505) 768-3512.

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Gender Pay Equity Initiative 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. Within two business days, you will receive a copy of your document from the Gender Pay Equity Initiative to submit with your bid or proposal packet. If you have zero percent pay inequity, a representative from the Gender Pay Equity Initiative will send you a copy of the form with their signature to include, indicating you are eligible for the 5 percent preference - this serves as your Pay Equity Certificate.