Pay Compression Analysis

INPUT INSTRUCTIONS

Human Resources is conducting an in-depth pay analysis to determine where pay compression problems exist in the county. Pay compression happens when employees with a lot of job experience are paid nearly the same as employees with much less experience.

To analyze the pay compression and then to identify options to fix it, Human Resources needs to include all your related work experience; not just the time you have worked at the county. **Related work experience comes from those jobs where your responsibilities were very similar to your job responsibilities right now.**

In order to include your related work history in the salary analysis, it needs to be updated in PeopleSoft. This is where you can help. A new Prior Work Experience page has been added to your employee Self Service login. This new page is where you can enter your information.

Instructions for Entering Your Work Experience into Self Service.
Please complete the following steps to enter your current and previous work experience in PeopleSoft by Wednesday, May 18. You will enter work experience only – no need to enter educational background.

Step 1:
Follow this path to reach the Work Experience page in PeopleSoft:
Main Menu - Self-Service – Personal Information – Work Experience
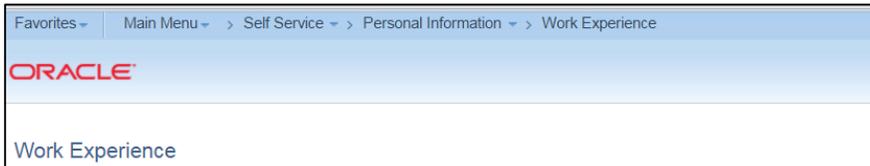
Step 2:
Enter information for your <u>current</u> job:

Enter information in each field:
Start Date: The date you entered your current job. *If you do not know the exact date, estimate to the closest first day of the month.*
End Date: Today's date
Employer: Salt Lake County
Ending Job Title: Your current job title
Hours Per Week: The hours per week you are scheduled for on a regular basis. If you work full time, enter 40.
To complete the entry click the **Save** button in the lower left corner of the screen.

Step 3:

Repeat this process for each job you have held both inside **AND** outside the county.

To add previous jobs inside and outside the county, click the [+] button in the top right corner to open another page. A new page will come up.

Relevant Work Experience: Enter all previous related employment history, with one page for each job.

Unrelated Work Experience: If you have are unsure if a previous job is related, uncheck the "Relevant Work Experience" box and enter a short description in the Description Box.

Be sure to **SAVE** your information when you are finished.

Related or similar experience is defined as:

1. Work in which the duties and responsibilities are at least 50% the same or equivalent as your current job.

AND

2. Work that requires the same or equivalent levels of knowledge, skills and experience to successfully perform your job.

Related Work Experience Examples

Example #1: Count all experience in a related field. For example, if you are a Librarian, count all work experience working in a Library, such as working as a Library Assistant.

Example #2: If you are currently an Office Supervisor or Office Manager, count all related clerical, administrative support and experience working in an office.

Example #3: If you are a manager or supervisor, count all experience related to your field of expertise as well as all management or supervisory experience in other fields.

Example #4: If you were applying for your current job, what previous jobs would you include on your resume that you consider related? This is what you would include.

This information is critical to help Human Resources get a complete picture of your total work experience as it relates to your job. This information will help us determine the most appropriate recommendations for addressing pay compression.

Please complete entering your current and previous work experience in PeopleSoft by Wednesday, May 18. Should you have questions or concerns, don't hesitate to contact Human Resources.

Kristin Jensen   Heather Austin
385-468-0587   385-468-0554
KOJensen@slco.org   HAustin@slco.org