

# **System Access and Navigation Guide**

Pay Equity Office  
Minnesota Management & Budget  
400 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155

[Local Government Pay Equity Webpage](#)

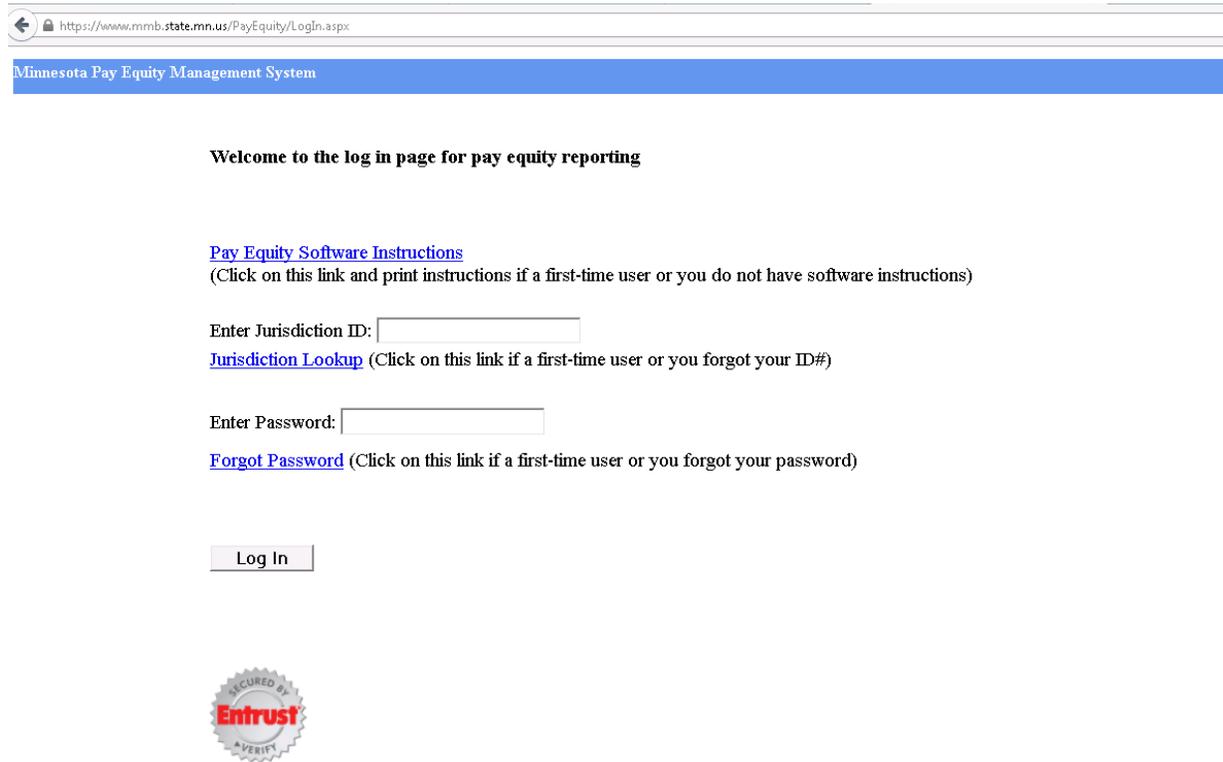
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# 1. Access the Software

Log into: <https://mn.gov/PayEquity/LogIn.aspx>

Enter your **Jurisdiction ID** and **Password**, click **Log In**.



- **Can't remember your Jurisdiction ID?**  
Click **Jurisdiction Lookup** to find your Jurisdiction ID. Enter your jurisdiction Name or select Type from the dropdown and click **Search**. When the results are shown, click **Login** in the 1<sup>st</sup> column.
- **Forgot your Password or First time logging in?**  
Your email address must match that in the system's contact info. If your email address has changed or you were not previously listed as a contact, notify us at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us).

Click **Forgot Password** and a screen will come up for you to **enter your email address**, click **Send New Password** and you will immediately be sent an email with a generic password. Open the email and copy and paste the password into the **Password** box and click **Log In**. Once logged in, click **Utilities** and click **Change Password**. Change your password to something you can remember. You will then receive another email confirming your password changed. Experiencing difficulty? Contact us at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

## 2. Jurisdiction and Contact Information Page

Minnesota Pay Equity Management System - Stageville Theater First Step to Broadway!(17-No Submission)

Home Utilities Go To Log Out -->Enter Jobs

ID: 2459 Jurisdiction Type: OTH - Other

Name: Stageville Theater First Step to Broadway

Address 1: 215 Broadway

Address 2:

City: Stageville

State: MN

Zipcode: 55155

Main Phone:

Fax:

Next Report Year: 2017

**Contact List**

Name	Title	Email	Phone	Edit Delete
P. E. Coord	Coordinator	pay.equity@state.mn.us	651-259-3623	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

Review your Jurisdiction and Contact List information. If the Jurisdiction information needs to be updated, click **Modify Jurisdiction** and make appropriate changes. Click **Save** when finished.

To make changes to the Contact List information:

To edit an individual's contact information, go to the appropriate row and select **Edit** and make the appropriate updates. After making edits, select **Update**.

- To delete a contact select **Delete**. The message "Are you sure you want to delete this contact?" will appear. Click **OK** or **Cancel**.
- To add another contact, click **Add**. Enter Name, Title, Email & Phone, click **Save**.

You can update your jurisdiction information and contact list information anytime throughout the year. It is important to keep your jurisdiction and contact list information up to date for future correspondence and system access.

### 3. To View Previous Pay Equity Reports

On the right side of the screen, click **Enter Jobs**.

A table of previously submitted reports will appear on the screen. Select **View Jobs** at the appropriate row to view a past report.

Jurisdiction: ID # 2459 - Stageville Theater First Step to Broadway!  
Number of cases found: 4

View/Add	Export	Report Year	Case ID	Case Description	Case Status	Edit	Delete
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	1	2011 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	1	2014 Data	Out of Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	2	2014 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2017	1	2017 Data	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">Add New Case</a>							

The report appears below the table:

Jurisdiction: ID # 2459 - Stageville Theater First Step to Broadway!  
Number of cases found: 4

View/Add	Export	Report Year	Case ID	Case Description	Case Status	Edit	Delete
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	1	2011 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	1	2014 Data	Out of Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	2	2014 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2017	1	2017 Data	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">Add New Case</a>							

Jurisdiction # 2459 - Stageville Theater First Step to Broadway! | Report Year 2014 | Case # 2 - 2014 Data

Number of jobs in this case: 14

Job Nbr	Title	Males	Females	Points	Min Sal	Max Sal	Yrs To Max	Yrs Srv	Exceptional Srv
1	Box Office	1	1	110	1200.00	1400.41	4.00	0.00	
2	Stage Crew	6	1	130	1250.00	1450.26	5.00	0.00	LONGEVITY
3	Props Chief	1	0	140	1260.00	1460.94	5.00	0.00	LONGEVITY
4	Costume Designer	0	1	142	1375.00	1575.89	5.00	0.00	
5	Set Tech.	1	0	150	1360.00	1560.75	5.00	0.00	
6	Lighting Tech.	1	0	164	1400.00	1625.50	6.00	0.00	
7	Effects Eng.	1	0	179	1425.00	1645.22	6.00	0.00	
8	Stage Manager	0	1	180	1425.00	1610.30	5.00	0.00	LONGEVITY
9	Writer	1	0	180	1400.00	1590.19	6.00	0.00	
10	Marketing Director	1	0	200	1490.00	1690.85	4.00	0.00	
11	Actor/Actress	10	12	217	1500.00	1730.85	4.00	0.00	PERFORMANCE
13	Producer	0	1	260	1700.00	1900.00	0.00	1.00	
17	Director	1	0	274	1600.00	1700.76	0.00	0.00	

## 4. Creating a New Report

To submit a new report, click **Add New Case**, from the View/Add column. At the **Case Description** prompt box, type in the four-digit year your report is due followed by DATA [e.g. 2011 DATA].

Tab to the Case Status column and select **Private** or **Shared** from the drop down menu. (**Shared** means both the jurisdiction and the State Pay Equity Coordinator can view the jobs; **Private** means only the jurisdiction can view the jobs.) Click **Save**.

“Private” is an unofficial status. The status will change to “submitted” once you have gone through all the steps to enter and submit data. Until this is done, MMB does not receive a notice that the report has been submitted and no report is recorded from your jurisdiction.

Minnesota Pay Equity Management System - Stageville Theater First Step to Broadway!(Admin)(17-No Submission)

Home Utilities Go To Log Out

Switch Jurisdiction:

[<--Jurisdiction Info](#)

Jurisdiction: ID # 2459 - Stageville Theater First Step to Broadway!  
 Number of cases found: 4

View/Add	Export	Report Year	Case ID	Case Description	Case Status	Edit	Delete
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	1	2011 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	1	2014 Data	Out of Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	2	2014 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2017	1	2017 Data	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">Add New Case</a>							



Once a new case is entered, you have three options to enter your job data. Select one of the options:

- A. **Enter Jobs on Line** - jurisdiction manually enters job title, number of males, number of females, points, etc. for each job classification.
- B. **Copy Jobs from Existing Case Above** – within the software, jurisdiction copies report data from a previous year to current year.
- C. **Import Jobs from Excel** – jurisdiction imports report data from an Excel spreadsheet.

Minnesota Pay Equity Management System - Stageville Theater First Step to Broadway!(Admin)(17-No Submission)

Home Utilities Go To Log Out

Switch Jurisdiction:

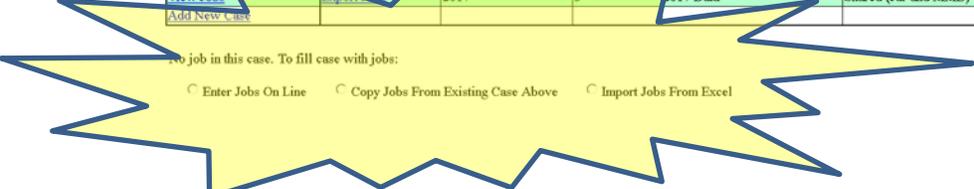
[<--Jurisdiction Info](#)

Jurisdiction: ID # 2459 - Stageville Theater First Step to Broadway!  
 Number of cases found: 4

View/Add	Export	Report Year	Case ID	Case Description	Case Status	Edit	Delete
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	1	2011 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	1	2014 Data	Out of Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	2	2014 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2017	3	2017 Data	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">Add New Case</a>							

No job in this case. To fill case with jobs:

- Enter Jobs On Line  
  Copy Jobs From Existing Case Above  
  Import Jobs From Excel



## A. Enter Jobs On-Line

1. Click **Add** to add a new job. Enter information into all applicable columns, starting with the Title column. (The Job ID column will populate automatically.)
2. Once the row is completed for that job classification, click **Save**. To add another job row click **Add**. Enter job information, **Save**, and so on until all jobs have been added.

## B. Copy Jobs from Existing Case

1. Below **Copy Jobs From**: click the Report year you want to copy jobs from. Below Case, click the appropriate case.
2. Below **Copy jobs to**: will already be populated with the new Report year and Case. Click **Copy Jobs**.

<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	2	2014 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2017	3	2017 Data	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">Add New Case</a>							

No job in this case. To fill case with jobs:

Enter Jobs On Line    Copy Jobs From Existing Case Above    Import Jobs From Excel

Case to fill: [Jurisdiction # 2459 - Stageville Theater First Step to Broadway!](#) | Report Year 2017 | Case # 3 - 2017 Data

Copy jobs from:

Report year: 2014  
 Case: 2 - 2014 Data

Copy jobs to:

Report year: 2017  
 Case: 3 - 2017 Data

**Copy Jobs**

\*Click to Select

A copy of the report appears below the table

[Jurisdiction # 2459 - Stageville Theater First Step to Broadway!](#) | Report Year 2017 | Case # 3 - 2017 Data

Number of jobs in this case: 14

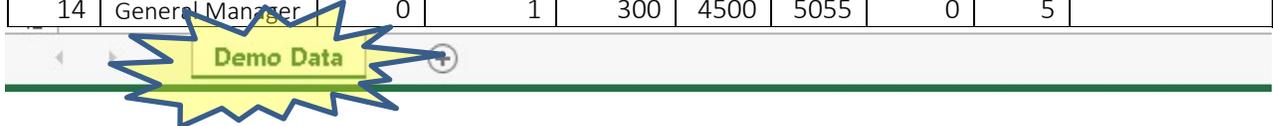
<a href="#">Edit</a>	<a href="#">Delete</a>	3	Props Chief	1	0	140	2100.00	2359.00	5.00	0.00	LONGEVITY
<a href="#">Edit</a>	<a href="#">Delete</a>	4	Costume Designer	0	1	142	2130.00	2392.70	5.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	5	Set Technician	1	0	150	2250.00	2527.50	5.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	6	Lighting Technician	1	0	164	2460.00	2763.40	6.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	7	Effects Engineer	1	0	179	2685.00	3016.15	6.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	8	Stage Manager	0	1	180	2700.00	3033.00	5.00	0.00	LONGEVITY
<a href="#">Edit</a>	<a href="#">Delete</a>	9	Writer	1	0	180	2700.00	3033.00	6.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	10	Marketing Director	1	0	200	3000.00	3370.00	4.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	11	Actor/Actress	10	12	217	3255.00	3656.45	4.00	0.00	PERFORMANCE
<a href="#">Edit</a>	<a href="#">Delete</a>	13	Producer	0	1	260	3900.00	4381.00	0.00	1.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	12	Director	1	0	275	4125.00	4633.75	0.00	9.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	14	General Manager	0	1	300	4500.00	5055.00	0.00	2.00	
	<a href="#">Add</a>										

3. Edit a job row by clicking the **Edit, Delete or Add** button. Make any necessary changes and click **Update** before moving to next row to save changes.

### C. Importing Jobs from Excel

**Important Note:** The system only accepts Excel files and the file must have the exact column headings as shown below. When you save your spreadsheet to upload, be sure the tab has the same name as your file. For example: If this file were saved as `c:\payequity\Demo Data.xlsx`, the tab name should be named **Demo Data** in order to upload.

jobid	title	males	females	points	mins	maxs	yrmax	yrsrv	exsrv
1	Box Office	1	1	110	1650	1854	4	0	
2	Stage Crew	6	1	130	1950	2191	5	0	LONGEVITY
3	Props Chief	1	0	140	2100	2359	5	0	LONGEVITY
4	Costume Designer	0	1	142	2130	2393	5	0	
5	Set Technician	1	0	150	2250	2528	5	0	
6	Lighting Technician	1	0	164	2460	2763	6	0	
7	Effects Engineer	1	0	179	2685	3016	6	0	
8	Stage Manager	0	1	180	2700	3033	5	0	LONGEVITY
9	Writer	1	0	180	2700	3033	6	0	
10	Marketing Director	1	0	200	3000	3370	4	0	
11	Actor/Actress	10	12	217	3255	3656	4	0	PERFORMANCE
12	Director	1	0	275	4125	4634	0	3	
13	Producer	0	1	260	3900	4381	0	1	
14	General Manager	0	1	300	4500	5055	0	5	



- 1 To **Import Jobs From Excel**, click the **Browse** button. Find your Excel file on your computer. Highlight your excel file and click **Open**.
- 2 Click **Import into Database** and you should see your jobs. If there is a problem with any of the data, you will see an error message. The message(s) will indicate what needs to be corrected. Go to your Excel file and make the necessary corrections. After corrections are made, click **Browse** and **Import into Database** again.

## 5. See Results

Once your jobs are entered, highlight the report you want to view. Click See Results in the upper right hand corner.

Minnesota Pay Equity Management System - Stageville Theater First Step to Broadway!(Admin)(17-No Submission)

Home Utilities Go To Log Out

Switch Jurisdiction:

[<-Jurisdiction Info](#)

Jurisdiction: ID # 2459 - Stageville Theater First Step to Broadway!  
Number of cases found: 4

View/Add	Export	Report Year	Case ID	Case Description	Case Status	Edit	Delete
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	1	2011 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	1	2014 Data	Out of Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	2	2014 Data	In Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2017	3	2017 Data	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">Add New Case</a>							

Jurisdiction # 2459 - Stageville Theater First Step to Broadway! | Report Year 2017 | Case # 3 - 2017 Data  
Number of jobs in this case: 14

Edit	Delete	Job Nbr	Title	Males	Females	Points	Min Sal	Max Sal	Yrs To Max	Yrs Srv	Exceptional Srv
<a href="#">Edit</a>	<a href="#">Delete</a>	1	Box Office	1	1	110	1650.00	1853.50	4.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	2	Stage Crew	6	1	130	1950.00	2190.50	5.00	0.00	LONGEVITY
<a href="#">Edit</a>	<a href="#">Delete</a>	3	Props Chief	1	0	140	2100.00	2359.00	5.00	0.00	LONGEVITY
<a href="#">Edit</a>	<a href="#">Delete</a>	4	Costume Designer	0	1	142	2130.00	2392.70	5.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	5	Set Technician	1	0	150	2250.00	2527.50	5.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	6	Lighting Technician	1	0	164	2460.00	2763.40	6.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	7	Effects Engineer	1	0	179	2685.00	3016.15	6.00	0.00	
<a href="#">Edit</a>	<a href="#">Delete</a>	8	Stage Manager	0	1	180	2700.00	3033.00	5.00	0.00	LONGEVITY



You may review the results to determine if your report is in compliance as the **Compliance Report** appears.

If there are not enough male classes for the system to perform the statistical analysis you will receive a message, “Your jurisdiction has three or fewer male classes...”, in which case, the Alternative Analysis will be used to determine compliance. The Alternative Analysis is a manual review. To determine if your report is in compliance, you may want to review [Interpreting Results](#).

Requests for preliminary reviews of reports may be sent by email to [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

## 6. Submit the Report

Prior to submitting the report, you will need approval from the governing body of the jurisdiction and the payroll total for the previous year. To submit the report, highlight the report to submit on the jobs page. Click See Results in the upper right hand corner. Scroll down to “Go to Implementation Form”.

Compliance Report

Jurisdiction: Stageville Theater First Step to Broadway!  
215 Broadway  
Stageville MN 55155

Report Year: 2014  
Case: 2 - 2014 Data (In Compliance)

Contact: P. E. Coord Phone: (651) 259-3623 E-Mail: [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

a. Avg.diff.in pay from predicted pay for male jobs = 30  
b. Avg.diff.in pay from predicted pay for female jobs = 30

III. SALARY RANGE TEST = 105.71% (Result is A divided by B)  
A. Avg. # of years to max salary for male jobs = 5.29  
B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 100.00% (Result is B divided by A)  
A. % of male classes receiving ESP 25.00 %  
B. % of female classes receiving ESP 25.00 %  
\*(If 20% or less, test result will be 0.00)

[Go To Implementation Form](#) [View Another Case](#)



Entries on the Implementation Form will not be saved until you click sign and submit.

Minnesota Pay Equity Management System - Stageville Theater First Step to Broadway(17-No Submission)

Home Utilities Go To Log Out

**Pay Equity Implementation Form**

Information entered on this page is not saved until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

---

**Part A: Jurisdiction Identification**

Jurisdiction: Stageville Theater First Step to Broadway  
215 Broadway  
Stageville  
Jurisdiction Type: OTH - Other

Contact:	Name	Title	Phone	Email
	P. E. Coord	Coordinator	651-259-3623	pay.equity@state.mn.us

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**Part B: Official Verification**

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.  
The system used was:

Describe:(\*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

3. An official notice has been posted at:  
  
(prominent location) (\*less than 60 characters)  
informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.  
The report was approved by:  
  
(governing body) (\*less than 60 characters)  
  
(chief elected official)(\*less than 60 characters)  
  
(title) (\*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

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**Part C: Total Payroll**

\_\_\_\_\_ is the annual payroll for the calendar year just ended December 31.

Click [here](#) for a current copy of the official notice. Additional information pertaining to this form may be found in [Minnesota Administrative Rules 3920.0300 Implementation Reports](#)

Once the Implementation Form is completely filled out, click **Sign and Submit**. The system will identify any errors preventing the transaction; correct them and click sign and submit again.

### You are done!

The State Pay Equity Coordinator will receive an email indicating that you have submitted your Pay Equity report and you will receive a confirmation email that your Pay Equity report was received. You can also confirm that your report was received by the State by returning to the jobs screen where the "Case Status" should read "Submitted."

## 7. Generating Reports

Click **Go To**

Click **Report** from drop down

Select **Report Year** and **Case** from drop down

Click **Run PDF Report**

Minnesota Pay Equity Management System - Stageville Theater First Step to Broadway!(17-No Submis. for)

Home Utilities **Go To**

**1. Select a report year and a case:**

Report Year:

Case:

**2. Select a report to run:**

Compliance Report	
Job Class Data Entry List	
Predicted Pay	
Implementation Report	