



WA State Pay Transparency Checklist

Once your organization has pay ranges in place, use this checklist to prepare for the new Washington State pay transparency law.



Give managers access to their team members' pay rates.

Help managers understand pay by giving them access to ranges for their role and roles on their team. Remember managers are employees too and should be paid at least the range minimum.

Pro Tip: Compensation is just information. The more people see pay data, make informed decisions, and have ownership over what their teams are paid, the more comfortable they will be.



Adjust pay for anyone who's below the range minimum.

Conduct a compensation review for all employees; flag any who are below range minimum. Do a market adjustment where everyone is brought at least to the minimum.

Pro Tip: Don't stop at the minimum! Increase pay to an amount that reflects each person's skills and contributions.



Update job descriptions with salary range & benefits details.

Review and update all descriptions for WA based jobs to include the salary range. Ensure that pay and benefits information are included on all job postings.

Pro Tip: Consider what questions will come up from employees, clients, and others once pay becomes visible. Anticipate questions and include them in your FAQ.



Develop FAQs to answer employee questions.

Increasing pay transparency leads to questions.

- Why was I below the minimum?
- How do I make more?
- If I'm paid the range maximum, does that mean I won't get an increase this year?
- If I'm paid low in the range, why don't I make more?

Create an FAQ (frequently asked questions) and use it to train your managers so they are comfortable talking to people about their pay.

Pro Tip: Create a "Rude FAQ" where you anticipate the hardest questions people will ask.



Teach your managers how to talk to people about pay.

Train managers on why you pay how you pay, how to think about range minimum, midpoint, and maximum. Let them know your pay philosophy or "why we pay how we pay." Introduce new terms like 'compa ratio' and 'position in range' to help them better understand how compensation works.

Pro Tip: Prepare managers to communicate pay adjustments and answer pay related questions.

Develop your internal timeline now

Dates (2022)	Action	Resources
Now through July	Give managers access to their team's pay rates, and their own.	Types of Salary Structures and When to Use Them
July - August	Teach your managers how to talk to people about pay. Train, practice, and role play for best results.	How to Prepare Managers to Talk About Pay How to Train Managers on Communicating Pay to Employees
July - August	Develop an FAQ to help your leadership team answer employee pay questions.	<p>Include your philosophy and strategy; answer the question "Why do we pay how we pay?"</p> 6 Salary Questions All Managers Should Be Prepared to Answer
August - September	Adjust pay for anyone who's below the range minimum. Remember to make all corrections before you publish salaries in your job postings.	<ul style="list-style-type: none"> • Review all employees and flag anyone who is paid below range minimum • Plan adjustments to range minimum or higher • Calculate the total cost of adjustments • Notify managers of upcoming increases • Provide consistent talking points and salary change memos
October - December	Update job descriptions and public posting with pay & benefits details.	How to Write a Job Description
December	Conduct a final audit to make sure your managers are educated, no one is being paid below minimum, and all job descriptions include salary & benefits information.	

