

Pay Transparency FAQ's

What is Mass Pay Transparency?

Effective October 29, 2025, all Massachusetts employers with 25 or more employees will be required to provide salary ranges for the following:

- External applicants who are viewing our job postings
- Current employees for jobs they will be promoted, transferred, or moved into
- Current employees for their existing role

The goal of Pay Transparency is to close gender and racial wage gaps, promote workplace fairness and equity, and contribute to a more trusting and transparent institution.

When will these changes go into effect?

The effective date for MA Pay Transparency is October 29, 2025 and Workday is updated with the Salary Grade Range information.

For managers, the Compensation Review dashboard feature is available within Workday and all managers will be able to utilize that feature to view their employees' compensation information.

How do I view my pay grade range information?

Employees will have access to view their salary grade range for their position only. To access that information, employees would do the following:

1. Log into Workday and then on the upper right hand corner of the home page, click on the person icon and then the "View Profile" button.
2. Once on their profile page, on the right hand side of the page, you should see an active link under the Job Profile category and you can click on that link.
3. Your Compensation Grade Range information is located below the Job Description.

As a manager, how will I be able to view my employee's compensation information?

Yes, managers will have access to a dashboard to view all the grades and ranges for any staff and faculty that roll up to them. To access that dashboard, managers would do the following:

1. Log into Workday and on the upper left-hand corner of the home page, click on the Menu icon and select the app called “Compensation Review”. If the app doesn’t show up, you may need to add it to the menu by clicking on the “+ Add App” button at the bottom of the page.
2. The information will then be shown on the Compensation Review tab in Workday

I’m a member of a Union, where do I go to view my information?

If you are a member of the Facilities, Police, or Adjunct Professor Union, please refer to your Collective Bargaining Agreement (CBA) to find your compensation information.

Will there be any training or resources to help explain Pay Transparency?

Throughout October, managers will be asked to attend a Manager Pay Transparency and Compensation Training session while open sessions for all employees will be held afterwards in November. Managers can register for a session using Workday Learning and will also receive weekly reminders and notices from Workday that will cease once a manager attends a session.

The HR Website will also be updated towards the end of October with additional Pay Transparency resources.

What will job postings show?

Externally, all active job postings will also show the salary grade range for that role including all faculty and staff openings. The grade range will be consistent with the same salary grade range that employees will have access to in Workday.

Internally, for all open jobs that will be actively recruited for, a segment of the salary grade range is often used to help determine where a new employee salary should fall. HR initially works to provide a recommended recruitment range but the final approval of that range and salary offers are determined by the manager(s) involved with the hire.

How do we determine where an employee’s salary falls within their salary grade range?

Where an employee’s salary falls within their range is determined by several factors that pertain to Bentley’s “Market and “Merit” compensation philosophy. While time and tenure in

their role is a common factor to where an employee's salary is positioned with the grade, there are other factors including:

- **External Market Data:** Bentley annually reviews external compensation data to ensure our salaries and salary ranges remain competitive. This helps us align our pay practices with market conditions.
- **Performance-Based Merit:** An individual's performance plays a significant role in where they fall within the range. Annual merit increases are based on performance and are designed to reward contributions and impact.
- **Internal Equity:** Bentley also considers internal pay equity to ensure fairness across similar roles and responsibilities. This helps maintain consistency in our compensation practices. Biannually Bentley also works with an external vendor to complete a pay equity study to ensure our pay practices and salaries are equitable.
- **Initial Hire Considerations:** When an employee is hired, their starting salary within the grade range is influenced by the external market for the role, as well as the individual's experience, qualifications, and skills.
- **Promotions:** When an employee is promoted into a higher salary grade, they typically start at the lower end of the new range to allow for future growth and progression.

Managers in concert with HR play a key role in compensation decisions that affect their employees' salary progression within their grade range. Some examples that managers are critically involved with are performance-based increases, promotions, market adjustments, and equity reviews.

Who do I contact if I have questions?

Typically, staff should first contact their manager and faculty should contact their department Chair for any questions or concerns around their compensation or Pay Transparency. The HR Business Partner ([click here to find who is your Business Partner](#)) is also available to assist.