

Revised EEO-1 Form: Are You Ready?

Presented by: Gary A. Chamberlin



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This is not legal advice, nor intended to create or constitute a lawyer-client relationship.

Before acting on the basis of any information or material, readers who have specific questions or problems should consult their lawyer.



EEO-1 REPORT HISTORY AND BASICS

EEO-1 Reports



- Employer Information Reports (EEO-, or Standard Form 100)
- 1966: EEOC first requires EEO-1 reports
- Reports profile 25 million employees and 45,000 employers



- After first reports submitted, EEOC sponsors a series of public hearings between 1967 – 1971 to discuss data
- EEOC gathers information from individual workers regarding discrimination against minorities
- EEOC begins pattern of requiring reports annually and its charge enforcement process

Employer Information Reports (EEO-1 / Standard Form 100)



- Who is covered?
 - All employers with 100 or more employees
 - Federal contractors
 - At least 50 employees
 - Federal contract / purchase order of at least \$50,000 annually
 - Banks and financial institutions that serve as a federal depository in any amount, or have FDIC insurance (formerly also included transaction of U.S. Savings Bonds, which is now done online)

Pre-2017 Reporting



- Forms available from Joint Reporting Committee or EEOC web-site (eeoc.gov)
- When to report:
 - •2016 and before = Due date was September 30 each year
- What to report:
 - •2016 and before = "Snapshot" of workforce during any payroll period July-September

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | |
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Multiple Establishment Employers – Separate EEO-1's



- Principal or Headquarters Report
- Establishment Reports for each facility with 50 or more employees
- List identifying each facility with less than 50 employees, total employment, address and principal activity, or a small establishment Report
- Consolidated Report

EEO-1 Occupational Categories



10 EEO occupational categories (typically an EEO category is determined and assigned to each job title in HRIS)

- 1.1 Executive / Senior Level Officials and Managers
- 1.2 First / Mid-Level Officials and Managers
- 2 Professionals
- 3 Technicians
- 4 Sales Workers

EEO-1 Occupational Categories



- 5 Administrative Support Workers
- 6 Craft Workers
- 7 Operatives
- 8 Laborers and Helpers
- 9 Service Workers



Racial / Ethnic Classifications



- Hispanic or Latino (yes or no)
 - If yes, stop.
 - If no, then:
 - White (not Hispanic or Latino)
 - Black or African American

(not Hispanic or Latino)

Racial / Ethnic Classifications



- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaska Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)
 - Employees do not have to disclose which two or more races

EEO-1 Race / Ethnicity Identification



- Based on data from 2000 US Census
- EEOC strongly prefers voluntary self-disclosure by employees, and visual identification may be used <u>only</u> if employee declines to self-identify
 - "If I think I know an employee's ethnicity, can I just write that in on the report?"
 - "No. Self-identification is the preferred method of identifying the race and ethnic information necessary for the EEO-1 report. Employers are required to attempt to allow employees to use self-identification to complete the EEO-1 report. If an employee declines to self-identify, employment records or observer identification may be used."

EEOC's EEO-1 Report Frequently Asked Questions



"OLD" EEO-1 FORM

Employer Information Report For EEO-1



Simple 2-Page Form **Cover Sheet**

Joint Reporting Committee **EQUAL EMPLOYMENT OPPORTUNITY** Equal Employment

Office of Federal

EMPLOYER INFORMATION REPORT EEO--1 0.M.B.No. 3048-9007 FORM APPROVAL: www.reginto.gov/public/do/PRAMail

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| | | - 100 | | | | | | | | |
| . Total number of reports being filed by | | | | | | TOFFICE | | | | |
| Section B—COMPANY IDENTIFICATION (To be answered by all employers) 1. Parent Company | | | | | | | | | | |
| Name of parent company (owns or controls establishment in item 2) cmit if same as label | | | | | | | | | | |
| ddress (Number and street) | | | | | | a. | | | | |
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| ily or town | ZIP co | c. | | | | | | | | |
| . Establishment for which this report is | s filed. (Omit if same as lai | bel) | | | | | | | | |
| a. Name of establishment | | - | | | | d. | | | | |
| Address (Number and street) City or Town County State ZIP code | | | | | | | | | | |
| _ * | | | Т'ТТ | П | | 16. | | | | |
| b. Employer identification No. (I | RS 9-DIGIT TAX NUMBE | R) | | | | t. | | | | |
| c. Was an EEO-1 report filed to | or this establishment last y | ear? Yes No | | | | | | | | |
| Section C-El | MPLOYERS WHO ARE R | EQUIRED TO FILE (To b | e answered | by all e | mployers) | | | | | |
| | e company have at least 1 | | | | | | | | | |
| | ny affiliated through comn e with a total employment | | ralized man | agemer | nt with other | entities | | | | |
| as provided by and has a con- depository of 0 agent for U.S. | pany or any of its establish 41 CFR 60-1.5, <u>AND</u> eith tract, subcontract, or pure Government funds in any a Savings Bonds and Savin e to question C-3 is yes, p | ner (1) is a prime governm hase order amounting to \$ amount or is a financial ins ags Notes? | ent contract 50,000 or m titution whic | or or fir lore, or h is an | st-tier subco (2) serves a issuing and | ntactor, s a paying | | | | |
| NOTE: If the answer | r is yes to questions 1, 2, a | | rm othonic | e ekin | to Section G | | | | | |

Employer Information Report For EEO-1



Report "Grid"

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| | (Report employees in only one category) | | | | | | | | | | | | | |
| Job | Race/Ethnicity | | | | | | | | | | | | | |
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| ne of person to contact regarding this | Title | | | | Address (Number and Street) | | | | | | | | | |
| y and State | | | de | Telephone No. (including Area Code and Email Address Extension) | | | | | | | | | | |

WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001



2016 EEOC PROPOSAL



- In September 2016, EEOC approved and published proposal outlining major changes to annual EEO-1 reporting
 - Applies to <u>all employers with 100 or more</u> <u>employees</u>, regardless of whether a federal contractor/contractor
 - Wages/hours worked reporting does NOT apply to federal contractors/subcontractors with 50-99 employees



What's new?

Summary Pay Data

 Employers report the total number of full and part-time employees in each of 12 pay bands for each EEO-1 occupational, sex and race/ethnicity category

Hours Worked Data

 Aggregate number of hours worked by all employees in each pay band





- Kicks in with the 2017 EEO-1 reporting period
 - Employee headcount to be reported is based on any payroll period selected during October
 December 31, 2017 (the "workforce snapshot period")
 - Does workforce fluctuate above/below 100 during Oct. – Dec.? Employer discretion to select "snapshot" time frame



- Employees on payroll during "workforce snapshot period" are reported on EEO-1 even if no longer employed as of December 31, 2017
- New deadline for submitting EEO-1 Report is now March 31, 2018

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EARNINGS DATA



- All forms of compensation for each employee
 - Wages, salaries, bonuses, commissions, tips, shift premiums, holidays, vacations, taxable fringe benefits, severance pay, signing bonuses, cost of living adjustments, etc.
 - Incentive compensation is reported in the year PAID (and reported for W-2 purposes), and <u>not</u> the period for which it represents



 To determine compensation, use calendar yearend W-2 earnings reported for income tax purposes (Box 1)



 Note: federal contractors with 50-99 employees get a break – not required to provide pay or aggregate hours worked data



 Annual W-2 earnings by 12 EEO-1 Report pay bands

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(1) $19,239 and under;

(2) $19,240 - $24,439;

(3) $24,440 - $30,679;

(4) $30,680 - $38,999;

(5) $39,000 - $49,919;

(6) $49,920 - $62,919;

(7) $62,920 - $80,079;

(8) $80,080 - $101,919;

(9) $101,920 - $128,959;

(10) $128,960 - $163,799;

(11) $163,800 - $207,999; and

(12) $208,000 and over.
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- Do not calculate or estimate annualized earnings for employees hired mid-stream in year – use calendar year W-2 earnings reported for income tax purposes (Box 1)
- EEOC position is that aggregate hours worked data will even out the "missing" earnings data reported



HOURS WORKED DATA

Hours Worked Data



- Aggregate of annual hours worked by <u>all</u> <u>employees</u> reported in the pay band
- Non-exempt employees based on actual time worked (time sheet/payroll records) to identify the number of hours worked.
 - Only hours actually <u>worked</u> are reported, not all hours <u>paid</u> (thus, not vacation, PTO, sick time, holidays, etc.)

Hours Worked Data



- Annual aggregate hours worked
- <u>Exempt employees</u> employers have a choice:
 - (1) Report a proxy amount of 40 hours per week for each full-time exempt employee, or 20 hours per week for each part-time exempt employee (are there really PT exempt employees paid at the full FLSA salary basis threshold?); or
 - (2) Report actual number of hours worked by exempt employees, regardless of full- or part-time



OTHER EEO-1 REPORT ISSUES

New 2017 EEO-1 Reporting



- Now will require slotting employees into one of 1,680 possible cells in EEO-1 Report
 - 10 Occupation categories
 - 2 Gender categories
 - 7 race/ethnicity categories
 - 12 pay bands

10 x 2 x 7 x 12 = 1,680 each for employees and hours worked data

EEO-1 Report



- EEOC and OFCCP will have joint access to the information reported (OFCCP is subject to FOIA)
- Agencies claim they will use the information to analyze pay claims, focus investigations, target audits, and identify employers with allege pay disparities

EEO-1 Reports



EEOC states

- "The EEOC does statistical analysis of EEO-1 data early in its investigations. This helps with a first assessment of the allegations made in a charge of discrimination and, as appropriate, with planning an investigation. The EEO-1 is not the only source of data used at this stage, but it certainly helps."



EEO-1 Reports



OFCCP States

- OFCCP will use the EEO-1 data to help identify federal contractors and subcontractors for compliance reviews under Executive Order 11246
- This is part of OFCCP's Federal Contractor
 Selection System



Published Industry Data



EEOC states

- In addition, the EEOC will periodically publish aggregated EEO-1 data and industry reports that may provide useful comparative data for private employers and federal contractors. Small employers will especially benefit from the published reports because they will obtain comparative data that will assist them in conducting voluntary self-assessment of their pay practices.
- Voluntary self-assessment will help small businesses remedy any pay disparities and comply with state and federal equal pay laws."

Actual Utility of EEO-1 Data?



- What will EEOC do with aggregate pay data? (citing ability to get "clear picture" of employer discriminatory pay practices)
- Who knows? 2012 National Academy of Sciences report on collecting pay data: Even if collected, "There is . . . no clearly articulated vision of how the data on wages could be used in the enforcement responsibilities of [EEOC & OFCCP] for targeting employers for investigation regarding their compliance with non-discrimination laws."

Why Gather This Data?



- Many special interest groups have objected to collecting pay and hours worked data
 - U.S. Chamber of Commerce
 - SHRM
 - Republican Senators

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Why Gather This Data?



- "Collecting pay data is a significant step forward in addressing discriminatory pay practices."
- "This information will assist employers in evaluating their pay practices to prevent pay discrimination and strengthen enforcement of our federal anti-discrimination laws."

Former EEOC Chair Jenny Yang

Why Gather This Data?



- "Collecting pay data in the highly aggregated manner proposed will not help identify unlawful pay discrimination."
- "Over time, pay is increasingly influenced by an employee's chosen career path—previous jobs, experience, education, performance and geographic locations, along with level of responsibility."

Janese Murray, Vice President of Diversity and Inclusion at Exelon Corp.

EEO-1 Data Security Concerns



- Employers Concerns over confidentiality of pay data to be reported, especially in single employee race/sex occupational categories (OFCCP is subject to FOIA)
- "All information that the EEOC collects under Title VII is subject to strict confidentiality requirements. Title VII prohibits any EEOC officer or employee from disclosing data collected on the EEO-1 report, unless the data is the subject of litigation."
- "The EEOC maintains robust cybersecurity and privacy programs . . . The hosting service for the EEO-1 data collection system provides a defense-in-depth security program with many layers of securityin order to maintain a high level of protection."

(EEOC's 2017 EEO-1 Survey Website Link)



EEOC POLITICS

Support and Opposition



- Ivanka Trump, at 2016 Republican Convention, cited wage equality at Trump businesses, and her father's fight for equal pay for equal work
- Current (and soon to be former) Acting EEOC
 Chair Victoria Lipnic voted against program in 2016, and in Feb. 2017 publically expressed doubt about its usefulness





EEOC Commission Dynamics



- New Republican majority expected on EEOC
 - Victoria Lipnic, Acting Chair (R) (7/1/2020)
 - Chai Feldblum (D) (7/1/2018)
 - Jenny Yang (D) (7/1/2017) (serving expired / extended term and soon to be replaced)
 - Charlotte Burrows (D) (7/1/2019)
 - Vacant Janet Dhillon (R) nominated by Trump as Commissioner and new Chair on June 29, 2017
 - July 31, 2017: Trump nominated Daniel Gade to replace Jenny Yang on Commission (7/1/2021)

EEO-1 Reports



- What will Trump Administration do?
 Wild Card.
- Since involves all employers covered by EEO-1 Report program, has momentum behind it
- Industry groups and Congressional Republicans have cited administrative burden combined with lack of clear data utility plan
- But larger employers are well underway in compliance logistics – HRIS and payroll



Crystal Ball?



- Complete repeal of program by EEOC Republican majority late in 2017?
- No repeal, but perhaps be scaled back or postponed beyond 2017 pending further study of pay data's usefulness?
- Congressional budgetary prohibition on using EEOC or OFCCP funds to administer new EEO-1 Report changes?

• Full speed ahead?



"NEW" EEO-1 FORM



| | | REPORT | |
|--|--|--------|--|
| | | | |

| | | for which this copy of the form is s | | |
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| Single-establishment Employ | ver Report | Multi-establishme | nt Employer: | |
| | | Consolidated | | |
| | | | Jnit Report (Required) | |
| | | Individual Estal employees) | blishment Report (submit | one for each establishment with 50 or mor |
| | | Special Report | | |
| 2. Total number of reports being | filed by this Company (Answer on Co | nsolidated Report only): | | |
| | SECT | TION B - COMPANY IDENTIFICAT | TION | |
| 1. Name of parent company tha | t owns or controls establishment in iter | m 2 (omit if same as above). | | |
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NOTE: If an answer to questions 1, 2 or 3 of Section C is "Yes", complete the entire form, otherwise skip to Section G



Report numbers of fulltime and part-time employees by:

- EEO occupation category
- Salary in thousands USD
- Gender
- Race / ethnicity

ECTION D - EMPLOYMENT DATA

Employment at this establishment - Report all permanent full- and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate floures on all lines and in all columns. Blank spaces will be considered as zeros.

| | | | | | | Number | of Emplo | yees (Rep | ort empl | oyees in | only one | category) | | | | |
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| | 3. \$24,440 - \$30,679 | | | | | | | | | | | | | | | |
| | 4. \$30,680 - \$38,999 | | | | | | | | | | | | | | | |
| | 5. \$39,000 - \$49,919 | | | | | | | | | | | | | | | |
| Executive/Senior Level Officials | 6. \$49,920 - \$62,919 | | | | | | | | | | | | | | | |
| and Managers 1.1 | 7. \$62,920 - \$60,079 | | | | | | | | | | | | | | | |
| | 8. \$80,080 - \$101,919 | | | | | | | | | | | | | | | |
| | 9. \$101,920 - \$128,959 | | | | | | | | | | | | | | | |
| | 10. \$128,960 - \$163,799 | | | | | | | | | | | | | | | |
| | 11. \$163,800 - \$207,999 | | | | _ | | | | | _ | | | | | | |
| | 12. \$208,000 and over | | | | Λ | Λ | | | | | | | | | | |
| | 13. \$19,239 and under | | | | \mathbf{I} | 71 | | | | | | | | | | |
| | 14. \$19,240 - \$24,439 | | 7 | | | | | | | | | | | | | |
| | 15. \$24,440 - \$30,679 | | | _ | | | | | | | | | | | | |
| | 16. \$30,680 - \$38,999 | | | | | | | | | | | | | | | |
| | 17. \$39,000 - \$49,919 | | | | | | | | | | | | | | | |
| First/ Mid-Level Officials and | 18. \$49,920 - \$62,919 | | | | | | | | | | | | | | | |
| Managers 1.2 | 19. \$62,920 - \$80,079 | | | | | | | | | | | | | | | |
| | 20. \$80,080 - \$101,919 | | | | | | | | | | | | | | | |
| | 21. \$101,920 - \$128,959 | | | | | | | | | | | | | | | |
| | 22. \$128,960 - \$163,799 | | | | | | | | | | | | | | | |
| | 23. \$163,800 - \$207,999 | | | | | | | | | | | | | | | |
| | 24. \$208,000 and over | | | | | | | | | | | | | | | |
| | 25. \$19,239 and under | | | | | | | | | | | | | | | |
| | 26. \$19,240 - \$24,439 | | | | | | | | | | | | | | | |
| | 27. \$24,440 - \$30,679 | | | | | | | | | | | | | | | |
| | 28. \$30,680 - \$38,999 | | | | | | | | | | | | | | | |
| | 29. \$39,000 - \$49,919 | | | | | | | | | | | | | | | |
| Professionals | 30. \$49,920 - \$62,919 | | | | | | | | | | | | | | | |
| 2 | 31. \$62,920 - \$80,079 | | | | | | | | | | | | | | | |
| | 32. \$80,080 - \$101,919 | | | | | | | | | | | | | | | |
| | 33. \$101,920 - \$128,959 | | | | | | | | | | | | | | | |
| | 34. \$128,960 - \$163,799 | | | | | | | | | | | | | | | |
| | 35. \$163,800 - \$207,999 | | | | | | | | | | | | | | | |
| | 36. \$208,000 and over | | | | | | | | | | | | | | | |

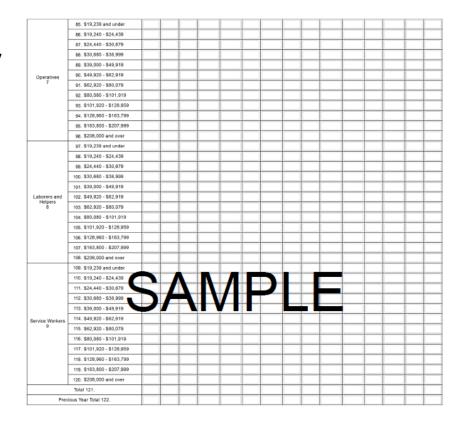


Ten (10) EEO occupation categories and 7 race/ethnicity categories

| | | _ | _ | | | | | | | | | | | |
|----------------------|---------------------------|---|---|---|----|----|---|------|---|---|---|---|------|---|
| | 37. \$19,239 and under | | | | | | | | | | | | | _ |
| | 38. \$19,240 - \$24,439 | | | | | | | | | | | | | |
| | 39. \$24,440 - \$30,679 | | | | | | | | | | | | | |
| | 40. \$30,680 - \$38,999 | | | | | | | | | | | | | |
| | 41. \$39,000 - \$49,919 | | | | | | | | | | | | | |
| Technicians | 42. \$49,920 - \$62,919 | | | | | | | | | | | | | |
| 3 | 43. \$62,920 - \$80,079 | | | | | | | | | | | | | |
| | 44. \$80,080 - \$101,919 | | | | | | | | | | | | | |
| | 45. \$101,920 - \$128,959 | | | | | | | | | | | | | |
| | 46. \$128,960 - \$163,799 | | | | | | | | | | | | | |
| | 47. \$163,800 - \$207,999 | | | | | | | | | | | | | Г |
| | 48, \$208,000 and over | | | | | | | | | | | | | г |
| | 49. \$19,239 and under | | | | | | | | | | | | | Г |
| | 50. \$19,240 - \$24,439 | | | | | | | | | | | | | Г |
| | 51. \$24,440 - \$30,679 | | | | | | | | | | | | | Г |
| | 52. \$30,680 - \$38,999 | | | | | | | | | | | | | Г |
| | 53. \$39,000 - \$49,919 | | | | | | | | | | | | | Г |
| Sales Workers | 54. \$49,920 - \$62,919 | | | | | | | | | | | | | Г |
| 4 | 55, \$62,920 - \$80,079 | | | | | | | | | | | | | Г |
| | 56. \$80,080 - \$101,919 | | | | | | | | | | | | | Н |
| | 57. \$101,920 - \$128,959 | | | | | | | | | | | | | Г |
| | 58. \$128,960 - \$163,799 | | | | | | | | | | | | | Г |
| | 59, \$163,800 - \$207,999 | | | | | | | | | | | | | Н |
| | 60. \$208,000 and over | | | | | | | | | | | | | H |
| | 61. \$19,239 and under | | | | | | | | | | | | | Н |
| | 62. \$19,240 - \$24,439 | | | | A | _ | | | | | | | | r |
| | 63. \$24,440 - \$30,679 | | | | 11 | 71 | | | | | | | | H |
| | 64. \$30,680 - \$38,999 | | | | 11 | /1 | | | | | | | | H |
| | 65. \$39,000 - \$49,919 | _ | | | | / | | | | | | | | Н |
| Adminstrative | 66. \$49,920 - \$62,919 | | | | | | _ | | | | | | | H |
| Support Workers 5 | 67. \$62,920 - \$80,079 | | | | | | | | | | | | | H |
| | 68. \$80,050 - \$101,919 | | | | | | | | | | | | | H |
| | 69. \$101,920 - \$128,959 | | | | | | | | | | | | | H |
| | 70, \$128,960 - \$163,799 | | | | | | | | | | | | | H |
| | 71, \$163,800 - \$207,999 | | | | | | | | | | | | | H |
| | 72. \$208,000 and over | | | | | | | | | | | | | H |
| | 73, \$19,239 and under | | | | | | | | | | | | | H |
| | 74, \$19,240 - \$24,439 | | | | | _ | | | | | | | | H |
| | 75, \$24,440 - \$30,679 | | | | | | | | | | | | | H |
| - | 76. \$30,680 - \$38,999 | | | | | | | | _ | | _ | | _ | H |
| | 77. \$39.000 - \$49.919 | | | | | | | | | | | | | H |
| | 77, 839,000 - 849,919 | | | _ | | | _ | | _ | _ | | - | | H |
| Craft Workers 6 | 78. \$49,920 - \$62,919 | | | _ | | - | | | _ | | | | | - |
| | | | | | | | | | | | | | | - |
| - | 80. \$80,080 - \$101,919 | | | _ | | | | | _ | | | | | - |
| | 81. \$101,920 - \$128,959 | | | _ | | | | | _ | | | | | - |
| | 82, \$128,960 - \$163,799 | | | | | | | | | | | | | - |
| | B3. \$163,800 - \$207,999 | | | | | | | | | | | | | _ |
| | 84. \$208,000 and over | | | | | | | | | | | | | L |



12 pay bands for each EEO occupation category





Same "grid" framework, but for reporting aggregate hours worked by pay band, sex and race/ethnicity

SECTION D. EMPLOYMENT DATA

Employment at this establishment - Report all permanent full- and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate fourse on all lines and in all columns. Blank spaces will be considered as zeros.

| | | | | | F | or each ce | II provid | e the <u>TOT</u> | VL Numb | er of Ho | urs worked | in last ye | ar | | | |
|-------------------------------------|----------------------------|-------|---------|-------------|---------------------------------|--|-----------|---|-------------------------|------------|---------------------------------|---|-------|---|-------------------------|-------|
| | | | | | | | | Race/E | thricity | | | | | | | |
| | | Hisps | anic or | | | | | No | n/Hispar | nic or Lat | ino | | | | | Total |
| Job Categories | Annual Salary in Thousands | | tino | Male Female | | | | | | | | | | | | |
| | | Male | Female | White | Black or African American | Native Hawaiian or Pacific Islander | Asian | Native American or Alaska Native | Two or More races | White | Black or African American | Native Hawaian or Pacific Islander | Asian | Native American or Alaska Native | Two or More races | N |
| | | ٨ | В | С | D | E | F | G | н | 1 | J | К | L | М | N | 0 |
| | 1. \$19,239 and under | | | | | | | | | | | | | | | |
| | 2. \$19,240 - \$24,439 | | | | | | | | | | | | | | | |
| | 3. \$24,440 - \$30,679 | | | | | | | | | | | | | | | |
| | 4. \$30,680 - \$38,999 | | | | | | | | | | | | | | | |
| | 5. \$39,000 - \$49,919 | | | | | | | | | | | | | | | |
| Executive/Senior Level Officials | 6. \$49,920 - \$62,919 | | | | | | | | | | | | | | | |
| and Managers 1.1 | 7. \$62,920 - \$80,079 | | | | | | | | | | | | | | | |
| | 8. \$80,080 - \$101,919 | | | | | | | | | | | | | | | |
| | 9. \$101,920 - \$128,959 | | | | | | | | | | | | | | | |
| | 10. \$128,960 - \$163,799 | | | | | | | | | | | | | | | |
| | 11. \$163,800 - \$207,999 | | | | | | | | | | | | | | | |
| | 12. \$208,000 and over | | | | | | | | | | | | | | | |
| | 13, \$19,239 and under | | | | П | 71 | | | | | | | | | | |
| | 14. \$19,240 - \$24,439 | | | | | | | | | | | | | | | |
| | 15. \$24,440 - \$30,679 | | | | | | | | | | | | | | | |
| | 16. \$30,680 - \$38,999 | | | | | | | | | | | | | | | |
| | 17. \$39,000 - \$49,919 | | | | | | | | | | | | | | | |
| First/ Mid-Level Officials and | 18. \$49,920 - \$62,919 | | | | | | | | | | | | | | | |
| Managers 1.2 | 19. \$62,920 - \$80,079 | | | | | | | | | | | | | | | |
| | 20. \$80,080 - \$101,919 | | | | | | | | | | | | | | | |
| | 21, \$101,920 - \$128,959 | | | | | | | | | | | | | | | |
| | 22. \$128,960 - \$163,799 | | | | | | | | | | | | | | | |
| | 23. \$163,800 - \$207,999 | | | | | | | | | | | | | | | |
| | 24. \$208,000 and over | | | | | | | | | | | | | | | |
| | 25, \$19,239 and under | | | | | | | | | | | | | | | |
| | 26, \$19,240 - \$24,439 | | | | | | | | | | | | | | | |
| | 27. \$24,440 - \$30,679 | | | | | | | | | | | | | | | |
| | 28, \$30,680 - \$38,999 | | | | | | | | | | | | | | | |
| | 29, \$39,000 - \$49,919 | | | | | | | | | | | | | | | |
| Professionals | 30, \$49,920 - \$62,919 | | | | | | | | | | | | | | | |
| 2 | 31. \$62,920 - \$80,079 | | | | | | | | | | | | | | | |
| | 32. \$80,080 - \$101,919 | | | | | | | | | | | | | | | |
| | 33, \$101,920 - \$128,959 | | | | | | | | | | | | | | | |
| | 34. \$128,960 - \$163,799 | | | | | | | | | | | | | | | |
| | 35. \$163,800 - \$207,899 | | | | | | | | | | | | | | | |
| | 36, \$208,000 and over | | | | | | | | | | | | | | | |

FULL
CIRCLE

Don't confuse the two versions of grid – number of employees vs. aggregate hours worked

| | | _ | _ | _ | | | _ | | _ | _ | _ | _ | _ |
|----------------------|---------------------------|---|---|---|----|----|---|--|---|-------|---|---|----------|
| | 37. \$19,239 and under | | | | | | | | | | | | |
| | 38. \$19,240 - \$24,439 | | | | | | | | | | | | |
| | 39. \$24,440 - \$30,679 | | | | | | | | | | | | |
| | 40. \$30,680 - \$38,999 | | | | | | | | | | | | |
| | 41. \$39,000 - \$49,919 | | | | | | | | | | | | |
| Technicians | 42. \$49,920 - \$62,919 | | | | | | | | | | | | |
| 3 | 43. \$62,920 - \$80,079 | | | | | | | | | | | | |
| | 44. \$80,080 - \$101,919 | | | | | | | | | | | | |
| | 45. \$101,920 - \$128,959 | | | | | | | | | | | | |
| | 46. \$128,960 - \$163,799 | | | | | | | | | | | | |
| | 47. \$163,800 - \$207,999 | | | | | | | | | | | | |
| | 48. \$208,000 and over | | | | | | | | | | | | |
| | 49. \$19,239 and under | | | | | | | | | | | | |
| | 50. \$19,240 - \$24,439 | | | | | | | | | | | | |
| | 51. \$24,440 - \$30,679 | | | | | | | | | | | | |
| | 52. \$30,680 - \$38,999 | | | | | | | | | | | | |
| | 53. \$39,000 - \$49,919 | | | | | | | | | | | | |
| Sales Workers | 54. \$49,920 - \$62,919 | | | | | | | | | | | | |
| 4 | 55, \$62,920 - \$80,079 | | | | | | | | | | | | |
| | 56. \$80,080 - \$101,919 | | | | | | | | | | | | |
| | 57. \$101,920 - \$128,959 | | | | | | | | | | | | |
| | 58. \$128,960 - \$163,799 | | | | | | | | | | | | |
| | 59, \$163,800 - \$207,999 | | | | | | | | | | | | |
| | 60. \$208,000 and over | | | | | | | | | | | | |
| | 61. \$19,239 and under | | | | | | | | | | | | |
| | 62. \$19,240 - \$24,439 | | | | N | | | | | | | | |
| | 63. \$24,440 - \$30,679 | | | | | 71 | | | | | | | |
| | 64. \$30,680 - \$38,999 | | | | 17 | /1 | | | | | | | |
| | 65. \$39,000 - \$49,919 | _ | | | | | | | | | | | |
| Adminstrative | 66. \$49,920 - \$62,919 | | | | | | | | | | | | |
| Support Workers 5 | 67. \$62,920 - \$80,079 | | | | | | | | | | | | |
| | 68. \$80,080 - \$101,919 | | | | | | | | | | | | |
| | 69. \$101,920 - \$128,959 | | | | | | | | | | | | |
| | 70, \$128,960 - \$163,799 | | | | | | | | | | | | |
| | 71, \$163,800 - \$207,999 | | | | | | | | | | | | |
| | 72, \$208,000 and over | | | | | | | | | | | | |
| | 73, \$19,239 and under | | | | | | | | | | | | |
| | 74, \$19,240 - \$24,439 | | | | | | | | | | | | |
| | 75. \$24,440 - \$30,679 | | | | | | | | | | | | |
| | 76. \$30,680 - \$38,999 | | | | | | | | | | | _ | |
| | 77, \$39,000 - \$49,919 | | | | | | | | | | | _ | |
| | 78, \$49,920 - \$62,919 | | | | | | | | | | | | |
| Craft Workers 6 | 79. \$62,920 - \$80,079 | | | | | | | | | | | | |
| | 80, \$80,080 - \$101,919 | | | | | | | | | | | _ | |
| | 81, \$101,920 - \$128,959 | | | | | | | | | | | _ | |
| | 82, \$128,960 - \$163,799 | | | | | | | | | | | _ | |
| | | | | | | | | | | | | _ | |
| | 83. \$163,800 - \$207,999 | | | | | | | | | | | _ | \vdash |
| | 84. \$208,000 and over | | | | | | | | | | | | |

FULL

1,680 total possible cells in which to report data for employees and for aggregate hours worked

| Bit 5 19 20 9 40 40 90 9 9 9 9 9 9 9 9 9 9 9 9 9 9 | | | | | | | | | | _ |
|--|-----------------|----------------------------|--|--------------|--|--|---|--|--|---|
| ### Banks Worker Benives Work | | | | | | | | | | |
| ### Coperations #### Coperations ### Coperations #### Coperations #### Coperations #### Coperations #### Coperations ##### Coperations ##### Coperations ##### Coperations ##### Coperations ######### Coperations ################################### | | 86. \$19,240 - \$24,439 | | | | | | | | |
| Centratives 7 80: \$39,000 - \$49,919 90: \$49,920 - \$92,919 91: \$62,220 - \$90,079 92: \$30,000 - \$191,919 93: \$101,920 - \$128,959 94: \$192,960 - \$163,799 95: \$193,900 - \$49,919 96: \$208,000 and over 97: \$19,220 and under 98: \$192,401 - \$24,439 99: \$24,440 - \$30,679 100: \$30,680 - \$18,969 101: \$192,000 - \$40,919 103: \$82,920 - \$80,079 104: \$80,800 - \$163,799 105: \$101,920 - \$128,959 105: \$129,800 - \$163,799 105: \$101,920 - \$103,919 105: \$101,920 - \$103,919 105: \$102,800 - \$40,919 107: \$163,800 - \$207,999 108: \$129,800 - \$163,799 109: \$122,440 - \$24,439 111: \$24,440 - \$30,679 112: \$30,680 - \$103,799 113: \$139,000 - \$40,919 114: \$40,920 - \$40,919 115: \$40,900 - \$40,919 116: \$100,900 - \$40,919 117: \$101,920 - \$128,959 118: \$129,800 - \$40,919 119: \$100,900 - \$40,919 110: | [| 87. \$24,440 - \$30,679 | | | | | | | | |
| Permitters 7 91. 502,202 - 500,079 92. 500,080 - 5101,919 93. 5101,920 - 528,959 94. 5128,960 - 5163,799 95. 5163,800 - 527,999 96. 5208,080 and over 97. 518,239 and under 98. 519,240 - 524,439 99. 524,430 - 530,679 103. 530,800 - 527,999 104. 519,290 - 580,079 105. 510,920 - 580,799 105. 510,920 - 580,799 106. 5128,980 - 5103,799 107. 5163,300 and over 108. 5208,000 and over 109. 519,239 and under 111. 524,440 - 530,679 111. 524,440 - 530,679 111. 520,000 - 5103,799 111. 520,000 and over 111. 520,000 - 5103,799 111. 520,000 and over 112. 530,000 - 520,999 113. 530,000 - 520,999 114. 549,920 - 580,579 115. 530,000 - 520,999 115. 530,000 - 520,999 116. 510,200 - 500,799 117. 510,820 - 520,999 118. 510,800 - 520,999 119. 510,500 - 520,999 119. 510,500 - 520,999 119. 510,500 - 520,999 119. 510,000 - 540,919 119. 510,000 - 540 | [| 88. \$30,680 - \$38,999 | | | | | | | | |
| 91. 502,920 - 500,079 92. 590,020 - 5101,919 93. 5101,920 - 5128,950 94. 5128,960 - 5103,799 95. 5163,900 - 5207,999 96. 5205,000 and over 97. 519,229 and under 98. 519,240 - 524,439 99. \$24,440 - 530,679 100. 530,620 - 538,9599 101. 530,000 - 540,919 103. 580,520 - 580,079 104. 580,080 - 5103,799 105. 5128,960 - 5163,799 107. 5103,300 - 5207,999 108. 5228,440 - 530,679 119. 510,240 - 524,438 119. 524,440 - 530,679 110. 530,000 - 5163,799 117. 5101,320 - 5128,959 118. 5128,960 - 5163,799 119. 519,229 and under 110. 519,220 - 580,079 115. 560,000 and over 110. 519,220 - 524,438 111. 524,440 - 530,679 115. 560,000 - 5101,919 116. 580,000 - 5101,919 117. 5101,320 - 5128,959 118. 5128,960 - 5103,799 119. 510,000 - 500,919 119. 510,000 - 500,919 110. 510,000 - 500,919 | [| 89. \$39,000 - \$49,919 | | | | | | | | |
| 91. 180, VID. 1910, 1919 92. \$80,001 - \$102,959 93. \$101,920 - \$102,999 94. \$128,800 - \$102,799 95. \$183,800 - \$207,999 96. \$208,000 and over 97. \$19,239 and under 98. \$19,240 - \$24,439 99. \$24,440 - \$30,679 100. \$30,680 - \$30,999 101. \$30,000 - \$49,919 102. \$49,920 - \$62,919 103. \$62,020 - \$80,079 104. \$80,000 - \$102,199 105. \$101,920 - \$128,959 106. \$128,800 - \$103,799 107. \$10,300 - \$207,999 107. \$10,300 - \$207,999 107. \$10,300 - \$207,999 107. \$10,300 - \$207,999 107. \$10,300 - \$207,999 117. \$101,920 - \$100,919 118. \$102,00 - \$49,919 119. \$10,000 - \$49,919 119. \$10,000 - \$49,919 119. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 110. \$10,000 - \$207,999 | Operatives | 90. \$49,920 - \$62,919 | | | | | | | | |
| 93. \$101,920 - \$128,959 94. \$128,960 - \$163,799 95. \$105,300 and over 97. \$19,239 and under 98. \$19,240 - \$24,439 99. \$24,440 - \$30,679 100. \$30,860 - \$86,919 101. \$30,000 - \$40,919 102. \$49,920 - \$62,919 103. \$62,920 - \$80,079 104. \$80,080 - \$101,919 105. \$119,200 - \$128,959 106. \$128,960 - \$163,789 107. \$163,800 - \$207,999 108. \$208,000 and over 109. \$19,239 and under 110. \$19,240 - \$24,439 111. \$24,440 - \$30,679 112. \$30,800 - \$38,999 113. \$30,000 - \$49,919 115. \$40,000 - \$101,919 115. \$40,000 - \$101,919 116. \$103,800 - \$207,999 117. \$103,900 - \$103,919 117. \$103,900 - \$103,919 118. \$24,400 - \$103,919 119. \$103,900 - \$103,919 119. \$103 | 7 [| 91. \$62,920 - \$80,079 | | | | | | | | |
| 84. \$128,960 - \$163,799 95. \$163,000 - \$207,989 96. \$208,000 and over 97. \$19,239 and under 98. \$19,240 - \$24,439 100. \$30,680 - \$38,999 101. \$30,000 - \$409,919 103. \$62,920 - \$60,079 104. \$80,080 - \$101,919 105. \$101,240 - \$24,439 107. \$193,800 - \$103,789 108. \$208,000 and over 109. \$192,289 and under 110. \$102,289 and under 110. \$102,280 - \$103,919 111. \$24,440 - \$30,679 112. \$30,880 - \$38,999 113. \$30,000 - \$409,919 114. \$49,000 - \$619,919 115. \$62,200 - \$80,079 116. \$80,080 - \$101,919 117. \$101,920 - \$128,959 118. \$128,900 - \$207,999 119. \$193,800 - \$207,999 119. \$183,800 - \$207,999 119. \$183,800 - \$207,999 119. \$183,800 - \$207,999 119. \$183,800 - \$207,999 119. \$183,800 - \$207,999 119. \$183,800 - \$207,999 119. \$183,800 - \$207,999 119. \$183,800 - \$207,999 110. \$103,800 - \$207,999 110. \$103,800 - \$207,999 110. \$104,800,800 - \$207,999 110. \$105,800 - \$207,999 110. \$105,800 - \$207,999 110. \$105,800 - \$207,999 110. \$105,800 - \$207,999 120. \$208,000 and over | [| 92. \$80,080 - \$101,919 | | | | | | | | |
| Benice Winkers 9 Service Winke | [| 93. \$101,920 - \$128,959 | | | | | | | | |
| 96. \$208,000 and over 97. \$19,239 and under 98. \$19,240 - \$24,439 99. \$24,440 - \$30,679 100. \$30,680 - \$38,699 101. \$30,000 - \$40,919 102. \$49,020 - \$62,919 103. \$82,200 - \$80,079 104. \$80,080 - \$101,919 105. \$101,920 - \$128,989 106. \$128,980 - \$163,789 107. \$183,800 - \$207,989 108. \$208,000 and over 109. \$19,239 and under 110. \$19,240 - \$24,439 111. \$24,440 - \$30,679 112. \$30,680 - \$38,699 115. \$82,900 - \$80,079 116. \$10,000 - \$128,989 117. \$101,100 - \$128,989 118. \$208,000 and over 119. \$24,439 111. \$24,440 - \$24,439 115. \$23,000 - \$49,919 116. \$200,000 - \$100,789 117. \$101,100 - \$128,989 118. \$200,000 - \$101,919 119. \$24,430 - \$110,919 110. \$19,230 - \$180,799 110. \$200,000 - \$100,799 110. \$200,000 - \$100,799 110. \$200,000 - \$100,799 110. \$200,000 - \$100,799 110. \$200,000 - \$100,799 110. \$200,000 - \$100,799 110. \$200,000 - \$100,799 110. \$100,000 - \$100,999 110. \$200,000 - \$100,799 110. \$100,000 - \$100,999 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 120. \$200,000 - \$100,799 | [| 94. \$128,960 - \$163,799 | | | | | | | | |
| ### Service Workers 97. \$19,299 and under | [| 95. \$163,800 - \$207,999 | | | | | | | | |
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| Laborers and PHorrs 8 | [| 100. \$30,680 - \$38,999 | | | | | | | | |
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| Service Workers 9 114. \$49,920 - \$62,919 115. \$82,920 - \$80,079 116. \$80,080 - \$101,919 117. \$101,920 - \$128,959 118. \$128,960 - \$163,799 119. \$183,800 - \$207,999 120. \$208,000 and over 15cal 121. | [| 112, \$30,680 - \$38,999 | | | | | | | | |
| 9 115. 582,020 - 580,079 116. 580,080 - 5101,919 117. 5101,920 - 5128,959 118. 5128,960 - 5163,799 118. 5128,960 - 5103,799 119. 5128,060 - 507,999 120. 5205,000 and over 10cal 121. | [| 113. \$39,000 - \$49,919 | | | | | 1 | | | |
| 116. \$80,260 - \$101,919 116. \$80,260 - \$101,919 117. \$101,920 - \$128,959 118. \$128,960 - \$163,799 119. \$163,800 - \$207,999 120. \$208,000 and over | Service Workers | 114. \$49,920 - \$62,919 | | | | | | | | |
| 117. \$101,920 - \$128,959 118. \$128,960 - \$163,799 119. \$163,800 - \$207,999 120. \$208,000 and over Total 121. | 9 [| 115. \$62,920 - \$80,079 | | | | | | | | |
| 118. \$128.960 - \$163,799 119. \$163,800 - \$207,999 120. \$208,000 and over Total 121. | [| 116. \$80,080 - \$101,919 | | | | | | | | |
| 119, \$183,800 - \$207,999 120, \$208,000 and over 100,000 121, 121, 121, 121, 121, 121, 121, 12 | [| 117. \$101,920 - \$128,959 | | | | | | | | |
| 120. \$206,000 and over | [| 118, \$128,960 - \$163,799 | | | | | | | | |
| Total 121. | [| 119, \$163,800 - \$207,999 | | | | | | | | |
| | | 120. \$208,000 and over | | | | | | | | |
| Previous Year Total 122. | | Total 121. | | | | | | | | |
| | Previ | ous Year Total 122. | | | | | | | | |

Date(s) of payroll period used: (Omit on the Consolidated Report)



Establishment description and preparer certification

| SECTION E -ESTABLISHMENT INFORMATION |
|--|
| (Omit on the Consolidated Report) |
| What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.) |
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| SECTION F - REMARKS |
| Use this item to give any identification data appearing on the last EE0-1 report which differs from that given above, explain major changes in composition of reporting units and other pertinent information. |
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All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII.
WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001



PREPARATION STEPS



- ✓ Assess existing HRIS and payroll systems to ensure that they can generate the necessary reports.
- ✓ Be certain in-house payroll systems or 3rd party payroll services can integrate W-2 earnings data with HRIS data
- ✓ Make sure payroll can segregate out and report hours worked from hours paid for non-exempt employees



- ✓ Meet with outside payroll vendors to make sure they understand the new requirements.
- ✓ Identify or develop policies that explain how employees earn overtime, bonuses, commissions and other components of W-2 Box 1 wages.
- ✓ Put systems in place to readily retrieve data regarding benefits choices employees make, because these choices can significantly affect W-2 income.



- ✓ Identify job titles in each of the 10 EE0-1 job categories and analyze job descriptions to ensure they are accurate and will support pay decisions that reflect different job responsibilities.
- ✓ Identify any existing pay bands that your company uses and map them to the new pay bands on the EEO-1 form.
- ✓ Determine how to report hours worked for exempt employees.

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✓ Determine whether job titles are accurately classified into correct EEO occupational categories. Job responsibilities expand or contract over time with additional duties, use of technology, qualifications required to successfully perform, etc.







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Disclaimer





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