



New EEO-1 Reporting Requirements Frequently Asked Questions

About the Survey

1. What is the EEO-1 report?

The EEO-1 report is a compliance survey, mandated by federal statute and regulations, that requires company employment data to be categorized by race/ethnicity, gender, and job category.

2. What is the annual EEO-1 filing deadline?

All EEO-1 reports must be submitted and certified no later than March 31, annually. For 2017 EEO-1 reporting, employers must submit their EEO-1 forms by March 31, 2018.

3. Are there alternate EEO-1 Reporting formats?

The preferred and most efficient method of submitting EEO-1 reports is through the EEO-1 online filing application or as an electronically transmitted data file (ASCII/TEXT file). Paper EEO-1 forms will only be generated upon approval and only under extreme circumstances where internet access is not available.

Eligibility

4. What companies are required to file the EEO-1 report?

Any company that meets one of the following criteria is required to file the EEO-1 report annually:

- a. Private employers with 100 or more employees
- b. Private employers with fewer than 100 employees if the company is owned by or corporately affiliated with another company, and the entire enterprise employs a total of 100 or more employees
- c. Federal government prime contractors or first-tier subcontractors subject to Executive Order 11246, as amended, with 50 or more employees and a prime contract or first-tier subcontract amounting to \$50,000 or more



5. My company has fewer than 50 employees but has a federal government contract worth \$50,000 or more. Do we need to file?

No. Your company must meet both requirements—a minimum of 50 employees and a government contract worth \$50,000 or more.

Required Data

6. What key pieces of workforce data are reported on the EEO-1?

Employers will report on gender, ethnicity, job title, pay range, and hours. This data is reported in the aggregate on the EEO-1 Form. No individual employee data is reported.

7. Am I required to provide my company's Employer Identification Number (EIN)?

Yes, companies must provide an Employer Identification Number (EIN) for each location.

8. What are the various job titles that I must report on and assign to my employees for EEO-1 reporting purposes?

Employers must assign a job category to each employee that is part of the period being reported on. The EEOC recognizes the following job categories:

1. Executive/Senior Level Officials and Managers
2. First/Mid-Level Officials and Managers
3. Professionals
4. Technicians
5. Sales Workers
6. Administrative Support Workers
7. Craft Workers
8. Operatives
9. Laborers and Helpers
10. Service Workers

9. What are the pay bands that are used for EEO-1 reporting?

New for 2017 reporting, employers are required to report pay bands as well as hours. No individual data gets reported; rather the employer reports on aggregate data. The EEOC requires employers to report employee data in the following pay bands:



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
12. \$208,000 and over

10. Does the EEO-1 report require applicant data?

No. The EEO-1 report requires employment data only.

Completing the EEO-1 Report

11. Should I report establishments that are outside the U.S.?

No. You cannot include establishments that are outside of the United States or the District of Columbia.

12. Now that employers are required to report aggregate hours worked on the EEO-1, how are hours worked defined?

The Fair Labor Standards Act (FLSA) already requires employers to keep records of hours worked by non-exempt employees. Employers can consult these records to identify the number of hours worked.

For employees who are exempt from the FLSA, employers can either:

- Report 20 hours per week for each part-time employee and 40 hours per week for each full-time employee; or
- Report actual number of hours worked by exempt employees, full- or part-time.

13. What is the difference between a single-establishment and a multi-establishment company?

A single-establishment company does business at only one physical address. A multi-establishment company does business at two or more physical addresses.



14. How many EEO-1 data records/reports must a single-establishment company submit?

A single-establishment company is required to submit only one EEO-1 data report -- a Type 1 EEO-1 Report.

15. How many EEO-1 data records/reports must a multi-establishment company submit?

Multi-establishment companies are required to submit the following types of EEO-1 data reports:

- Consolidated Report (required) - The Consolidated Report must include all employees of the company categorized by race, gender, and job category.
- Headquarters Report (required) - The Headquarters Report must include employees working at the main office site of the company and those employees that work from home that report to the corporate office. Employment data must be categorized by race, gender, and job category. A separate EEO-1 report for the headquarters establishment is required even if there are fewer than 50 employees working at that location.
- Establishment Report - A separate EEO-1 Type 4 report must be submitted for each physical establishment with 50 or more employees. Employment data must be categorized by race, gender, and job category.

16. Our company has several establishments. Can we report our entire workforce on the Headquarters Report?

No. Employment data must be entered separately for each establishment of the company. You must provide employment data by each establishment.

17. What is the employer workforce snapshot?

The workforce snapshot refers to the pay period for which employers count the total number of employees for that year's EEO-1 report. The EEO-1 has always used this approach, which gives employers a choice but freezes EEO-1 employment numbers as of the chosen pay period.

18. What time period must companies use to extract EEO-1 employment data?

Employment data must be pulled from one pay period in October, November, or December of the current survey year. This is called the workforce snapshot.

19. Do I include part-time employees?

Yes. Both full and part-time employees are included in EEO-1 reporting. If a part-time employee was part of the pay cycle during the workforce snapshot chosen by the employer, they are included in the EEO-1



reporting.

20. If I think I know an employee’s ethnicity, can I just write that in on the report?

No. 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.

21. How should employees who work from home be reported on the EEO-1 report?

Employees who telework must be included in the EEO-1 report for the establishment to which they report. Do not indicate home addresses for these employees.

About SyncStream EEO-1 Comply

22. How do I generate the EEO-1 form within the solution?

Once an organization has captured all required data points, it can download the final form within the ‘EEO-1 Form’ menu item. Users can then simply click the ‘Populate Form’ button, and the HTML version of the 2017 EEO-1 form will populate based on the data within the solution. The User can also download a PDF version of the populated form or a CSV version. EEO-1 Comply produces the form according to the EEOC-approved specifications.

23. Does the solution help with the employee self-identification component of the report?

Yes. SyncStream EEO-1 Comply will send employees an email with the link to an online survey where they can self-identify their ethnicity and gender. To do this, a user can click on the ‘Employee Data’ menu item, and then click on ‘Survey Management.’ Users can also track which employees have completed the survey on this page.

24. Does the solution automatically file my EEO-1 with the EEOC?

No. The EEOC requires that employers register with the agency on its website, and it is the employer’s responsibility to file the final version of the EEO-1 Form.