SyncStream
SOLUTIONS

5.5 Million
Employees tracked

2.5 Million
Forms produced

Over 95%
Customer Satisfaction Rating

3.5 Million
Employees in Solution

COMPLIANCE SOLUTIONS

EEO-1 Component 2 Step-by-Step Guide

Step #1: Identify the employee(s) or team that will be responsible to complete the EEO-1 Component 2 filing by September 30, 2019

Step #2: Identify the system(s) where employee W-2 wages and hours of service data are housed for the 2017 and 2018 calendar years.

> *Typically, this data would be found in a payroll, HRIS, or HCM system.*

Step #3: Create filters/queries within the applicable system to export the data for the employees within your pre-determined Workforce Snapshot date for both the 2017 and 2018 reporting years.

> *Note that your Workforce Snapshot date should already be selected and would be a pay period date between October 1st and December 31st of each applicable reporting year. All employees that were part of the selected pay period will be reported on.*

Step #4: Identify any "exempt" employees that were not credited with hours of service and determine whether they were "full-time exempt" or "part-time exempt".

> *The EEOC has provided guidance that employers can use the FLSA method for crediting exempt employees with hours of service. This method dictates that employers will credit "full-time exempt" employees with 40 hours of service for every week they worked. For "part-time exempt" employees an employer will credit 20 hours of service for every week they worked.*

Step #5: Apply the FLSA method of crediting hours to "exempt employees". To do so you must determine the number of weeks each "exempt" employee worked throughout the calendar year. Then, based on their "full-time" or "part-time" status you appropriate calculate and credit hours.

> *SyncStream's EEO-1 Comply has functionality that will programmatically calculate the number of weeks based on hire, termination, and reporting year dates and then calculate and assign hours using the FLSA method to "exempt employees". This removes the potential for human error and dramatically minimizes the amount of time it takes to do this step.*

Step #6: Gather and combine your Component 1 data (i.e. Gender, Ethnicity, and Job Category) with your Component 2 data (i.e. W-2 wages and hours of service). Together this aggregated data will be what is used to populate the Component 2 EEO-1 Form.

*SyncStream's EEO-1 Comply has a data management functionality that allows a user to upload all data points, together or separately, and manage the data from a uniform repository. This function will also programmatically determine whether employees should be part of the Workforce Snapshot date based on their hire and termination dates. In addition, there is functionality that allows a user to programmatically determine an employee's Job Category based on their Job Title. This dramatically reduces the amount of time it takes to do this step.

Step #7: Fill out the EEO-1 Component 2 form. First you will need to determine which of the 12 pay bands each employee belongs in based on their W-2 wages. Once that is done you will need to fill in the appropriate fields with the total number of employees that need to be reported based on pay band, job category, gender and ethnicity. For the second part of the form you will need to take the same reported number of employees in each field and aggregate and report the total hours of service that were worked by those employees.

*SyncStream's EEO-1 Comply programmatically assigns employees to pay band, aggregates hours, and populates each and every field on the EEO-1 Component 2 form with the click of a button. This feature eliminates an enormous risk of human error and almost entirely eliminates the time it would take an individual to complete this step in the process.

Step #8: Submit filing to the EEOC through their employer portal by September 30, 2019. This step includes: saving a PDF version of your filing for your own records and following the EEOC's portal instructions for electronic upload.

*SyncStream's EEO-1 Comply allows users to download both PDF and CSV versions of the expanded reporting forms. Most notably, our CSV download is built to the specifications required by the EEOC for electronic upload, so once again the potential for human error and time consuming task is eliminated.