

EEO-1 Component 2 Reporting Checklist

E E O 1 E X P A N D E D R E P O R T I N G	<p>Have you selected/identified your “workforce snapshot” date(s) for both your 2017 and 2018 filing? <i>*Typically, you will want to use the same workforce snapshot date you selected for your initial Component 1 filings for 2017 and 2018</i></p>	
	<p>Have you determined the appropriate EEOC Job Category for all applicable employees? <i>*This step should be completed from your Component 1 filing.</i></p>	
	<p>Have you had applicable employees self-identify their gender and ethnicity? <i>*This step should be completed from your Component 1 filing.</i></p>	
	<p>Have you collected all wage/pay data related to applicable employees? <i>*Note that you are to report on W-2 Box 1 Wages for both 2017 and 2018.</i></p>	
	<p>Have you collected all hours worked data related to applicable employees? <i>*Note that you are to report actual hours of service and not paid hours of service. This means you do not include PTO or paid vacation hours. Also, the EEOC has provided guidance that for “exempt” employees you can credit 40 hours a week for full-time exempt employees and 20 hours a week for part-time exempt employees.</i></p>	
	<p>Have you identified the correct type of report to file with the EEOC? <i>*Note that the form is the same for each report type, but the report type indicates what level of company data is being submitted (i.e. establishment, headquarters, consolidated data)</i></p>	
	<p>Have you verified that all applicable establishments have reviewed and are prepared to file their establishment level data? <i>*Note that you may want to assign a responsible individual within each establishment to verify the accuracy of the data being reported as they may be more familiar with that subset of the workforce.</i></p>	
	<p>Have you accurately filled out the EEO-1 Component 2 form? <i>*Note that the expanded form has over 3,000 data fields so this a significantly more difficult task then filling out the Component 1 form. You will want to allow a substantial amount of time to complete this task if you are not using software or a third-party vendor to fill out the form on your behalf.</i></p>	
<p>Have you uploaded your EEO-1 Component 2 form to the separate filing portal by September 30, 2019? <i>*The web address for the Component 2 filing portal is: https://eeocomp2.norc.org/</i></p>		