



## EEO-1 Report/Component 1 Data Collection Fact Sheet

**WHAT:** The EEO-1 is a report filed with the Equal Employment Opportunity Commission (EEOC), mandated by Title VII of the Civil Rights Act of 1967, as amended by the Equal Employment Opportunity Act of 1972. The act requires that employers report on the racial/ethnic and gender composition of their workforce by specific job categories, referred to as component 1 data.

**WHO:** All employers that have at least 100 employees are required to file component 1 data reports annually with the EEOC. Federal government contractors and first-tier subcontractors with 50 or more employees and at least \$50,000 in contracts must file only component 1 data reports. Federal contractors with 1-49 employees, and other private employers with 1-99 employees, are not required to file either EEO-1 component 1 data or component 2 data.

**TIMEFRAME:** EEO-1 data reports must include employment data from a "workforce snapshot period," which is any pay period from October through December. When counting employees to determine if an employer is required to submit EEO-1 data, only employees on the payroll during the workforce snapshot period are counted.

### isolved: Pre-Work

#### Job

\* Job Code:

Job Title:

Job Group:

Salary Grade:

EEO Category:

-Ensure all jobs have an EEO category assigned via Client Management >> Job >> Jobs

-Ensure all employees are assigned to a job via Employee Management >> Employee Maintenance >> Jobs

### Federal Reporting Data

Disability **EEO** Veterans

Save Cancel

#### EEO Information

Self-identification is the preferred method of identifying the race, ethnic, and gender 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 his or her race, ethnicity, or gender, employment records or observer identification may be used.

Ethnic Origin:

Gender: **Male**

-Ensure Employee Ethnicity and Employee Gender is recorded on the Federal Reporting Data Screen via Employee Management >> Employee Maintenance >> Federal Reporting Data.

## Establishments

Navigate to Client Management > Client Maintenance > Establishments.

### Establishments

Name	ID	Headquarters	Work Locations
CA Location	1234567	Yes	BEVERLY HILLS, CA
PA Location	9879877	No	Pittsburgh, PA
UT Location	3213211	Yes	LEHI, UT

+ Add New

Edit

Delete

Refresh

Save

Cancel

Establishments

\* Name: CA Location

ID: 1234567

\* Address: CA

1232 Main Street  
Beverly Hills, CA 90210

NAICS Override: 111110 - Soybean Farming

\* Major Business Activity: Soybean Farming

First Year EEO Filed: 2010

First Year CA EEO Filed: 2020

☒ Headquarters

Work Locations

☒ Select All

☒ BEVERLY HILLS, CA

☐ LEHI, UT

☐ Pittsburgh, PA

Selected Work Locations

- BEVERLY HILLS, CA

- Click on the **Add New** icon.
- **Name:** Discretionary, there is a 100-character limit.
- **ID:** Not required. Alphanumeric field, there is a 7-character limit.
- **Address:** Select the address from the drop-down menu. All work locations will be available.
- **NAICS Override:** Optional.
- **Major Business Activity:** Enter a description of the business activity for that location. There is a 500-character limit.
- **First Year EEO Filed:** Enter the four-digit year (XXXX).
- **First Year CA EEO Filed:** Enter the four-digit year (XXXX).
- **Headquarters:** Select if the location entered is the headquarters.
- **Work Locations:** Select any of all work locations in this Establishment. Work location can only be used once.
- Click on the **Save** icon.

Once saved, the selected Work Locations appear to the right. If any new work locations are added, remember to add, or edit an existing Establishment so the report will reflect the correct locations. Continue with the same process until all establishments are entered.

CTR EEO-1 Fact Sheet

6/29/2021

## Establishments

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+ Add New Edit Delete Refresh Save Cancel

### Establishments

\*Name: CA Location

ID: 1234567

\*Address: CA

1232 Main Street  
Beverly Hills, CA 90210

NAICS Override:

111110 - Soybean Farming

\*Major Business Activity: Soybean Farming

First Year EEO Filed: 2010

First Year CA EEO Filed: 2020

☒ Headquarters

### Work Locations

☒ Select All

☒ BEVERLY HILLS, CA

☐ LEHI, UT

☐ Pittsburgh, PA

### Selected Work Locations

• BEVERLY HILLS, CA

## Reporting

EEO1 Report (Reporting Tab > Client Reports)

### EEO1 Report

This report displays EEO data categorized by race/ethnicity, gender and job category using the format from eeoc.gov. A consolidated report (Types 1 and 2) will display for all report options. Use filtering and sorting options to get additional details for Types 3, 4 and 8 reporting.

### Filtering

The 'As of Date' will determine the pay period to use when identifying the Employees to include on the EEO-1 report.

As Of Date: 11/15/2020

Date Type: Period Ending Date

For the As of Date, utilize a pay period end date that is from the “workforce snapshot period” which is any pay period from October-December of 2020. For the Date Type, select Period Ending Date.


## EEO1 Export (Reporting Tab>Client Reports)


### EEO1 Export


Standard: This report generates a Data File 1 (csv) which can be used by single or multi-establishment employers to submit EEO data via the EEO-1 Component 1 Online Filing System.

Enter any pay period in October-December. For the Company ID and Contact, please see the communication that is sent to you from the EEOC.


#### Filtering


From Date:  

To Date:  

Legal Company:  

#### Options

Headquarters:  

Company ID:  

Contact:  

### Other Info to Know:

To file or find other resources to assist in your filing, the EEOC portal is open at <https://EEOCdata.org>. The EEOC Filer Support Team will also be available to respond to filer inquiries and to provide additional filling assistance.