

JANUARY 03, 2023

# EEO-1 REPORTING

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## EMPLOYER CHECKLIST

The EEO-1 Report is a federally mandated survey that collects workforce demographic data categorized by race, ethnicity, sex and job category. Title VII of the Civil Rights Act (Title VII) requires employers with 100 or more employees and certain federal contractors to report this data to the Equal Employment Opportunity Commission (EEOC) every year.

The data collected by the EEO-1 Report is used by the federal government for a variety of purposes, including Title VII enforcement and research of employment patterns. Although information from individual reports is kept confidential, aggregated data is made available to the public.

This checklist outlines key steps for complying with the EEO-1 reporting requirement.

## COVERED EMPLOYERS

Is Your Company Subject to EEO-1 Reporting?	Yes	No
<p><b>Select “yes” if your company is any of the following:</b></p> <ul style="list-style-type: none"> <li>▪ A private employer with <b>100 or more employees</b>.</li> <li>▪ A private employer with fewer than 100 employees is part of a group of employers that legally constitutes a single enterprise, and the enterprise employs <b>100 or more employees</b>.</li> <li>▪ A federal contractor with <b>50 or more employees</b> that is a prime contractor or a first-tier subcontractor and                             <ul style="list-style-type: none"> <li>○ Has contracts, subcontracts or purchase orders of <b>\$50,000 or more</b>; OR</li> <li>○ Serves as a depository of government funds in any amount or as a financial institution that is an issuing and paying agent for U.S. Savings Bonds and Savings Notes.</li> </ul> </li> </ul> <p><i>The EEO-1 reporting requirement does not apply to state and local governments, public elementary and secondary school systems, institutions of higher education, American Indian or Alaska Native tribes and tax-exempt private membership clubs other than labor organizations. However, some of these employers must file similar reports with the EEOC every two years.</i></p> <p><b>If you answered “No,” you can stop here.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>

## EEO-1 REPORTING

Completing the EEO-1 Report	Complete
<p><b>Monitor when the EEOC’s online system will open for EEO-1 data collection and the deadline for submitting your company’s EEO-1 Report each year.</b></p> <p>Annual EEO-1 Reports must be submitted electronically using the EEOC’s online filing system. Each year, the EEOC determines when its online filing system will open for EEO-1 data collection and the deadline for submitting reports, which varies slightly from year to year. These dates are posted on EEOC’s <a href="#">website</a> for its EEO-1 data collection.</p>	<input type="checkbox"/>
<p><b>Select the “workforce snapshot pay period” for reporting demographic data.</b></p> <p>Demographic data must be pulled from one pay period in October, November or December of the reporting year, referred to as the “workforce snapshot pay period.” The reporting year is the year before the year when the EEO-1 Report is submitted.</p>	<input type="checkbox"/>
<p><b>Confirm that you have demographic data for each employee employed during the workforce snapshot pay period.</b></p> <p>Covered employers must report the total employees for each category of race, ethnicity, sex and job category in the workforce snapshot pay period. To gather this data, employers should confirm that all employees have had the opportunity to voluntarily self-identify their gender, ethnicity and race. If employees decline to provide this information, employers may rely on employment records or visual observation to gather the data.</p>	<input type="checkbox"/>

**EEO-1 REPORTING**

Completing the EEO-1 Report	Complete
<p><b>Gather the following information.</b></p> <p>Covered employers must gather the following information before submitting the EEO-1 Report:</p> <ul style="list-style-type: none"> <li>▪ Company ID and unique PIN (provided via U.S. postal mail and email for 2019/2020 filers or at registration for new filers)</li> <li>▪ Company EIN and NAICS code</li> <li>▪ Company DUNS number (if the employer is a federal contractor)</li> <li>▪ Establishment address, EIN and NAICS code for each establishment</li> <li>▪ Establishment DUNS number (if the employer is a federal contractor)</li> <li>▪ Count of all full- and part-time employees during the specific workforce snapshot pay period selected by the employer</li> <li>▪ Race, ethnicity and sex of all employees</li> <li>▪ Job categories of all employees</li> </ul>	<input type="checkbox"/>
<p><b>Determine what type of EEO-1 Report(s) you need to complete for your company.</b></p> <p>A single-establishment employer (that is, an employer conducting business at only one establishment) is required to submit only one report, called a “Single Establishment Report” or “Type 1 Report.”</p> <p>A multi-establishment employer (that is, an employer conducting business at more than one establishment) is required to submit the following reports:</p> <ul style="list-style-type: none"> <li>▪ <b>Type 2 Consolidated Report</b>—must include demographic data for all employees of the employer</li> <li>▪ <b>Type 3 Headquarters Report</b>—must include demographic data for all employees working at the employer’s main office site, as well as any remote employees who report to the employer’s headquarters</li> <li>▪ <b>Type 4 Establishment Report</b>—must include demographic data for establishments with 50 or more employees</li> <li>▪ <b>Type 8 Establishment Report</b>—must include demographic data for establishments with fewer than 50 employees</li> </ul>	<input type="checkbox"/>
<p><b>Submit the EEO-1 Report by the deadline.</b></p> <p>Covered employers must electronically submit EEO-1 Reports using the EEOC’s <a href="#">online filing system</a>. Once the data collection period opens, the EEOC provides resources to help employers complete the EEO-1 Report, such as an instruction booklet. Users can submit workplace demographic data by entering it directly into the online system or uploading a data file.</p>	<input type="checkbox"/>
<p><b>Save a PDF copy of your company’s EEO-1 Report.</b></p> <p>Covered employers must save a PDF copy of the EEO-1 Report as soon as the report has been submitted and certified.</p>	<input type="checkbox"/>
<p><b>Retain a copy of your company’s EEO-1 Report.</b></p> <p>Covered employers must retain a copy of the most recent EEO-1 Report and make it available to the EEOC upon request.</p>	<input type="checkbox"/>

Use this checklist as a guide when reviewing your company’s compliance with the EEO-1 reporting requirement. For assistance, contact Strategic Services Group at 800.727.4114 or visit [ssgmi.com/contact-us](http://ssgmi.com/contact-us).