

Federal EEOC Report Overview

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EEOC stands for Equal Employment Opportunity Commission.

Biennially (every other year), the government requires districts to report employee demographic information, and activity assignment classification in accordance with the U.S. Department of Education requirements. The report is usually due in November of the applicable year.

This requirement applies to districts with 100 or more employees, and the employee count does not include temporary or substitute employees.

For information regarding this requirement please refer to the EEO-5 Data Collection Instruction Booklet

Fields that impact EEOC Report

Personnel > Maintenance > Employment Info – Percent Day Employed.

Employees with percent day employed less than 100% will be included in the part time count on the EEOC report and electronic file. It is recommended to generate a user created report to determine employees who show less than 100% and verify the accuracy. Payroll > Maintenance > Staff/Job Pay Data > Job Info – EEOC field. The EEOC code represents the EEOC worker’s classification and will be used to group employees.

If the EEOC field is left blank, the employee will not be included with the EEOC report and file.

Did you know?

One of the fields that can be completed on the Personnel > Tables > Job/Contract table is the EEOC Code. This should be completed by job code. Any job codes that are for temporary employment and substitutes should not be included. When you add new employees to payroll, the EEOC field on the job information screen will automatically populate for you.