

Federal EEOC Report Overview

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What is EEOC?

- EEOC is an acronym for Equal Employment Opportunity Commission.
- The government requires LEAs to report employee demographic information and activity assignment classification in accordance with the U.S. Department of Education requirements.
- EEOC reporting is done biennially (every other year) and is usually due in November of the applicable year.
- The EEOC reporting requirement applies to LEAs with 100 or more employees. The employee count does not include temporary or substitute employees.

For further information about EEOC requirements, reference the EEO-5 Data Collection Instruction Booklet.

Filing EEOC Reports

EEOC Reporting requires that LEAs file electronically using the EEO-5 Online Filing System (OFS).

In Payroll, generate the Personnel > Reports > Personnel Reports > HRS1200 - Federal EEOC Report to create the EEOC File or file to be submitted electronically via the EEO-5 Online Filing System (OFS).

- In the **Office of School Number** report parameter, type the 7-digit district ID number issued by the EEOC when you registered for an account. This information is required.
- Complete the report parameters below the **Office of School Number** as applicable.

Prior to filing, **it is highly recommended** to generate the EEOC Reports and REVIEW the details to prevent errors from being reported.

The following fields in ASCENDER impact EEOC Reporting:

ASCENDER Field	Breadcrumb	Notes
Percent Day Employed	Personnel > Maintenance > Employment Info	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.
EEOC	Payroll > Maintenance > Staff/Job Pay Data > Job Info	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.



TIP: If the **EEOC Code** field is selected for a job code on the Personnel > Tables > Job/Contract tab, then the **EEOC** field will be automatically populated when creating job records for new employees on the Payroll > Maintenance > Staff Job/Pay Data > Job Info

tab.



Keep in mind, the **EEOC Code** field should not be completed for temporary employment and substitute job codes as those employees should be excluded from EEOC Reporting.