



## Federal EEOC Report Overview



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# Federal EEOC Report

## 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](#).

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## 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.

Reports > Personnel Reports > Federal EEOC Report

Personnel

Preview PDF CSV Clear Options

Personnel Reports

HRS1000 - Roster of Personnel  
 HRS1050 - Employee Birthday List  
 HRS1100 - Employee Verification Report  
 HRS1200 - Federal EEOC Report  
 HRS1250 - Employee Data Listing  
 HRS1400 - Teacher Service Record  
 HRS1450 - Employee Mailing Labels  
 HRS1500 - Employee Education Report  
 HRS1550 - New Hire Report  
 HRS1600 - Certification Report  
 HRS1650 - Employee Salary Information  
 HRS1700 - Social Security Number Verification  
 HRS1750 - Teacher Incentive Allotment Designation Report

HRS1200 - Federal EEOC Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	N,N,N,N,Y
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Frequency(ies), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	
Office of School Number	
County Name	
Total Schools (#####)	
Number of Annexes (#####)	
Enrollment (#####)	
Authority Withheld	
Phone Number	
Fax Number	
Email	
Responsible Person Title	
Responsible Person Name	

Include Reports

☐ Federal EEOC Report  
☐ Employee Detail Report  
☐ Employee Exclusion Report  
☐ EEOC Form 168A Report  
☒ Create EEOC File

OK Cancel

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

## ASCENDER Fields

The following fields in ASCENDER impact EEOC Reporting:

ASCENDER Field	Breadcrumb	Notes
<b>Percent Day Employed</b>	Personnel > Maintenance > Employment Info	Employees with the percent day employed less than 100% will be included in the part-time count on the EEOC report and electronic file.  <b>It is recommended</b> to generate a user-created report to determine those employees with less than 100% and verify the accuracy.
<b>EEOC</b>	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 <b>EEOC</b> field is left blank, the employee is not be included in the EEOC report and electronic file.

### Employment Info:

**Maintenance > Employment Info**

Save

Employee:  Retrieve

**EMPLOYMENT INFO**

Employee Status: 1 Active professional ▼

**Employed**

**Employment Dates**

Original Emp Date: 08-24-2000

Latest Re-Employ Date: 08-01-2023

Termination Date: 00-00-0000

Termination Reason: ▼

Eligible for Re-hire: ☐

**Percent Day Employed:** 100%

**Employment Types**

Employment Type: ▼

Sub Type: ▼

Highly Qualified: ☐

Year Round: ☐

Extract ID: SEP 10 MONTH EMPLOYEES ▼

Highest Degree: 1 Bachelor's ▼

## Job Info:

**Maintenance > Staff Job/Pay Data** Payroll

Save

Employee:  Retrieve Directory

**PAY INFO** **JOB INFO** DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1406 - SEC TEACHER - SP ED	<input checked="" type="checkbox"/>	100%	Contracted employee
<input type="checkbox"/>	<input type="checkbox"/>	XTRA - EXTRA DUTY	<input type="checkbox"/>	0%	Contracted employee

Rows: 1 of 2 Add

Primary Campus: 001 001 School ▼  
Dept: ☐

**Contract Info**

Pay Type: 1 Contracted employee ▼ Pay Grade: TCH ▼ Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step: ☐

Total: 56,422.00 Balance: 54,071.08 # of Annual Pymts: 24 Remaining Pymts: 23 Concept: Use midpoint table

# of Months in Contract: 10 State Min Days: 187 Valid basic days in contract ▼ Base Annual: 42,780.00 Calculate

Daily Rate: 303.342 = Contract Total: 56,422.00 / # of Days Empld: 186 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,350.92 = Contract Total: 56,422.00 / # Annual Pymts: 24 Payoff Date: 08-30-2024 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☒ EEOC: 06 Scnd classrm teach ▼

## Helpful Information

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 selected for temporary employment and substitute job codes as those employees should not be included in EEOC Reporting.

Tables > Job/Contract

Save

JOB CODES CONTRACT CLASS CONTRACT TERM CONTRACT YEAR EXTRACT

Retrieve Print

Delete	Job Code	Job Description	EEOC Code
	0000	SUBSTITUTE TEACHER	<input type="text"/>
	0001	AT-WILL SECONDARY ELECTIV	06 Scnd classrm teach
	0020	HOURLY HOLIDAY PAY	16 Service workers
	0100	SUPERINTENDENT	01 Official, admin, mgr
	0101	INTERIM SUPERINTENDENT	01 Official, admin, mgr
	0113	ASSISTANT SUPERINTENDENT	01 Official, admin, mgr
	0115	BUSINESS MANAGER	01 Official, admin, mgr
	0116	CURRICULUM DIRECTOR	01 Official, admin, mgr