



## 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 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:

Latest Re-Employ Date:

Termination Date:

Termination Reason:

Eligible for Re-hire:

Percent Day Employed:

**Employment Types**

Employment Type:

Sub Type:

Highly Qualified:

Year Round:

Extract ID:

Highest Degree:

## Job Info:

Maintenance > Staff Job/Pay Data

Payroll

Save

Employee:  Retrieve

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

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

Rows: 1 of 2

**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

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.

The screenshot shows a software interface for managing job codes. At the top, there is a green header bar with a home icon and the text 'Tables > Job/Contract'. Below the header are buttons for 'Save', 'Retrieve', and 'Print'. The main area is a table with the following columns: 'Delete', 'Job Code', 'Job Description', and 'EEOC Code'. The 'EEOC Code' column is highlighted with a black border. The data in the table is as follows:

Delete	Job Code	Job Description	EEOC Code
	0000	SUBSTITUTE TEACHER	06 Scnd classrm teach
	0001	AT-WILL SECONDARY ELECTIV	16 Service workers
	0020	HOURLY HOLIDAY PAY	01 Official, admin, mgr
	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