



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](#).

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 |
|-----------------------------|---|--|
| Percent Day Employed | 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. It is recommended to generate a user-created report to determine those employees with 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 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

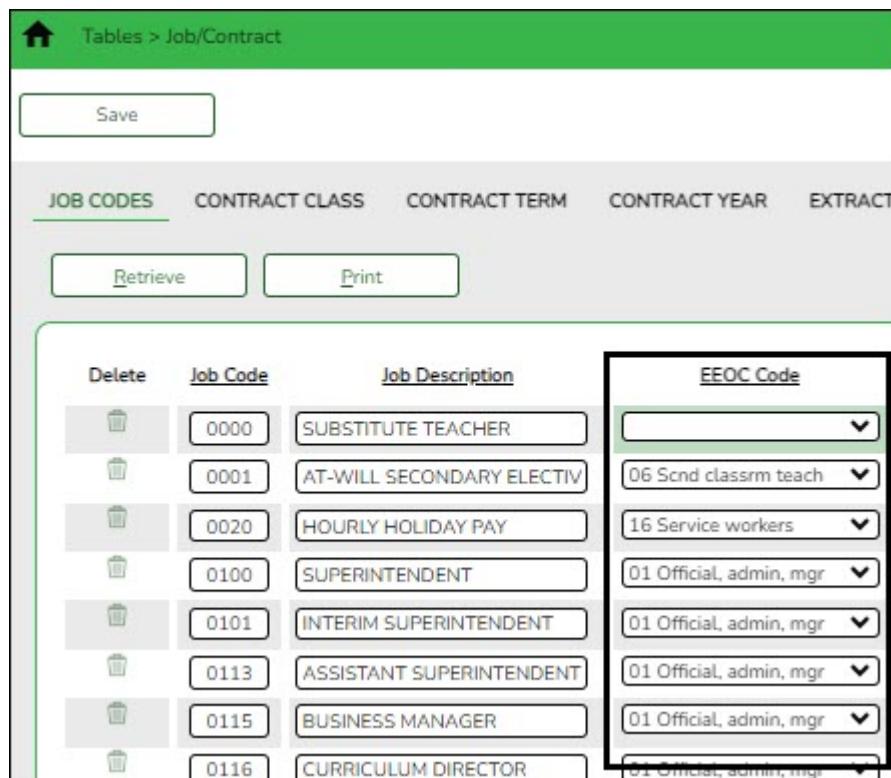
| |
|---|
| Pay Type: <input style="width: 150px;" type="text" value="1 Contracted employee"/> Pay Grade: <input style="width: 50px;" type="text" value="TCH"/> Pay Step: <input style="width: 50px;" type="text"/> Sched: <input style="width: 50px;" type="text"/> Max Days: <input style="width: 50px;" type="text"/> Hrs Per Day: <input style="width: 50px;" type="text" value="0.000"/> Incr Pay Step: <input type="checkbox"/> |
| Total: <input type="text" value="56,422.00"/> Balance: <input type="text" value="54,071.08"/> # of Annual Pymts: <input type="text" value="24"/> Remaining Pymts: <input type="text" value="23"/> Concept: Use midpoint table |
| # of Months in Contract: <input type="text" value="10"/> State Min Days: <input style="width: 200px;" type="text" value="187 Valid basic days in contract"/> Base Annual: <input type="text" value="42,780.00"/> <input type="button" value="Calculate"/> |
| Daily Rate: <input type="text" value="303.342"/> = Contract Total: <input type="text" value="56,422.00"/> / # of Days Empld: <input type="text" value="186"/> # Days Off: <input type="text" value="0"/> Vacant Job: <input type="checkbox"/> |
| Pay Rate: <input type="text" value="2,350.92"/> = Contract Total: <input type="text" value="56,422.00"/> / # Annual Pymts: <input type="text" value="24"/> Payoff Date: <input type="text" value="08-30-2024"/> Wkly Hrs Sched: <input type="text" value="0"/> |
| Reg Hrs Worked: <input type="text" value="0.00"/> OVTM Elig: <input type="checkbox"/> OVTM Rate: <input type="text" value="0.00"/> Hrly Rate: <input type="text" value="0.00"/> Exempt Status: <input checked="" type="checkbox"/> EEOC: <input style="width: 150px;" type="text" value="06 Scnd classrm teach"/> <input type="button" value="▼"/> |

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's a green header bar with a 'Save' button. Below it is a navigation bar with tabs: 'JOB CODES' (which is selected and underlined in green), 'CONTRACT CLASS', 'CONTRACT TERM', 'CONTRACT YEAR', and 'EXTRACT'. Underneath the navigation bar are 'Retrieve' and 'Print' buttons. The main area contains a table with columns: 'Delete' (with a trash icon), 'Job Code' (containing values 0000 through 0116), and 'Job Description' (containing descriptions like 'SUBSTITUTE TEACHER', 'AT-WILL SECONDARY ELECTIV', etc.). To the right of the table is a vertical list of 'EEOC Code' values, each in a dropdown menu. The 'EEOC Code' for 'SUBSTITUTE TEACHER' (0000) is highlighted with a red box. The list includes: '06 Scnd classrm teach', '16 Service workers', '01 Official, admin, mgr' (repeated for several codes), and '01 Official, admin, mgr' (repeated for several codes).

| 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 |