



## **HRS1200 - Federal EEOC Report**



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The report prints the information required for reporting to the Equal Employment Opportunity Commission. It can report active and/or inactive employees and can be sorted by alpha or by campus.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	<p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>This is a required field.</p>
<b>Include Reports (Select From List)</b>	Type a Y or an N to include or exclude specific reports (Federal EEOC Report, Employee Detail Report, Employee Exclusion Report, EEOC Form 168A Report, Create EEOC File) separating each of the five reports with a comma and no space (e.g., Y,Y,N,N,N). Or, click  to include reports. This is a required field.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	<p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>
<b>Pay Type 1-4, Exclude Subs (E), or blank for ALL</b>	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>E - Exclude substitute employees from the report.</p> <p>Blank - Include all employees on the report.</p>
<b>Select Frequency(ies), or blank for ALL</b>	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click  to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.
<b>Select Pay Campus(es), or blank for ALL</b>	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.
<b>Select Primary Campus(es), or blank for ALL</b>	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
<b>Select Employee(s), or blank for ALL</b>	Type the employee number separating multiple employee numbers with a comma. Or, click  to search for employees. Otherwise, leave blank to use all employee numbers.

Parameter	Parameter Description
<b>Office of School Number</b>	Type a seven-digit number to filter the report. The ID is received from the Equal Employment Opportunities Commission once you register on their website.
<b>County Name</b>	Type the county name, which will be included in the export file.
<b>Total Schools (#####)</b>	Type the total number of schools, which will be included in the export file. This field can be a maximum of eight digits.
<b>Number of Annexes (#####)</b>	Type the number of annexes, which will be included in the export file. This field can be a maximum of eight digits.
<b>Enrollment (#####)</b>	Type the number of students enrolled, which will be included in the export file. This field can be a maximum of eight digits.
<b>Authority Withheld</b>	Type a Y or an N. The National Center for Education Statistics will publish information appearing in Part II, column A of the report unless the district specifically withholds authority to do so. To withhold this authority, type a Y.
<b>Phone Number</b>	Type a contact number to be included on the last page of the report.
<b>Responsible Person Name</b>	Type a contact name to be included on the last page of the report.

[Generate the report.](#)