

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
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Include Reports (Select From List)	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.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from the report. Blank - Include all employees on the report.
Select Frequency(ies), or blank for ALL	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.
Select Pay Campus(es), or blank for ALL	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.
Select Primary Campus(es), or blank for ALL	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.
Select Employee(s), or blank for ALL	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
Office of School Number	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.
County Name	Type the county name, which will be included in the export file.
Total Schools (########)	Type the total number of schools, which will be included in the export file. This field can be a maximum of eight digits.
Number of Annexes (########)	Type the number of annexes, which will be included in the export file. This field can be a maximum of eight digits.
Enrollment (########)	Type the number of students enrolled, which will be included in the export file. This field can be a maximum of eight digits.
Authority Withheld	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.
Phone Number	Type a contact number to be included on the last page of the report.
Responsible Person Name	Type a contact name to be included on the last page of the report.

Generate the report.