



# Federal EEOC Report Overview



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# Federal EEOC Report Overview

## 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](#).

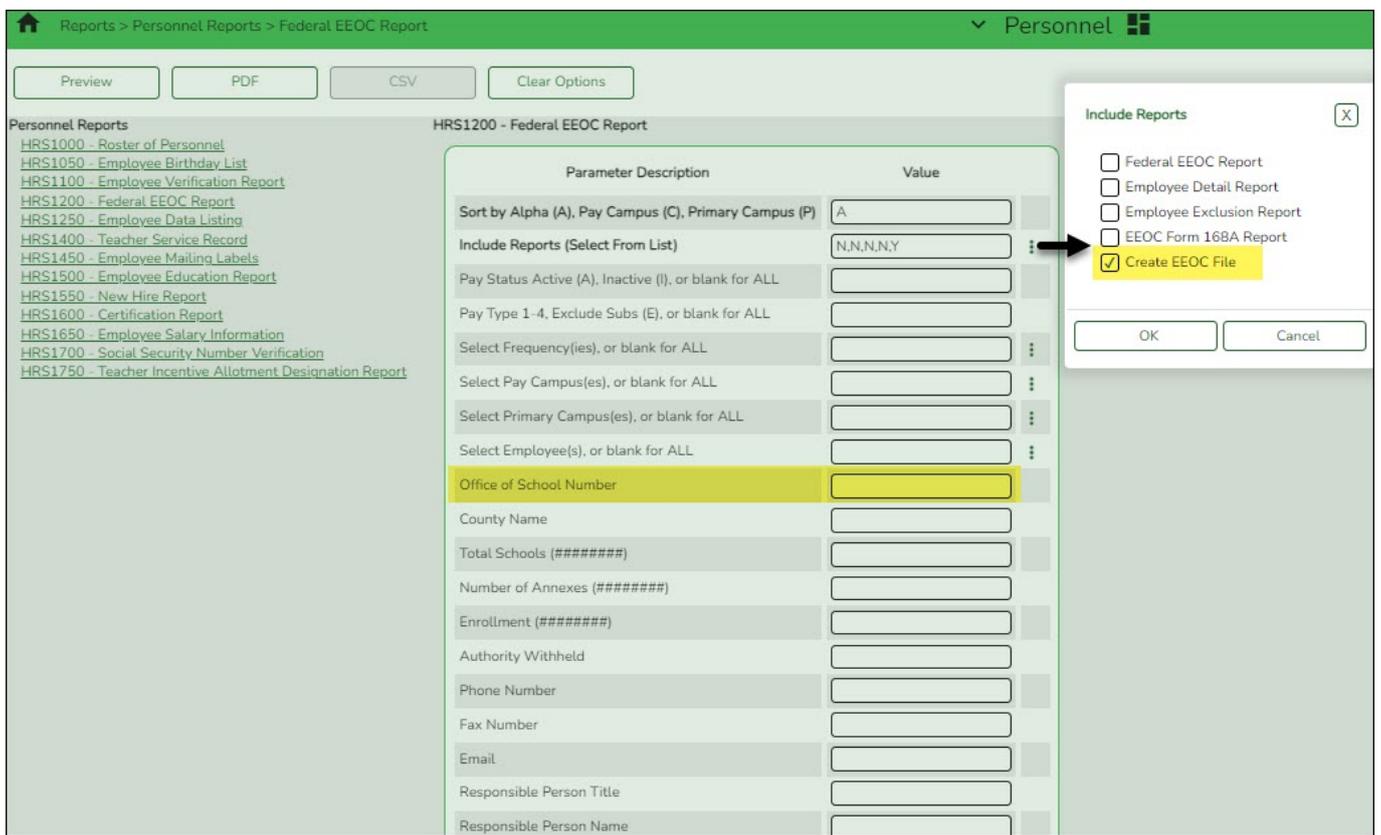
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## Filing EEOC Reports

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.



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>	<a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>	<p>Employees with the percent day employed less than 100% will be included in the part-time count on the EEOC report and electronic file.</p> <p><b>It is recommended</b> to generate a user-created report to determine those employees with less than 100% and verify the accuracy.</p>
<b>EEOC</b>	<a href="#">Payroll &gt; Maintenance &gt; Staff/Job Pay Data &gt; Job Info</a>	<p>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.</p>

### 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

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

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

Rows: 1 of 2

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

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

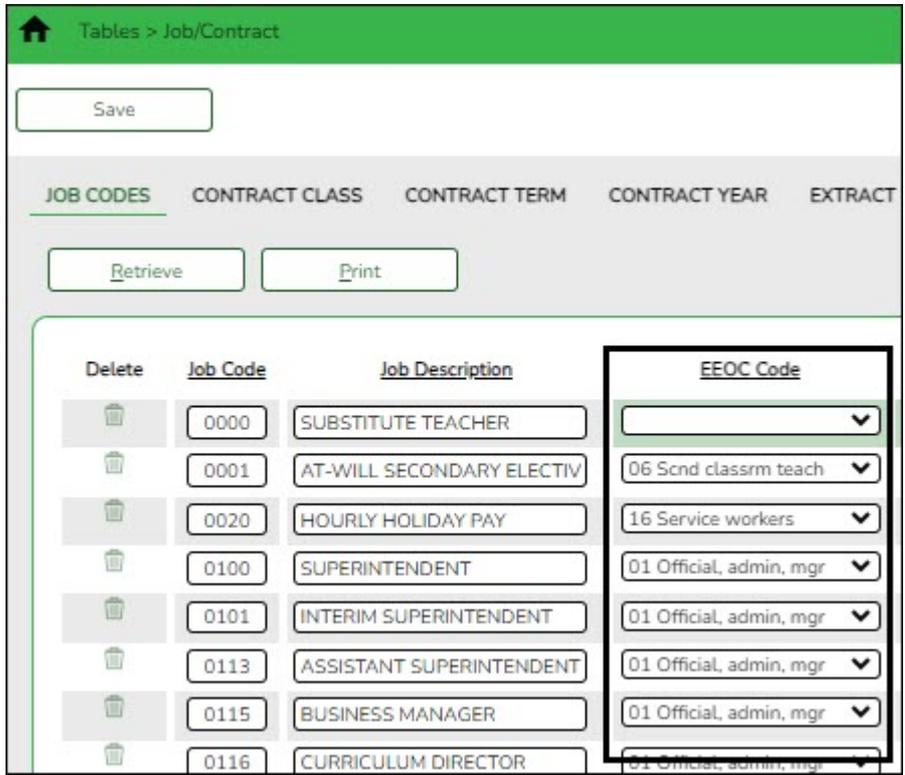
Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  **EEOC: 06 Scnd classrm teach**

**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.





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