



# Federal EEOC Report Overview



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## 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.

Prior to filing, **it is highly recommended** to generate the EEOC Reports and REVIEW the details to prevent errors from being reported.

The following fields in ASCENDER impact EEOC Reporting:

ASCENDER Field	Breadcrumb	Notes
<b>Percent Day Employed</b>	Personnel > Maintenance > Employment Info	Employees with 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 employees who show 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 will not be included with the EEOC report and file.



**TIP:** 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 completed for temporary employment and substitute job codes as those employees should be excluded from EEOC Reporting.



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