



Federal EEOC Report Overview

Table of Contents

Federal EEOC Report 1

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.

The screenshot shows the 'HRS1200 - Federal EEOC Report' configuration interface. On the left, there is a list of 'Personnel Reports' including HRS1000 through HRS1750. The main area is titled 'HRS1200 - Federal EEOC Report' and contains a table of parameters with descriptions and values. The 'Include Reports (Select From List)' parameter has a value of 'N,N,N,N,Y'. An arrow points from this parameter to a dialog box on the right titled 'Include Reports'. This dialog box contains a list of report types with checkboxes: 'Federal EEOC Report', 'Employee Detail Report', 'Employee Exclusion Report', 'EEOC Form 168A Report', and 'Create EEOC File'. The 'Create EEOC File' checkbox is checked and highlighted in yellow. The dialog box also has 'OK' and 'Cancel' buttons.

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	<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>It is recommended to generate a user-created report to determine those employees with less than 100% and verify the accuracy.</p>
EEOC	Payroll > Maintenance > Staff/Job Pay Data > Job Info	<p>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.</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.

The screenshot shows a web application interface for managing job records. At the top, there is a green header with a home icon and the text "Tables > Job/Contract". Below the header is a "Save" button. A navigation bar contains tabs for "JOB CODES", "CONTRACT CLASS", "CONTRACT TERM", "CONTRACT YEAR", and "EXTRACT", with "JOB CODES" being the active tab. Below the navigation bar are "Retrieve" and "Print" buttons. The main content area features a table with the following columns: "Delete" (with a trash icon), "Job Code", "Job Description", and "EEOC Code". The "EEOC Code" column is highlighted with a red box. The table contains the following data rows:

Delete	Job Code	Job Description	EEOC Code
	0000	SUBSTITUTE TEACHER	[Dropdown]
	0001	AT-WILL SECONDARY ELECTIV	06 Scnd classrm teach
	0020	HOURLY HOLIDAY PAY	16 Service workers
	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



Back Cover