



# **Unicorn HRO**

## **EEO-1 Reporting**

## **Overview**

EEO-1 reports are required by the Equal Employment Opportunity Commission. These reports produce the employment data broken down by government-defined job categories. All employees are divided into male, female gender and by race for every gender within job categories. The job category is stored in the position control record. Once the employee is hired, he/she is assigned to the position with the corresponding job title. In addition, the report produces totals by job category, gender and race.

The filing deadline for EEO is **September 30** each year. In Organization Setup, all "geographic locations" must be set up in the same level number, i.e., HR Organization Level 4. By selecting the Organization Level that corresponds to the physical local level using the "Break At Level" when running the EEO-1 Reports, the system will print separate establishment reports for each location.

In Organization Setup, other EEO information that must be entered include Company Number, Unit Number and NAICS code.

There are 5 different report types associated with the EEO-1 Report function. If you are a multi-establishment employer, you will be using the first four reports. If you only have one location, the only report necessary is the single-establishment report.

Based on the organization structure and effective dates that you enter, the system will get all employees who were active at that time. To determine whether an employee is active, it uses the Employment Status record that is equal to, or the most recent prior record, within the selected date range (So, for example, if you submit the report for an Effective Date of July 15, and an employee has an Employment Status date of July 15, the system will use that record. If the employee doesn't have a status record with July 15, the system will get the next most recent one). If the status has the Active checkbox set to "on" in the Employment Status Definition function, and the Temporary checkbox set to "off", the employee is considered "active" and will appear on the report. The system then gets each employee's work history record to determine where he or she was working and which position was occupied as of the selected date. Based on the position's job category and the employees' sex and race from the employee record, counts are accumulated for each organization level.

If you are required to file a headquarters report, you must run the Headquarters report first. Using the HR Organization Level supplied by the user, those employees who are associated with "headquarters" will be used for reporting. These employees will be eliminated from the other EEO reports as necessary. Note that the Organization Structure for headquarters is "saved" for use when the remaining reports are generated. The headquarters report is known as Type 3. This report is the same format as Type 4. ***The Headquarters report should be run first. The system saves the Headquarters report structure when you run the establishment report & will NOT include the Headquarters structure in the other reports except for the Consolidated report.***

The second selection prints the Establishment Report, which is Type 4. A page will print for each organization level at the break level you specify. For this reason, **locations must be set up at the same level within your organization.** The report will print parent company information and location information from the EEO section of Organization Setup. Based on the effective date that you enter, the system will count the number of employees, by EEO job category (Position Control), sex and race (Employee Direct). It is formatted to the EEOC's specifications. When you submit the report to the EEOC, choose the option to print reports only for locations with 50 or more employees. For internal purposes, however, you can choose the print EEO information for all locations, regardless of the number of employees.

EEO-1 Report

Select the report to be generated:

☒ Multi-Establishment Employer Individual Establishment Report

☐ Multi-Establishment Employer Headquarters Unit Report

☐ Multi-Establishment Employer Establishment List

☐ Multi-Establishment Employer Consolidated Report

☐ Single-Establishment Employer Report

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## **EEO Information Setup Procedure**

For each physical location defined within the organization, using the Organization Setup function, the EEO Information must be set up to enter name, address, and EEO information. This information is used in the EEO-1, EEO-4, OSHA and VETS-100 reporting.

EEO Information	
Company Number:	<input type="text" value="11222333"/>
Unit#:	<input type="text" value="V1228888"/>
Employer ID:	<input type="text" value="443569377"/>
DUNS#:	<input type="text" value="558812345"/>
SIC#:	<input type="text" value="3265"/>
VETS-100 Comp#:	<input type="text" value="88884444"/>
NAICS Number:	<input type="text" value="246789"/>
EEO-4 Function:	<input type="text" value="*no value"/>
Major Activity Line (1):	<input type="text" value="Provides business software and solutions"/>
Major Activity Line (2):	<input type="text"/>
Major Activity Line (3):	<input type="text"/>
Major Activity Line (4):	<input type="text"/>
Does this Establishment Employ Apprentices?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Was an EEO-1 Rpt Filed for Company Last Year?:	<input type="radio"/> Yes <input checked="" type="radio"/> No

From the organization setup function, the following will be reported. The Multi-Establishment Employer Establishment List prints the following information:

- report type (specified by the EEOC)
- organization's name and address
- organization's major activities
- total number of employees

The other types of EEO-1 reports print the following information:

- report type (specified by the EEOC)
- company number
- unit number
- NAICS number
- organization's name and address
- location information
- tests for filing requirements

- establishment information: major activity
- number of employees by EEO job category, gender, and race

The address information can be entered without any additional EEO information. However, if any of the EEO information is entered, all information required in that section must be entered.

1) Access the Organization Setup function.

Note: For every level defined, there is the corresponding level name above each box (for example: Corp., Company, Division, etc.). The names were assigned in the Organization Level Description function. The bottom portion of this window is where each unit of the organization is assigned to the corresponding level.

2) Go to the tiered set of drop-down lists and click on the first available arrow. Scroll through the list and select the unit for which you want to enter EEO information.

3) Click on Update.

4) Enter the necessary information. You can enter the address information alone, but if you enter any EEO information, you must complete all fields.

### **Running the EEO Reports**

**Type 1 - Multi-Establishment Individual Establishment Report.** This report is used for organizations with more than 50 employees and it will not include the headquarters employees. The report will display one page for every organization structure beginning from the organization structure selected. In addition, this report will display organization structure information if it was not reported in the Type 2 (headquarters) report. Therefore, if the headquarters report was previously generated and the selection for organization structure level was Level 3, the system will produce the report with Level 2, 4, 5, 6 and 7. Level 3 will be excluded from the report. Note: the Headquarters report must be generated first.

Listed below are the selection criteria used for the Type 1 Report.

- **Organization Structure** - select the organization containing the population you want to include in your report.
- **Parent Company** - select the organization whose name and address you want to print in the Section B - Company Identification section of the report.
- **Report Break at Level-** Indicate the organization level where you want to summarize your data. For example, if you break at level 4, all employees assigned to lower levels will be grouped at level 4. You must select a level between 2 and 7.

- **Report ID** - If you don't want to use the default name, enter a name that will uniquely identify your report. If two or more reports are given the same name by the same user, the only way to distinguish them is by the time and date they were created.
- **Dun & Bradstreet ID Number** - If the response to question 3 is yes, enter your organization's Dun & Bradstreet Identification Number.
- **From and End Dates** - Enter the beginning and end dates of the pay period you're reporting on.
- **Effective Date** - The report covers a pay period you specify. Enter the date you want the reporting period to end. For example, if you enter August 1, the report will include employees who were active on that date.

**Type 2 - Multi-Establishment Employer Headquarters Unit Report.** This report will only include the headquarters employees, based on the Organization structure that you supply as discussed earlier. The report will generate data only for the selected level. The selected organization level must correspond to the headquarters level and the user will be notified when the system is configured. ***The Headquarters report must be generated first. The system saves the organization structure when you run the establishment report and will NOT include the Headquarters structure in other report except for the Consolidated report.***

Listed below are the criteria used for the type 2 report.

- **Headquarters Organization Structure** - select the organization containing the population you want to include in your report.
- **Parent Company** - select the organization whose name and address you want to print in the Section B - Company Identification section of the report.
- **Report Break at Level-** Indicate the organization level where you want to summarize your data. For example, if you break at level 4, all employees assigned to lower levels will be grouped at level 4. You must select a level between 2 and 7.
- **Report ID** - If you don't want to use the default name, enter a name that will uniquely identify your report. If two or more reports are given the same name by the same user, the only way to distinguish them is by the time and date they were created.
- **Dun & Bradstreet ID Number** - If the response to question 3 is yes, enter your organization's Dun & Bradstreet Identification Number.
- **From and End Dates** - Enter the beginning and end dates of the pay period you're reporting on.
- **Effective Date** - The report covers a pay period you specify. Enter the date you want the reporting period to end. For example, if you enter August 1, the report will include employees who were active on that date.

**Type 3 - Multi-Establishment Employer Establishment list-** This is for locations with fewer than 50 employees and will not include the headquarters employees.

Listed below are the criteria used for the type 3 report.

- **Organization Structure** - select the organization containing the population you want to include in your report.
- **Parent Company** - select the organization whose name and address you want to print in the Section B - Company Identification section of the report.
- **Report Break at Level**- Indicate the organization level where you want to summarize your data. For example, if you break at level 4, all employees assigned to lower levels will be grouped at level 4. You must select a level between 2 and 7.
- **Report ID** - If you don't want to use the default name, enter a name that will uniquely identify your report. If two or more reports are given the same name by the same user, the only way to distinguish them is by the time and date they were created.
- **Dun & Bradstreet ID Number** - If the response to question 3 is yes, enter your organization's Dun & Bradstreet Identification Number.
- **From and End Dates** - Enter the beginning and end dates of the pay period you're reporting on.
- **Effective Date** - The report covers a pay period you specify. Enter the date you want the reporting period to end. For example, if you enter August 1, the report will include employees who were active on that date.

**Type 4 - Multi-Establishment Employer Consolidated Report** – This report should be generated by each company regardless of the number of employees. This report will include those employees identified by organization structure as headquarters employees. This report prints employee counts for all locations within the organization. This report is not acceptable in a computer-generated format by the EEOC. This information must be submitted on a form provided by the EEOC. This report generates a one page report for the entire selected organization structure.

Listed below are the selection criteria used for the type 4 report.

- **Organization Structure** - select the organization containing the population you want to include in your report.
- **Parent Company** - select the organization whose name and address you want to print in the Section B - Company Identification section of the report.
- **Report Break at Level**- Indicate the organization level where you want to summarize your data. For example, if you break at level 4, all employees assigned to lower levels will be grouped at level 4. You must select a level between 2 and 7.
- **Report ID** - If you don't want to use the default name, enter a name that will uniquely identify your report. If two or more reports are given the same name by the same user, the only way to distinguish them is by the time and date they were created.
- **Dun & Bradstreet ID Number** - If the response to question 3 is yes, enter your organization's Dun & Bradstreet Identification Number.

- **From and End Dates** - Enter the beginning and end dates of the pay period you're reporting on.
- **Effective Date** - The report covers a pay period you specify. Enter the date you want the reporting period to end. For example, if you enter August 1, the report will include employees who were active on that date.

**Type 5 - Single-Establishment Employer Report** This is for a company with one physical location regardless of the number of employees. The single-establishment report will print the number of employees by EEO job category, sex and race. It is formatted to the EEOC's specifications. This report generates a one page report for the entire selected organization structure.

Listed below are the selection criteria used for the type 5 report.

- **Parent Company** - select the organization whose name and address you want to print in the Section B - Company Identification section of the report.
- **Company Information** - identify the company to be used for the report. The name of the lowest level you select is used in the report.
- **Organization Structure** - select the organization containing the population you want to include in your report.
- **Report Break at Level-** Indicate the organization level where you want to summarize your data. For example, if you break at level 4, all employees assigned to lower levels will be grouped at level 4. You must select a level between 2 and 7.
- **Report ID** - If you don't want to use the default name, enter a name that will uniquely identify your report. If two or more reports are given the same name by the same user, the only way to distinguish them is by the time and date they were created.
- **Dun & Bradstreet ID Number** - If the response to question 3 is yes, enter your organization's Dun & Bradstreet Identification Number.
- **From and End Dates** - Enter the beginning and end dates of the pay period you're reporting on.
- **Effective Date** - The report covers a pay period you specify. Enter the date you want the reporting period to end. For example, if you enter August 1, the report will include employees who were active on that date.



## **EEO-1 Reporting to EEOC**

These reports can be printed, or you can transfer the data to a file using the EEO-1 File Creation function. If you want to create a file, the data must first be created using the EEO-1 Report function. It can then be written to a file using the EEO-1 File Creation function.

### **Selects by:**

Based on the organization structure and effective date that you enter, the system will get all employees who were active at that time. To determine whether an employee is active, it uses the Employment Status record that is equal to, or the most recent prior record, for the selected effective date. If the status has the Active checkbox set to “on” in the Employment Status Definition function, and the Temporary checkbox set to “off”, the employee is considered “active” and will appear on the report. The system then gets each employee’s current work history record to determine where he or she was working and which position was occupied as of the selected date. Based on the position’s job category and the employees’ sex and race, counts are accumulated for each organization level.

### **Sorts by:**

Organization structure/EEO job category/sex/race

### **Prints (all reports except Establishment List):**

Report type (specified by EEOC)  
Company number (Organization Setup)  
Unit number (Organization Setup)  
NAICS (Organization Setup)  
Company Identification (name and address from Organization Setup)  
Location information (name and address from Organization Setup)  
Tests for Filing Requirements (EEO-1 Report parameters)  
Establishment Information: Major Activity (Organization Setup)  
Employment Data (employee counts as described above)  
Other Questions (EEO-1 Report parameters)

### **Prints (Establishment List):**

Report type (specified by EEOC)  
Establishment (Organization Setup)  
Address (Organization Setup)  
City/County/State/Zip (Organization Setup)  
Major Activities (Organization Setup)  
Total number of employees (employee counts)

## **EEO-1 File Creation**

This function displays a list of EEO-1 Report tables that were created. It shows the user ID of the person who created the table, the report name, and the date and time it was created. You can see the tables that were created by other users, and purge tables that you created.

### **Setup Requirements**

Before you use this function, files must be created using the EEO-1 Report function.

### **EEO-1 File Creation Procedure**

Select the record(s) you want to copy. To create a file for a single establishment, only select the Single Establishment report. For multi-establishments, select all types that apply: Headquarters Report, Consolidated Report, Establishment Report and Establishment List. All report types must be written to the same file in the case of multi-establishment employers. If an Establishment List exists (locations with less than 50 employees), it will be written to a file called File2yyyyCCCCCCC, where yyyy is the survey year and CCCCCC is the Company Number. All other report types will be written to file File1yyyyCCCCCCC.

- 1) Click on Process to start copying information to a file.
- 2) When the job has completed, go to Report Master Listing. You may copy the file(s) to your computer.

EEOC information can be obtained from the EEOC Website at:

<http://www.eeoc.gov/eeo1survey/index.html>