



EEO-1 - Component 2

Pay Data for 2017 and 2018



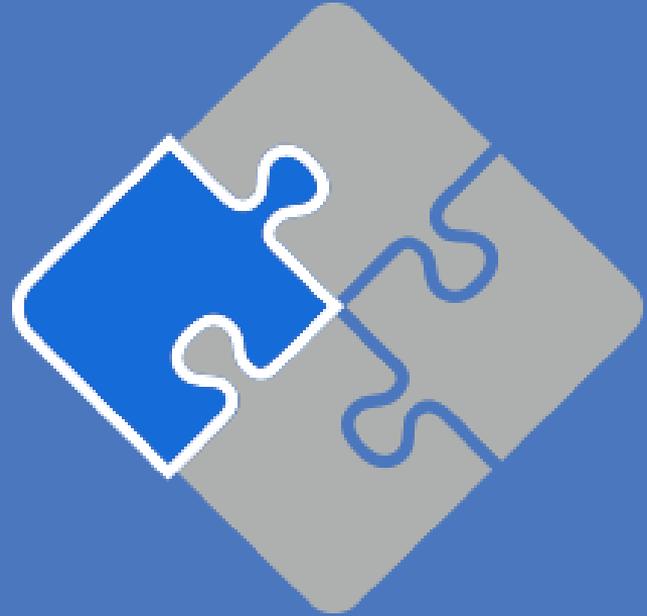
Document Summary

Part I

EEO-1 Component 2 Pay Data Filing Overview

Part II

eCMS Instructions for Setup, Processing and CSV Filing



Part I – EEO-1 Component 2 Facts

What's New

EEOC is collecting compensation data for 2017 and 2018

*Report collects the number of employees and hours worked
by Job Category, Salary Pay Band, Gender, Race/Ethnicity*

Filing Deadline – September 30, 2019

Component 2 Reporting Highlights

Two Options to Report 2017 & 2018 Survey Years

Manually Enter Data Online Form

*Upload CSV Files – **eCMS is Designed to Create the File***

Establishments

Single or Multiple Locations

Workforce Snapshot Pay Period

One Pay Period Between Oct 1 and Dec 31 of the Reporting Year

Component 2 Highlights Reporting Highlights

Report Employees by

Job Category, Pay Bands, Minority Codes and Gender

Report Hours Worked

by Employee in Their Job Category & Pay Band

The EEOC has contracted with NORC at the University of Chicago to collect the Component 2 EEO-1 data for 2017 and 2018:

Component 1 versus Component 2

from EEOC Component 2 EEO-1 User's Guide

Component 1 - Information Collected

Employee Counts by:

Race/ethnicity groups by gender and
EEO-1 Job Category

Employer selected workforce snapshot period

Due Date: May 31, 2019

Component 2 (New) - Information Collected

Employee Counts and **Hours Worked** data by:

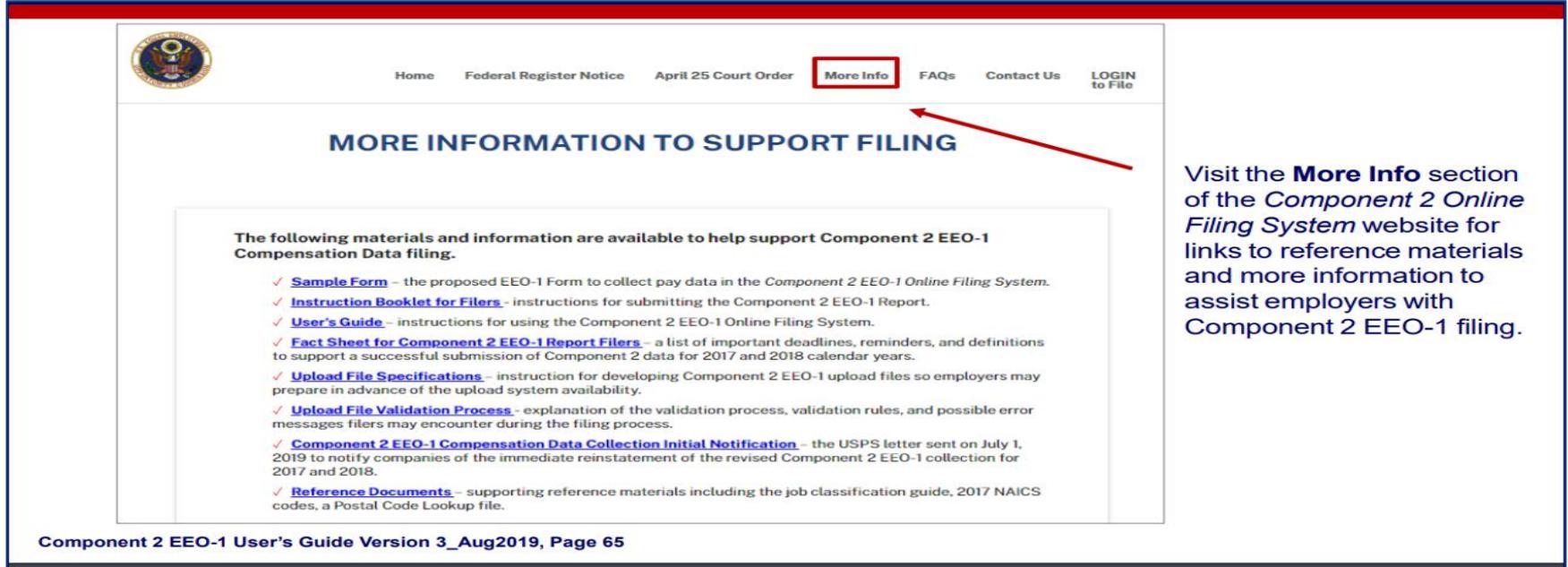
Race/ethnicity groups by gender;
EEO-1 Job Category; and
Annual pay by Compensation band

Employer selected workforce snapshot period

Due Date: **September 30, 2019**

More Information to Support Filing

from EEOC Component 2 EEO-1 User's Guide



The screenshot shows the website's navigation bar with the following links: Home, Federal Register Notice, April 25 Court Order, **More Info** (highlighted with a red box and a red arrow), FAQs, Contact Us, and LOGIN to File. Below the navigation bar is a section titled "MORE INFORMATION TO SUPPORT FILING". This section contains a list of resources for Component 2 EEO-1 Compensation Data filing:

- ✓ [Sample Form](#) - the proposed EEO-1 Form to collect pay data in the *Component 2 EEO-1 Online Filing System*.
- ✓ [Instruction Booklet for Filers](#) - instructions for submitting the Component 2 EEO-1 Report.
- ✓ [User's Guide](#) - instructions for using the Component 2 EEO-1 Online Filing System.
- ✓ [Fact Sheet for Component 2 EEO-1 Report Filers](#) - a list of important deadlines, reminders, and definitions to support a successful submission of Component 2 data for 2017 and 2018 calendar years.
- ✓ [Upload File Specifications](#) - instruction for developing Component 2 EEO-1 upload files so employers may prepare in advance of the upload system availability.
- ✓ [Upload File Validation Process](#) - explanation of the validation process, validation rules, and possible error messages filers may encounter during the filing process.
- ✓ [Component 2 EEO-1 Compensation Data Collection Initial Notification](#) - the USPS letter sent on July 1, 2019 to notify companies of the immediate reinstatement of the revised Component 2 EEO-1 collection for 2017 and 2018.
- ✓ [Reference Documents](#) - supporting reference materials including the job classification guide, 2017 NAICS codes, a Postal Code Lookup file.

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Visit the **More Info** section of the *Component 2 Online Filing System* website for links to reference materials and more information to assist employers with Component 2 EEO-1 filing.

Additional Reference Documentation

from EEOC Component 2 EEO-1 User's Guide

Under the **Additional Reference Documentation** section of the *Component 2 Online Filing System* website, additional documents are provided to support filing.



The screenshot shows the EEOC Component 2 Online Filing System website. At the top left is the EEOC seal. The navigation menu includes 'Home', 'Federal Register Notice', 'April 25 Court Order', 'More Info' (highlighted with a red box), 'FAQs', 'Contact Us', and 'LOGIN to File'. The main heading is 'ADDITIONAL REFERENCE DOCUMENTATION'. Below this, a list of documents is provided, each with a red checkmark icon and a link to an Excel file:

- ✓ [EEO-1 Job Classification Guide](#) (Excel)
- ✓ [2017 NAICS Codes and Descriptions](#) (Excel)
- ✓ [Postal Lookup Spreadsheet](#) (Excel)
- ✓ [Component 2 EEO-1 Upload File Layout Specifications](#) (Excel)

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Help Desk Information

from EEOC Component 2 EEO-1 User's Guide

For questions regarding the **Component 2 EEO-1 Online Filing System**, contact the **NORC HelpDesk**:

- **Email:** EEOCcompdata@norc.org
- **Toll Free:** 877.324.6214
- **Hours:** Monday – Friday, 8 am – 7 pm CST

Latest Update: 9/17/2019 – The Component 2 EEO-1 HelpDesk hours have been extended to better accommodate the high volume of daily calls and emails. The updated Central Time hours are Monday through Friday, 8 am – 8 pm; Saturday, 10 am – 4 pm; and Sunday, 12 pm – 5 pm. We appreciate your patience as the HelpDesk agents work through the many requests for guidance or support.

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How do Employers File?

from EEOC Component 2 EEO-1 User's Guide

1. Receive a User ID from NORC via
 - a) letter mailed through USPS, and
 - b) email to the registered EEO-1 email address on record.
2. Visit the Component 2 EEO-1 Online Filing System <https://eeocomp2.norc.org/>

to log in using the User ID provided in the letter and/or email
3. File and certify reports through the Online Filing System.

Filing Options

from EEOC Component 2 EEO-1 User's Guide

The EEOC Component 2 EEO-1 Compensation Data Collection offers employers two options to report their 2017 and 2018 pay and hours worked data through the Component 2 EEO-1 Online File System (<https://eeocomp2.norc.org>)

1. Manually enter data into an online form
2. Upload Data via Comma Separated Value (CSV) file



Given the number of data items required in Component 2 report the EEOC has designed a new narrow file layout

Workforce Snapshot Period

from EEOC Component 2 EEO-1 User's Guide

Employers will select a pay period between October 1 and December 31 of the reporting year, known as the workforce snapshot period.

The workforce snapshot period for the 2017 EEO-1 report would be an employer-selected pay period between October 1, 2017 and December 31, 2017.

The workforce snapshot period for the 2018 EEO-1 report would be an employer-selected pay period between October 1, 2018 and December 31, 2018.

The only employees whose compensation and hours-worked data must be reported are those full-time and part-time employees who were on the employer's payroll during the employer-selected workforce snapshot period.

Note: The Workforce Snapshot Period for 2017 and 2018 can be the same or different pay periods

Job Categories

from EEOC Component 2 EEO-1 User's Guide

1. Executive/Senior Level Officials and Managers
2. First/Mid-Level Officials and Managers
3. Professionals
4. Technicians
5. Sales Workers
6. Administrative Support Workers
7. Craft Workers
8. Operatives
9. Laborers and Helpers
10. Service Workers

Job Categories are EEO Categories in eCMS

See Part II Slides 40 through 44 for Mapping

See the EEO-1 Job Classification Guide on the Additional Reference Documentation section of the [Component 2 EEO-1 Filing System](#) for examples of job titles in each category.

Race/Ethnicity Groups

from EEOC Component 2 EEO-1 User's Guide

1. Hispanic or Latino
2. White
3. Black or African American
4. Native Hawaiian or Other Pacific Islander
5. Asian
6. Native American
7. Alaska Native
8. Two or More Races

Race/ Ethnicity Groups are Minority Codes in eCMS

See Part II Slides 36 through 39 for Mapping

Employee self-identification is the preferred method of identification for the race/ethnicity categorization of employment data.

Employers are required to attempt to allow employees to use self-identification to complete the EEO-1.

If any employee declines to self-identify, employers may consult with employee provided information when on-boarded or the employer may use visual observation

Compensation Bands

from EEOC Component 2 EEO-1 File Website

No individual pay information for employees will be reported in the Component 2 EEO-1 report.

The 12 compensation bands listed here are used to report a compensation range for each employee.

Employers should refer to ***earnings reported in W-2 Box 1*** when selecting a compensation band for each employee.

This reference should be used even if the employee did not work a full year.

Compensation Band	Compensation Band Range
1	\$19,239 and under
2	\$19,240 - \$24,439
3	\$24,440 - \$30,679
4	\$30,680 - \$38,999
5	\$39,000 - \$49,919
6	\$49,920 - \$62,919
7	\$62,920 - \$80,079
8	\$80,080 - \$101,919
9	\$101,920 - \$128,959
10	\$128,960 - \$163,799
11	\$163,800 - \$207,999
12	\$208,000 and over

Reporting Total Hours Worked

from EEOC Component 2

Employers should **report total hours worked during the year** for those employees counted during the employer-selected pay period, also known as the workforce snapshot period, for the calendar year (2017 or 2018).

Data will only be reported for full-time and part-time employees who were on the employer's payroll during the workforce snapshot period.

Non-exempt employees: Under the Fair Labor Standards Act (FLSA), the EEOC is requiring that employers enter data on actual hours worked.

Exempt employees: Employers have the option to enter actual hours worked or proxy hours worked:

- Report actual hours worked by exempt employees if the employer already maintains accurate records of this information;
or
- Report a proxy of 40 hours per week for full-time exempt employees and 20 hours per week for part-time exempt employees multiplied by the number of weeks the employees are employed during the EEO-1 reporting year.

Upload and Validate Data File Process

from EEOC Component 2 EEO-1 User's Guide

Before proceeding with the file upload process, please be sure you have carefully reviewed and followed the instructions in these supporting documents to create your Component 2 EEO-1 upload file(s):

Upload File Specifications – <https://eeocomp2.norc.org/info> - Instructions for developing upload files.

Upload File Layout Specifications – <https://eeocomp2.norc.org/additional-reference> - File layout in Excel format.

Upload File Validation Process – <https://eeocomp2.norc.org/info> - Overview of the validation process, validation rules, and list of error messages.

Use the links above or refer to User's Guide Page 45-46 for the location of these files on the Component 2 EEO-1 site.



Upload and Validate Data File Process

from EEOC Component 2 EEO-1 User's Guide

The data field upload process in **Component 2 EEO-1 Filing Online System** consists of 5 main steps:

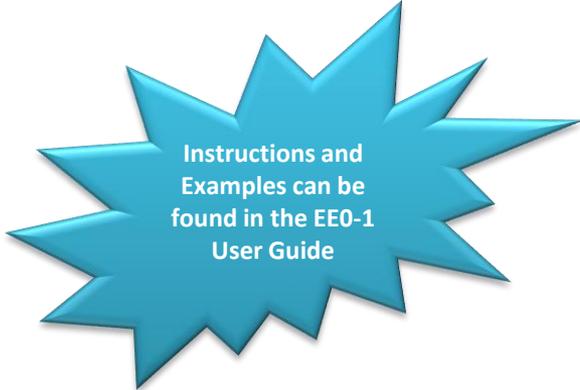
1. Select filing year
2. Select data file for upload
3. Upload and validate the data file
4. Review the Upload Summary
5. Report employer-level data and certification information

Enter employer-level information including:

The company name, address, FEIN

Enter employer-level information including:

Employer-Selected Workforce snapshot period for the report year, and answer the requiring eligibility questions



Instructions and
Examples can be
found in the EEO-1
User Guide

Data File Structure

from EEOC Component 2 EEO-1 File Website

In the Component 2 EEO-1 upload file layout columns in the file are:

Job Category

Demographic Group (defined by race, ethnicity, and gender)

Annual Salary as reported by Pay Bands

Along with Number of Employees and Hours Worked.

Each record in the upload file represents a unique combination of “job category by demographic group by pay band” for each establishment.

This will result in a longer file, but it will be narrower and more efficient

Empty records are not reported.

One file layout supports all report types.



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Data File Structure

from EEOC Component 2 EEO-1 File Website

Once a data file has been uploaded into the Component 2 EEO-1 Online Filing System and has been validated by the system, filers will be asked to report additional employer-level information and certify the report.

See the slides 30 though 33 for, “Additional Reporting Requirement to Certify Uploaded Files” for a list of the data to be reported in the Online Filing System after data upload.

A separate upload file is needed for each 2017 and 2018 and employer-level data and certification will need to be reported for each year, as well.

Upload File Specification

from EEOC Component 2 EEO-1 File Website

The File Layout for the Component 2 is a Comma Separated Value file – CSV

Data Set Name Specification:

Upload File yyyyCCCCCCCC, where 'yyyy' is the survey year, 2017 or 2018, and "CCCCCCCC" is the 8-digit User ID provided by NORC.

Data Description:

The Component 2 EEO-1 upload process requires all establishments to be uploaded as part of the same file regardless of whether any establishments have fewer than 50 employees.

This is different than Component 1 where establishment with fewer than 50 employees are reported as part of a separate file.

Upload File Specification

from EEOC Component 2 EEO-1 File Website

☒ Component 2 EEO-1 reports for single and multi-establishment employers are designated by Status Code (column 2).

The following Status Code are Supported by eCMS:

Single Establishment Employers

Status Code 1 = Single Establishment Company

Upload File Specification

from EEOC Component 2 EEO-1 File Website

Multi-Establishment Employers

Must Minimally File

Type 3 Headquarters Report – Status Code = 3

And at least one of the following Reports:

Type 4 Individual Establishment Report for locations with 50 or more employees - Status Code = 4

Type 8 Individual Establishment Report for locations with fewer than 50 employees - Status Code = 8



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Upload File Specification

from EEOC Component 2 EEO-1 File Website

Multi-Establishment Employers

(continued)

Order of Type Status Codes in File

Status Code 3 = Headquarter first

Status Codes 4 or 8 = All Establishments exception of Headquarters middle

Upload File Layout for 2017 and 2018

from EEOC Component 2 EEO-1 File Website

TABLE 1. EEOC Component 2 EEO-1 File Layout for 2017 and 2018 ([Download as an Excel File](#))

COLUMN NUMBER	FIELD/COLUMN NAME	LENGTH	TYPE*	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
1	USERID	8	AN	UNIQUE 8-DIGIT IDENTIFIER FOR ENTIRE COMPANY PROVIDED BY NORC TO EMPLOYER	Yes
2	STATUSCODE	1	N	INDICATES TYPE OF REPORT AS INDICATED IN PART A OF EEOC STANDARD FORM 100: 1 = SINGLE-ESTAB EMPLOYER MULTI-ESTAB 2 = CONSOLIDATED REPORT 3 = HEADQUARTERS REPORT 4 = ESTABLISHMENT REPORT (50+ EMPLOYEES - NOT FIRST TIME REPORTING) 5 = SPECIAL REPORTING PROCEDURE 6 = STATUS CODE 6 REPORT (LESS THAN 50 EMPLOYEES) 8 = STATUS CODE 8 REPORT (LESS THAN 50 EMPLOYEES) 9 = STATUS CODE 9 REPORT (GREATER THAN 50 EMPLOYEES - FIRST TIME REPORTING) MORE REPORT TYPE INFORMATION (PAGE 4): https://eeocomp2.norc.org/assets/documents/Comp2EEO1InstructionBook.pdf	Yes
3	UNITNUMBER	7	AN	Field is to be blank in the file – You can enter 1234567 to get through the selection screen	
4	UNITNAME	35	AN	ESTABLISHMENT NAME	Yes

Upload File Layout for 2017 and 2018

from EEOC Component 2 EEO-1 File Website

COLUMN NUMBER	FIELD/COLUMN NAME	LENGTH	TYPE*	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
5	UNITADDRESS	46	AN	ESTABLISHMENT ADDRESS	Yes
6	UNITADDRESS2	25	AN	Field is to be blank in the file	No
7	CITY	28	A	CITY NAME	Yes
8	STATE	2	A	FIPS PUB 5-2 (CENSUS) STATE ABBREVIATION, VALID VALUES ARE 50 STATES PLUS DC, LOOK UP INFORMATION: https://eeocomp2.norc.org/additional-reference.html	Yes
9	ZIPCODE	5	N	U.S. POSTAL SERVICE ZIP CODE NOTE: UPLOAD FILES CONSTRUCTED IN EXCEL SHOULD FORMAT THIS FIELD AS TEXT TO ENSURE ANY LEADING ZEROS (0) ARE PRESERVED WHEN THE FILE IS CONVERTED TO CSV FORMAT. 5-DIGIT NUMERIC VALUES ARE EXPECTED IN THIS FIELD. ZIP CODE LOOK UP INFORMATION: https://eeocomp2.norc.org/additional-reference.html	Yes
10	COUNTYNAME	28	AN	COUNTY NAME LOOK UP INFORMATION: https://eeocomp2.norc.org/additional-reference.html	Yes

Upload File Layout for 2017 and 2018

from EEOC Component 2 EEO-1 File Website

COLUMN NUMBER	FIELD/COLUMN NAME	LENGTH	TYPE*	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
11	FEIN	9	N	YOUR FEDERAL EIN (TAX ID) 9 DIGITS	Yes
12	NAICSCODE	6	N	NAICS CODE LOOK UP INFORMATION: https://eeocomp2.norc.org/additional-reference.html TYPE 6 REPORTS USE "999999"	Yes
13	QUESTIONB2C	1	N	WAS AN EEO-1 REPORT FILED FOR THIS ESTABLISHMENT LAST YEAR? 1=YES; 2=NO	Yes
14	QUESTIOND2	1	N	IS THIS ESTABLISHMENT: (1) NOT EXEMPT AS PROVIDED FOR BY 41 CFR 60-1.5; (2) A PRIME CONTRACTOR OR FIRST-TIER SUBCONTRACTOR; AND (3) HAVE A CONTRACT, SUBCONTRACT, OR PURCHASE ORDER AMOUNTING TO \$50,000 OR MORE; OR SERVE AS A DEPOSITORY OF GOVERNMENT FUNDS IN ANY AMOUNT; OR IS A FINANCIAL INSTITUTION WHICH IS AN ISSUING AND PAYING AGENTS FOR U.S. SAVINGS BONDS AND OR SAVINGS NOTES? 1=YES; 2=NO	Yes

Upload File Layout for 2017 and 2018

from EEOC Component 2 EEO-1 File Website

COLUMN NUMBER	FIELD/COLUMN NAME	LENGTH	TYPE*	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
15	JOBCATEGORY	2	N	<p>JOB CATEGORY CODES ARE AS FOLLOWS:</p> <p>1: EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS (Line No. 1.1, Section D, on EEO-1 Form)</p> <p>2: FIRST/MID-LEVEL OFFICIALS AND MANAGERS (Line No. 1.2, Section D, on EEO-1 Form)</p> <p>3: PROFESSIONALS</p> <p>4: TECHNICIANS</p> <p>5: SALES WORKERS</p> <p>6: ADMINISTRATIVE SUPPORT WORKERS</p> <p>7: CRAFT WORKERS</p> <p>8: OPERATIVES</p> <p>9: LABORERS AND HELPERS</p> <p>10: SERVICE WORKERS</p> <p>99: NOT APPLICABLE (TYPE 6 REPORT ONLY)</p> <p>SEE EEO-1 JOB CLASSIFICATION GUIDE: https://eeocomp2.norc.org/additional-reference.html</p>	Yes
16	RACEETHNICITYGENDER	1	A	<p>RACE/ETHNICITY/GENDER CODES ARE AS FOLLOWS:</p> <p>A: HISPANIC or LATINO MALES</p> <p>B: HISPANIC or LATINO FEMALES</p> <p>C: WHITE MALES</p> <p>D: BLACK or AFRICAN AMERICAN MALES</p> <p>E: NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER MALES</p> <p>F: ASIAN MALES</p> <p>G: NATIVE AMERICAN or ALASKA NATIVE MALES</p> <p>H: TWO or MORE RACES MALES</p> <p>I: WHITE FEMALES</p> <p>J: BLACK or AFRICAN AMERICAN FEMALES</p> <p>K: NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER FEMALES</p> <p>L: ASIAN FEMALES</p> <p>M: NATIVE AMERICAN or ALASKA NATIVE FEMALES</p> <p>N: TWO or MORE RACES FEMALES</p> <p>Z: NOT APPLICABLE (TYPE 6 REPORT ONLY)</p>	Yes

Upload File Layout for 2017 and 2018

from EEOC Component 2 EEO-1 File Website

COLUMN NUMBER	FIELD/COLUMN NAME	LENGTH	TYPE*	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
17	ANNUALSALARY	2	N	PAY BAND CATEGORY CODES ARE AS FOLLOWS: 1: \$19,239 and under 2: \$19,240 - \$24,439 3: \$24,440 - \$30,679 4: \$30,680 - \$38,999 5: \$39,000 - \$49,919 6: \$49,920 - \$62,919 7: \$62,920 - \$80,079 8: \$80,080 - \$101,919 9: \$101,920 - \$128,959 10: \$128,960 - \$163,799 11: \$163,800 - \$207,999 12: \$208,000 and over 99: Total Employees (TYPE 6 REPORT ONLY)	Yes
18	TOTALEMPOYEEES	13	N	TOTAL EMPLOYEES PER CATEGORY, NO NEGATIVES NOTE: FILERS SHOULD <u>NOT</u> REPORT ROWS WHERE NUMBER OF EMPLOYEES = 0	Yes
19	TOTALHOURS	13	N	TOTAL HOURS PER CATEGORY, NO NEGATIVES AND NO DECIMALS (I.E., INTEGERS ONLY) EXCEPTION: TYPE 6 REPORT WHICH WILL REPORT "-3"	Yes

*AN indicates alpha numeric data type, indicating that characters and numbers are allowed. N indicates numeric, indicating that only numbers are allowed in this field.

Additional Reporting Requirement to Certify Uploaded Files

from EEOC Component 2 EEO-1 File Website

Once the Component 2 EEO-1 2017 or 2018 upload file has been accepted and validated, Employer-level data shown in Table 2 will be collected from filers directly through the Component 2 EEO-1 Online Filing System.

This information must be reported separately for each year for the employer's report to be considered complete and certified

Given that it will be captured within the Online Filing System through an interactive web-based form, these items are NOT to be included in the upload file



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Additional Reporting Requirement to Certify Uploaded Files

from EEOC Component 2 EEO-1 File Website

TABLE 2. Component 2 EEO-1 Employer-Level Data Collect in the Online Filing System After Successful File Upload

FIELD NAME	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
REPORTING YEAR	2017 OR 2018	Yes
FEIN	YOUR FEDERAL EIN (TAX ID) 9 DIGITS	Yes
QUESTION C.1	DOES THE ENTIRE COMPANY HAVE AT LEAST 100 EMPLOYEES IN THE PAYROLL PERIOD FOR WHICH YOU ARE REPORTING? 1=YES; 2=NO	Yes
QUESTION C.2	IS YOUR COMPANY AFFILIATED THROUGH COMMON OWNERSHIP AND/OR CENTRALIZED MANAGEMENT WITH OTHER ENTITIES IN AN ENTERPRISE WITH A TOTAL EMPLOYMENT OF 100 OR MORE? 1=YES; 2=NO	Yes
QUESTION C.3	DOES THE COMPANY OR ANY OF ITS ESTABLISHMENTS (1) HAVE 100 OR MORE EMPLOYEES; (2) IS NOT EXEMPT AS PROVIDED BY 41 CFR 60-1.5; (3) ARE PRIME CONTRACTORS OR FIRST-TIER SUBCONTRACTORS, AND (4) HAVE A CONTRACT, SUBCONTRACT, OR PURCHASE ORDER AMOUNTING TO \$50,000 OR MORE, OR SERVE AS A DEPOSITORY OF GOVERNMENT FUNDS IN ANY AMOUNT; OR ARE FINANCIAL INSTITUTIONS WHICH ARE ISSUING AND PAYING AGENT FOR U.S. SAVINGS BONDS AND/OR SAVINGS NOTES? 1=YES; 2=NO	Yes
QUESTION D.1	<p>THE WORKFORCE SNAPSHOT PERIOD BEGINNING AND ENDING DATES USED FOR COMPENSATION AND HOURS DATA. TIME FRAME MUST BE FOR ONE YEAR ENDING IN THE SURVEY YEAR:</p> <ul style="list-style-type: none"> • 2017 COMPONENT 2 EEO-1 REPORT IS AN EMPLOYER-SELECTED PAY PERIOD BETWEEN OCTOBER 1, 2017, AND DECEMBER 31, 2017 • 2018 COMPONENT 2 EEO-1 REPORT IS AN EMPLOYER-SELECTED PAY PERIOD BETWEEN OCTOBER 1, 2018, AND DECEMBER 31, 2018 	Yes

Additional Reporting Requirement to Certify Uploaded Files

from EEOC Component 2 EEO-1 File Website

FIELD NAME	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
CERTIFYING OFFICIAL NAME	NAME OF THE OFFICIAL WHO CERTIFIES THE REPORTED DATA IS ARE ACCURATE AND WERE PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS.	Yes
CERTIFYING OFFICIAL TITLE	TITLE OF THE OFFICIAL WHO CERTIFIES THE REPORTED DATA IS ARE ACCURATE AND WERE PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS.	Yes
CONTACT PERSON	NAME OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON TITLE	TITLE OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON ADDRESS	ADDRESS OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON CITY	CITY OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON STATE	STATE OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON ZIP CODE	ZIP CODE OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON TELEPHONE NUMBER	PHONE NUMBER OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT; INCLUDE AREA CODE	Yes
CONTACT PERSON EMAIL ADDRESS	EMAIL ADDRESS OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes

Document Version History

from EEOC Component 2 EEO-1 File Website

VERSION #	DATE	DESCRIPTION OF VERSION OR REVISION
1.0	07/11/2019	Specification was created and released to the public.
1.1	08/16/2019	<p>Specification was revised with the following changes:</p> <ul style="list-style-type: none"> • Addition of a Document Version History Table and updated footer to Version 1.1 • Clarification of report types required for single and multi-establishment employers, and additional description added on permissible report type combinations within a file. This is described under the second bullet point in the Data Description section on Page 2 • In TABLE 1, VALUES, REMARKS, AND OTHER INSTRUCTION corrected text: <ul style="list-style-type: none"> ○ COLUMN 15, "99: NOT APPLICABLE (TYPE 6 REPORT 6 ONLY)" corrected to "99: NOT APPLICABLE (TYPE 6 REPORT ONLY)" • In TABLE 2, VALUES, REMARKS, AND OTHER INSTRUCTION corrected text: <ul style="list-style-type: none"> ○ CONTACT PERSON ADDRESS column: "TITLE OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT" corrected to "ADDRESS OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT"
2	8/23/2019	<p>Specification was revised with the following changes:</p> <ul style="list-style-type: none"> • Under "Upload File Specifications," the sentence "A single record with the column names is required" was made more specific and bolded to emphasize this requirement. • Instruction was added in TABLE 2, VALUES, REMARKS, AND OTHER INSTRUCTION: <ul style="list-style-type: none"> ○ In the ZIPCODE column to provide guidance to user's constructing upload files in Excel. ○ In the TOTALHOURS column to clarify integers, i.e., whole numbers, are expected.

Part II - eCMS

What's New

Setup

EEO Category and Minority Mapping

Processing

Clearing Security for Co/Div will determine Single or Multiple Environment Reporting

New Menu Option and Selection Screens

CSV File Upload

New Component 2 Pay Data Format

eCMS Setup

Payroll:

Minority Code Maintenance Mapping

Human Resources

Employee Personal Data

EEO Categories Mapping

Minority Code Maintenance

Payroll > Maintenance 1 > Minority Code > Selection Screen

Payroll Minority Code Maintenance PRP27601 PRPM08 - 22

Company Number:	<input type="text" value="15"/>
Division Number:	<input type="text" value="0"/> <
Minority Code:	<input type="text" value="1"/> <

Minority Codes have not changed

However, they must be mapped properly for the EEO-1 File

Prompt on the Minority Code field and you will see if your codes are mapped properly

Minority Code Maintenance

Payroll > Maintenance 1 > Minority Code > Prompt Screen

The screenshot shows a software window titled "P/R Minority Description File" with a dropdown menu set to "PJC - Minority Codes". It contains two main tables. The first table, "Minority Code", lists codes 0 through 6 with their corresponding descriptions. The second table, "EEO-1 Report File Minor...", lists codes 0 through 6. A blue callout box highlights the text: "Minority Codes must be mapped properly to the EEO-1 Report File Minority Column". To the right, a list titled "Proper Minority Code Mapping" shows the correct mapping for each code.

Minority Code	Desc
0	Caucasian/White
1	Hispanic/Latino
2	Black / African American
3	Hawaii/Pacific Islander
4	Asian
5	Native American/Alaska Native
6	Two or More Races

Minority Codes must be mapped properly to the EEO-1 Report File Minority Column

EEO-1 Report File Minor...	Proper Minority Code Mapping
1	0. Hispanic or Latino
0	1. White
2	2. Black or African American
3	3. Native Hawaiian or Other Pacific Islander
4	4. Asian
5	5. Native American/Alaska Native
6	6. Two or More Races

Minority Code Maintenance

Payroll > Maintenance 1 > Minority Code > Detail Screen

Payroll	Minority Code Maintenance	Mode: Update	PRP27602	PRPM08 - 22
Minority Code:	0			
Description:		<input type="text" value="Caucasian/White"/>		
Champ Race:		<input type="text" value="1"/>		
Minority Code Column:		<input type="text"/>		
EEO-1 Minority Code Column:		<input type="text" value="1"/>		
Minority Code/CC-257 Column:		<input type="text" value="0"/>		

EEO-1 Minority Code Column Mapping Field

Minority Code Maintenance Report

with EEO-1 Report File Minority Code Column Mapping

09/21/19 19:23:12

Minority Codes with Report Mapping
PRTEEO

PAGE 1

Src Com No	Src Div No	Minority Code	Description	EEO-1 Report File Minority Code Column	Minority Col
15	0	0	Caucasian/White	1	
15	0	1	Hispanic/Latino	0	
15	0	2	Black / African American	2	
15	0	3	Hawaii/Pacific Islander	3	
15	0	4	Asian	4	
15	0	5	Native American/Alaska Native	5	
15	0	6	Two or More Races	6	

* * * END OF REPORT * * *

Query Report Created from PRTEEO File show

Minority Codes

Descriptions

EEO-1 File Minority Code Column Mapping

EEO Code Maintenance

HR > Maintenance > Description File > Type EEO Category > Selection Screen

Human Resources Description Master Maintenance HRP10001 HRP06 - 2

EEO Job Category is the EEO Category in eCMS

Company Number: 15
Division Number: 0
Description Type: EEO Category
Description Code: 1

Prompt to Select EEO Category

EEO Category Codes have not changed
However, they must be mapped properly for the EEO-1 File
Prompt on the Description field to confirm you have all EEO-1 Category Codes

EEO Code Maintenance

HR > Maintenance > Description File > Type EEO Category > Prompt Screen

Cause Code	Desc Code	Desc
EE	1	Executive/Senior Level Officials/Managers
EE	2	Professionals
EE	3	Technicians
EE	4	Sales Workers
EE	5	Administrative Support Workers
EE	6	Craft Workers
EE	7	Operatives
EE	8	Laborers and Helpers
EE	9	Service Workers
EE	10	First/Mid-Level Officials & Managers
EE	99	Not Applicable (TType 6 Report ONLY)

EEO Code Maintenance

HR > Maintenance > Description File > Type EEO Category

Human Resources	Description Master Maintenance	Mode: Update HRP10002	HRPM06 - 2
Description:	EEO Category	Code: 1	
Description: <input type="text" value="Executive/Senior Level Officials/Managers"/>			
EEO-1 Job Category: <input type="text" value="1"/>			

EEO Category Codes have not changed

However, they must be mapped properly for the EEO-1 File

Prompt on the EEO-1 Job Category Field to Map

EEO Code Maintenance

HR > Maintenance > Description File > Type EEO Category > Prompt Screen

EEO-1 Job Category	EEO-1 Job Description
1	Executive/Senior Level Officials and Managers(Line No. 1.1, Section D, on EEO-1 Form)
2	First/Mid-Level Officials and Managers(Line No. 1.2 Section D, on EEO-1 Form)
3	Professionals
4	Technicians
5	Sales Workers
6	Administrative Support Workers
7	Craft Workers
8	Operatives
9	Laborers and Helpers
10	Service Workers
99	Not Applicable(Type 6 reports only)

EEO Code Maintenance Report

with eCMS Job and EEO-1 Categories Column Mapping

09/14/19 09:19:18

HR Description File

PAGE 1

EEO-1 Codes with Job Category Mapping

Co No	Div No	Cause Code	Desc Code	eCMS Job Category	EEO-1 Job Category	Description
15	0	EE	1	1	1	Executive/Senior Level Officials/Managers
15	0	EE	2	2	3	Professionals
15	0	EE	3	3	4	Technicians
15	0	EE	4	4	5	Sales Workers
15	0	EE	5	5	6	Administrative Support Workers
15	0	EE	6	6	7	Craft Workers
15	0	EE	7	7	8	Operatives
15	0	EE	8	8	9	Laborers and Helpers
15	0	EE	9	9	10	Service Workers
15	0	EE	10	10	2	First/Mid-Level Officials & Managers
15	0	EE	99	0	0	Not Applicable (TYPe 6 Report ONLY)

Query Report Created from
HRTDSC & HRTDSCXT Files show
eCMS Job Categories
EEO-1 Job Category Mapping
Descriptions
Note: Desc Codes and eCMS Job
Categories are the same

Employee Personal Data

HR > Maintenance > Personal Data > General Screen

Human Resources Employee Data Maintenance Mode: Update HRP12001 HRP06 - 4

Social Security Number: 330-33-0330 Employee Name: NY GIRL Unique ID Number: 0

General	General 2	Attendance	Behavioral Prof	Benefit/Deduct	Benefits Select	Comment	Comp Time	Company Propert	Contact	Dependents	Education	Emp Deductions	Employment
Events	Grievance	History	Ind Specialty	Insurance	Language Skills	Medical	Memberships	Military Servic	Occupation Hist	References	Resume	Salary Review	Skill History
Skill Inventory	State/Local	Termination His	Termination Lis	Training	UDC	Vac/Sick/Comp							

Verify Employee's

Full Name: NY GIRL
First Name: NY
Middle Name 1:
Middle Name 2:
Last Name: GIRL
Name Suffix:
Name Abbreviation: GIRL NY

390 Broadway
New York City
NY
56480
330 3303303

Employee Class: 1
Employee Type: <
Marital Status: Single
Gender: Female
Handicap Code:
Minority Code: 6
Officer: No
Permanent Resident:
Benefit Group: <

Security Level: 1-Craft Lbr

Employee Data Maintenance
Company: 2007
Division: 2007
Department:
Security Rating: 0
EEO Category: 2
Blood Type:
Insurance Plan: 0
Occupation: <
Occ. Description:
Country: ACA

Review:
Birth Date: 12/31/1949
Birth Place: <

ACA

Full Time Employee:
Full Time Date: <
Plan Start Month: 0
1095C Line 14: <
1095C Line 16: <
Produce Reporting:

Manager: 0
Company: 0
Division: 0

Supervisor: 0
Company: 0
Division: 0

Driver's License
Number: <
Expiration: <
Class: <
Issuing Authority: <
Driver's License State: 0

Employee State: 330
Employee Local: 331

Emergency Contact
Name: <
Phone Number: 0 0

eCMS Processing

Human Resources

New Menu Option Selection Screen

Clear Security

Single Environment

Single Co/Div

Multiple Environment

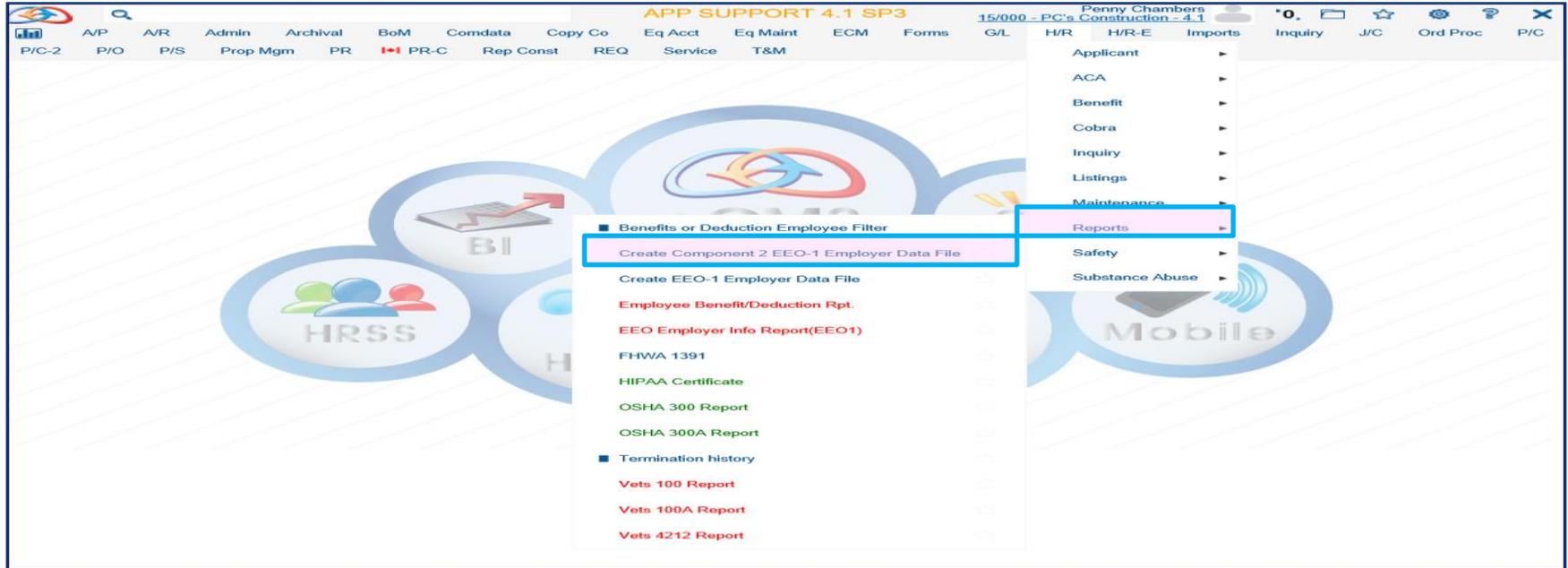
Single Co/All Div

All Co/All Div

*Note: **Distribution Co/Div** used to determine employees in workforce snapshot period*

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option



Single Environment Processing

Single Company / Division Security

Smarter Construction. Cloud ERP.



Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / Division Security*

Security – Single Co/Div

Environment System Selection systemSelection

Process All Companies: yes no

Process All Divisions: yes no

Select Company and Division:

Select LBO Group:

Single Co/Div Security

Leave Process All Companies = No

Leave Process All Divisions = No

Select Applicable Company and Division

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / Division Security*

Security – Single Co/Div

Human Resources Create EEO-1 Component 2 .csv HRP38001

HQ Company Number:	<input type="text" value="15"/>
HQ Division Number:	<input type="text" value="0"/>
Include Co(s)/Div(s) with a Common Federal ID#:	<input type="text" value="11-2233445"/>
NORC User ID:	<input type="text"/>
Workforce Snapshot Period:	<input type="text"/> <input type="text"/>

Users will Need to Input the Proper Information for These Fields

NORC User ID and Workforce Snapshot Period

The System will Auto Populate these Fields

They are Protected Fields

Co / Div and Federal ID#

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / Division Security*

Security – Single Co/Div

Human Resources Create EEO-1 Component 2 .csv HRP38001

HQ Company Number:	<input type="text" value="15"/>
HQ Division Number:	<input type="text" value="0"/>
Include Co(s)/Div(s) with a Common Federal ID#:	<input type="text" value="11 2233445"/>
NORC User ID:	<input type="text" value="12345678"/>
Workforce Snapshot Period:	<input type="text" value="10/01/2017"/> <input type="text" value="12/31/2017"/>

Select Pay Period
Data Range that
Incorporates all
Pay Frequencies

NORC User ID
Unique 8 Digit Identifier for the Entire Company Provided by NORC to Employer

Workforce Snapshot Period
Employers will choose 1 Pay Period to count Employees Job Category, Sex, Race or Ethnicity
Pay Period will be Chosen Between Oct. 1 and Dec. 31 of Reporting Year

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / Division Security*

Security – Single Co/Div

Human Resources Create EEO-1 Component 2 .csv HRP380C1

HQ Company Number: 15 HQ Division Number: 0
Include Co(s)/Div(s) with a Common Federal ID#: 11-2233445 NORC User ID: 12345678 Workforce Snapshot Period: 10/01/2017 12/31/2017

Co	Div	Unit#	Company Name	City	State	Zip	County Name	NAICS Code	Question B2C	Question D2
15	0	1234567	PC's Construction -	Gold Canyon	MD	12345	PINAL COUNTY	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Unit #
Populate with 1234567
Will be Blank in CSV File

County Name Required

NAICS Code Required and is 6 Digits

Question B2C
Check = if You Filed Component 1

Question D2
Check Only = If all 3 Questions = Yes

IS THIS ESTABLISHMENT: (1) NOT EXEMPT AS PROVIDED FOR BY 41 CFR 60-1.5; (2) A PRIME CONTRACTOR OR FIRST-TIER SUBCONTRACTOR; AND (3) HAVE A CONTRACT, SUBCONTRACT, OR PURCHASE ORDER AMOUNTING TO \$50,000 OR MORE; OR SERVE AS A DEPOSITORY OF GOVERNMENT FUNDS IN ANY AMOUNT; OR IS A FINANCIAL INSTITUTION WHICH IS AN ISSUING AND PAYING AGENTS FOR U.S. SAVINGS BONDS AND OR SAVINGS NOTES? 1=YES; 2=NO

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / Division Security*

Security – Single Co/Div

Module Message Display CMS91601 APPM18 - 4

The following CSV file has been placed in the IFS directory /cms/eeo: UploadFile201712345678.csv

Map Drive to Give Access and Authority to Files Located in the IFS > Root > cms > eeo > csv files

Mapping Drive Document Located on Our Website

This PC > CMS (\\10.1.1.111) (S:) > eeo

Name	Date modified	Type	Size
UploadFile201712345678.csv	9/19/2019 6:00 PM	Microsoft Excel C...	1 KB
UploadFile201733333333.csv	9/19/2019 3:56 PM	Microsoft Excel C...	1 KB
UploadFile201855555555.csv	9/19/2019 4:35 PM	Microsoft Excel C...	1 KB

Create Component 2 EEO-1 Employer Data File

cms/eo/csv file > *Single Company / Division Security*

Security – Single Co/Div

iACS File Download will Replace a Mapping Drive – Slides 70 through 79

Single Co-Div 15-000 - PJC File for Doc 413.csv - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	USERID	STATUSCC	UNITNUM	UNITNAM	UNITADDF	UNITADDF	CITY	STATE	ZIPCODE	COUNTYN	FEIN	NAICSCOE	QUESTION	QUESTION	JOBATEG	RACEETHN	ANNUALS	TOTALEMI	TOTALHOURS	
2	12345678	1		PC's Const 1 Easy Stre			Gold Cany MD		12345	PINAL CO	1.12E+08	123456	1	2	1 I		1	1	80	
3	12345678	1		PC's Const 1 Easy Stre			Gold Cany MD		12345	PINAL CO	1.12E+08	123456	1	2	4 C		1	3	400	
4	12345678	1		PC's Const 1 Easy Stre			Gold Cany MD		12345	PINAL CO	1.12E+08	123456	1	2	5 C		1	7	160	
5	12345678	1		PC's Const 1 Easy Stre			Gold Cany MD		12345	PINAL CO	1.12E+08	123456	1	2	1 C		1	10	247	

Multi-Environment Processing

Single Company / All Divisions Security

Smarter Construction. Cloud ERP.



Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / ALL Divisions Security*

Security – Single Co/ All Div

Environment System Selection systemSelection

Process All Companies: yes no

Process All Divisions: yes no

Select Company and Division:

Select EEOC Group:

Single Co/ All Div Security

Leave Process All Companies = No

Set All Divisions = Yes

Select Applicable Headquarter Company

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / ALL Divisions Security*

Security – Single Co/ All Div

Human Resources Create EEO-1 Component 2 .csv HRP38001

HQ Company Number:	<input type="text" value="35"/>
HQ Division Number:	<input type="text" value="0"/>
Include Co(s)/Div(s) with a Common Federal ID#:	<input type="text"/>
NORC User ID:	<input type="text"/>
Workforce Snapshot Period:	<input type="text"/> <input type="text"/>

Users will Need to Input the Proper Information for the following Fields

- Headquarter Division Number
- Federal ID #
- NORC User ID
- Workforce Snapshot Period Dates

The System will Auto Populate this Field

It is a Protected Field

Headquarter Company Number

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / Divisions Security*

Security – Single Co/Div

Human Resources Create EEO-1 Component 2 .csv HRP38001

HQ Company Number:	<input type="text" value="35"/>
HQ Division Number:	<input type="text" value="70"/>
Include Co(s)/Div(s) with a Common Federal ID#:	<input type="text" value="11-2233445"/>
NORC User ID:	<input type="text" value="12345678"/>
Workforce Snapshot Period:	<input type="text" value="10/31/2017"/> <input type="text" value="12/31/2017"/>

Select Pay Period
Data Range that
Incorporates all
Pay Frequencies

Headquarter Division Number

Common Federal ID # - MUST be Exactly What is in PR Defaults (With Dash or Without)

NORC User ID
Unique 8 Digit Identifier for the Entire Company Provided by NORC to Employer

Workforce Snapshot Period
Employers will choose 1 Pay Period to count Employees Job Category, Sex, Race or Ethnicity

Pay Period will be Chosen Between Oct. 1 and Dec. 31 of Reporting Year

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / Divisions Security*

Security – Single Co/Div

Human Resources Create EEO-1 Component 2 .csv HRP380C1

HQ Company Number: 35 HQ Division Number: 70
Include Co(s)/Div(s) with a Common Federal ID#: 11-2233445 NORC User ID: 12345678 Workforce Snapshot Period: 10/01/2017 12/31/2017

Co	Div	Unit#	Company Name	City	State	Zip	County Name	NAICS Code	Question B2C	Question D2
35	55	1234567	Noe Construction	Phoenix	AZ	85204	MARICOPA COUNTY	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35	70	1234567	RUTH PEPPERS INTL	SCOTTSDALE	AZ	85262	MARICOPA COUNTY	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Unit #
Populate with 1234567
Will be Blank in CSV File

County Name Required

NAICS Code Required and is 6 Digits

Question B2C
Check = if You Filed Component 1

Question D2
Check Only = If all 3 Questions = Yes

IS THIS ESTABLISHMENT: (1) NOT EXEMPT AS PROVIDED FOR BY 41 CFR 60-1.5; (2) A PRIME CONTRACTOR OR FIRST-TIER SUBCONTRACTOR; AND (3) HAVE A CONTRACT, SUBCONTRACT, OR PURCHASE ORDER AMOUNTING TO \$50,000 OR MORE; OR SERVE AS A DEPOSITORY OF GOVERNMENT FUNDS IN ANY AMOUNT; OR IS A FINANCIAL INSTITUTION WHICH IS AN ISSUING AND PAYING AGENTS FOR U.S. SAVINGS BONDS AND OR SAVINGS NOTES? 1=YES; 2=NO

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *Single Company / Divisions Security*

Security – Single Co/Div

Module Message Display CMS91601 APPM18 - 4

The following CSV file has been placed in the IFS directory /cms/eeo: UploadFile201712345678.csv

Map Drive to Give Access and Authority to Files Located in the IFS > Root > cms > eeo > csv files

Mapping Drive Document Located on Our Website

This PC > CMS (\\10.1.1.111) (S:) > eeo

Name	Date modified	Type	Size
UploadFile201712345678.csv	9/22/2019 10:52 AM	Microsoft Excel C...	7 KB
UploadFile201812345678.csv	9/21/2019 3:43 PM	Microsoft Excel C...	3 KB

Create Component 2 EEO-1 Employer Data File

cms/eo/csv file > *Single Company / Divisions Security*

Security – Single Co/Div

iACS File Download will Replace Mapping Drive – Slides 70 through 79

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	USERID	STATUS	UNITNUM	UNITNAM	UNITADDF	UNITADDF	CITY	STATE	ZIPCODE	COUNTYN	FEIN	NAICSCOD	QUESTION	QUESTION	JOBATEG	RACEETH	ANNUALS	TOTALEM	TOTALHOURS	
2	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	7 C		1	1	382	
3	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	1 A		1	1	40	
4	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	4 D		1	1	384	
5	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	5 E		1	1	40	
6	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	6 F		1	1	40	
7	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	8 A		12	1	674	
8	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	9 G		1	1	156	
9	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	10 N		1	1	80	
10	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	2 B		1	1	80	
11	12345678		3	RUTH PEPI	123 RIKER		SCOTTSDA	AZ	85262	MARICOP	222233445	123456	1	2	3 C		1	1	80	
12	12345678		4	Noe Const 626 E. 68th			Phoenix	AZ	85204	MARICOP	222233445	123456	1	2	1 G		1	1	282	
13	12345678		4	Noe Const 626 E. 68th			Phoenix	AZ	85204	MARICOP	222233445	123456	1	2	7 D		1	1	800	
14	12345678		4	Noe Const 626 E. 68th			Phoenix	AZ	85204	MARICOP	222233445	123456	1	2	9 C		1	1	848	
15	12345678		4	Noe Const 626 E. 68th			Phoenix	AZ	85204	MARICOP	222233445	123456	1	2	6 A		1	1	48	

Multi-Environment Processing

All Companies / All Divisions Security

Smarter Construction. Cloud ERP.



Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > **All Companies / ALL Divisions Security**

Security – All Co/Div

Environment System Selection systemSelection

Process All Companies: yes no

Process All Divisions: yes no

Select Company and Division:

Select LBCC Group:

All Co/Div Security

Set Process All Companies = Yes

Set Process All Divisions = Yes

Do Not Select a Company and Division

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > **All Companies / ALL Divisions Security**

Security – All Co/Div

Human Resources Create EEO-1 Component 2 .csv HRP38001

HQ Company Number:	<input type="text" value="0"/>
HQ Division Number:	<input type="text" value="0"/>
Include Co(s)/Div(s) with a Common Federal ID#:	<input type="text"/>
NORC User ID:	<input type="text"/>
Workforce Snapshot Period:	<input type="text"/> <input type="text"/>

Users will Need to Input the Proper Information for All Fields

- Headquarter Company and Headquarter Division
- Federal ID #
- NORC User ID
- Workforce Snapshot Period

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > **All Companies / ALL Divisions Security**

Security – All Co/Div

Human Resources Create EEO-1 Component 2 .csv HRP38001

HQ Company Number:	<input type="text" value="15"/>
HQ Division Number:	<input type="text" value="0"/>
Include Co(s)/Div(s) with a Common Federal ID#:	<input type="text" value="11-2233445"/>
NORC User ID:	<input type="text" value="12345678"/>
Workforce Snapshot Period:	<input type="text" value="10/01/2017"/> <input type="text" value="10/01/2017"/>

Headquarter Company and Headquarter Division Number

Common Federal ID # - MUST be Exactly What is in PR Defaults (With Dash or Without)

NORC User ID
Unique 8 Digit Identifier for the Entire Company Provided by NORC to Employer

Workforce Snapshot Period
Employers will choose 1 Pay Period to count Employees Job Category, Sex, Race or Ethnicity

Pay Period will be Chosen Between Oct. 1 and Dec. 31 of Reporting Year

Select Pay Period

Data Range that

Incorporates all

Pay Frequencies

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > *All Companies / ALL Divisions Security*

Security – All Co/Div

Human Resources Create EEO-1 Component 2 .csv HRP380C1

HQ Company Number: 15 HQ Division Number: 0

Include Co(s)/Div(s) with a Common Federal ID#: 11-2233445 NORC User ID: 12345678 Workforce Snapshot Period: 10/01/2017 12/31/2017

Co	Div	Unit#	Company Name	City	State	Zip	County Name	NAICS Code	Question B2C	Question D2
13	0	1234567	Osborn Construction	Mesa	AZ	85233	MARIOCPA COUNTY	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	0	1234567	PC's Construction -	Gold Canyon	MD	12345	PINAL COUNTY	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35	55	1234567	Noe Construction	Phoenix	AZ	85204	MARIOCPA COUNTY	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35	70	1234567	RUTH PEPPERS INTL	SCOTTSDALE	AZ	85262	MARIOCPA COUNTY	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
90	1	1234567	Karroll's Constructi	Mesa--header----18	AZ	85204	MARIOCPA COUNTY	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Unit #
Populate with 1234567
Will be Blank in CSV File

County Name Required

NAICS Code Required and is 6 Digits

Question B2C
Check = if You Filed
Component 1

Question D2
Check Only = If all
3 Questions = Yes

IS THIS ESTABLISHMENT: (1) NOT EXEMPT AS PROVIDED FOR BY 41 CFR 60-1.5; (2) A PRIME CONTRACTOR OR FIRST-TIER SUBCONTRACTOR; AND (3) HAVE A CONTRACT, SUBCONTRACT, OR PURCHASE ORDER AMOUNTING TO \$50,000 OR MORE; OR SERVE AS A DEPOSITORY OF GOVERNMENT FUNDS IN ANY AMOUNT; OR IS A FINANCIAL INSTITUTION WHICH IS AN ISSUING AND PAYING AGENTS FOR U.S. SAVINGS BONDS AND OR SAVINGS NOTES? 1=YES; 2=NO

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > **All Companies / ALL Divisions Security**

Security – All Co/Div

Module	Message Display	CMS91601	APPM18 - 4
The following CSV file has been placed in the IFS directory /cms/eo: UploadFile201712345678.csv			

Map Drive to Give Access and Authority to Files Located in the IFS > Root > cms > eeo > csv files

Mapping Drive Document Located on Our Website

PC > CMS (\\10.1.1.111) (S:) > eeo

Name	Date modified	Type	Size
 UploadFile201712345678.csv	9/22/2019 10:52 AM	Microsoft Excel C...	7 KB
 UploadFile201812345678.csv	9/21/2019 3:43 PM	Microsoft Excel C...	3 KB

Create Component 2 EEO-1 Employer Data File

HR > Reports > Menu Option > **All Companies / ALL Divisions Security**

Security – All Co/Div

iACS File Download will Replace Mapping Drive – Slides 70 through 79

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T			
	USERID	STATUS	CC	UNITNUM	UNITNAM	UNITADD	UNITADDF	CITY	STATE	ZIPCODE	COUNTY	FEIN	NAICS	SCORE	QUESTION	QUESTION	JOB	CATEG	RACE	ETHN	ANNUALS	TOTALEM	TOTALHOURS
1	12345678	3		3	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	8	F	1	1	1	80		
2	12345678	3		3	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	3	N	1	1	1	90		
3	12345678	3		3	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	9	I	1	1	1	90		
4	12345678	3		3	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	4	E	1	1	1	80		
5	12345678	3		3	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	5	C	1	1	1	86		
6	12345678	4		4	Osborn Cc 7241 E Nar			Mesa AZ		85233	MARICOP,	112233445	123456	1	2	3	C	1	2	1	80		
7	12345678	4		4	Osborn Cc 7241 E Nar			Mesa AZ		85233	MARICOP,	112233445	123456	1	2	6	L	3	1	1	667		
8	12345678	4		4	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	8	F	1	1	1	80		
9	12345678	4		4	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	3	N	1	1	1	90		
10	12345678	4		4	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	9	I	1	1	1	90		
11	12345678	4		4	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	4	E	1	1	1	80		
12	12345678	4		4	PC's Const 1 Easy Stré			Gold Canary MD		12345	PINAL COI	112233445	123456	1	2	5	C	1	1	1	86		
13	12345678	4		4	Noe Const 626 E. 68th			Phoenix AZ		85204	MARICOP,	112233445	123456	1	2	1	G	1	1	1	282		
14	12345678	4		4	Noe Const 626 E. 68th			Phoenix AZ		85204	MARICOP,	112233445	123456	1	2	7	D	1	1	1	800		
15	12345678	4		4	Noe Const 626 E. 68th			Phoenix AZ		85204	MARICOP,	112233445	123456	1	2	9	C	1	1	1	848		
16	12345678	4		4	Noe Const 626 E. 68th			Phoenix AZ		85204	MARICOP,	112233445	123456	1	2	6	A	1	1	1	48		
17	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	7	C	1	2	1	428		
18	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	1	A	1	1	1	40		
19	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	4	D	1	1	1	384		
20	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	5	E	1	1	1	40		
21	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	6	F	1	1	1	40		
22	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	8	A	1	1	1	674		
23	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	10	N	1	1	1	156		
24	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	10	N	1	1	1	90		
25	12345678	4		4	RUTH PEPI 123 RIKER			SCOTTSDA AZ		85262	MARICOP,	112233445	123456	1	2	2	B	1	1	1	80		
26	12345678	4		4	Karroll's C 1046 E. 9th			Mesa--he:AZ		85204	MARICOP,	112233445	123456	1	2	10	M	3	1	1	346		
27	12345678	4		4	Karroll's C 1046 E. 9th			Mesa--he:AZ		85204	MARICOP,	112233445	123456	1	2	2	J	1	1	1	22		

iSeries Access Client Solutions

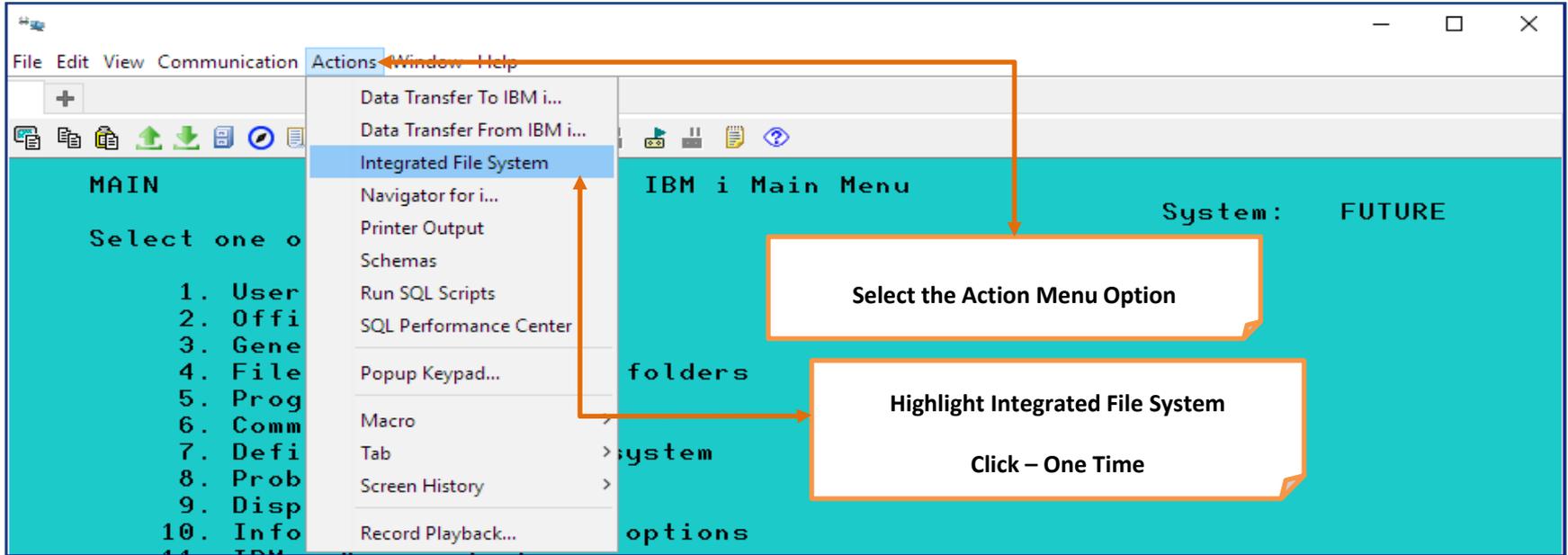
iACS Download

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iACS – File Download

Replaces Mapping a Drive



iACS – File Download

Replaces Mapping a Drive

The screenshot shows a file explorer window titled "/ on 10.1.1.111". The address bar shows "10.1.1.111" and "Directory". The main area displays a list of files and folders with columns for "Icon", "Name", "Size (KB)", and "Last Modified". A blue callout box is overlaid on the list, containing the text: "This Screen will Allow you to Select the Directory Path See Next 2 Slides to Setup the Path for cms/eo".

Icon	Name	Size (KB)	Last Modified
	ALDON		March 8, 2016 8:35:05 PM MST
	bin		May 14, 2019 12:28:56 AM MST
	bin.prv		February 22, 2019 1:52:09 PM MST
	catalina.out	2166	March 4, 2016 2:30:44 PM MST
	cms		September 20, 2019 9:57:54 AM MST
	cmswsutil		May 14, 2019 12:22:39 AM MST
	dailylog.txt		29 March 4, 2016 2:10:01 PM MST
	derby.log		1 October 18, 2010 5:12:29 PM MST
	dev		February 25, 2019 3:40:37 PM MST
	eforms		May 14, 2019 12:22:39 AM MST
	eforms-java		May 14, 2019 12:09:55 AM MST
	etc		February 25, 2019 4:01:04 PM MST
	fixes		August 7, 2015 8:01:54 PM MST
	FL		May 13, 2019 11:24:58 PM MST
	gntc		May 14, 2019 12:09:58 AM MST

iACS – File Download

Replaces Mapping a Drive

10.1.1.111

File Edit View Actions

10.1.1.111

Directory

Icon	Name	Size (KB)	Last Modified
	ALDON		March 8, 2016 8:35:05 PM MST
	bin		May 14, 2019 12:28:56 AM MST
	bin.prv		February 22, 2019 1:52:09 PM MST
	catalina.out	2166	March 4, 2016 2:30:44 PM MST
	cms		September 20, 2019 9:57:54 AM MST
	cmswsutil		May 14, 2019 12:22:39 AM MST
	dailylog.txt		29 March 4, 2016 2:10:01 PM MST
	derby.log		1 October 18, 2010 5:12:29 PM MST
	dev		February 25, 2019 3:40:37 PM MST
	eforms		May 14, 2019 12:22:39 AM MST
	eforms-java		May 14, 2019 12:09:55 AM MST
	etc		February 25, 2019 4:01:04 PM MST
	fixes		August 7, 2015 8:01:54 PM MST
	FL		May 13, 2019 11:24:58 PM MST
	gntc		May 14, 2019 12:09:58 AM MST

60 objects

Messages

Select - cms

Click Once to Highlight

Click Twice to Select

iACS – File Download

Replaces Mapping a Drive

The screenshot shows a file explorer window titled "/cms on 10.1.1.111". The address bar shows the directory path "/cms". A table of files is displayed with columns for Icon, Name, Size (KB), and Last Modified. The file "eao" is highlighted in blue. A green callout box with a white background and a green border contains the following text:

- Select – eao
- Click Once to Highlight
- Click Twice to Select

Two green arrows point from the callout box to the "eao" file row: one points to the "Name" column and the other points to the "Last Modified" column.

Icon	Name	Size (KB)	Last Modified
	aca		March 6, 2017 4:03:14 PM MST
	ACH		May 14, 2019 12:22:34 AM MST
	APPaidCheckData		May 14, 2019 12:22:35 AM MST
	avtemp		September 20, 2019 8:19:57 AM MST
	Certified_PR		April 28, 2016 7:19:57 AM MST
	eao		September 20, 2019 12:59:49 PM MST
	eForms		February 3, 2011 12:22:37 PM MST
	eforms-java		March 11, 2015 3:21:36 PM MST
	EFT		May 14, 2019 12:22:35 AM MST
	eMARS		May 14, 2019 12:22:39 AM MST
	EquipmentUsage		March 20, 2018 3:30:44 PM MST
	IA		April 18, 2019 7:28:11 PM MST
	LCPT		May 14, 2019 12:22:35 AM MST
	LCPT-D		April 5, 2019 1:13:58 PM MST
	MagMedia		January 23, 2013 1:18:06 PM MST

iACS – File Download

Replaces Mapping a Drive

The screenshot shows a web-based file manager interface. At the top, the address bar displays the path `/cms/eeo on 10.1.1.111`. Below it, a navigation pane on the left shows the current directory `/cms/eeo`. A callout box points to this path with the text "Directory is now /cms / eeo". To the right of the address bar are "Previous" and "Refresh" buttons. The main area displays a table of files:

Icon	Name	Size (KB)	Last Modified
	UploadFile20 17 12345678.csv		1 September 20, 2019 2:56:23 PM MST
	UploadFile20 18 12345678.csv		1 September 20, 2019 2:53:36 PM MST

A callout box below the table states "A List of Available Files Will be Displayed". At the bottom of the interface, it indicates "2 objects" and a "Messages" section.

iACS – File Download

Replaces Mapping a Drive

The screenshot shows a web-based file manager interface for the directory `/cms/eeo` on IP `10.1.1.111`. Two CSV files are listed: `UploadFile201712345678.csv` and `UploadFile201812345678.csv`. The first file is highlighted in blue. A context menu is open over the first file, with the `Download` option selected. Three purple callout boxes provide instructions: `1st - Highlight the File` points to the first file, `2nd - Right Click the Highlight the File` points to the context menu, and `3rd - Select Download - Click Once` points to the `Download` menu item. A separate purple box on the right contains the text `Steps to Download a File`.

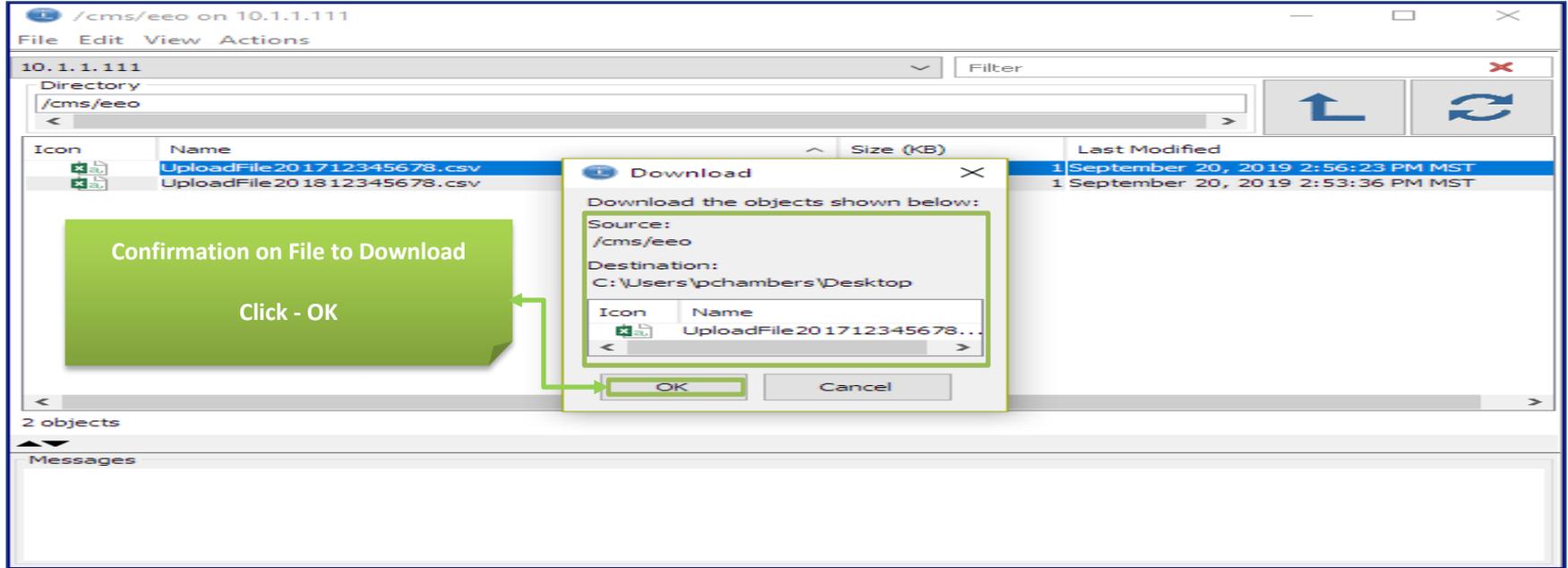
Icon	Name	Size (KB)	Last Modified
	UploadFile201712345678.csv		September 20, 2019 2:56:23 PM MST
	UploadFile201812345678.csv		September 20, 2019 2:53:36 PM MST

- New Folder...
- Delete
- Rename...
- Download**
- Download and View
- Upload...
- Copy
- Paste
- Send...
- Permissions
- View
- Properties

2 objects

iACS – File Download

Replaces Mapping a Drive



iACS – File Download

Replaces Mapping a Drive

The screenshot shows a file manager window titled "/cms/eeo on 10.1.1.111". The directory is "/cms/eeo". A table lists two files:

Icon	Name	Size (KB)	Last Modified
	UploadFile201712345678.csv	1	September 20, 2019 2:56:23 PM MST
	UploadFile201812345678.csv	1	September 20, 2019 2:53:36 PM MST

A red box highlights the text "Confirmation Your File Was Successfully Downloaded" in the center of the window. Below it, a "Messages" section shows the following text:

```
Downloading UploadFile201712345678.csv  
Successfully downloaded UploadFile201712345678.csv
```

Red arrows point from the message text to the confirmation box.

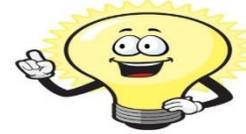
helpful tips



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Helpful Tips!



Setup

Map Minority and EEO Category Codes

Employees MUST have both codes setup in their Personal Data General Tab

Minority Code File is PRTEEO

EEO Category Files are HR Description (HRTDSC) and HR Description Extension (HRTDSCXT)

Note: IDI is being developed for both these options but is not currently ready

Helpful Tips!



Processing

Workforce Snapshot Period

Select pay period that incorporates all frequencies

Choose period between Oct. 1 and Dec. 31 of the reporting year. 2017 and 2018 do not have to be the same period

Time Card History File (PRTTCH) will be used to determine

Weekend Date – Workforce Snapshot Period

Distribution Company and Division - Employees to be reported

Helpful Tips!



Processing

Source Company and Division:

Determine employee's minority code, EEO (job) category and sex

File HR Personal Master (HRTEMP)

Determine employee's reported W2 FIT wages for Pay Bands and Hours

File PR Earnings File (PRTERN)

Helpful Tips!



Processing

Security Clearance:

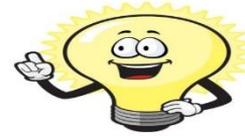
Single Environment use Single Company / Single Division – System will populate Headquarter Company / Division and EIN

Multi-Environment use either

Single Company / All Division – System will populate Headquarter Company used to clear security
Headquarter Division and EIN must be entered

All Companies / Divisions – User must populate Headquarter Company, Headquarter Division and EIN

Helpful Tips!



Processing

Security Clearance:

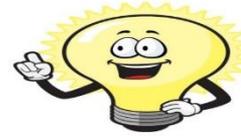
Single Environment use Single Company / Single Division – System will populate Headquarter Company / Division and EIN

Multi-Environment use either

Single Company / All Division – System will populate Headquarter Company used to clear security
Headquarter Division and EIN must be entered

All Companies / Divisions – User must populate Headquarter Company, Headquarter Division and EIN

Helpful Tips!



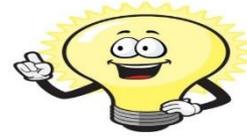
Processing

Module

Module	Message Display	CMS91601	APPM18 - 4
	There were no records selected to process.		

You will receive the following message if there is no data found for your selection

Helpful Tips!



CSV File

New Menu Option to create the file

HR > Reports > Create Component 2 EEO-1 Employer Data File

The file will replace with the last one created

No historical CSV files just the most current to send to EEO

Two options to access CSV files in IFS

Map a Drive in to cms/eeo

New – Client Access Solutions – iACS Download – see slides 70 through 77

Thank You

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