

EEO-1 & VETS 100 Filing

*A presentation of the
BCG Institute for Workforce Development (BCGi)
August 13, 2014*



Overview of Biddle Consulting Group, Inc.

Affirmative Action Plan (AAP) Consulting and Fulfillment	<ul style="list-style-type: none"> • Thousands of AAPs developed each year • Audit and compliance assistance • AutoAAP™ Enterprise software
HR Assessments	<ul style="list-style-type: none"> • AutoGOJA™ online job analysis system • TVAP™ test validation & analysis program • CritiCall™ pre-employment testing for 911 operators • OPAC™ pre-employment testing for admin professionals • Video Situational Assessments (General and Nursing)
Custom Test Development & Validation	<ul style="list-style-type: none"> • “High stakes” test development • Validation studies in response/prevention to litigation
EEO Litigation Consulting /Expert Witness Services	<ul style="list-style-type: none"> • Over 200+ cases in EEO/AA (both plaintiff and defense) • Focus on disparate impact/validation cases
Compensation Analysis	<ul style="list-style-type: none"> • Proactive and litigation/enforcement pay equity studies • COMPare™ compensation analysis software
Publications/Books	<ul style="list-style-type: none"> • EEO Insight™: Leading EEO Compliance Journal • Adverse Impact (3rd ed.) / Compensation (1st ed.)
BCG Institute for Workforce Development	<ul style="list-style-type: none"> • 4,000+ members • Free webinars, EEO resources/tools
Speaking and Training	<ul style="list-style-type: none"> • Regular speakers on the national speaking circuit

Biddle Consulting Group Institute for Workforce Development (BCGi)

- **BCGi Memberships (free): over 5,700 members / 13,000 HRCI credits to-date**
 - Online community
 - Monthly webinars on EEO compliance topics
 - *EEO Insight* Journal (e-copy)
- **BCGi Platinum Membership (paid)**
 - Includes validation/compensation analysis books
 - EEO Tools including those needed to conduct AI analyses
 - *EEO Insight* Journal (e-copy and hardcopy)
 - Access to the BCGi library of webinars, training materials, and much more ...

www.BCGinstitute.org

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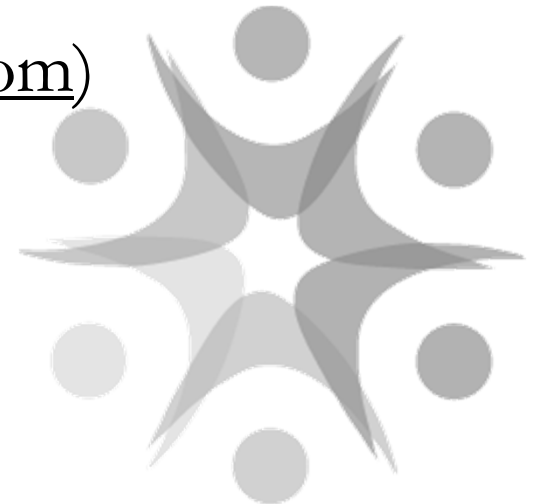
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Agenda

- Introduction
- Who must file?/When to file?/How to file?
- Sample Forms
- Live Pivot Tables
- Notes
- Q&A



Introduction

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
What?	
A compliance survey mandated by the federal statute and regulations that requires a company to report employment data by race/ethnicity, gender and job category	Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) required Federal Contractors and subcontractors to report annually, as of a reporting period, the number of employees and new hires, by job category and hiring location, who are qualified covered veterans
Agency	
EEOC (Equal Employment Opportunity Commission)	VETS Office (Veterans Employment and Training Service)
Other Info:	
<ul style="list-style-type: none"> ○ EEO-1 data is one of the factors that is used by the Office of Federal Contract Compliance Programs (OFCCP) to determine which company establishments to select for compliance reviews. ○ Proof of filing is part of an audit 	The OFCCP now asks for proof of filing during an audit

Who Must File

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
<p>Private Employers and Federal Contractors</p>	<p>Federal Contractors ONLY</p>
<p><u>Private Employers:</u></p> <ul style="list-style-type: none"> ○ Subject to Title VII of the Civil Rights Act of 1964, as amended, with 100 or more employees; OR ○ Subject to Title VII of the Civil Rights Act of 1964, as amended, with fewer than 100 employees if the company is owned by or corporately affiliated with another company and the <u>entire enterprise employs a total of 100 or more employees</u> <p><u>Federal Contractors:</u></p> <ul style="list-style-type: none"> ○ Subject to Executive Order 11246, as amended, <u>with 50 or more employees</u> and a prime contract or first-tier subcontract amounting to <u>\$50,000 or more</u> 	<p><u>§61-250 of the C.F.R. – VETS 100:</u></p> <ul style="list-style-type: none"> ○ Those who have a federal contract of \$25,000 or more entered into on or before December 1, 2003 <p><u>§61-300 of the C.F.R. – VETS 100A</u></p> <ul style="list-style-type: none"> ○ Those who have a federal contract of \$100,000 or more entered into or modified after December 1, 2003

VETS-100 vs. VETS-100A

<p align="center">§61-250 of the C.F.R. – VETS 100 Categories</p>	<p align="center">§61-300 of the C.F.R. – VETS 100A Categories</p>
<p>Special Disabled Veterans</p>	<p>Disabled Veterans</p>
<p>Veterans of the Vietnam Era</p>	<p>Armed Forces service medal veterans (veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985)</p>
<p>Other protected veterans (veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded)</p>	<p>Other protected veterans (veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded)</p>
<p>Recently separated veterans (veterans within 12 months from discharge or release from active duty)</p>	<p>Recently separated veterans (veterans within 36 months from discharge or release from active duty)</p>

When to File

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
Annual report must be filed no later than September 30	Annual report must be filed no later than September 30
EEO-1 survey opens July 1 of every year	VETS 100/100A reporting application opens August 1 of every year



Reporting Information

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
<p>Employment data should include all employees (part time and full time) who were employed <i>during</i> the selected pay period in July through September of current survey year</p>	<p>Employment data should include <i>all employees (part-time and full-time) and identify those who are protected veterans</i> for any payroll period ending between July through August of the current survey year</p>
<p>No requirement to report on new hires</p>	<p>Report all new hires (full time and part-time; <i>veterans and non-veterans</i>) during the 12 month period from the chosen payroll period</p>
<p>Each employee should be reported only once</p>	<p>Employees and new hires who belong to multiple protected veteran categories must be counted in each category</p>
<p>EEO-1 survey opens July 1 of every year</p>	<p>VETS 100/100A reporting application opens August 1 of every year</p>

Reporting Information

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
Employees (and Hires) will be reported by:	
<ul style="list-style-type: none"> ○ EEO category ○ Race and gender ○ Location (establishment) 	<ul style="list-style-type: none"> ○ EEO category ○ By veteran category ○ Location (establishment)
Data/Information Needed:	
<ul style="list-style-type: none"> ○ List of employees ○ EEO category for each employee ○ Race and gender information ○ Complete work location address* ○ NAICS ○ Dun and Bradstreet number ○ Federal Tax ID number ○ EEO Unit Number 	<ul style="list-style-type: none"> ○ List of employees and new hires ○ EEO cat. for each employee/new hire ○ Veteran status ○ Complete work location address* ○ NAICS ○ Dun and Bradstreet number ○ Federal Tax ID number ○ VETS number

*County lookup file: <http://www.eeoc.gov/employers/eo1survey/upload/location.xlsx>

How to File

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
Website:	
File online at EEO-1 Survey website: http://www.eeoc.gov/employers/eo1survey	File online at DOL VETS website: http://www.dol.gov/vets/vets-100.html
Log-in Information:	
<ul style="list-style-type: none"> ○ First Time Filer (FTF) <ul style="list-style-type: none"> • Click on “FIRST TIME FILERS” to create an account ○ Returning Filer – Annual Notification Letter from EEOC sent out with login and new password information by no later than end of July 2014 <ul style="list-style-type: none"> • If you cannot locate the letter, email EEO-1 Joint Reporting Committee at e1.lostloginpassword@eeoc.gov 	<ul style="list-style-type: none"> ○ First Time Filer (FTF) <ul style="list-style-type: none"> • Select “Request Access for a New Company”, you will need to enter your company’s information (i.e. name, address, EIN, DUNS, NAICS) ○ Returning Filer <ul style="list-style-type: none"> • Previous passwords have expired. You will need to login and reset

How to File

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
Method	
Manual Input or Batch Filing	Manual Input or Batch Filing
Manual Input	
<ul style="list-style-type: none"> ○ This is the preferred method for organizations with only one or very few locations to file ○ Can utilize pivot tables to create data counts for manual input into the website (employees) 	<ul style="list-style-type: none"> ○ This is the preferred method for organizations with only one or very few locations to file ○ Can utilize pivot tables to create data counts for manual input into the website (employees and hires)
Batch Filing	
<ul style="list-style-type: none"> ○ This is the preferred method for organizations with multiple locations to file ○ Much more convenient ○ Need some programming work to get the data conform according to the specifications set-up by the EEOC <p>http://www.eeoc.gov/employers/eeo1survey/e1_datafile_2013.cfm</p>	<ul style="list-style-type: none"> ○ This is the preferred method for organizations with multiple locations to file ○ Much more convenient ○ Need some programming work to get the data conform according to the specifications set-up by the VETS Office <p>http://www.dol.gov/vets/programs/fcp/vets100a_upload_instructions.pdf</p>

How to File

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
Batch Filing (Cont.)	
<ul style="list-style-type: none"> ○ Data files will have to be converted into ASCII/Text or CSV/XML format ○ Employers have the opportunity to test the data files prior to emailing for upload https://egov.eeoc.gov//eeo1/test_file_reg.jsp ○ After data is set-up, the employer will need to send the final data to the EEOC via e-mail (eeo1.upload@eeoc.gov) ○ EEOC technician will then: <ul style="list-style-type: none"> • upload your data • communicate with employer if there are any problems with the data • communicate with employer when data is ready for certification 	<ul style="list-style-type: none"> ○ Data files will have to be converted into ASCII/Text or CSV/XML format ○ Contractor is responsible for uploading the final data file into the VETS website ○ All company-related information must exactly match the information in the VETS database (i.e. company name, address, VETS number). If not, the report will generate an error

How to File

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
Notes	
<ul style="list-style-type: none"> ○ Employers MUST file a report for each establishment (i.e., physical work location) 	<ul style="list-style-type: none"> ○ Employers MUST file a report for each establishment (i.e., physical work location) with 50 or more employees
<ul style="list-style-type: none"> ○ ALL employees as of the chosen pay period must be included in the report 	<ul style="list-style-type: none"> ○ ONLY employees who identified as protected veteran should be included in the report. The ‘total employees’ and ‘total new hires’ counts should include both veterans and non-veterans
<ul style="list-style-type: none"> ○ An indication of a “virtual location” or “home office” is no longer acceptable 	<ul style="list-style-type: none"> ○ Establishments with less than 50 employees can be consolidated into a State report (e.g., employer has 5 locations in CA all of which has less than 50 employees, a CA report can be filed for all 5 locations)
<ul style="list-style-type: none"> ○ Employees working from home must be linked to their supervisor’s physical work location 	<ul style="list-style-type: none"> ○ Contractors may still choose to file individual reports for each of their locations and forego the use of the State-consolidated report

Sample Forms

EEO-1 Report (Standard Form 100)	VETS 100/100A Report
<u>EEO-1: Sample Form</u>	<u>VETS 100: Sample Form</u> <u>VETS 100A: Sample Form</u>



Live Pivot Tables

Data



Notes

EEO-1 Filing: Contact the EEO-1 Survey

- **Login ID and/or Password** issues, email e1.lostloginpassword@eeoc.gov
- Experienced **merge/acquisition** since last year, email e1.acquisitionsmergers@eeoc.gov, prior to completing your EEO-1 report
- Experienced a **spin-off** and a portion of your company became a separate entity since last year's survey, email e1.spinoffs@eeoc.gov prior to completing your EEO-1 report
- Receive a **warning message** while attempting to file your company's report, email e1.warning@eeoc.gov or call the Surveys Division of the EEOC at 1-866-286-6440

EEO-1 Status Type

- 2 – Consolidated, automatically created and populated
- 3 – Corporate
- 4 – Location with 50 or more employees
- 6 – Location with less than 50 employees
 - No EEO Unit # will be assigned and you only need to enter the total amount of employees within the establishment. However, you will need to manually update the Type 2 report

Notes

EEO-1 Status Type Continued...

- 8 – Location with less than 50 employees
 - EEO # will be assigned, but you will have to enter all information as you do for a type 4
- 9 – New Location with 50 or more employees (Only for electronic filing)

North American Industry Classification System (NAICS)

- Recently updated in 2012, please visit the NAICS website to verify your business code have not changed. <http://www.census.gov/eos/www/naics/>
- A crosswalk can be downloaded as well from NAICS website
<http://www.census.gov/eos/www/naics/concordances/concordances.html>

Duns & Bradstreet Number (D&B#)

- To check if your company or establishment has a D&B# or to obtain one, please call D&B at (800) 700-2733 or visit: <http://www.dandb.com/>
 - For Federal Contractors and Subcontractors you can search and request for a D&B# on <http://fedgov.dnb.com/webform?source=fedgov>

Q&A

