



## EEO-1 Survey Due September 30th, 2010

Is your organization a private employer with over 100 employees? Is your organization an employer with at least \$50,000 in federal contracts and 50 or more employees? If your answer to either one of these questions is “yes,” then your organization is required to submit an EEO-1 report annually each September to the U.S. Equal Employment Opportunity Commission (EEOC).

For Clients using the PROXUS Payroll and HR Database this report is a snap to run out of our Library of Reports. The following is a sample report, Company EEO-1 Detail that has been exported to Excel. The Library also contains an Employee EEO-1 Detail report as well. Both can be used to help you collect the data that needs to be reported to the EEOC.

PROXUS Managing the business of employment														
Company EEO Detail														
Report Created: 8/14/2009 4:45:54 PM <a href="#">Export To Excel</a>														
Job	A Hisp M	B Hisp F	C White M	D Af Am M	E Haw PI M	F Asian M	G Am Ind M	H 2 + M	I W F	J Af Am F	K Haw PI F	L Asian F	M Am Ind F	N 2 + F
Executive/Sr Level Officials & Managers	0	0	1	0	0	0	0	0	0	0	0	0	0	0
First/Mid-Level Officials & Managers	0	0	0	2	0	0	1	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	2	0	0	1	0	0	1	0	0	0	0	0
Admin Support Workers	0	0	1	0	0	0	0	1	0	0	0	0	0	0
Craft Workers	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Operatives	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Laborers and Helpers	0	0	1	0	0	0	0	1	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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The EEO-1 Form is a report filed with the Equal Employment Opportunity Commission (EEOC), mandated by Title VII of the Civil Rights Act of 1967, as amended by the Equal Employment Opportunity Act of 1972. The Act mandates that employers report on the racial/ethnic and gender composition of their workforce by specific job categories.

All employers located in the 50 states and the District of Columbia with at least 100 employees are required to file an EEO-1 Survey annually. Federal

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government contractors and first-tier subcontractors with 50 or more employees and \$50,000 contracts must file as well. Reports must be filed by September 30<sup>th</sup> each year. Employment figures from any pay period in the third quarter, July through September, may be used.

The reporting system is online through the EEOC Web site at [www.eeoc.gov](http://www.eeoc.gov). Employers who have previously filed receive information annually with their login and password; employers filing for the first time will need to register with the EEOC first and then complete the survey online.

Whether you are filing for the first time or would just like to gain better efficiencies in meeting this filing requirement, there are some tips and procedures that PROXUS has developed to assist employers in this process:

- 1) Ensure that all employees have completed a voluntary EEO-1 self-identification form listing the race/ethnicity categories that were recently revised in 2007.
- 2) Determine the company's reporting locations and their respective employee distribution and aggregation.
- 3) Obtain an employee listing from one pay period within the reporting period for the year that includes all of the pertinent data required to complete the survey.
- 4) Group employees by location.
- 5) Determine the number of employees for each category using the raw data and job type, and complete the survey on the EEOC Web site.
- 6) Certify the report online and print completed information to maintain for future reference.

For more information about how PROXUS can become an extension of your HR Department and assist you with this survey OR to see a demonstration of the Payroll and Human Resource Database, please call Director, Client Services, June Garafano at (215) 654-9140 ext. 404 or [jgarafano@proxushr.com](mailto:jgarafano@proxushr.com).

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*August 19, 2009*