

# CA Pay Transparency

Last Modified on 04/18/2024 1:37 pm CDT

## Overview



There are two reports that can be used for upload to the state of California to align with state reporting requirements outlined in [Section 12999](#) of the government code:

- CA Pay Transparency Report
- CA Pay Transparency Report Labor Contractors

CA Pay Transparency X All Report Groups All Record Types CLEAR FILTERS X

FAVORITES ALL REPORTS

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	<b>CA Pay Transparency Report</b> Report designed to be used for upload to the state of California to align with state reporting requirements outlined in Section 12999 of the Government Code.	Employee Reporting	☆
	<b>CA Pay Transparency Report Labor Contractors</b> Report designed to be used for upload to the state of California to align with state reporting requirements outlined in Section 12999 of the Government Code for labor contractors.	Employee Reporting	☆

**\*Note\*** These reports are located within the "Employee Reporting" group.

If you do not already have access to these reports, you will need to have access to the appropriate report security group. For more information on report security groups, please see the article titled [Beyond - Managing Security Groups](#).

## Reporting Updates

To remain compliant with California requirements, the following additions have been made for 2024:

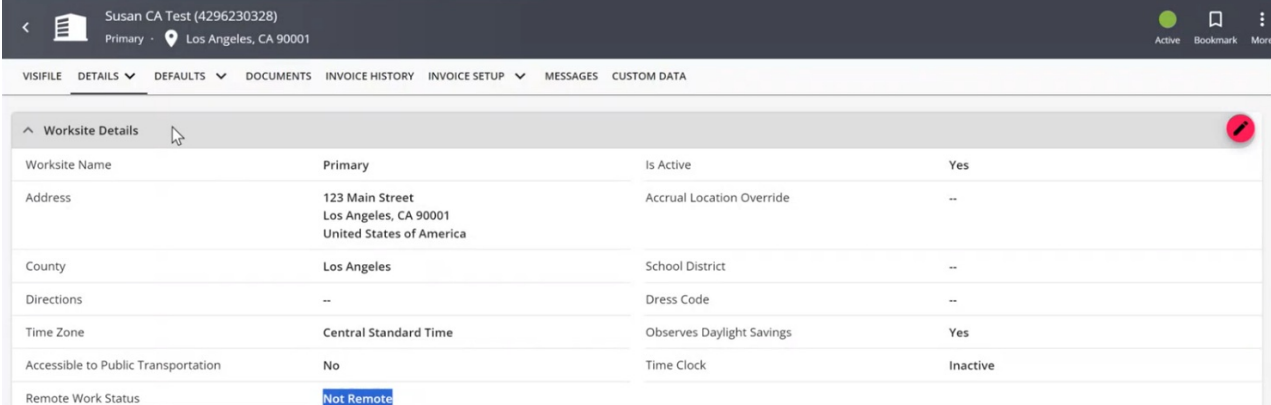
- Track "Remote Work Status" on Job Order, Worksite, and Assignment.
- Assign [NAICS \(North American Industry Classification System\)](#) code to a Customer/Department.
- Record Gender and Race, separate from EEO, based on where an employee works/lives, along with how the information was recorded.

**\*Note\*** The above additions are available within both Beyond and Enterprise.

## Remote Work Status

The Remote Work Status is required for Customer Worksites that are located within California.

To add or update the "Remote Work Status" field, navigate to the Customer > Details > Worksite > Worksite Details > Remote Work Status:



The screenshot shows a software interface with a dark header bar containing the text "Susan CA Test (4296230328)", "Primary", and "Los Angeles, CA 90001". Below the header is a navigation menu with options: VISIFILE, DETAILS, DEFAULTS, DOCUMENTS, INVOICE HISTORY, INVOICE SETUP, MESSAGES, and CUSTOM DATA. The main content area is titled "Worksite Details" and contains a table with the following data:

Worksite Name	Primary	Is Active	Yes
Address	123 Main Street Los Angeles, CA 90001 United States of America	Accrual Location Override	--
County	Los Angeles	School District	--
Directions	--	Dress Code	--
Time Zone	Central Standard Time	Observes Daylight Savings	Yes
Accessible to Public Transportation	No	Time Clock	Inactive
Remote Work Status	Not Remote		

**\*Note\*** By default, the "Remote Work Status" field will be marked as "Not Remote".

Select the Pencil at the top right of the "Worksite Details" card to open the "Worksite Details" window and select the appropriate "Remote Work Status":

**Worksite Details - Worksite Details**

1 Worksite Details — 2 Payroll Taxes — 3 Sales Taxes — 4 Time Clock Setup

\* City  
Los Angeles

\* State  
California

\* Zip Code  
90001

\* Country  
United States of America

\* Time Zone  
Central Standard Time

\* Remote Work Status  
Not Remote

REMOTE WORK STATUS

Not Remote

Remote

Other Information

Dress Code

Observes Daylight Savings  Accessible to Public Transportation

Directions

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Once the appropriate "Remote Work Status" has been chosen, select "Submit" to save the changes.

**\*Note\*** Once the "Remote Work Status" has been selected on the Worksite record, newly created Job Order and Assignment records under that Worksite will inherit the "Remote Work Status" from said Worksite record.

In the event you have multiple Job Orders/Assignments for that Worksite, you can manually update the "Remote Work Status" directly from those Job Order and Assignment records.

### NAICS Code

The NAICS, or North American Industry Classification System Code, is required for Customer records that are located within California.

To add or update the NAICS Code, navigate to the Customer record > Details > Customer Information > (NAICS) Code:

Peppermint Twisty (4296005636)  
Primary · anaheim, CA 78777

Active Onboarding Reports Tasks DNA Status Bookmark More

Bookmarks

Employees

Christopher Robin  
Visifile / 4295097670

Recent History

Peppermint ...  
Details / 4296...

Peppermint ...  
Worksites / 42...

Peppermint ...  
Visifile / 42960...

Peppermint ...  
Worksite / 429...

VISIFILE DETAILS DEFAULTS DOCUMENTS INVOICE HISTORY INVOICE SETUP MESSAGES CUSTOM DATA

Customer Information

Id	4296005636	Customer Name	Peppermint Twisty
Department Name	Primary	Parent	--
Website	--	Branch	High Tech NE
(NAICS) Code	--	Status	Active >
Activation Date	10/6/2022		

**\*Note\*** You may only select **one** NAICS Code per Customer record.

**\*Note\*** For more information on the NAICS Codes, you can select the link from directly within Beyond:

\* (NAICS) Code

For more information, please go to the [NAICS website](#).

Select the Pencil at the top right of the "Customer Information" card to open the "Customer Information" window and select the appropriate NAICS Code:

(NAICS) CODE	TITLE
31	Manufacturing
32	Manufacturing
33	Manufacturing
3346	Manufacturing and Reproducing Mag...
33461	Manufacturing and Reproducing Mag...
45993	Manufactured (Mobile) Home Dealers
321991	Manufactured Home (Mobile Home) ...

31 ✕ ^

For more information, please go to the [NAICS](#) website.

\* Activation Date  
10/6/2022 ✕

Status  
**Active** >

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Once the appropriate NAICS Code has been chosen, select "Submit" to save the changes.

**\*Note\*** The NAICS Code will need to be manually applied to all applicable Customer and Department records located within California.

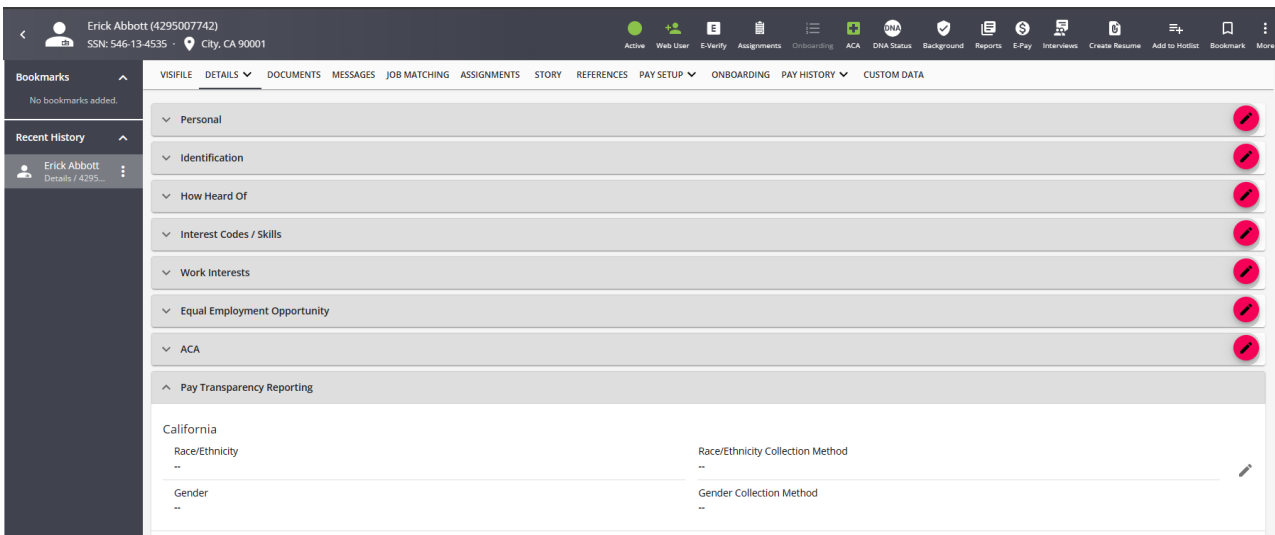
### Gender and Race

The Gender and Race/Ethnicity fields are required for employees working within California.

To add or update the Gender and Race/Ethnicity information, navigate to the Employee > Details > Pay Transparency Reporting:

**\*Note\*** Permissions to add/update information within the Pay Transparency Reporting card are linked to the same permissions required to add/update the information within the Equal Employment Opportunity card.

For more information on security groups, please see the article titled [Beyond - Managing Security Groups](#).



Select the Pencil to the right of the "Pay Transparency Reporting" card to open the "Edit Pay Transparency for California" window and select the appropriate options:

- Race/Ethnicity
  - Hispanic/Latino
  - Non-Hispanic/Latino - White
  - Non-Hispanic/Latino - Black or African American
  - Non-Hispanic/Latino - Native Hawaiian or Other Pacific Islander
  - Non-Hispanic/Latino - Asian
  - Non-Hispanic/Latino - American Indian or Alaskan Native
  - Non-Hispanic/Latino - Two or More Race
- Gender
  - Male
  - Female
  - Non-Binary
- Race/Ethnicity/Gender Collection Method
  - Current employee records
  - Other reliable records or information
  - Observer Perception

### Edit Pay Transparency for California

Race/Ethnicity	Race/Ethnicity Collection Method
Non-Hispanic/Latino White	Current employment records
Gender	Gender Collection Method
Male	Current employment records

SAVE AS DRAFT CANCEL SUBMIT

Once the appropriate options have been chosen, select "Submit" to save the changes.

## Related Articles

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