

IL Equal Pay Reporting

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Overview

Illinois requires private businesses with 100 or more employees within the state to submit an application to obtain an Equal Pay Registration Certificate (ERPC) by providing certain pay, demographic, and other data to the Illinois Department of Labor.

Note For more information on the Equal Pay Registration Certificate (EPRC) requirements, please see the [FAQ](#) from the state of Illinois.

To assist in compliance with the state of Illinois, the IL Equal Pay export has been converted into a report that can be run within Beyond and Enterprise. The report can then be exported and uploaded to the state of Illinois.

The screenshot shows a search interface with a search bar containing 'IL'. Below the search bar are filters for 'All Report Groups' and 'All Record Types', along with a 'CLEAR FILTERS' button. Below the filters are tabs for 'FAVORITES' and 'ALL REPORTS'. The 'ALL REPORTS' tab is active, showing a list of reports. The first report is 'IL Equal Pay', which is marked as a favorite with a yellow star. The report description is 'Allows you to export data needed for the IL EPRC application process in a CSV format.' The report is categorized under 'Employee Reporting' and is also marked as a favorite with a yellow star. The interface shows 'Showing 1 of 4' reports.

Note This report is 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](#).

Understanding the Report

Once the "IL Equal Pay" report has been opened, you will be able to run the report based on the following parameters:

- **Year:** The year the report will be filtered for.
- **EINC:** The EINC the report will be filtered for.
- **County Override:** Allows you to enter a value that will be used for all employee's Counties.
- **Hours Worked Paycodes:** Paycodes where associated hours should count towards hours worked.

Once the parameter values have been determined, select "View Report":

Hours Worked Paycodes: AP - Accounts payable, Berea... | County Override: | Year*: 2024 | EINC*: 0

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You will see the following information within the report:

Hours Worked Paycodes: AP - Accounts payable, Berea... | County Override: | Year*: 2024 | EINC*: 0

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First Name	Last Name	SSN	Gender	Race	Ethnicity	Wages	Hours Worked	Hire Date	Term Date	Job Classification	Job Title	County	P
Wanda	Vision	5344	Prefer not to identify	Prefers not to identify		100.00	10.00	10/25/2023		First/Mid-Level Official or Manager	Unknown	Cook	H
elaina	griswald	3333	Female	White alone	Not Hispanic or Latino	6300.00	280.00	9/5/2023		First/Mid-Level Official or Manager	Unknown	Cook	H

First Name, Last Name, & SSN

- These are standard fields indicating the first name, last name, and last 4 of the SSN for the employee.

Gender & Race/Ethnicity

- The Gender and Race/Ethnicity fields are required for employees working within Illinois.
- 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](#).

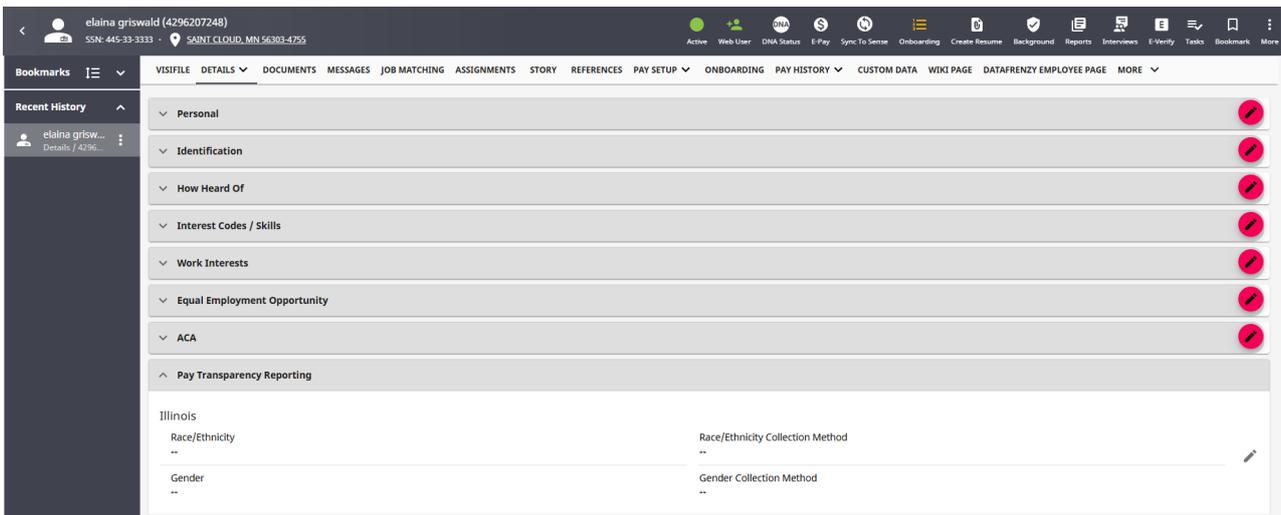
If you utilize custom Security Groups with Advanced Permissions, you will need to add the Access to the "Pay Transparency" form within Employee > Details to the Security Groups that require the functionality:

BY PAGE | BY FIELD | Selecting a parent selects children

Search: Pay Transparency X

- Employee Access
 - Details
 - Details Page Access
 - Pay Transparency Form Access
 - Race/Ethnicity Collection Method Field Read Write
 - Race/Ethnicity Field Read Write
 - Gender Collection Method Field Read Write
 - Gender Field Read Write

For more information on created custom Security Groups with Advanced Permissions, please see the following article titled "[Beyond - Creating Security Groups with Advanced Permissions](#)".



- Select the Pencil to the right of the "Pay Transparency Reporting" card to open the "Edit Pay Transparency for Illinois" 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 - Middle Eastern or North African
 - Non-Hispanic/Latino - Some Other Race
 - Non-Hispanic/Latino - Two or More Races
 - Non-Hispanic/Latino - Prefers Not to Identify
 - Gender
 - Male
 - Female
 - Non-Binary
 - Prefers Not to Identify
 - Race/Ethnicity/Gender Collection Method
 - Employee Voluntary Self-Identification
 - Current employee records
 - Observer Perception
- Once the appropriate options have been chosen, select "Submit" to save the changes.

Edit Pay Transparency for Illinois

Race/Ethnicity Not Hispanic or Latino White alone	Race/Ethnicity Collection Method Current employment records
Gender Female	Gender Collection Method Current employment records

SAVE AS DRAFT
CANCEL SUBMIT

Wages & Hours Worked

- “Wages” means any compensation paid to an employee by an employer pursuant to an employment contract or agreement between the two parties, including wages, salaries, earned commissions, deferred compensation, earned bonuses, stocks and ownership shares. Wages include wages paid for Vacation and PTO. Wages as reported on an employee’s W2-Box 5 **should have** the most complete information for the purposes of EPRC data reporting.
- “Hours” means all compensated hours. Hours include hours paid for vacation and PTO.

Hire Date & Termination Date

- The "Hire Date" is coming from the "Start Date" on the Assignment record.
- The "Termination Date" is coming from the "End Date" of the last Assignment record.

Job Classification & Job Title

- For "Job Classification", this is the "EEO Class" that is linked to a "Job Title" found via B Menu > System Settings > EEO Class:

EEO Class	Job Title	Job Classification
1	Officials & Managers	First/Mid-Level Official or Manager
2	Professionals	Professional
3	Technicians	Technician
4	Sales	Sales Worker
5	Office & Clerical	Administrative Support Worker
6	Craft Workers (skilled)	Craft Worker
7	Operatives (semiskilled)	Operative
8	Laborers (unskilled)	Laborer or Helper
9	Service Workers	Service Worker
10	Executives	Executive/Senior Level Official or Manager

- The "Job Title" is coming from the "Job Title" listed on the Assignment record via Assignment > Details > Job Information > Job Title

County

- The Illinois county where the employee actually works or the Illinois county where the employee reports to management.

Paid HS & Base Hourly Rate

- The value within the "Paid HS" field is indicated via whether the employee is being paid Hourly or Salary within the Assignment record.
 - If the employee is being paid Hourly, "H" will be shown within the report.
 - If the employee is being paid Salary, "S" will be shown within the report.
- The "Base Hourly Rate" is the Pay Rate from the Assignment record. A separate line will be shown on the report for each unique Pay Rate.

CBAYN

- This field will need to be manually configured once the report has been exported from Beyond/Enterprise.
 - If the employee is covered by a CBA, enter "Y".
 - If the employee is not covered by a CBA, enter "N".

Exporting and Uploading the Report

Once the report has been generated and verified, you will need to do the following:

1. Export the report as an Excel file from Beyond/Enterprise.
2. Validate/Update information within the "CBAYN" field.
3. Upload finished report to the Illinois Department of Labor.

Related Articles