

# EEO-1 Report

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## Overview

The EEO-1 report displays a count of how many employees you have in each race, job, and gender category.

EINC\* 23213, A1's Beef HQ, Aquasca... Branch Name\* 10 -Eval SE, 1234 - 10th Plane... Date Filter\* Weekend Bill Date\* 12/22/2024 Group By\* Branch Include Paycode \$2 Bonus, 3rdPtySick, AP, Auo... Include Inactive Branches\* Yes

Show Blank Rows\* No Export\* No

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Branch	Job Category	Hispanic or Latino Males	White Males	Black or African American Males	Asian Males	White Females	Native Hawaiian or Other Pacific Islander Females	Asian Females	American Indian or Alaska Native Females	Job Category Totals
Canada Test	First/Mid-Level Officials and Managers						1			1
Canada Test Totals							1			1
Eagan	First/Mid-Level Officials and Managers		1	1	1				1	4
	Sales Workers	1								1
Eagan Totals		1	1	1	1				1	5
Frodo_Staff	Professionals							1		1
Frodo_Staff Totals								1		1
SS: Samwise	Service Workers			1						1
SS: Samwise Totals				1						1
AAtest01	First/Mid-Level Officials and Managers		1			1				3
AAtest01 Totals			1			1				3
Report Totals		1	2	2	1	1	2	1	1	11

You may configure the job categories within the administration section by classifying each job title to said EEO category. The job categories pull off of the specified EEO class on the job title from the assignment record. This report will not show a category, race or gender if there are no employees in the system in that area.

**\*Note\*** The EEO-1 report/export can be used filing with the EEOC. Instructions on the export can be found at the bottom of this article.

## EEO-1 Report Parameters

The following parameters are used when running the EEO-1 report:

- **EINC:** Select which EINCs should be included in the report
- **Branch Name:** Select which branches should be included in the report
- **Date Filter:** Select the appropriate date filter to be used (Weekend Bill, Weekend Date, Check Date)
- **Date:** Select the appropriate date based on the option selected within the "Date Filter" parameter
- **Group By:** Select the appropriate options based on how you require data to be displayed (EINC, Branch, Branch Address, Worksite, Branch Custom Property 1, Branch Custom Property 2, and No Grouping)

**\*Note\*** The EEO-1 Component 1 report instruction booklet instructs employers to file reports based on

“Establishment”.

The EEOC defines an Establishment as "generally a single physical location where business is conducted or where services or industrial operations are performed (e.g., factory, mill, store, hotel, movie theater, mine, farm, airline terminal, sales office, warehouse, or central administrative office). Establishments at different physical locations must be reported as separate establishments even if conducting the same business or performing the same services or industrial operations. In addition, employers should only include establishments located in the 50 United States and the District of Columbia"

For more information on EEOC requirements, please see the following [instruction booklet](#).

There are many ways an Establishment could be represented within TempWorks, so multiple "Group By" options are available to choose from.

- **Include Paycode:** Select paycodes that should be included for this report.
- **Include Inactive Branches:** This report is intended to be pulled for a past year, so branches that were previously active may be inactive now.
- **Show Blank Rows:** Selecting "Yes" will include rows for Group By's, Job Titles, Races, and Genders that have no data.
- **Export:** Depending on the option selected, the report will be displayed differently:
  - If "No", the report is displayed in its default configuration and includes an "Error" section (outlined below)
  - If "Yes", the report is displayed in a format that allows for exporting as an Excel file to be used during the upload process to the EEOC (instructions included at the bottom of this article)

EINC*	Branch Name*	Date Filter*	Date*	Group By*	Include Paycode	Include Inactive Branches*
23213, A's Beef HQ, Aquasca...	10 -Eval SE, 1234 - 10th Plane...	Weekend Bill	12/22/2024	Branch	\$2 Bonus, 3rdPtySick, AP, Auo...	Yes
Show Blank Rows*			Export*			
No			No			

## EEO-1 Errors & How to Fix Them

When generating the report, the following are errors that can be received:

Error Message	Error Meaning	How to Fix
"Critical: There are employees missing a gender that would otherwise be included"	One or more employees paid in the pay period selected do not have a gender filled out on their employee record.	Employee > Details > Equal Employment Opportunity > Gender

Error Message	Error Meaning	How to Fix
"Critical: There are employees missing a race that would otherwise be included"	One or more employees paid in the pay period selected do not have a race/ethnicity/nationality filled out on their employee record.	Employee > Details > Equal Employment Opportunity > Race/Ethnicity
"Critical: There are Job Titles in use during the selected pay period that do not have an EEO Class filled out"	One or more job titles used during the pay period selected do not have an EEO Class set up.	B Menu > System Settings > Job Titles > Edit > EEO Class
"Warn: There are employees that selected 'I choose not to disclose' or 'Non-Binary' for their gender, and are not included in binary results"	The EEO-1 file specifications and instruction booklet have fields for Female and Male only. Employees who have selected one of the above gender options will not be counted in the report.	N/A
"Warn: There are employees that selected 'I choose not to disclose' for their race, and are not included in results"	The EEO-1 file specifications and instruction booklet have 7 specific race categories and they do not include an 'I choose not to disclose' option.	N/A

- ❑ Critical: There are employees missing a gender that would otherwise be included. Expand to see list of employee IDs.  
4295091174
- ❑ Critical: There are employees missing a race that would otherwise be included. Expand to see list of employee IDs.  
4295091174
- ❑ Critical: There are Job Titles in use during the selected pay period that do not have an EEO Class filled out. Expand to see list of Job Titles.  
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Branch	Job Category	White Males	Black or African American Males	Asian Males	White Females	Native Hawaiian or Other Pacific Islander Females	Asian Females	American Indian or Alaska Native Females	Job Category Totals
Canada Test	First/Mid-Level Officials and Managers					1			1
Canada Test Totals						1			1
Eagan	First/Mid-Level Officials and Managers	1	1	1				1	4
Eagan Totals		1	1	1				1	4
Frodo_Staff	Professionals						1		1
Frodo_Staff Totals							1		1
SS: Samwise	Service Workers		1						1
SS: Samwise Totals			1						1
AAtest01	First/Mid-Level Officials and Managers				1	1			2
AAtest01 Totals					1	1			2
Report Totals		1	2	1	1	2	1	1	9

## EEO-1 Export

The EEOC requires the submission of the EEO-1 report information. This section outlines how to utilize the "Export" parameter of the EEO-1 report along with additional requirements of the EEOC.

From "How to File" section of the [EEOC Instruction Booklet](#):

"The EEOC requires electronic submission of EEO-1 Component 1 report(s) through a web-based data collection application (i.e., portal) referred to as the EEO-1 Component 1 Online Filing System (OFS). The OFS is accessible at [www.eeocdata.org/eo1](http://www.eeocdata.org/eo1)."

When generating the EEO-1 report, selecting "Yes" for the "Export" parameter allows the report to be displayed in a format that allows for exporting as an Excel file to be used during the upload process to the EEOC:

EEOC OFS Report Generation Interface

EINC\*: 23213, A's Beef HQ, Aquasca...  
 Branch Name\*: 10 - Eval SE, 1234 - 10th Plane...  
 Date Filter\*: Weekend Bill  
 Date\*: 12/22/2024  
 Group By\*: Branch  
 Include Paycode: \$2 Bonus, 3rdPtySick, AP, Auo...  
 Include Inactive Branches\*: Yes

Show Blank Rows\*: No      Export\*: Yes

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OFS Company ID here	Status Code here	OFS Company ID/Establishment-Level Unit ID here	AAtest01 Employer/HQ/Establishment Name here	Company Address Line 1 here	Company Address Line 2 here	City Name here	State Abbreviation here	Zip Code here	leave blank	leave blank	leave blank	Federal Contractor Designation here	leave blank	County Name here	*12/22/2024	NAICS Code here	Title Of Certifying Official here	Name Of Certifying Official here	Telephone Number here	Email Address Of Certifying Official here	Executive/Senior	Hispanic or Latino Males
			AAtest01												12/22/2024							(
			Canada Test												12/22/2024							(
			Eagan												12/22/2024							(
			Frodo Staff												12/22/2024							(
			SS: Samwise												12/22/2024							(

**\*Note\*** This is **not** a full export that can be saved and uploaded directly.

Multiple fields **must be manually** filled out by the user. When manually filling out these fields, you must follow the file specifications outlined by the EEOC in the data file specs (<https://www.eeocdata.org/EEO1/home/datafilespecs>).

Once the report has been generated, complete the following:

1. Export the results as an Excel file (XLSX).
2. Fill out fields 1-21, 187, and 188 manually using the [data file specs from EEOC](#).
3. Review the totals in fields 22-186 to confirm they are accurate.
4. Save that file as a CSV comma delimited file (.csv) and upload to the EEOC.
5. For further instructions, please see the "How to File" section in the [EEOC instruction booklet](#).

## Related Articles