Reminder! EE0-1 Reports

Annual Government Filing Due September 30, 2005!

The U.S. Equal Employment Opportunity Commission (EEOC) opened its 2005 EEO-1 reporting period for US private employers July 5th. The EEOC is responsible for collecting workforce demographics by race, gender, and ethnic group from private sector employers with 100 or more employees. *The filing deadline for 2005 EEO-1 forms is September 30, 2005. This is not a voluntary survey, but one required by the Civil Rights Act of 1964.* Companies who receive forms must respond to the survey by using EEOC's web-based system, or other approved options.

2005 Reporting Requirements: There are no new reporting requirements for EEO-1s this year. However, EEOC prefers employers use the web-based filing option to report workforce information. Online filing requires employers to login with an ID and a password. Firms that submitted an email address in 2004 on-line reporting will receive Login ID information via email during the week of July 18th. Upon receipt of login information, they may log into their EE0-1 online database and key data immediately onto screen forms. Other employers will receive Login ID information by mail during the first week of August 2005. Note: passwords will be the same as last year.

Who Must File?

(Note: The Employer Information EEO-1 Survey is conducted annually under the authority of Public Law 88-352 and Title VII of the Civil Rights Act of 1964, as amended.)

All private sector employers with 100, or more employees: (1) subject to Title VII of the Civil Rights Act of 1964, or (2) have fewer than 100 employees, are subject to Title VII, if the company is owned or affiliated with another company, or there is centralized ownership, control or management, and the entire enterprise employs a total of 100, or more employees, or: B. All federal contractors with 50 or more employees that are prime or first-tier subcontractors and have a contract, subcontract, or Purchase Order amounting to $50,000, or more, or serve as a depository of Government funds and are not exempt under 41CFR 60-1.5(2). Data for reporting on employee race, ethnic group and gender must be from any Third Quarter pay period (July 1, 2005 to September 30, 2005).

Federal Contractor Veterans' Employment Report

Due September 30, 2005!

The Department of Labor recently updated its website to open the period for VETS-100 reporting. **This is a required reporting for all US contractors and subcontractors with Federal contracts in excess of $25,000, to report efforts toward hiring and employing veterans in the following categories: (1) veterans of the Vietnam era; (2) special disabled veterans; (3) other protected veterans; and (4) recently separated veterans.** The VETS-100 Report is due annually on September 30th.

(Please note: Pending regulations will raise the VETS-100 reporting threshold to $100,000 and modify categories of veterans that must be reported in the future; however collection of the new veterans groups is still pending regulatory clearance.)

Beginning in 2004, online submission of the VETS-100 Report is strongly encouraged by accessing DOL's website at **www.vets100.com**. However, mailed filings, as well as formatted disks are still acceptable. Instructions on web filing will be sent to contractors during the month of August.

Web Filing Instructions:

a. On the VETS-100 Home Page, click on, "Click here to file your 2005 VETS-100 Report."

b. Fill out the fields on the login form, as instructed.

The login page gives an option of entering your email address to receive confirmation of your submission. Enter your company number as it appears on the pre-printed VETS-100 Report that was mailed, then click "Login" to continue. An electronic replica of the VETS-100 form will appear. Enter data as requested. The page automatically totals numbers entered on the form.

When the Report has been completed, click "Submit." Your VETS-100 Report will be submitted when you see the dialog box "Your VETS-100 Has Been Submitted." This box may only appear using certain Internet browsers. If you do not see the dialog box, a second indication that your report has been submitted will appear in 'print preview.' Please print a copy for your records. If you submit a state consolidated form, email the list of addresses to HelpDesk@vets100.com, or mail a hardcopy to the return address on the VETS-100 Report.

For web filing assistance, email HelpDesk@vets100.com, or call (301) 306-6752.

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Filing for the First Time?

Employers filing EEO-1s for the first time should logon to EEOC's home page at, www.eeoc.gov, and click on "Filing for the first time" on the left side of the page. You will complete registration as a first-time employer by filing out the form on three (3) screen pages.

No reports are required for establishments in Puerto Rico, the Virgin Islands, or other American Protectorates.

Filing Methods

Three (3) filing options are available for 2005:
1. EEOC's Web-based filing (preferred),
2. Filing computer generated reports (a Special Reporting Procedure); and,
3. Data filing.

EEOC's Web-Based Method

EEOC prefers employers use its' web-based process. Benefits of this method are: (a) **no software installations** – the online 'form' is totally web-based – there is no software installation needed; (b) **security is enforced** – data is moved on the internet using encryption and assuring privacy; (c) **reuse of data** – information will be pre-filled from the previous year to speed up data entry; and (d) **historical data access** – up to 10 years of EEO-1 data will be available for your establishments.

Online filing requires a password to login. Passwords will be sent by mail to companies beginning July 18, 2005. Please ensure that your company's EEO-1 contact is notified to expect this information. Employment data should include ALL full-time and part-time employees employed during the selected payroll period.

Questions may be addressed to:

> EEO-1 Joint Reporting Committee
> P.O. Box 19100, Washington, D.C. 20036-910
> Phone: 1-866-286-6440; Fax: 202-663-7185
> TTY: 202-663-7184

Email Customer Service:

> e1.techassistance@eeoc.gov (Toll-Free)

To request an Extension:

Submit an email to the address below before September 30, 2005. Include: Company name, number, address, and contact information of the individual responsible for EEO-1reporting.

> e1.extensions@eeoc.gov.

Computer Generated Reports

EEO-1s submitted in computer printout form are a Special Reporting Procedure (SRP). The company MUST have written approval from The Joint Reporting Committee prior to using this format. The format is strictly optional. A letter requesting permission to use this SRP, with an attached test printout in specific format, must be submitted to EEOC for review with written verification of acceptability. Basic requirements for submission of data for single and multi-establishments can be found at, www.eeoc.gov/eeo1survey/howtofile.html.

Data Filing

Submission of reports via Data File, instead of Standard Form 100, is a voluntary effort. Employers who elect to use this Alternate Reporting Format (ARF) must comply with all requirements, without exception, listed on EEOC's website. Refer to www.eeoc.gov, then, click one of the menu items on the left hand side of the home page for detail information on Data Filing.

Frequently Asked Questions (FAQs)

Q. How can I confirm my company's Login ID & Password?

If you cannot locate your company's Login ID and Password, contact the EEO-1 Joint Reporting Committee at: 1-866-286-6440 (Toll-Free), 202-663-7185 (Fax) or email: e1techassistance@eeoc.gov.

Q. Who is required to file an EEO-1 report?

A. (1) All employers with 100 or more employees; or

(2) All federal government contractors and first-tier subcontractors with 50 or more employees **and** a contract amounting to $50,000 or more.

Q. What is the distribution for EEO-1 report copies?

If you file online, there is no need to send anything to us. If you request paper forms, mail signed, original report to the EEO-1 Joint Reporting Committee. Retain a copy of the EEO-1 report for your files.

Q. What is a company's EEO-1 identification number?

The number printed on 'Company Name and Address' sheet or the EEO-1 form as CO=XXXXXXX is the unique identification number assigned to your company. The number indicated in a company's database located in the ***EEO-1***

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Online Filing System or printed on an EEO-1 form as U=XXXXXXX is the unique identification number for a company establishment. Unit Number never changes for an establishment. Company Number & Unit Number are used together to identify an establishment within a company.

Q. My company merged with another entity. How should I complete the EEO-1 report?

Please contact the EEO-1 Joint Reporting Committee and provide the name and address of the new parent company.

Q. Does the EEO-1 report require data about job applicants?

No. The EEO-1 report only requires employment data by race/ethnic, gender and job categories.

Q. For the paper EEO-1 form, computer printouts and EEO-1 data file, what general, quick check can be made for accuracy of reported employment?

- Single-establishment companies - The sum on Line 10, Column A, Section D - Employment Data, must equal the sum of Line 10 for Columns B-K.

- Multi-establishment companies - The total sums indicated on the Headquarters Report, Establishment Report(s), and/or Establishment List (locations employing fewer than 50 employees) must equal the employment sum of Line 10 for Columns B-K.

Q. May I use employment data from any payroll period during the current survey year?

A. No. Employment data must be used from one (1) payroll period during Third Quarter (July, August or September) of the current survey year.

Q. How should I report employees who perform work in two (2) or more jobs?

A. Report an employee only once, according to the job where he/she spends the most time. Report all employees in jobs where they actually work – not jobs where they have been trained. ★ ★ ★

Gerstco's 2005 Fall Calendar

September 15	EEOCC Breakfast Meeting
October 20 & 21	AAP Strategic Implementation Workshop
November 17	EEOCC Breakfast Meeting
December 1 & 2	AAP Basics Workshop

New Special Compensation Analysis Service Now Available

Upon request, Gerstco will provide special, in-depth compensation analysis to Federal contractors involved in OFCCP Compliance Evaluations. This enhanced support and service is in response to Department of Labor/OFCCP's proposed regulations dated November 16, 2004, on the subject of systemic compensation discrimination under Executive Order 11246.

OFCCP's proposed regulations on systemic compensation discrimination, while not yet finalized, seek to determine if a contractor's pay practices are discriminatory when employees are "similarly situated." As noted in the regulations, the Agency's analysis involves comparing the similarity of work performed, the levels of responsibility attained, and skills and qualifications of individuals in the positions in question.

Software Used

COMPBase, Gerstco's software for testing for systemic discrimination, includes a full array of statistical formulae and tools necessary to accurately evaluate a contractor's pay practices and results. For example:

a. Complete Data Flexibility – The capability to import hundreds of data items for each employee. Data items can be performance information, educational levels, professional experience, or any other information the contractor considers when establishing employee compensation.

b. Integration with Leading Statistics Package - COMPBase is integrated with a leading desktop statistics package to provide a wealth of sophisticated tests and publication-quality charts and graphs. Multiple Linear Regression, ANOVA, histograms, scatter plots, and dozens of other analyses are available with guaranteed accuracy.

c. **SSEG Builder** - **COMPBase** provides a powerful tool to build "Similarly Situated Employee Groups." Any piece of imported data can be used to quickly and accurately gather employees into groups for analysis and comparison.

"Systemic compensation discrimination" as defined in OFCCP proposed regulations, is discrimination under a pattern or practice theory of disparate treatment. If a contractor is found to have engaged in such discrimination the Agency will issue a Notice of Violations based upon anecdotal evidence where there exists a statistically significant compensation disparity using multiple regression analysis.

For compensation analysis information, call 1-800-700-0937.

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employmentAccess 2005 Conference
Unites
Employers, Educators, Manufacturers, & People With Disabilities

Do you know? According to a 1999 Harris Poll:
- Approximately 70% of job-ready adults with disabilities remain unemployed;
- Of working adults with disabilities, nearly one-third earn income at levels below the 'poverty' line;

Background

The national employmentAccess Conference was created in 1999 to focus on all aspects of employment of persons with disabilities. In its sixth year, eA brings together human resource professionals, facilities engineers, technical support professionals, manufacturers, rehabilitation specialists, educators, developers, vendors, and people with disabilities to:

- Learn about access technology for the workplace and classroom
- Discuss future access technology trends and needs for employment
- Understand how to easily integrate access technology into the work site and classroom.

The 2005 eA conference promotes positive hiring practices and the use of technology to close the 'digital divide' that exists for people with disabilities. This year more than 20 sessions are scheduled on topics such as: ergonomics, access technology for the workplace, and integration of persons with disabilities into the workforce.

Presented since 1999 by TransAccess and Sensory Access Foundation, a new member, Project HIRED, has joined the partnership this year. Together these nonprofit organizations have been providing successful employment and accommodation services to persons with disabilities and employers since 1973.

Conference Information

Dates: Wednesday, Sept 28, Thursday, Sept 29, 2005

Location: Microsoft Conference Center

1065 La Avenida, Mountain View, California 94043

Registration: Click, www.employmentaccess.org

Fees: Both Days/Person $35 (Students/Clients FREE)

Contact Person(s):

Maria Nicolacoudis (408) 278-2001

Diana Drews (408) 245-7330

Special Accommodations: Call (408) 245-7330

Sponsored by: Microsoft, Sun Microsystems, Oracle, Wilson Sonsini Goodrich & Rosati Foundation

AAPBase & CENSBase

AAP Software For 2005 – 2006 Reporting

AAPBase, Gerstco's AAP software, is immediately available to Federal contractors for annual Affirmative Action Planning. AAPBase is comprehensive software providing the following AAP requirements and features:

- **Census 2000** – Workforce 2000 information is fully integrated into *AAPBase*.

  A single click opens **CENSBase,** which automatically identifies Availability estimates and weights Census Occupations for AAP job groups. You may focus on industries, earnings, education, and occupations, then identify your firm's recruiting areas.

- **Pay Analysis** – This *AAPBase* feature accurately tests the means, medians and statistical significance of pay ranges/grades, job groups, and job titles, for pay equity analysis for minorities and women. Information is used for management reporting and OFCCP submission during Compliance Evaluations.

- **Impact Ratio Analysis (IRA)** – Employment selection rates for men, women, minorities and non-minorities are analyzed, compared, and further tested to determine the results of any inference of 'adverse impact'.

- **Applicant Tracking** – A unique feature of AAPBase is its capability to act as a powerful applicant tracking and monitoring tool for EEO/AAP analysis. Analyzing hiring practices is done in a single system rather than moving back and forth between different softwares.

- **"eAAP"** – is Gerstco's electronic version of the Affirmative Action Plan. The eAAP offers a convenient and efficient way to send all or portions of the the AAP to other locations & electronicly store the eAAP each year.

For more information, call 1-800-700-0937.

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