

Gerstco's Alert

2021 ANNUAL VETS-4212 FILING

BACKGROUND

Contractors or subcontractors who enter into, or modify, a contract or subcontract with the federal government, and meet the criteria in the regulations (41CFR 61-300), are required to report annually on their affirmative action efforts in employing veterans. *Data reported through the VETS-4212 form is used by OFCCP for Compliance Evaluations!*

Who Should File VETS-4212 Forms? VETS-4212 Reports are filed when a business has a current **federal government** contract or subcontract worth \$150,000, or more regardless of the number of employees. The contract may be with any Department or Agency of the federal government.

VETS-4212 FILING PROCESS

Annual filing for VETS-4212 information is August 1 – September 30. Reports filed before August 1 will be treated as part of the prior year filing. Contractors who file can submit via:

- **Electronic Filing:** The **VETS-4212 Reporting Application** can be used to file online. Batch Filing is also encouraged for contractors with 10 or more hiring locations, via batch upload, to expedite the process.
- **Paper Filing:** Processing U.S. mailed VETS-4212 forms may be delayed due to COVID-19 rules. To ensure processing, DOL recommends contractors submit reports electronically at <https://vets4212.dol.gov/vets4212/>. Users must download the 2021 form VETS-4212 (PDF) file or EEO-1 Aligned VETS-4212 (PDF) files. After completing the form, email to: vets4212-customersupport@dolncc.dol.gov, or U.S. mail at:

VETS-4212 Submission
Veterans' Employment and Training Service Center
Department of Labor National Contact Center (DOL-NCC)
10221 Wincopin Circle, Suite 300
Columbia, MD 21044

Important Details for Gerstco Clients on Page 2!

Gerstco Clients

REGISTERING, LOGIN, FILING, INFORMATION

Filing Season: August 1 to September 30, 2021

Reporting Period: July 1 through September 30, 2021

NEW VETS-4212 REPORTING APPLICATION!

For 2021, Contractors must register with the NEW VETS-4212 Reporting Application to gain access and provide Contact and Company Identification. This information will then be sent to the company's primary contact for approval. When approved, contractors will receive an email with instructions to complete the registration process.

"Company Contact": This is the primary point of contact with DOL who is responsible for the management of the company, report, and user information that will be submitted through the *VETS-4212 Reporting Application*.

REPORTING PERIOD DEFINED FOR VETS-4212 REPORTS

To establish a VETS-4212 reporting period, enter the end date for the 12-month "reporting period" used as a basis for filing. The "reporting period" is the 12 months preceding the selected payroll period ending date. To determine the "reporting period, select a date in 2021 between July 1 and August 31 that represents the end of a payroll period. Example: if the payroll period ends August 15, 2021, it would then go back one year to August 16, 2020. This is the "reporting period."

DEMOGRAPHICS & DATA: REPORTING REQUIREMENTS

VEVRAA requires federal contractors to report annually the number of *employees in their workforces by job category and hiring location*, who *are Veterans*. VEVRAA also requires contractors to report the number of *new hires* during the reporting period who are Veterans. Gerstco's *2021 VETS 4212 Data Template* is available on our website (gerstco.com/library) to gather the required data elements. Filed reports will consist of:

- a. A Headquarter report.
- b. Individual establishment reports (50+ employees); and
- c. State Consolidated reports (offices under 50 ee's).

GERSTCO VEVRAA FILING SERVICES

Please send your data files to us by COB Friday, August 20, 2021. Record Retention: When your Reports have been filed with the DOL, we will then send you copies of the Certified Reports. Please retain the Reports for 3 years.

For more on filing, please contact Meaghan Fox at ext. 2070
For Cost Estimates/Proposals contact Derek Antrim, ext. 2040

Sincerely,

Sylvia Gerst

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