

# Gerstco's Alert

## 2022 ANNUAL VETS-4212 FILING

Filing Season: August 1 to September 30, 2022  
Reporting Period: July 1 through September 30, 2022

### To: Gerstco Clients, Business Partners & Associates:

This is the time of year when Federal Contractors are required to file their VETS-4212 Reports with the Department of Labor's Veterans Employment and Training Service Office. The following is filing information to use in gathering the relevant workforce and hiring data to prepare the required reports.

### BACKGROUND

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

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

### 2022 VETS-4212 FILING PROCESS

The annual filing for VETS-4212 information is August 1 – September 30. Reports filed before August 1, will be treated as part of the currently active filing cycle. 2022 Contractors who file may submit the following ways:

- **Electronic Filing:**
  - [The new VETS-4212 Reporting Application](#) will be used to file online.
  - **Batch Filing** is encouraged for contractors with 10 or more hiring locations, via batch upload, to expedite processing.
- **Paper Filing:** (Note: 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 2022 form VETS-4212 (PDF) file or EEO-1 Aligned VETS-4212 (PDF) file. After completing the form, email to: [vets4212-customersupport@dolncc.dol.gov](mailto: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)  
3110 Fairview Park Drive, Suite 800, Falls Church, VA 22042

## GERSTCO CLIENT INFORMATION

### REGISTERING, LOGIN & FILING

Filing Season: August 1 to September 30, 2022  
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#### NEW! VETS-4212 REPORTING APPLICATION

For 2022, 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. [Click this link to reach the DOL VETS-4212 registration form.](#)

"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*.

#### DEFINING THE REPORTING PERIOD FOR VETS-4212 FILING

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 2022 between July 1 and August 31 that represents the end of a payroll period. Example: if the payroll period ends August 15, 2022, it would then go back one year to August 16, 2021. This is the "reporting period" for Veteran hires and applicants.

#### 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 *2022 VETS 4212 Data Template* is available on our website ([gerstco.com/library](http://gerstco.com/library)) to gather the required data elements. Filed reports will consist of:

- a. A Headquarters report.
- b. Individual establishment reports (50, or more, employees); and
- c. State Consolidated reports (offices under 50 employees).

**WEBSITE LINKS:** [Gerstco's VETS-4212 Excel Template](#)  
[Veterans 4212 Reporting – Frequently Asked Questions \(FAQs\)](#)

#### GERSTCO VETS-4212 FILING SERVICES

Please send you data files to us using ShareFile, Box, or other secure file sharing service by **COB Friday, August 26, 2022**.

**Record Retention:** When your Reports have been filed with the DOL, we can send you a copy of the Certified Reports. Please retain these Reports for 3 years.

For more information on VETS-4212, contact Erin Cozzi: (408) 973.1366, ext. 2050  
For Cost Estimates/Proposals, contact Derek Antrim: (408) 973.1366, ext. 2040.

Sincerely,

**Sylvia Gerst**

President, Gerstco, Inc. [sgerst@gerstco.com](mailto:sgerst@gerstco.com)