



HR, Compliance & People Development

EEO-1 & VETS-4212 Reporting

Kaleigh Ferraro

Raleigh: 919.878.9222

www.capital.org

Greensboro: 336.668.7746

What is an EEO-1 Report?

- The Employer Information Report EEO-1 (Standard Form 100)
- Annual survey used to collect race, ethnicity and gender of a company's workforce
- Establishment based report
- Information reported by Job Categories
- Filed with EEO-1 Joint Reporting Committee (EEOC & OFCCP)

Who must file EEO-1 Reports?

- Private employers with 100+ employees
- Employers with fewer than 100 employees if owned or affiliated with another company and entire enterprise has 100+ employees
- Federal contractors (private employers) who have 50+ employees and \$50,000+ in government contracts, subcontracts or purchase orders

Employers who are exempt

- State and local governments
- School systems and educational institutions covered by other employment surveys
- Corporations owned by federal government
- Indian tribes
- Private membership clubs (other than labor organizations)

How to file?

- Strongly preferred method is to use the *EEO-1 Online Filing System*
 - <http://www.eeoc.gov/employers/eeo1survey/>
 - Assistance
 - EEO-1 Joint Reporting Committee at 1.877.392.4647
 - e1.techassistance@eeoc.gov
- Alternate Filing Methods
 - Paper EEO-1 forms generated by request only
- **NEW for 2016: Companies can upload data files directly**

When is report filed?

- Must be filed no later than September 30th
- Employee information based on a payroll period between July 1 – September 30
- Requests for exceptions or alternate filing cycle must be submitted in writing to the Commission

Which Employees must be included in report?

- All full-time & part-time employees during selected payroll period (July 1-Sept 30)
- Employees at establishments in 50 states and District of Columbia
 - No reports for Puerto Rico, the Virgin Island or other American Protectorates
- “Employees” not included:
 - Temporary employees through employment agency
 - Employees hired on casual basis for specified time or project

Data needed to file

- Employee data including:
 - EEO category
 - Race & Gender
 - Location
- Company information
 - Work location & address
 - NAICS
 - Dun & Bradstreet number
 - Federal Tax ID
 - EEO Unit number

EEO-1 Report Types

- **1** Single-establishment company
- **Multi-establishment company**
 - **2** Consolidated Report (Required)
 - **3** Headquarters Report (Required)
 - **4** Establishment Report (50 or more employees)
 - **6** Establishment List (Option 1)
 - **8** Establishment Report (less than 50 employees) (Option 2)
 - **9** New Location (50 or more employees – *electronic filing only*)

Sample EEO-1 Report

- [EEO-1 Sample](#)

First Time Filers

The screenshot shows a web browser window displaying the EEO-1 Survey page. The browser's address bar shows the URL <https://www.eeoc.gov/employers/eo1survey/>. The page header features the U.S. Equal Employment Opportunity Commission logo and navigation links. The main content area is titled "2016 EEO-1 Survey" and includes a prominent message: "THE 2016 EEO-1 SURVEY IS OPEN." Below this, there is a "Login" button and a link for "FIRST TIME FILERS" which is circled in red. The page also contains a warning about 2015 passwords and a note about data file uploads.

Home > Employers > EEO-1 Survey

2016 EEO-1 Survey

THE 2016 EEO-1 SURVEY IS OPEN.

Login

[FIRST TIME FILERS](#)

The Employer Information Report EEO-1, otherwise known as the EEO-1 Report, is required to be filed with the U.S. Equal Employment Opportunity Commission's EEO-1 Joint Reporting Committee. Reports must be submitted and certified by **September 30, 2016** at the latest.

PLEASE NOTE THAT YOUR 2015 PASSWORD WILL NOT WORK FOR THE 2016 EEO-1 SURVEY

****NOTE: FOR EMPLOYERS SUBMITTING DATAFILES****

COMPANIES CAN NOW TEST AND UPLOAD THEIR OWN DATA FILES. LEARN WHAT'S NEW HERE:
[Data Upload Enhancements](#)

Company Contact Changes

If your EEO-1 contact person has changed, submit a letter on company letterhead signed by an authorized company representative, indicating the new contact's name, title, phone number and email address to the EEO-1 Joint Reporting Committee (JRC) at E1.TECHASSISTANCE@EEOC.GOV. Please remember to include your company number (if known) in your request.

Special Circumstances

Lost Password	Companies can now obtain/reset passwords	https://egov.eeoc.gov/eeo1/login.jsp
Mergers	Mergers after Sept 30, 2015	E1.ACQUISITIONSMERGERS@EEOC.GOV
Acquisition	Acquisitions after Sept 30, 2015	E1.ACQUISITIONSMERGERS@EEOC.GOV
Spin-Offs	Spin-offs after Sept 30, 2015	E1.SPINOFFS@EEOC.GOV
Other Questions		E1.TECHASSISTANCE@EEOC.GOV

Contact EEO-1 Survey Division

Further questions may be addressed to:

EEOC - Surveys Division

131 M Street, NE - Room 4SW22G

Washington, D.C. 20507

Phone: 1-866-286-6440 or 877-392-4647

Fax: 202-663-7185

Email: e1.techassistance@eoc.gov

** If your company would like training on the EEO-1 survey, please contact the EEO-1 Joint Reporting Committee at 1-866-286-6440 (toll-free) or email e1.techassistance@eoc.gov Subject: Training

EEO-1 Questions?



What is a VETS-4212 Report?

- Annual report based on reporting requirements under Vietnam Era Veterans Readjustment Assistance Act (VEVRAA)
- Must be filed no later than September 30th

Who Must File VETS-4212?

- Federal contractors/subcontracts with contracts of \$150,000+ entered into or modified after October 1, 2015
- Previous threshold was \$100,000

What is included in VETS-4212 Report?

- Survey used to collect veteran employment numbers during a payroll period between July 1 – August 31 for each establishment and EEO-1 Job Category
- Number of new hires of a company's workforce for each establishment and EEO-1 Job Category for prior 12 months
- Requests for alternate filing cycle (December 31) must be submitted in writing to EEOC

Data Needed to File

- **Employee Data**
 - EEO category
 - Location
 - Protected veteran status
- **New Hires (12 months prior to payroll)**
 - EEO category
 - Location
 - Protected veteran status
- **Company info**
 - Location & address
 - NAICS
 - Dun & Bradstreet
 - Federal tax ID
 - VETS number

Protected Veteran Categories

- **Active Duty Wartime/Campaign Badge:** A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- **Armed Forces Service Medal:** Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).
- **Disabled Veteran:** (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.
- **Recently Separated:** A veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

How to File VETS-4212

- Preferred method electronically
 - <https://vets4212.dol.gov/vets4212>
- Email submission
 - VETS4212-customersupport@dol.gov
- Mailed to
 - OR POSTAL MAIL: VETS-4212 Service Center
C/O Department of Labor National Contact
Center (DOL-NCC)
15000 Conference Center Drive, Suite B0132
Chantilly, VA 20151

Logging into VETS-4212

- 2015 passwords have all expired for security purposes
- First time accessing system, you'll receive instructions to reset password
(<https://vets4212.dol.gov/vets4212/Account/ResetPassword>)
- Will receive email with link for creating new password

First Time Filers

- Select Request Access for a New Company

VETS-4212 Account Registration Step 1: Provide Your User Details

- Select **Request Access for a New Company** if you need to submit and view VETS-4212 reports for a company is not currently in the system
- When registering with a new company, you will need to provide details about the company such as the Company's name, address and primary point of contact.
- Select **Request Access for an Existing Company** if you need to submit and view VETS-4212 reports for accompanly which is already in the system
- When registering with an existing company, you will need to provide the Company Number for that company
- If the email address you provide is already registered, you do not need to re-register with the application; instead, use the [Forgot Your Password](#) page to set a new password for your account and then log into the system.

User Details

* = Required Information

* First Name

* Last Name

Phone

* Email

* Confirm Email

Same as POC (new company only)

Note: The Primary Point of Contact is responsible for the management of the Company, Report and User information which is entered and submitted through the VETS-4212 application

+ Request Access for an Existing Company

+ Request Access for a New Company

Which Employees must be included in report?

- All full-time & part-time employees during selected payroll period (July 1-Aug 31)
- Employees at establishments in 50 states and District of Columbia
 - Includes employees in Puerto Rico, the Virgin Islands, American Samoa, Guam, Northern Mariana Islands, Wake Island, and Trust Territories of the Pacific Islands
- “Employees” not included:
 - Temporary employees through employment agency
 - Employees hired on casual basis for specified time

VETS-4212 Report Types

- Single Establishment
- Multiple Establishment-Headquarters
- Multiple Establishment-Hiring Location
- Multiple Establishment-State Consolidated

Sample VETS-4212 Report

- [Sample VETS-4212 Form](#)

VETS-4212 Contact Information

- Call customer support at 1-866-237-0275
- Email at VETS4212-customersupport@dol.gov

VETS-4212 Questions?



Contact Us

CAI: 1-919-878-9222 or 1-336-668-7746

Kaleigh Ferraro

1-919-713-5241

Kaleigh.ferraro@capital.org

Mary Robinson

919-431-6091

mary.robinson@capital.org