



e-Alert – Deadline Extended and Requirements Expanded for EEO-1 Reporting

The deadline for EEO-1 reporting has been moved from September 30 to March 31, 2018. Companies with more than 100 employees (including federal contractors) will now be required to report summary pay data and hours worked for their employees, in addition to the usual demographic data they report.

The first EEO-1 report is due by March 31, 2018, for any pay period between October 1 and December 31, 2017. In addition to the standard gender and race/ethnicity information collected for the 10 EEO categories, the report now includes employee W-2 earnings and hours worked. Collection of this new data is intended to assist the Equal Employment Opportunity Commission (EEOC) in identifying possible pay discrimination and to help employers promote equal pay in their workplace.

VETS-4212 Still Due on September 30

If you need to file the VETS-4212 (Veterans Employment and Training Service) report as well, that report is still due by September 30 of each year.

What changed?

The new EEO-1 report adds two new sections for a total of 120 rows and 1,680 cells of information for each report you file. These new sections report the total number of employees and the total number of hours worked by the 12 federally defined pay bands within each of the 10 EEO categories, sorted by race/ethnicity and gender.

How can employers prepare?

1. Employers should take the time to review the new EEO-1 requirements before the March 31 due date. The EEOC has created a sample form, along with a webinar about the changes and a revised instruction booklet for free use [on their website](#). If you have any additional questions or concerns about the changes, [please contact HR Knowledge](#).
2. If you are one of our current clients, we can assist you in preparing and submitting your EEO-1 report. Please email us at hr@hrknowledge.com if you are interested in learning more about this service.

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