Checking Your Employee EEO-1 Data Health

Last Modified on 10/08/2021 1:36 pm EDT

Whether you must report on EEO-1 to the government or not, Wurk makes it easy to identify gaps in your data. Here's the fastest way to do this.

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1. Navigate to the Main menu, then search for EEO Classification.

2. If your report is lacking data, then follow the steps below to fill it in.

Updating Employee EEO Info

3. Navigate to the Main menu, then click Team>My Team>Employee Information and edit each employee record.

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To quickly navigate to an employee record, you can search for them by name in the Search field at the top of the

main menu.



4. On the Employee HR tab, update the Default Job, Ethnicity, and Gender fields.

	Edit Employee Employee: Kenton Clarkson (D&D) (00128) Employee Setup Employee Time Employee T rom Employee HR
2 Make sure these fields are filled out	Pay Information
	Account Demographics
	Seasonal Recently Separated Veteran
	Are You A Protected Veteran Armed Forces Service Medal Veteran Active Wartime Or Campaign Badge Veteran Discharge Date

5. Click SAVE for each record.

If you have any questions about how to clean up this data or for more information on our upcoming benchmarking reports, please contact your Wurk Account Manager.