## Updating Employee EEO Information

Last Modified on 10/18/2021 11:01 am EDT

Make sure you and your managers keep the following Employee Information up-to-date in Wurk:

- Gender
- Ethnicity
- Job Title

This information is typically entered during the New Hire process, or as part of integration when we migrate your data to your new Wurk system. If the data was incomplete, to begin with, this is a good time to review Employee Information records. Updating your data not only provides you with a more complete picture of your organization, but it also ensures compliance with EEO-1 reporting requirements.

## **START HERE**

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

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& Recruitment													

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.



1													
	← Edit Employee												
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	Pay Information												
	Default Job Bud Tender												
2 Make sure these fields are filled out	Job Last Changed												
	Standard Work Day 8.00 (HH.00)												
	Employee Type* Full-Time Non-Exempt V												
	Pay Type Hourty												
	EEO Classification* Sales Workers												
	Default Job WC Type Code												
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	Discharge Date												

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

## 3. 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.