

Updating Employee EEO Information

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

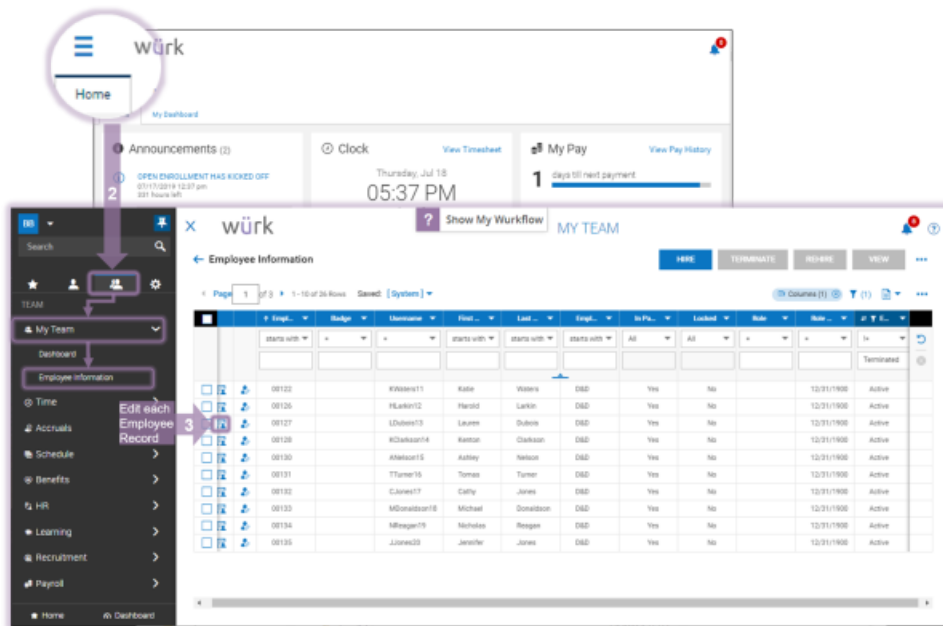
Make sure you and your managers keep the following Employee Information up-to-date in Wurk:

- Gender
- Ethnicity
- Job Title

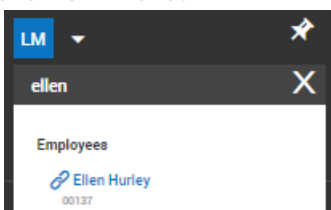
This information is typically entered during the **New Hire** process, or as part of integration when we migrate your data to your new Wurk system. If the data was incomplete, to begin with, this is a good time to review Employee Information records. Updating your data not only provides you with a more 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.



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.



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

← Edit Employee
Employee: Kenton Clarkaon (D&D) (00128)

Employee Setup Employee Time Employee HR **Employee HR**

Click this tab

2 Make sure these fields are filled out

Pay Information

Default Job Bud Tender

Job Last Changed

Standard Work Day 8.00 (HH.00)

Employee Type* Full-Time Non-Exempt

Pay Type Hourly

EEO Classification* Sales Workers

Default Job WC Type Code

Default Job WC Code

Default Workers Comp Code

Payroll Job Title

Account Demographics

Add Photo Actual Marital Status

Citizenship

Disability

Ethnicity

FT Student

Gender U

Primary Language

Seasonal

Are You A Protected Veteran

Recently Separated Veteran

Disabled Veteran

Armed Forces Service Medal Veteran

Active Wartime Or Campaign Badge Veteran

Discharge Date

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.