

# Creating EEO-1 Reporting

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## Create an EEO-1 Form

This job aid covers how to create EEO-1 forms in the application. Forms are automatically populated with information. Electronic data files may also be generated to meet EEOC specifications.

### Create a new EEO-1 Form

The EEO-1 form will populate the available company information and employment data totals found in the application. You can make changes to the populated data on the form, if needed. You will need the company's Unit Number (assigned by the United States EEOC) and the appropriate NAICS Code (activity performed by most employees across all company holdings).

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1. Select **Add Component 1**.
2. Select the correct type of report for **Establishment Employer** (see chart below).
3. Select **OK**.
4. Select **Populate Form**.
5. Choose the applicable workforce snapshot period dates, EIN, Cost Center filter(s), Account Status(es), and Employee Type(s).
6. Select **Save**.

Establishment Employer Type	Definition
Single Establishment Employer	Companies doing business at only one physical address.
Consolidated	For a company that does business at 2 or more physical addresses; allows all employees to be pulled into the EEO-1 form from all EINs.
Headquarters Unit	For a company that does business at 2 or more physical addresses; used to create report for those employees working at the headquarters location for a company.
Individual Establishment	For a company that does business at 2 or more physical addresses; allows the client to pick a single instance of an EIN.
Special	For a company that does business at 2 or more physical addresses; only used if given special requirements from the EEOC.

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Section D-EMPLOYMENT DATA

Employment at this establishment - Report all permanent full- and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

Job Categories	Number of Employees (Report employees in only one category)															Total Col A - N
	Race/Ethnicity															
	Hispanic or Latino		Not-Hispanic or Latino													
			Male						Female							
Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Executive/Senior Level Officials and Managers 1.1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	2	
First/Mid-Level Officials and Managers 1.2	1	1	1	1	0	0	0	0	0	0	0	0	0	1	5	
Professionals 2	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2	
Technicians 3	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	
Sales Workers 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Administrative Support Workers 5	0	0	0	0	1	0	0	0	1	0	0	0	0	0	2	
Craft Workers 6	0	0	0	0	0	2	0	0	0	0	1	0	0	0	3	
Operatives 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laborers and Helpers 8	2	0	1	0	0	0	0	2	1	2	0	0	0	2	10	
Service Workers 9	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2	
TOTAL 10	4	1	3	2	3	3	1	2	3	2	1	0	0	3	28	
PREVIOUS YEAR TOTAL 11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

**Note:**

The snapshot period must be between 10/01/20xx – 12/31/20xx of a prior year to meet EEOC standards.

## Create an EEO-1 Electronic File

Once the EEO-1 form is completed, you generate an electronic CSV/TXT file using the data file specifications set out by the EEOC. Your company is responsible for sending this file to the EEOC.

### 1. Select Electronic File.

If any required fields were missed when the form was created, an error will generate stating what fields need to be populated.

1. Enter the Company Number (provided by the EEOC) and the File Type.
2. Select OK.

**Important Information:**

Additional information regarding the EEO-1 regulations and procedures can be found on the EEOC government website. To view the FAQ regarding EEO-1: <https://www.eeoc.gov/employers/eeo1survey/faq.cfm>