

EEOC Webinar: Overview of the 2022 EEO-1 Component 1 Data Collection



Office of Enterprise Data and Analytics

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October 3, 2023: Presentation to the National Industry Liaison Group (NILG)

Disclaimer: This presentation is to inform interested parties of the 2022 EEO-1 Component 1 data collection. Any views expressed are those of the presenters and not necessarily those of the U.S. EEOC.

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION



Kimberly Essary

Deputy Chief Data Officer

Office of Enterprise Data and Analytics

Kimberly serves as the EEOC's Deputy Chief Data Officer and is a member of the federal government's Senior Executive Service. Kimberly joined the EEOC in 2009 as a career attorney-advisor and beginning in 2018, she served as the Deputy Director and Senior Counsel of OEDA, where she was instrumental in the development and creation of the new office as well as the agency's first data governance board. During her tenure she served as a Federal Data Fellow as part of the government's Federal Data Strategy Team. Prior to joining the EEOC, Kimberly served at the U.S. Department of Labor as a Senior Policy Advisor and as an attorney at the law firm Skadden, Arps, Slate, Meagher & Flom LLP. She holds a J.D., with honor, from the University of Maryland School of Law and an A.B. from Smith College.



Paul Guerino

Director, Data Development and Information Products Division

Office of Enterprise Data and Analytics

Paul serves as the Director of the Data Development and Information Products Division in OEDA. Paul's career has spanned the public, private, and nonprofit sectors. Prior to joining the EEOC in 2021, he served as the Director of Data Analytics at the American Hospital Association. He has also had oversight roles encompassing national data collection and research at the Centers for Medicare & Medicaid Services and the Bureau of Justice Statistics. He holds an M.S. in Survey Methodology from the Joint Program in Survey Methodology at the University of Maryland, and a B.S. in Sociology from Pennsylvania State University.



2022 EEO-1 Component 1 Data Collection

The 2022 EEO-1 Component 1 data collection will open on Tuesday, October 31, 2023. The EEO-1 online Filer Support *Message Center* (i.e., filer help desk) will also be available beginning Tuesday, October 31, 2023, to assist filers with any inquiries they may have regarding the 2022 collection. The deadline to file the 2022 EEO-1 Component 1 report is Tuesday, December 5, 2023.

The 2022 EEO-1 Component 1 Instruction Booklet is now available at https://eeocdata.org/pdfs/2022_EEO_1_Component_1_Instruction_Booklet.pdf. The 2022 EEO-1 Component 1 Data File Upload Specifications are now available at https://eeocdata.org/pdfs/2022_EEO_1_Component_1_Data_File_Upload_Specifications.pdf. All updates about the 2022 EEO-1 Component 1 data collection, including supplementary resource materials, will be posted to www.eeocdata.org/eeo1 as they become available.

To ensure compliance with their mandatory filing obligation, employers should review the updated 2022 EEO-1 Component 1 Instruction Booklet available on the EEOC's dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1) at https://www.eeocdata.org/pdfs/2022_EEO_1_Component_1_Instruction_Booklet.pdf.

Filers should not refer solely to this presentation to complete their required 2022 EEO-1 Component 1 reports.

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) 2022 EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)										EEOC Standard Form 100 (SF 100) Revised 08/2023 OMB Control Number: 3046-0049 Expiration Date: 08/31/2024										
SECTION A – TYPE OF REPORT																				
SECTION B – EMPLOYER IDENTIFICATION																				
OFS COMPANY ID					EMPLOYER NAME															
ADDRESS										CITY/TOWN					STATE		ZIP CODE			
SECTION C – HEADQUARTERS OR ESTABLISHMENT-LEVEL IDENTIFICATION (if applicable)																				
HQ/ESTABLISHMENT-LEVEL UNIT ID					HEADQUARTERS OR ESTABLISHMENT-LEVEL NAME															
HEADQUARTERS OR ESTABLISHMENT-LEVEL ADDRESS										CITY/TOWN					STATE		ZIP CODE			
SECTION D – EMPLOYER IDENTIFICATION NUMBER (EIN)																				
SECTION E – EMPLOYER FILING ELIGIBILITY																				
<input type="checkbox"/> YES (Employer Is Eligible to File) <input type="checkbox"/> NO (Employer Is Not Eligible to File) <input type="checkbox"/> EMPLOYER NO LONGER IN BUSINESS																				
SECTION F – FEDERAL CONTRACTOR DESIGNATION (if applicable)																				
Unique Entity ID (UEI):																				
<input type="checkbox"/> YES (Single-Establishment Employer is Federal Contractor) <input type="checkbox"/> YES (Multi-Establishment Employer is Federal Contractor)																				
<input type="checkbox"/> YES (Headquarters is Federal Contractor) <input type="checkbox"/> YES (Non-Headquarters Establishment is Federal Contractor) <input type="checkbox"/> YES (One or More Non-Headquarters Establishments is Federal Contractor)																				
SECTION G – NAICS INFORMATION																				
SECTION H – WORKFORCE DEMOGRAPHIC DATA																				
JOB CATEGORIES		Race/Ethnicity																		Row Total
		Hispanic or Latino		Not Hispanic or Latino																
				Male								Female								
				Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races			
Executive, Senior Level Officials and Managers																				
First/Mid-Level Officials and Managers																				
Professionals																				
Technicians																				
Sales Workers																				
Administrative Support Workers																				
Craft Workers																				
Operatives																				
Laborers and Helpers																				
Service Workers																				
CURRENT 2022 REPORTING YEAR TOTAL																				
PRIOR 2021 REPORTING YEAR TOTAL																				
SECTION I – WORKFORCE SNAPSHOT PERIOD																				
SECTION J – HEADQUARTERS OR ESTABLISHMENT-LEVEL COMMENTS (optional)																				

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) 2022 EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)															EEOC Standard Form 100 (SF 100) Revised 08/2023 OMB Control Number: 3046-0049 Expiration Date: 08/31/2024				
SECTION K – OFFICIAL CERTIFICATION OF SUBMISSION																			
EMPLOYER IDENTIFICATION																			
OFS COMPANY ID					EMPLOYER NAME														
ADDRESS										CITY/TOWN					STATE		ZIP CODE		
CERTIFICATION COMMENTS (optional)																			
CERTIFICATION STATEMENT																			
"I certify that the information, including any workforce demographic data, provided in this report is correct and true to the best of my knowledge and was prepared in conformity with the directions set forth in the form and accompanying instructions."																			
Knowingly and willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.																			
DATE OF CERTIFICATION																			
EMPLOYER'S CERTIFYING OFFICIAL																			
Name of Employer's Certifying Official					Title of Certifying Official					Email Address of Certifying Official					Telephone Number of Certifying Official				
PRIMARY POINT OF CONTACT (POC) FOR EEO-1 COMPONENT 1 REPORTING																			
Name of Primary POC					Title and Employer of Primary POC					Email Address of Primary POC					Telephone Number of Primary POC				



HOW TO FILE



EEOC requires electronic submission of EEO-1 Component 1 report(s) through a web-based data collection application (i.e., portal) referred to as the *EEO-1 Component 1 Online Filing System* (OFS). The OFS is accessible at www.eeocdata.org/eeo1.

Account holders must submit the employer's workforce demographic data electronically in the OFS through either: (1) manual data entry or (2) data file upload.

"Manual Data Entry" option requires directly entering workforce demographic data into the OFS.

"Data File Upload" option requires uploading a data file using the EEOC's 2022 EEO-1 Component 1 Data File Upload Specifications which may be accessed on the EEOC's dedicated EEO-1 Component 1 website at www.eeocdata.org/eeo1.



The EEOC defines a single-establishment employer as an employer with a single establishment where business is conducted or where services or industrial operations are performed. A single-establishment employer is also referred to as a single-establishment filer.

A single-establishment employer is required to submit and certify only one EEO-1 Component 1 report (i.e., a “Single-Establishment Employer Report”). The **“Single-Establishment Employer Report”** must include demographic data for all the employer’s employees categorized by job category and sex and race or ethnicity.

The “Single-Establishment Employer Report” was formerly referred to as a “Type 1” single establishment report. Beginning with the 2022 EEO-1 Component 1 data collection, this report is now known as a “Single-Establishment Employer Report.”



The EEOC defines a multi-establishment employer as an employer with more than one establishment where business is conducted or where services or industrial operations are performed. A multi-establishment employer is also referred to as a multi-establishment filer.

A multi-establishment employer is required to submit and certify all the following three types of EEO-1 Component 1 reports to the EEOC: **“Consolidated Report”**; **“Headquarters Report”**; **“Establishment-Level Report(s).”**

The “Headquarters Report” was formerly referred to as a “Type 3” headquarters report.

The “Establishment-Level Report” replaces the former “Type 4” and “Type 8” non-headquarters establishment reports and the former “Type 6” establishment list report.

The “Consolidated Report” was formerly referred to as a “Type 2” consolidated report.



A multi-establishment employer is required to submit and certify a **“Headquarters Report.”** The “Headquarters Report” must include demographic data for all the employer’s employees at its headquarters (i.e., main office site), as well as any remote employees who report to the employer’s headquarters, categorized by job category and sex and race or ethnicity.

Multi-establishment employers, including, for example, parent corporations and their subsidiary holdings, must report workforce demographic data for all employees at each establishment and subsidiary establishment(s).

A multi-establishment employer is not permitted to report its entire workforce on the employer’s “Headquarters Report.” Workforce demographic data for non-headquarters establishments must be reported separately for each establishment on the “Establishment-Level Report(s).”



A multi-establishment employer is required to submit and certify an **“Establishment-Level Report”** for each non-headquarters establishment of the employer regardless of the number of employees at the establishment. The “Establishment-Level Report” must include demographic data for all the employer’s employees at each establishment, as well as any remote employees who report to the establishment, categorized by job category and sex and race or ethnicity.

In place of the “Type 4” and “Type 8” establishment reports and the former “Type 6” establishment list report, there will be a newly named “Establishment-Level Report.” **All multi-establishment employers will use an “Establishment-Level Report” to submit establishment-level employee demographic data for each of their non-headquarters establishment(s) regardless of size.**

With this change, a multi-establishment employer will no longer have to take the additional step of counting employees in each establishment to determine whether to file a “Type 4” or “Type 8” establishment report.



A multi-establishment employer is required to submit and certify a **“Consolidated Report.”** The “Consolidated Report” must include workforce demographic data for all the multi-establishment employer’s employees (i.e., all employees at the employer’s headquarters and all its establishments) categorized by job category and sex and race or ethnicity.

The total number of employees in the “Headquarters Report” plus the total number of employees in all the multi-establishment employer’s “Establishment-Level Report(s)” must equal the total number of employees in the “Consolidated Report.”

With the discontinuation of the “Type 6” establishment list report, a **“Consolidated Report” is now auto-populated and auto-generated with data from a multi-establishment employer’s “Headquarters Report” and “Establishment-Level Report(s)” within the OFS for all multi-establishment employers.**

The “Consolidated Report” will be generated by the OFS once the “Headquarters Report” and all “Establishment-Level Report(s)” have been completed by the filer.



Workforce demographic data (i.e., employee data by job category and sex and race or ethnicity) must include all full-time and part-time employees who were employed during an employer-selected pay period (i.e., workforce snapshot period) in the fourth quarter (i.e., October 1 through December 31) of the reporting year.

The workforce snapshot period for the 2022 EEO-1 Component 1 report would be an employer-selected pay period between October 1, 2022 and December 31, 2022.

Beginning with 2023 EEO-1 Component 1 data collection, tentatively scheduled to open in 2024, an employer that meets the employee threshold for EEO-1 Component 1 reporting purposes at any time during the fourth quarter (i.e., October 1 through December 31) of the reporting year, may not select a workforce snapshot period where it falls below the threshold in an effort to avoid the filing requirement.



VOLUNTARY REPORTING OF NON-BINARY EMPLOYEES



The EEO-1 Component 1 data collection currently provides only binary options (i.e., male or female) for reporting employee counts by sex, job category, and race or ethnicity. However, employers may **voluntarily** choose to report employee demographic data for non-binary employees – that is, employees who do not identify as exclusively male or female – by sex (i.e., non-binary), job category and race or ethnicity in the “comments” section of the report(s).

Employers that voluntarily choose to report non-binary employees in the “comments” section of the report(s) should not assign such employees to the male or female categories or any other categories (i.e., job category and race or ethnicity) within the report(s).



Single-establishment employers that *voluntarily* choose to report demographic data for non-binary employees may do so in the “Certification Comments” section within the OFS.

Multi-establishment employers that *voluntarily* choose to report demographic data for non-binary employees may do so in the “Headquarters or Establishment-Level Comments” section. This option will be available to multi-establishment filers through manual entry in the OFS as well as through the data file upload function. The “Headquarters or Establishment-Level Comments” section allows a multi-establishment employer to provide comments for its headquarters as well as each of its individual non-headquarters establishments at the establishment-level.



Employers choosing to voluntarily report employee demographic data for non-binary employees should preface any such data in the comments with the phrase **“Additional Non-Binary Employee Data:”**. For example:

“Additional Non-Binary Employee Data: 1 non-binary employee in Job Category Administrative Support Workers; Race/Ethnicity: White (Not Hispanic or Latino). 3 non-binary employees in Job Category Professionals; Race/Ethnicity: Employee 1 – Black or African American (Not Hispanic or Latino) / Employee 2 – Hispanic or Latino / Employee 3 – Two or More Races (Not Hispanic or Latino).”



Each establishment must have an appropriate NAICS code associated with it. NAICS codes are updated by the Office of Management and Budget (OMB) every five years (i.e., in years that end in 2 or 7).

For the 2022 EEO-1 Component 1 report(s), the 2022 NAICS codes should be used. To identify the correct NAICS code for each establishment, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at <https://www.census.gov/naics/>.



Workforce demographic data on employees working at client site locations must be included in an employer's EEO-1 Component 1 filing. For the 2022 EEO-1 Component 1 data collection, employers continue to have the option to report employees working at client sites either by (1) using the client site address as the location of the establishment or (2) reporting those employees at an establishment of the employer (i.e., non-client site).

Beginning with the 2023 EEO-1 Component 1 data collection, tentatively scheduled to open in 2024, employers will be required to report employees working at client site locations at the address of the client site. The address of the "client site" will serve as the location of the establishment for any such employees. Employers will no longer have the option to report such employees at an establishment of the employer (i.e., non-client site).



If an employer has experienced an acquisition, spinoff, or merger since the last EEO-1 Component 1 reporting cycle, the employer must utilize the “Report Acquisition, Spinoff, or Merger” module in the *EEO-1 Component 1 Online Filing System* (OFS) to report any changes to the EEOC.

The module will provide filers detailed guidance on how to accurately report such changes within the OFS.



On April 4, 2022, the federal government stopped using the “Data Universal Numbering System” (DUNS) to uniquely identify entities doing business with the federal government (i.e., federal contractors). Before April 4, 2022, the DUNS Number issued by Dun & Bradstreet was the official entity identifier used by the federal government.

The “Unique Entity ID” (UEI) created in SAM.gov (i.e., www.sam.gov) is now the official identifier for federal contractors.

For purposes of the EEO-1 Component 1 data collection, eligible federal contractors will no longer provide the “DUNS Numbers” associated with their headquarters and/or establishment(s) in the OFS or in any data files uploaded to the OFS.

Beginning with the 2022 EEO-1 Component 1 data collection, employers (i.e., single-establishment and multi-establishment employers) that are federal contractors must instead provide UEIs. For example, a multi-establishment employer must provide UEIs for any headquarters and/or establishment(s) which are federal contractors.



Single-establishment and multi-establishment employers must identify whether they are a federal contractor and if so, provide their associated Unique Entity ID (UEI). A multi-establishment employer must also identify whether its headquarters or any non-headquarters establishment is a federal contractor and if so, provide the UEI associated with each.

This information is populated in “Section F – Federal Contractor Designation (if applicable)” on the employer’s EEO-1 Component 1 report(s) generated by the OFS. These designations include the following:

- ☐ **YES** (Single-Establishment Employer is Federal Contractor)
- ☐ **YES** (Multi-Establishment Employer is Federal Contractor)
- ☐ **YES** (Headquarters is Federal Contractor)
- ☐ **YES** (Non-Headquarters Establishment is Federal Contractor)
- ☐ **YES** (One or More Non-Headquarters Establishments is Federal Contractor)



IMPORTANT DATES

2022 EEO-1 Component 1 Data Collection

Opening: Tuesday, October 31, 2023

Deadline: Tuesday, December 5, 2023



All updates about the 2022 EEO-1 Component 1 data collection, including supplementary resource materials, will be posted to www.eeocdata.org/eeo1 as they become available.

Additionally, updates regarding the 2022 EEO-1 Component 1 data collection will be communicated regularly via email. To ensure you receive these important notifications, please add Notification@eeocdata.org and EEOCdata-noreply@eeocdata.org to your employer's safe senders list.