



## Client Alert

### **EEO-1 Report Filing Deadline is September 30, 2010**

The Employer Information Report, otherwise known as the EEO-1 report is a government form requiring many employers to provide a count of their employees by job category and then by ethnicity, race, and gender.

#### **Who Must File?**

The report must be filed by -

**A. All private employers: subject to Title VII (1) with 100 or more employees** excluding state and local governments, primary and secondary school systems, institutions of higher learning, Indian tribes and tax-exempt private membership clubs other than labor organizations; **OR (2) with fewer than 100 employees if the company is owned or affiliated with another company, or there is central ownership, control or management so that the group constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.**

**B. All federal contractors (private employers), who: have 50 or more employees, and (a) are prime contractors or first-tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; OR (b) serve as a depository of Government funds in any amount, OR (c) is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Notes.**

#### **When to File?**

Affected employers must file the EEO-1 reports with the U. S. Equal Employment Opportunity Commission's (EEOC) EEO-1 Joint Reporting Committee by September 30 each year. Employment figures from any pay period in July through September of the current survey year may be used.

## How to File?

The preferred method for completing the EEO-1 report is the EEOC's web-based filing system. Online filing requires you to log into your company's database with a Login ID and Password. If you cannot locate your ID or Password, contact the EEO-1 Joint Reporting Committee at [e1.techassistance@eoc.gov](mailto:e1.techassistance@eoc.gov).

While the EEOC uses the information from the EEO-1 report to pursue discrimination claims, it also mines the data for trends showing which demographic groups are advancing and how far.

Should you have questions about the EEO-1 report or need assistance in completing the report, contact us at [www.sescomgt.com](http://www.sescomgt.com) or by phone at 423-764-4127.



P. O. Box 1848  
Bristol, TN 37620  
ph: (423) 764-4127 fx: (423) 764-5869  
[sesco@sescomgt.com](mailto:sesco@sescomgt.com)  
[www.sescomgt.com](http://www.sescomgt.com)