



## How to Get Ready to File

EEO-1 Component 1 Reports are submitted via the EEO-1 Component 1 Online Filing System. Data can be submitted through online data entry or by uploading a data file.

### Information You Will Need to Collect from Each Establishment In Your Company to Get Ready to File:

1. Count of all full and part-time employees during the specified workforce snapshot pay period selected by the employer.
2. Sex and race/ethnicity of all employees.
3. Job categories of all employees.
4. Employer Identification Number (EIN).
5. DUNS, if federal contractor.

### Do companies need to update filer contact information?

If the person responsible for filing the EEO-1 Component 1 Report has changed, an authorized official will need to update the company contact. Please contact us to provide the most updated contact information via the [‘Contact Us’](#) form at [EEOCdata.org](http://EEOCdata.org). Please see the [Fact Sheet on How to Update Contact Information](#) for more information on what companies will need to provide to update the filer contact.

### How do filers select the workforce snapshot pay period to count employees?

- Employment data must be pulled from a workforce snapshot pay period, which is one pay period in October, November or December of the data collection year. For example, the workforce snapshot pay period must be in October 2019, November 2019, or December 2019 for the 2019 EEO-1 Component 1 Report and October 2020, November 2020, or December 2020 for the 2020 EEO-1 Component 1 Report.
- A filer may select different workforce snapshot pay periods for the 2019 and 2020 data collections.



## How do employers determine an employee's race/ethnicity?

Self-identification is the preferred method of identifying race and ethnic information necessary for the EEO-1 Component 1 Report. Employers are required to attempt to allow employees to use self-identification to complete the EEO-1 Component 1 Report.

As to the method of collecting data, the basic principles for ethnic and racial self-identification for purposes of the EEO-1 Component 1 Report are: (1) offer employees the opportunity to self-identify; (2) provide a statement about the voluntary nature of this inquiry for employees.

## What if employees decline to self-identify their race/ethnicity?

Self-identification is the preferred method of identifying race/ethnicity information necessary for the EEO-1 Component 1 Report. Employers are required to attempt to allow employees to use self-identification to complete the EEO-1 Component 1 Report. However, if employees decline to self-identify their race/ethnicity, employment records or observer identification may be used. Where records are maintained, it is recommended that they be kept separately from the employee's basic personnel file or other records available to those responsible for personnel decisions.

## What are the job categories used to classify employees?

The ten job categories include - 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; and Service Workers.

## For more information on other EEO-1 Component 1 topics, please see:

- [Fact Sheet on Parent and Subsidiary Companies.](#)

## How can I start preparing the data now?

- [Fact Sheet on Preparing Data—Single-Establishment Companies.](#)
- [Fact Sheet on Preparing Data—Multi-Establishment Companies.](#)

Click here to view a list of ['All Fact Sheets'](#).