# Table of Contents

What Is The EEO-1 Component 1 Filing? .................................................................................................................................................. 4
Who Needs To File? ................................................................................................................................................................................... 5
Getting Started ............................................................................................................................................................................................ 6
Login to Begin Filing Your Report ............................................................................................................................................................. 7
Company List and Filing Instructions ......................................................................................................................................................... 8
Your Company List..................................................................................................................................................................................... 9
Company Dashboard Overview .................................................................................................................................................................... 10
Verify Company Information ................................................................................................................................................................... 11
Provide NAICS Code ................................................................................................................................................................................ 12
Review Company Information ................................................................................................................................................................ 13
Update Contact Information ..................................................................................................................................................................... 14
EEO-1 Component 1 Filing Requirements ............................................................................................................................................... 15
Provide DUNS.......................................................................................................................................................................................... 16
Confirm Company Information ................................................................................................................................................................ 17
Company Dashboard – File EEO-1 Component 1 Reports ...................................................................................................................... 18
Establishment List Overview .................................................................................................................................................................... 19
Add Establishment from Establishment List ............................................................................................................................................ 20
Add New Establishment Details ............................................................................................................................................................... 21
Establishment List ..................................................................................................................................................................................... 22
Verify Establishment Information ............................................................................................................................................................ 23
Verify Establishment EIN .......................................................................................................................................................................... 24
Provide Establishment NAICS Code ........................................................................................................................................................ 25
Select Establishment Workforce Snapshot Pay Period ............................................................................................................................. 26
What Is The EEO-1 Component 1 Filing?

The EEO-1 Component 1 report is a mandatory annual data collection that requires all private sector employers with 100 or more employees, and federal contractors with 50 or more employees meeting certain criteria, to submit demographic workforce data, including data by race/ethnicity, sex and job categories. The filing by eligible employers of the EEO-1 Component 1 Report is required under section 709(c) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-8(c), and 29 CFR 1602.7-.14 and 41 CFR 60-1.7(a). Employers can find additional eligibility information at https://eeocdata.org/eeo1.

- Employers meeting the reporting thresholds have a legal obligation to submit annual workforce data on their employees by race/ethnicity, sex and job category.
- The data include seven race/ethnicity categories and 10 job categories.
- EEO-1 Component 1 data are used by the EEOC to investigate charges of employment discrimination against employers and to provide information about the employment status of minorities and women.
- Please see the 2019 and 2020 EEO-1 Component 1 Instruction Booklet for additional information.
Who Needs To File?

The following employers are required to file the EEO-1 Component 1 Report annually:

a. Private employers (who are subject to Title VII of the Civil Rights Act of 1964, as amended) with 100 or more employees; OR

b. Private employers subject to Title VII who have fewer than 100 employees and are owned or affiliated with another company, or there is centralized ownership, control or management (such as central control of personnel policies and labor relations) so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.

c. Federal contractors who (1) are not exempt as provided for by 41 CFR 60-1.5; (2) have 50 or more employees; (3) are prime contractors or first-tier subcontractors; and (4) have a contract, subcontract, or purchase order amounting to $50,000 or more; OR

d. Federal contractors that serve as depositories of Government funds in any amount; or are financial institutions which are issuing and paying agents for U.S. savings bonds and savings notes.
Getting Started

Navigate to https://eeocdata.org/eoo1 to start your EEO-1 Component 1 Report. All companies start the 2019 and 2020 EEO-1 Component 1 Data collection by selecting “Get Started.” If your company has never filed an EEO-1 Component 1 Report, you will need to register your company in the EEO-1 Component 1 Online Filing System. Returning filers will use their Company ID and Passcode that was sent via the U.S. mail to create a User Account associated with their company. After you have created a User’s Account and associated your company with this account, select “Continue” to begin filing.

Click “Get Started” to begin the registration process. See the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation if you are a returning filer or the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration if your company has never filed the EEO-1 Component 1 Report in the past for additional guidance on this process.
Login to Begin Filing Your Report

Enter your Username (email address) and Password that you created in the Registration process, then select “Begin.” This will take you to your Company List to begin the filing process.

If logging in for the first time, you must first create a User Account. Selecting “Create Account” will begin the process described in the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation or the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration.
Company List and Filing Instructions

If at any point you need help filing your report, click the links here to view Data File Upload Instructions, FAQs, User’s Guides, and Fact Sheets and FAQs on EEO-1 Component 1 topics.

Select the drop down to view instructions and additional information on the EEO-1 Component 1 Reporting process.

Click on “Have a Question” to view top FAQs, Fact Sheets, and additional resources.
Your Company List

You will begin by completing the 2019 EEO-1 Component 1 Report by clicking on the Record below. Once the 2019 Report is certified, the 2020 report will display on this screen.

Select “Instructions, Data File Upload, and Other Information”, to view instructions and additional information on the EEO-1 Component 1 Reporting process.

All companies associated with your User account will be displayed here. Most filers will only see one company.

Select your company to continue or begin the Filing Process. Only 2019 appears at first. 2020 will appear here when 2019 is complete.

Select “Register a New Company” to add a new company to your account. Do not use this to add establishments. Adding and removing establishments is completed within the company record.

Filers can link additional existing companies to their User account by clicking here and entering the Company ID and Passcode. The new companies will then appear in the list below. Do not add establishments here. Adding and removing establishments is completed within the company record.

View the 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: How to File for Multiple Companies for support in this process.
Your company dashboard displays steps for completing your EEO-1 Component 1 Report. The current step will be highlighted and listed as active. After completion, the status will change to “Complete” and you will be able to move to the next pending task.

To begin, select “Confirm Company & Contacts”. You can click anywhere in the box to proceed.

Select “Back to Company List” to return to the list of your companies, or “Historic Data” to view your previously filed reports.

Selecting the drop down will display the steps for completing and certifying your EEO-1 Component 1 Report. You can select this to review the instructions at any time.

Steps will remain “Pending” until the step above is marked as Complete. When you complete the “Confirm Company & Contacts” step, for example, the “File/Upload EEO-1 Component 1 Reports” step will become active.
Verify Company Information

Review the Company ID, Name, and Employer Identification Number (EIN) for 2019. Make sure this information matches your 2019 records. If any of these changed in 2020, you will update those on the 2020 EEO-1 Component 1 Report.

If the EIN displayed on the screen is wrong, enter the correct number in the EIN fields and Re-enter the number to verify.

Select “Next” to proceed.

Select “Save & Continue Later” to save and return to your Company Dashboard. You must select “Next” or “Save & Continue Later” to save any entered information.
Provide NAICS Code

Enter your North American Industry Classification System (NAICS) code and then re-enter to verify.

NAICS (North American Industry Classification System) code is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

If you do not know your NAICS code, visit https://www.census.gov/naics/ to find the option that best describes your establishment’s industry.

Click the “Next” button to continue.
Review Company Information

Take the time to carefully review the company information. You can update your Company Name and Address. If your NAICS or EIN is incorrect, select “Back” to re-enter the information.

We strongly suggest adding your company URL. It is optional but will help us track company changes over time to keep you up to date on future data collections.

Review and update the address for your company’s headquarters (HQ). When updating the HQ address, suggested addresses will be provided.

If your company has added or deleted establishments since your last filing, update that information here. You will need to add or delete establishments in your Establishment List to match this number. If you are now a Single-Establishment company, enter 1 here. You will receive a warning requesting additional information and require that you contact the EEO-1 Component 1 Filer Support Team to provide additional information before you can proceed. See pages 48 and 49 for additional information on the deletion warning screens.

Click the “Next” button to continue or “Save & Continue Later” to return to the Company Dashboard.
**Update Contact Information**

Use this page to add additional contacts. It is recommended to have at least one secondary contact. All contacts will receive a notification when the Report is certified. Entering additional contacts here will not automatically provide them with accounts. If additional contacts need accounts, provide them with your Company ID and Passcode and provide them with instructions from the [2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation](#), if needed.

The primary contact will receive emails and other updates related to the EEO-1 Component 1 Report. The contact person serves as your company’s contact for all EEO-1 Component 1 Report matters.

Select Deactivate to remove a contact that should no longer have access to the system.

Identify the contact that is the Certifying Official. This can be any employee in your company tasked with certifying that your submitted Report is accurate.
EEO-1 Component 1 Filing Requirements

If you answer “Yes” to any of these questions it means you are required to complete the EEO-1 Component 1 Report for the given year and should proceed to file your EEO-1 Component 1 Report.

If you answer “No” to all of these questions, your company is not required to complete the EEO-1 Component 1 Report for the given year. Select “Next” to confirm you are ineligible. You will then be directed to the Certification page to certify this selection.

If you answer “Yes” and indicate you were a Federal Contractor or Subcontractor or served as a depository of government funds or issuing and paying agent for U.S. Savings Bonds and saving notes, you will be directed to a page to provide your company’s Dun and Bradstreet Number (DUNS).
Provide DUNS

Only companies that are designated as a Federal Contractor or Subcontractor AND are not exempt as provided for by 41 CFR 60-1.5 or serve as depositories of Government funds in any amount or are financial institutions which are issuing and paying agents for U.S. Savings Bonds and savings notes will see this page to enter a company Dun and Bradstreet Number (DUNS).

If requested, provide your establishment’s Dun and Bradstreet (DUNS) number. This number is a unique nine-digit identifier for businesses.

Click the “Next” button to confirm your Company and Contact Information and proceed to file your EEO-1 Component 1 Report.
Select “Submit” to confirm your entry of your Company Information and Contacts and proceed to Filing the EEO-1 Component 1 Report.
Company Dashboard – File EEO-1 Component 1 Reports

After you have confirmed your Company & Contacts section, the section will turn green and the status will turn from “Active” to “Complete.”

To edit or update any of your Company Information and Contacts, select the lock icon to unlock this section. You will be able to revisit your earlier entries. You will need to review all previously entered information and re-confirm your entries.

Now that your first task is complete, the next task is highlighted. Select “File EEO-1 Component 1 Reports” to proceed to enter your employee information.
Establishment List Overview

The number displayed here is the number of establishments you entered in the Company Information screen. If this is incorrect, go back to the Company Information screen to make the update.

Summary information is displayed here. It summarizes the number of complete, incomplete, and deleted establishments.

Select “Incomplete” to enter data for your first establishment.

New filers will only see their Type 3 Report here until they add establishments using the Add Establishment button. Returning filers will see existing establishments listed on this screen.

This will switch to “Finish with Establishments” when you have finished your Reports. This must match the number of completed reports on this page.

If you want to make changes to a specific establishment, use the search bar to quickly find the establishment.


Select the “Add Establishment” button to add establishments not already on your list. Your total number of completed establishments must match the number of reports listed at the top of this page.
Add Establishment from Establishment List

Select the “Add Establishment” button to add establishments. Your number of completed establishments must match the number of reports listed at the top this page. This button will be hidden once you have completed the number of reports listed at the top of this page. For the example shown here, when there are three completed establishment reports, this button will be hidden.
Add New Establishment Details

Enter the Establishment name. This will help you identify the establishment in the Establishment List.

Provide the Establishment Address here.

Indicate the number of employees. You do not need to indicate a report type. The Online Filing System will select the appropriate report for your Establishment.

Click “Submit” to continue.
Establishment List

Select “Incomplete” to enter data for your establishment. You will repeat this step for each establishment.

If you need to delete an establishment, select the trash can to remove it. You cannot delete your Type 3 Headquarters report.
Verify Establishment Information

The information here will show the establishment information you just entered if filing for a new establishment, or the information we have on file from 2018 if filing for an existing establishment. This step is only for Type 4 and Type 8 Reports. It does not appear on the Type 3 Reports.

Review this number carefully. You will have to return to this screen to make changes to your employee count if the number of employee for which you enter demographics differs from the number of employees entered here.
Verify Establishment EIN

Review the Name and Employer Identification Number (EIN) for 2019. This step is only for Type 4 and Type 8 Reports. It does not appear on the Type 3 Reports. Make sure this information matches your 2019 records. If any of these changed in 2020, you will update those on the 2020 EEO-1 Component 1 Report.

If the EIN displayed on the screen is wrong, enter the correct number in the EIN fields and Re-enter the number to verify.

Select “Next” to proceed.

Select “Save & Continue Later” to save and return to your Company Dashboard. You must select “Next” or “Save & Continue Later” to save any entered information.
Provide Establishment NAICS Code

Enter your North American Industry Classification System (NAICS) code and then re-enter to verify

NAICS (North American Industry Classification System) code is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

If you do not know your NAICS code, visit https://www.census.gov/naics/ to find the option that best describes your establishment’s industry.

This step is only for Type 4 and Type 8 Reports. It does not appear on the Type 3 Reports.
Select Establishment Workforce Snapshot Pay Period

Data must be pulled from one workforce snapshot pay period in October, November, or December of the reporting year. The workforce snapshot pay period is a single pay period, selected by the employer. Examples of pay periods are: weekly, every two weeks, twice a month, etc. You may select different workforce snapshot pay periods for 2019 and 2020.

Select the month and day for the start and end of the workforce snapshot pay period used to count employees in the EEO-1 Component 1 Report. The dates used should encompass the start date of the desired pay period and the end date of the desired pay period. For Type 3 HQ Reports, this is also where you will enter the number of employees at the Headquarters.
Enter Employee Data and Submit Report

Enter the correct number of employees for each relevant row and column. Totals will automatically sum at the end of the row, and columns. If a category has no employees, you may leave the box blank or enter a “0”.

Enter the count of your employees within each category in the table below. Each employee should be in only one category.

Example: If the establishment has seven Hispanic/Latino males whose jobs are categorized as “Executive/Senior Level Officials and Managers,” enter “7” in column 1, row 1.

The total here will automatically calculate based on employee demographics entered into this matrix. Overall Total must equal the number of employees you reported on the establishment information screen prior to this report.

If you need to leave this screen before you finish entering your employee data, select “Save & Continue Later” to return to your Company Dashboard. Your progress will be saved.

Select “Next” to continue. Once data entry is complete, employers will have the opportunity to provide additional details or clarifications in a comment box for the establishment.
If you are a returning filer and your employee count changed by 35% or more, you will be required to enter a reason here. Otherwise, this is an optional field.

Select “Next” to complete the “File/Upload EEO-1 Component 1 Reports” step for this...
Establishment List Completed Report

After you complete a report, items in the Report Status items will update.

Reports completed must match the number listed in your Company and Contact Information. If the number displayed on this page is incorrect, return to the “Company Dashboard”, unlock “Confirm Company & Contacts” and update that section.

Select the next report to continue your EEO-1 Component 1 Report. You must complete all reports.
Once you have completed your reports, Select “Finish with Establishments” to complete this section and return to your “Company Dashboard”.

Once you have completed all your reports, you will see all green “Complete” boxes on the Establishment List.
The next step is to Review the EEO-1 Component 1 Reports. Select this to review all entered data prior to certification.

After reviewing your Reports and verifying that the information is correct, select “Certify EEO-1 Component 1 Reports” to proceed to certification. Certification of the EEO-1 Component 1 Report is mandatory. Failure to certify the report will result in receipt of a notification of a failure to file letter.
You can view and download all uncertified reports for this company by selecting the “Download” button. If anything is incorrect, you can return to the dashboard and edit the relevant section.
Review your employee data. If this does not match your records, return to the “File EEO-1 Component 1 Report” on the Company Dashboard.

After certification, the certifying official’s information will be displayed in this area and the red “Uncertified” watermark will be removed.
Enter Optional Comments Before Certifying Report

The Comments section allows you to add anything you feel is noteworthy regarding the establishment. Otherwise, you may leave it blank.

After you have written your comments, click the “NEXT Button.” You will be taken to the certification screen.
Certify EEO-1 Component 1 Report

Once all data is entered for your establishment, certify the reported data for each year. Each year of data must be completed and certified separately. Once you complete and certify your 2019 Report, please repeat these steps for 2020. Certification of the EEO-1 Component 1 Report is mandatory. Failure to certify the Report will result in receipt of a notification of failure to file letter.

Review information for the Certifying Official and Report Contact. This will be pre-populated with the contact information for the contact selected as the Certifying Official and Primary Contact on the Contact Information Screen.

Check this box to certify that all statements are accurate and prepared according to instructions. Please note all reports and information obtained from individual reports will be kept confidential as required by section 709(e) of Title VII. Willfully false statements on these reports are punishable by law, U.S. Code, Title 18, Section 1001.

Check the box certifying that all data entered is accurate, then click the “Certify” button. Your EEO-1 Component 1 Report is now complete!
Prior to August 23, 2021, if you find an error after reviewing your report, select “Decertify”. If you decertify your Report, you will need to repeat the certification process after making any edits. Once the filing deadline has passed on August 23rd, you cannot make any edits.

Select Report to save or print a copy of the Report for your records.

This information will also be emailed to you and all company contacts.
You can view and download all certified reports for this company by selecting the “Download” button.
Now that you have certified, Section G in the Type 2 Consolidated Report is filled out with Certified Date and Time and the Certifying Official and Report Contact Person contact information.

Review the information in your Certified Report prior to the filing deadline on August 23, 2021. If you notice anything incorrect prior to August 23, 2021, please decertify your report and re-visit the relevant section. If you decertify your Report, you will need to repeat the certification process after making any edits. Once the filing deadline has passed on August 23rd, you cannot make any...
Establishment List- Report Types Overview

The EEO-1 Component 1 Online Filing system automatically selects the appropriate Report Type based on the number of employees at an Establishment. This is an update from previous Online Filing Systems. All establishments within a company must use the same Report Type for establishments under 50 employees. The image below demonstrates where to find information on report types in the Online Filing System.

Type 4: For an establishment with 50 or more employees; contains employee demographics

Type 8: Used for an establishment with less than 50 employees; contains employee demographics

Type 3: Headquarters report; contains the employee demographics for only your headquarters establishment

Type 6 Establishment List Reports can be used by companies that have used them in the past. These reports are for an establishment with less than 50 employees; contain only the establishment name, address and total number of employees for the establishment. These reports involve an extra reporting step through Reconciliation Reports. Please see the next section for additional detail on this process.
Type 6 and Reconciliation Reports: Establishment List

If your company has used Type 6 Establishment List reports in past filing years, they will be listed here. Only existing establishments that have filed Type 6 Establishment List reports in the past may file Type 6 Establishment List reports this year. If a company has not filed Type 6 Establishment List reports in the past, they can only file Type 8 reports.

Select your Type 6 Establishment List Report to file for that establishment.
Type 6 and Reconciliation Reports: Establishment Information

Update the establishment’s information as needed. If the number of employees is now 50 or more, the establishment will automatically update to a Type 4 Report.

This is all the data required for the Type 6 Establishment List Reports. Select “Next” to continue to the Comments section.
Type 6 and Reconciliation Reports: Establishment Information Comments

The Comments section allows you to add anything you feel is noteworthy regarding the establishment. Otherwise, you may leave it blank.

Select “Submit” to finish with this establishment’s Type 6 Establishment List Report and return to your Establishment List.
If you have any Type 6 Establishment List Reports in your Establishments List, you must create a Reconciliation Report. This is a report of the demographics of all employees included in all Type 6 Establishment List Reports.

Select anywhere on this step to continue to your Reconciliation Report.
### Type 6 and Reconciliation Reports: Reconciliation Report in Establishment List

The list below displays all of your submitted Type 6 report(s) with the number of employees for each. Access the top record to submit your Type 7 report.

This report should total to match the sum of all employees reported in the Type 6 report(s) you already submitted.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>UNIT NUMBER</th>
<th>EMP CNT</th>
<th>EST. NAME</th>
<th>STREET</th>
<th>CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>6</td>
<td>-</td>
<td>130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Employee Count for the Type 7 Reconciliation Report will be the sum of all employees in Type 6 Establishment List Reports.

The Type 6 Establishment List Reports listed here are for informational purposes only; if you need to make a change, you must return to the “File/Upload EEO-1 Component 1 Reports” step.
Type 6 and Reconciliation Reports: Reconciliation Report

Enter the count of your employees within each category in the table below. Each employee should be in only one category.

The number of employees entered in this screen must equal the number of employees from ALL your Type 6 Establishment List Reports. That number is displayed here for reference.

Example: If the establishments have seven Hispanic/Latino males whose jobs are categorized as “Executive/Senior Level Officials and Managers,” enter “7” in column 1, row 1.

Select “Next” to complete your Type 7 Reconciliation Report. Type 7 Reconciliation Reports do not ask for Comments.

If you need to leave this screen before you finish entering your employee data, select “Save & Continue Later” to return to your Company Dashboard. Your progress will be saved.
Select Back to return to the Company Dashboard to Review and Certify your EEO-1 Component 1 Report.

Your Type 7 Reconciliation Report is now Complete. If you need to make changes, you can select here again to update the employee details.
The next step is to Review the EEO-1 Component 1 Reports. Select this to review all entered data prior to certification. The system will use the data entered in the Reconciliation Report, along with the Type 3 and 4 Reports to automatically generate a Type 2 Consolidated Report.

The Review and Certify process is described in detail on page 31 through 38 earlier in the User’s Guide.

The first three steps indicate “Complete” statuses. To edit or update any of your Company Information and Contacts, select the lock icon to unlock this section. You will be able to revisit your earlier entries. You will need to review all previously entered information and re-confirm your entries.

After reviewing your Reports and verifying that the information is correct, select this to proceed to certification. Certification of the EEO-1 Component 1 Report is mandatory. Failure to certify the report will result in receipt of a notification of failure to file letter.
If there was a significant reduction in the number of establishments from your previous EEO-1 component 1 Report, we will request additional information regarding the business changes. This will screen will only appear if significant changes occurred. Please answer the questions to help the EEO-1 Component 1 Filer Support Team ensure the company changes are completed correctly in the Online Filing System.
Establishment Deletion Warning Additional Action Needed

Certain changes require assistance from the EEO-1 Component 1 Filer Support Team. If you see this screen please contact the Filer Support Team toll free at 1-855-EEOC-035 (1-855-336-2035) or via the filer support form.

After providing the necessary assistance to process your change, the EEO-1 Component 1 Filer Support Team will provide a unique code that you can enter here to help you continue to the next screen.
Troubleshooting FAQs

How to Count Employees

What is a workforce snapshot pay period?

The workforce snapshot pay period is a single pay period, selected by the employer, within the last quarter to count employees for the EEO-1 Component 1 filing. Examples of pay periods are: weekly, every two weeks, twice a month, etc.

Which workforce snapshot pay period (i.e., pay period) must employers use to extract EEO-1 Component 1 employment data?

Employment data must be pulled from one pay period in October, November or December of the EEO-1 Component 1 data collection year (i.e., 2019 and 2020). This is referred to as the workforce snapshot pay period.

Do companies need to select the same workforce snapshot pay period for 2019 and 2020?

No. Companies may select different workforce snapshot pay periods for 2019 and 2020.

Which Employees Must Be Included in the Report

Are employers required to report employees who were employed during the selected workforce snapshot pay period even if they were no longer active employees by December 31st of the data collection year?

Yes. Even if an employee resigned or was terminated before December 31 of that year, the employee must be reported if the employee was employed during the selected workforce snapshot pay period.

Should part-time employees be included in the report?

Yes. Both full and part-time employees must be included in EEO-1 Component 1 Reporting.
How should employees who work remotely (i.e., telework) be reported on the 2019 and 2020 EEO-1 Component 1 Reports?

Employees who work remotely (i.e., telework) must be included in the EEO-1 Component 1 Report for the establishment to which they report. Under no circumstances, should an employee’s home address be reported on any EEO-1 Component 1 report.

What if, for example, because of the COVID-19 Pandemic, an employee did not work at any of the employer’s physical work locations?

Generally, and in most instances, the temporary closure of a physical work site will not affect how employees are counted on the EEO-1 Component 1 Report. The fact that most, or even all, employees are teleworking would typically not change EEO-1 Component 1 reporting if the employees continue to be assigned to, or report to, a physical location or establishment. Those employees should be included on the EEO-1 Component 1 establishment report for the physical location to which they are assigned or report. If the employer has closed an establishment and reassigned employees from the closed establishment to another location, the reassigned employee should be included at the establishment to which that employee reports or has been reassigned. Under no circumstances, should an employee’s home address be reported on any EEO-1 Component 1 report.

What if a remote employee is not assigned to and does not report to any physical location on a permanent basis (i.e., not due to a temporary closure of an establishment)?

In those circumstances, the employee should be counted at the establishment to which the employee’s manager reports or is assigned. If an employee does not report to an establishment and the employee’s manager also does not report to an establishment, the employee (and their manager) should be included on the employer’s EEO-1 Component 1 Headquarters Report. Under no circumstances, should an employee’s home address be reported on any EEO-1 Component 1 report.

What if an employer operates entirely remotely and does not have any physical location (not even a headquarters office)? How should employees be reported?

In such a situation, employees should be included on the EEO-1 Component 1 Headquarters Report. For purposes of the EEO-1 Component 1 Report, the employer should report the address where the business is legally registered, for example, a Post Office box in lieu of a physical address. Under no circumstances, should an employee’s home address be reported on any EEO-1 Component 1 report.
Single or Multi-Establishments: Help Determining Number of Establishments

**What is the difference between a single-establishment and a multi-establishment company?**

A single-establishment company does business at only one physical address. A multi-establishment company does business at two or more physical addresses.

Single-establishment companies are only required to submit one EEO-1 Component 1 data record/report. Multi-establishment companies are required to submit a) a separate report for the headquarters, b) a separate report for each establishment of the company with 50 or more employees, c) a separate report for each establishment with fewer than 50 employees, and d) a consolidated report that includes all employees.

**If a company does business under multiple NAICS codes, do multiple EEO-1 Component 1 Reports need to be filed?**

EEO-1 Component 1 Reports are based on physical locations. If the one location has multiple NAICS codes, the filer must use the NAICS code under which the greatest number of employees operate.

**If a company’s headquarters is a holding company with zero employees, is it still necessary to file?**

If a holding company and its holdings meet the filing requirements, the holding company must file on behalf of all associated companies and establishments.

**How do employers report employees who work at client sites?**

Employers have the option to either a) report employees working at client sites using the client site address as the location of the establishment, or b) report those employees at a non-client site employer address.

**My company has several establishments that are located at the same address. Do we submit separate reports for each entity?**

If the establishments that are located at the same address AND have the same North American Industry Classification System (NAICS) code and the same EIN, the establishments MUST be combined into only one report. These are considered one establishment for EEO-1 Component 1 Reporting purposes.
Considerations for PEOs and Client Companies of PEOs

Is a Professional Employer Organization (PEO) choosing to prepare and file your company’s 2019/2020 EEO-1 Component 1 report(s)? If so, please ensure a report is filed for your company. It is the responsibility of your company to ensure a report is filed on your behalf. If a PEO is choosing to prepare and file your report, please contact the PEO to ensure it has your necessary information to file.

If a PEO is choosing not to prepare and file your 2019/2020 EEO-1 Component 1 report(s), please ensure that you register your company in the Online Filing System to submit your necessary reports. If your company is a first time filer (i.e., neither the company nor a PEO ever filed a report for the company), please visit EEOdata.org/eeo1, navigate to the registration page, and follow the online instructions for companies filing for the first time. After submitting the registration form, a filer will receive a Company ID and Passcode. This will be used to create accounts for your company.

If a PEO filed your company’s 2018 EEO-1 Component 1 report, please contact the EEO-1 Component 1 Filer Support Team through the filer support page ‘Contact Us’ Form. The Filer Support Team will need to spin-off your company from the PEO prior to your company filing.

If I am a current client company of a PEO but they are not preparing and filing my 2019 and/or 2020 EEO-1 Component 1 report(s), how do I obtain prior year reports filed by the PEO on my company’s behalf?

You should contact your current PEO to obtain those reports.

If I am a former client company of a PEO, how do I obtain prior year reports filed by the PEO on my company’s behalf?

You should contact your former PEO to obtain those reports.

If a PEO is choosing to file 2019/2020 EEO-1 Component 1 report(s) on behalf of its client companies, is the PEO required to report the employees of client companies that do not otherwise meet the EEO-1 Component 1 filing thresholds?

No. If a client company of a PEO is not otherwise subject to the EEO-1 Component 1 filing requirements, that client company is not required to file an EEO-1 Component 1 report simply by virtue of being party to a PEO arrangement. Consequently, in that instance, neither the ineligible client company nor the PEO is required to include the employee data of the ineligible client company on the EEO-1
Component 1 report. For example, a single establishment company that is not a federal contractor and has less than 100 employees would not meet the eligibility thresholds requiring it to file an EEO-1 Component 1 report. Thus, neither this company nor its PEO would be required to report its employees for purposes of the EEO-1 Component 1 report.

If a PEO is choosing to file 2019/2020 EEO-1 Component 1 report(s) on behalf of its client companies, which EIN does a PEO use to file for client companies’ establishments?

For purposes of the 2019/2020 EEO-1 Component 1 data collection, a PEO should use its own EIN for its own establishments. The PEO should use the EIN associated with each of the client company’s establishment(s).

If a PEO is not providing EEO-1 Component 1 reporting services for ALL a client company’s employees, is the PEO permitted to file an EEO-1 Component 1 report on behalf of the client company for just part of the client company’s employees?

No. Partial workforce PEO arrangements are not permitted in EEO-1 Component 1 Reporting. In such a situation, the client company is responsible for filing an EEO-1 Component 1 report(s). The client company, not the PEO, must file an EEO-1 Component 1 report for all its employees.

If a PEO is choosing to file 2019/2020 EEO-1 Component 1 report(s) on behalf of its client companies, which NAICS code(s) should a PEO use for its headquarters and any establishment reports?

For purposes of the 2019/2020 EEO-1 Component 1 data collection, a PEO filing a Headquarters Report for its own organization should use the NAICS (North American Industry Classification System) code for PEOs which is 561330 – Professional Employer Organizations. Additionally, a multi-establishment PEO should use this NAICS code for each of its own establishments. A PEO choosing to file establishment reports for the establishments of its client companies should use a NAICS code based on the major business activity at each client company establishment. To identify the correct NAICS code for each establishment, please reference this 2012 to 2017 NAICS crosswalk.
Additional Resources

Additional User’s Guides:

- 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: New Filer Registration
- 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Returning Filer Account Creation
- 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: How to File for Multiple Companies
- 2019 and 2020 EEO-1 Component 1 Data Collection User’s Guide: Multi-Establishments Data File Upload
- EEO-1 Component 1 Instruction Booklet: https://eeocdata.org/eeo1/howto/instructionbooklet
- EEO-1 Component 1 Fact Sheets: https://eeocdata.org/eeo1/support/factsheets
- EEO-1 Component 1 Frequently Asked Questions and Answers: https://eeocdata.org/eeo1/support/faq