



## FACT SHEET

### WORKFORCE SNAPSHOT PERIOD

#### NOTICE

Employers (i.e., filers) should read the [2023 EEO-1 Component 1 Instruction Booklet](#) (i.e., “*Instruction Booklet*”) prior to and in conjunction with using the below “fact sheet.” Filers must ensure they are complying with the EEOC’s substantive filing requirements detailed in the *Instruction Booklet* and should not refer solely to this “fact sheet” to complete their required 2023 EEO-1 Component 1 filing. The *2023 EEO-1 Component 1 Instruction Booklet* may be accessed at the following link on the EEOC’s dedicated EEO-1 Component 1 website ([www.eeocdata.org/eeo1](http://www.eeocdata.org/eeo1)):  
[www.eeocdata.org/pdfs/2023 EEO 1 Component 1 Instruction Booklet.pdf](http://www.eeocdata.org/pdfs/2023%20EEO%201%20Component%201%20Instruction%20Booklet.pdf).

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 2023 EEO-1 Component 1 report would be an employer-selected pay period between October 1, 2023 and December 31, 2023.<sup>1</sup>**

Employees must be counted by sex and race or ethnicity within the 10 specified job categories. Each employee must be counted in **only one** of the job category, sex, race, and ethnicity classifications (i.e., the employee must not be included more than once in a “Single-Establishment Employer Report” or in a “Headquarters Report” and “Establishment-Level Report(s).”

If an employee was employed during the selected workforce snapshot period, then the employer must include the employee in its reporting even if the employee resigned or was terminated during or *after* the selected workforce snapshot period. If the employee was employed at any time during the selected workforce snapshot period, then the employee must be reported. An employer is not required to report employees who were *not* employed at any time during the selected workforce snapshot period.

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<sup>1</sup> An employer is not required to use the same workforce snapshot period (i.e., months, days) from the fourth quarter of the reporting year that it selected in previous reporting cycles. For example, an employer that selected a workforce snapshot period with the month/days of October 1 through October 14 for the 2022 EEO-1 Component 1 reporting cycle may select different month/days (e.g., November 15 through November 30) for the 2023 EEO-1 Component 1 reporting cycle.



Beginning with 2023 EEO-1 Component 1 data collection, 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.

## EEOC 2023 EEO-1 Component 1 Data Collection

All updates about the 2023 EEO-1 Component 1 data collection, including the *2023 EEO-1 Component 1 Instruction Booklet* and the *2023 EEO-1 Component 1 Data File Upload Specifications*, are available on the EEOC's dedicated EEO-1 Component 1 website at [www.eeocdata.org/eeo1](http://www.eeocdata.org/eeo1).

To further assist filers, the EEOC provides supplementary resource materials (e.g., user's guide; frequently asked questions (FAQs); fact sheets; mini help desk guides) at the opening of each data collection. Access by registered *EEO-1 Component 1 Online Filing System (OFS)* account holders to these supplementary resource materials is available through the EEOC's dedicated EEO-1 Component 1 data collection website at [www.eeocdata.org/eeo1](http://www.eeocdata.org/eeo1).

The deadline to file the 2023 EEO-1 Component 1 report is **11:00 pm ET (i.e., Eastern Time) on Tuesday, June 4, 2024** (i.e., "Published Due Date"). Following the **Tuesday, June 4, 2024** "Published Due Date" deadline, the EEOC will enter the "Failure to File" phase. All employers who have *not submitted and certified* their mandatory 2023 EEO-1 Component 1 report(s) by the **Tuesday, June 4, 2024** "Published Due Date" deadline will receive a "Notice of Failure to File" from the EEOC instructing them to submit and certify their data *as soon as possible, and no later than 11:00 pm ET (i.e., Eastern Time) on Tuesday, July 9, 2024* (i.e., "Failure to File" deadline). After the **Tuesday, July 9, 2024** "Failure to File" deadline passes, *no* additional 2023 EEO-1 Component 1 report(s) will be accepted, and eligible employers will be *out of compliance* with their mandatory 2023 EEO-1 Component 1 filing obligations.

**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 workforce demographic data, including data by job category and sex and race or ethnicity, to the EEOC. The authorities under which EEO-1 Component 1 data are collected include: Section 709(c) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Sections 1602.7-1602.14, Chapter XIV, Title 29 of the Code of Federal Regulations (CFR); Exec. Order No. 11246, 30 FR 12319 (Sept. 24, 1965) and 41 CFR 60-1.7(a).**