

## CA Pay Report Requested Data Elements

Please complete the following and submit with your data

Name & Title of Certifying Official \_\_\_\_\_

Official Company Name \_\_\_\_\_

Corporate Headquarters' Address \_\_\_\_\_

EEO/HR Contact Name & Title \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Is the Employer a CA contractor? \_\_\_\_\_

Email Address \_\_\_\_\_ Payroll Period \_\_\_\_\_ - \_\_\_\_\_

Federal Employer Identification Number (EIN) \_\_\_\_\_

CA Employer Identification Number (EIN) \_\_\_\_\_ DUNS Number \_\_\_\_\_

Affiliated EINs through common Parent company \_\_\_\_\_

Total # of employees \_\_\_\_\_ Total # of locations \_\_\_\_\_

Total # of U.S. Establishments with labor contractor employees \_\_\_\_\_ Total U.S. labor contractor employees \_\_\_\_\_

Data must be included for each active employee who is working in California or assigned to a location in California as of a selected payroll period during the 4<sup>th</sup> quarter. OutSolve **STRONGLY** recommends using the final payroll period of the year. If you choose to use a different payroll period, additional data elements may be required.

### Table #1 Payroll Employee Information

<u>Field</u>	<u>Sample Data</u>
Unique Employee ID #	12345
Employee Name	John Smith
Race/Ethnicity**	Black
Sex (including non-binary, if applicable)	Male
EEO-1 Code (1.1, 1.2 - 9)	2
Location Code (works at)	COR
Location Code (reports into)	TWD
Job Title*	Software Engineer I
Hire Date	01/01/2013
W-2 Wages***	\$45,000
Actual Hours Worked****	2,080
Exempt/Non-Exempt Status	Exempt

\*Job Title is necessary only to assist with verifying EEO Categories.

\*\*If your HRIS system separates race from ethnicity, these two may be provided in separate fields.

\*\*\* W-2 Wages should be reported from W-2 Box 5. However, if any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, please provide W-2 Box 1 and note this in another column.

\*\*\*\* Actual Hours Worked should include the total number of hours worked by each employee plus the hours the employee was on any form of paid time off for which the employee was paid by the employer (such as vacation time, sick time, or holiday time) *for the entire Reporting Year*. If you have questions collecting this data, please contact your OutSolve consultant.

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**Table #2 Location Information**

<u>Field</u>	<u>Sample Data</u>
Location Code	COR
Location Name	Corporate
Location Street Address	618 Jefferson Ave.
Location City	Philadelphia
Location State	PA
Location Zip Code	70631
Location County	Lennox
NAICS Code	918742
EEO-1 Company Number	1234576
EEO-1 Unit Number	AB12345
Total employee count at this location+	102
Did this location file an EEO-1 last year?	No
Did this location file a CA Pay report last year?	No
Describe the Major Activity at this location	Fabrication and manufacturing of plastics

+Employee count includes all employees, including non-CA employees

If employer had 100 or more contractor workers during prior calendar year (with at least one worker based in California), please provide Table #3.

Data must be included for each labor contractor who is working in California, or assigned to a location in California as of a selected payroll period during the 4<sup>th</sup> quarter. OutSolve **STRONGLY** recommends using the final payroll period of the year.

**Table #3 Labor Contractor Employee Information**

<u>Field</u>	<u>Sample Data</u>
Unique Employee ID #	12345
Employee Name	John Smith
Race/Ethnicity**	Black
Sex (including non-binary, if applicable)	Male
EEO-1 Code (1.1, 1.2 - 9)	2
Client Site Assigned To or Works At	555 Main St, Irvine, CA
Job Title*	Software Engineer I
W-2 Wages++	\$45,000
Actual Hours Worked++	960
Company Name of Labor Contractor	ABC Company
Labor Contractor FEIN	77-0000000
Payroll Period Used	12/15/2022-12/31/2022

++If a labor contractor employee has worked for more than one client employer over the course of the calendar year, their W-2 Box 5 wages and hours should be allocated respectively to each client employer, based on the wages for work performed for that client employer.

A "labor contractor employee" is an individual on a labor contractor's payroll, including a part-time individual, and for whom the labor contractor is required to withhold federal social security taxes from that individual's wages, and who performs labor for a client employer within the client employer's usual course of business.

OutSolve prefers data in Microsoft Excel or in text/CSV (comma separated values).