

Affirmative Action Plan Requested Data Elements

Please complete the following and submit with your data

Official Company Name _____

Abbreviated Name _____

Affirmative Action Plan Date _____

Company Street Address (No P.O. Boxes) _____

City, State & Zip _____

Top Official Name & Title _____

EEO/HR Contact Name & Title _____

Phone Number () _____ Email Address _____

The following data is requested for all **active** employees as of your affirmative action plan date. If you are unsure of your plan date, then please contact OutSolve 888-414-2410. Please note, those fields in **green, highlighted with asterisks (*)** are **required**.

Field

Sample Data

Unique Employee ID #*

12345

Employee Name

John Smith

Employee Home Zip Code*

70115

Race*

Black

Ethnicity**

Non-Hispanic

Sex*

Male

Job Code

EX001

Job Title*

President

Department Code

ADM

Department Title*

Administration

Base Annual Salary*

\$125,000

Hourly Wage Rate*

\$12.50

Hours Worked in a Typical Workweek

20

Job Group Code (if available)*

1A

Job Group Name (if available)*

Executives

EEO-1 Category*

1.1

Hire Date*

01/01/1990

Salary Grade, if applicable*

E100

Location Code (works at)

COR

Location Name (works at)*

Corporate

Location Code (reports into)

TWD

OCC (Occupation Census Code)

0136 (HR Manager)

Date Entered Job Title

01/01/2000

Part-Time/Full-Time Status

Full-Time

Exempt/Non-Exempt Status

Exempt

Individual with Disability?*

Y

Protected Veteran Status*

Y or Recently Separated Veteran

Supervisor Employee ID #

55455

Supervisor Name

Jane Doe

Supervisor Location Code

HQ

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

- OutSolve prefers data in Microsoft Excel or in text/CSV (comma separated values).
- It may be necessary to include separate tables for data elements if codes, abbreviations or identifiers unique to your company are utilized. Please provide an explanation of each of these codes.
- Per OutSolve's Data Security policy, Social Security # is not accepted as the Unique Employee ID #.
- If your company would prefer to have a company logo on the affirmative action plan narrative, please contact your consultant about logo size requirements.