

EEO-1 & VETS-4212 Requested Data Elements

Please complete the following and submit with your data

EEO-1 Login _____ EEO-1 Password _____ VETS-4212 Company # _____

Payroll Period _____ - _____ Is employer Prime (P) or Sub (S) contractor? _____

Name & Title of Certifying Official _____

Official Company Name _____

Corporate Headquarters' Address _____

EEO/HR Contact Name & Title _____

Phone Number () _____ Fax Number () _____

Email Address _____

Data must be included for each active employee as of a selected payroll period during the 4th quarter.

Table #1 Employee Information

<u>Field</u>	<u>Sample Data</u>
Unique Employee ID #	12345
Employee Name	John Smith
Race/Ethnicity**	Black
Sex	Male
Veterans Status	Disabled Veteran
EEO-1 Code (1.1, 1.2 - 9)	2
Location Code	COR
Job Title*	Software Engineer I
Hire Date	01/01/2013

*Job Title is necessary only if EEO-1 code 1 is not yet split into 1.1 and 1.2.

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

***The EEO-1 instructions adopt the Fair Labor Standards Act (FLSA) definition of hours worked. Therefore, the hours-worked data that employers will report on the EEO-1 will be based on the same hours worked that employers record for the FLSA purposes.

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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
DUNS Number	007034456
EEO-1 Company Number	1234576
EEO-1 Unit Number	AB12345
Employer Identification Number (EIN)	72-1427012

Data for Table #3 should reflect all new hires for the 12 month period PRIOR to the 3rd quarter payroll date selected for the requested data in Table #1. **This data is required only for the VETS-4212 Reports.**

Table #3 New Hires

<u>Field</u>	<u>Sample Data</u>
Unique Employee ID #	178432
Employee Name	Grace Adams
Race/Ethnicity**	Black
Sex	Female
Veterans Status	Other Protected
EEO-1 Code (1.1, 1.2 - 9)	5
Location Code	COR

**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).
- Per OutSolve's Data Security policy, Social Security # is not accepted as the Unique Employee ID #.