

COMPONENT 2 PAY DATA SUBMISSION FACT SHEET

The EEO-1 Component 2 pay data collection tool website became active on July 2, 2019. To date the EEOC's website regarding Component 2 information is not yet complete. They will continue adding more information as time goes on. We have summarized the following Component 2 submission requirements and information for you!

- **Component 2 pay data** is required to be submitted to the EEOC by **September 30, 2019**.
- **Component 2 pay data** is required to be collected for **calendar years 2017 and 2018**:
 - Filers are not required to use the same workforce snapshot date they used to file Component 1 reports for 2017 and 2018.
- The **Component 2 form** reflects the form originally released in 2016.
- **Online Filing System** - the EEOC and its outside vendor The University of Chicago's National Opinion Research Center (NORC), reported that they are on schedule to open the collection of Component 2 data on **July 15, 2019**:
 - Employers will be able to submit this data using a Computer-assisted Web Interview (CAWI) data collection instrument which will be available to filers on **July 15, 2019**.
 - A data file upload function is expected to be available no later than **August 15, 2019**.
 - Employers will report data through the **online filing system** or by creating a data file and **inputting data according to the data file specifications** (which have just been released).
 - Employers will be **unable to access their Component 1 reports** in the Component 2 EEO-1 online filing system.
 - There will be no pre-population of historical data in the Component 2 online filing system as no previously filed EEO-1 reporting data is in this system.
- **Workforce snapshot period** is an employer-selected payroll period between October 1 and December 31 of the reporting year.
- **Employee reporting requirements** include compensation and hours worked data for full- and part-time employees only who were on the employer's payroll during the workforce snapshot period:
 - Employers can choose a **different workforce snapshot period** for reporting for 2017 and 2018 and are not obligated to choose a payroll period when it has 100 or more employees.
 - Employers, including federal contractors, are required to submit Component 2 pay data for 2017 if they have **100 or more employees** during the 2017 workforce snapshot period.
 - Employers, including federal contractors, are required to submit Component 2 pay data for 2018 if they have **100 or more employees** during the 2018 workforce snapshot period.
 - Federal contractors with **50-99 employees are not required to report** Component 2 pay data.

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- **Establishment/location information:**
 - Filers may use either a Type 6 report where employers must enter all employment data into the Consolidated Report (Type 2) or the Type 8 report where the system will automatically transfer to populate the overall Consolidated Report. The Consolidated Report numbers must match the total of the other reports.
 - Filers are not required to use the same small location report type (Type 6 or Type 8) that was used for the Component 1 filing.
 - **New question for each establishment:**
 - *Is this establishment: (1) Not exempt as provided by 41 CFR 60-1.5; (2) A prime contractors or first-tier subcontractor; and (3) have a contract, subcontract, or purchase order amounting to \$50,000 or more; or serve as a depository of government funds in any amount; or is a financial institution which is an issuing or paying agent for U.S. Savings Bonds and/or Savings Notes? 1 = Yes; 2 = No.*
- **Component 2 instructions** adopt the **Fair Labor Standards Act (FLSA)** definition of “**hours worked**”.
 - For employees exempt from FLSA, employers have the option to report the designated proxy hours of 40 or 20 hours per week for each week the employee worked that year or, to report actual hours worked, as defined by the FLSA, if the employer maintains those records.
- **“Box 1 – Wages, tips, other compensation” of Internal Revenue Service (IRS) Form W-2** is to be used by employers to identify the **compensation band** in which to count an employee.
 - Employers are required to report the W-2 Box 1 income only for the selected workforce snapshot period employees.
 - Employers may not use gross annual earnings instead of W-2 Box 1 earnings.
- **Form changes** – the only change in the EEOC’s sample forms was it corrected the pay data heading to “Salary Compensation Band” from “Annual Salary in Thousands” to clarify that the 12 salary bands are based on W-2, Box 1 income data, not annual salary.
- **Freedom of Information (FOIA) requests for pay data** – The EEOC has expanded the bases on which the Agency may reject a FOIA request for pay data.

Source: EEOC website: <https://eeocomp2.norc.org/>

Access the EEOC Component 2 FAQ page: <https://eeocomp2.norc.org/faq.html>