We’re proud to offer a full-circle solution to your HR needs. BASIC offers collaboration, flexibility, stability, security, quality service and an experienced staff to meet your integrated HR, FMLA and Payroll needs.
HR Solutions Come Full Circle

HR solutions should be simple. Keep it BASIC.

BASIC’s integrated HR solutions come full circle for employers nationwide. Consistently recognized as an Inc. 5,000 Fastest Growing Private Company, our expertise allows you to control costs, manage risks and improve staff focus and effectiveness.
The materials and information have been prepared for informational purposes only. This is not legal advice, nor intended to create or constitute a lawyer-client relationship. Before acting on the basis of any information or material, readers who have specific questions or problems should consult their lawyer.
EEO-1 REPORT HISTORY AND BASICS
EEO-1 Reports

- Employer Information Reports (EEO-, or Standard Form 100)
- 1966: EEOC first requires EEO-1 reports
- Reports profile 25 million employees and 45,000 employers
- After first reports submitted, EEOC sponsors a series of public hearings between 1967 – 1971 to discuss data
- EEOC gathers information from individual workers regarding discrimination against minorities
- EEOC begins pattern of requiring reports annually and its charge enforcement process
Employer Information Reports (EEO-1 / Standard Form 100)

• Who is covered?
  – All employers with 100 or more employees
  – Federal contractors
    • At least 50 employees
    • Federal contract / purchase order of at least $50,000 annually
    • Banks and financial institutions that serve as a federal depository in any amount, or have FDIC insurance (formerly also included transaction of U.S. Savings Bonds, which is now done online)
Pre-2017 Reporting

- Forms available from Joint Reporting Committee or EEOC web-site (eeoc.gov)
- When to report:
  - 2016 and before = Due date was September 30 each year
- What to report:
  - 2016 and before = “Snapshot” of workforce during any payroll period July-September
Multiple Establishment Employers
– Separate EEO-1’s

– Principal or Headquarters Report
– Establishment Reports for each facility with 50 or more employees
– List identifying each facility with less than 50 employees, total employment, address and principal activity, or a small establishment Report
– Consolidated Report
EEO-1 Occupational Categories

10 EEO occupational categories (typically an EEO category is determined and assigned to each job title in HRIS)

1.1 Executive / Senior Level Officials and Managers
1.2 First / Mid-Level Officials and Managers
2 Professionals
3 Technicians
4 Sales Workers
EEO-1 Occupational Categories

5 Administrative Support Workers
6 Craft Workers
7 Operatives
8 Laborers and Helpers
9 Service Workers
Racial / Ethnic Classifications

• Hispanic or Latino (yes or no)
  – If yes, stop.
  – If no, then:
    • White (not Hispanic or Latino)
    • Black or African American
      (not Hispanic or Latino)
Racial / Ethnic Classifications

- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaska Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)
  - Employees do not have to disclose which two or more races
EEO-1 Race / Ethnicity Identification

– Based on data from 2000 US Census
– EEOC strongly prefers voluntary self-disclosure by employees, and visual identification may be used only if employee declines to self-identify
  • “If I think I know an employee’s ethnicity, can I just write that in on the report?”
  • “No. Self-identification is the preferred method of identifying the race and ethnic information necessary for the EEO-1 report. Employers are required to attempt to allow employees to use self-identification to complete the EEO-1 report. If an employee declines to self-identify, employment records or observer identification may be used.”

EEOC’s EEO-1 Report Frequently Asked Questions
“OLD” EEO-1 FORM
### Employer Information Report
For EEO-1

**Report “Grid”**

#### Section D - EMPLOYMENT DATA

Employment at this establishment - Report all permanent full- and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures as all times are in all figures, which appear on the establishment it is.

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive/Senior Level Officials and Managers</td>
<td>1.3</td>
<td>0.3</td>
<td>1.3</td>
<td>0.3</td>
<td>1.3</td>
<td>0.3</td>
<td>2.6</td>
</tr>
<tr>
<td>First-Level Officials and Managers</td>
<td>1.2</td>
<td>0.2</td>
<td>1.2</td>
<td>0.2</td>
<td>1.2</td>
<td>0.2</td>
<td>2.4</td>
</tr>
<tr>
<td>Professionals</td>
<td>2</td>
<td>0.2</td>
<td>2</td>
<td>0.2</td>
<td>2</td>
<td>0.2</td>
<td>4.2</td>
</tr>
<tr>
<td>Technicians</td>
<td>3</td>
<td>0.3</td>
<td>3</td>
<td>0.3</td>
<td>3</td>
<td>0.3</td>
<td>6.6</td>
</tr>
<tr>
<td>Sales Workers</td>
<td>4</td>
<td>0.4</td>
<td>4</td>
<td>0.4</td>
<td>4</td>
<td>0.4</td>
<td>8.8</td>
</tr>
<tr>
<td>Administrative Support Workers</td>
<td>5</td>
<td>0.5</td>
<td>5</td>
<td>0.5</td>
<td>5</td>
<td>0.5</td>
<td>10.5</td>
</tr>
<tr>
<td>Craft Workers</td>
<td>6</td>
<td>0.6</td>
<td>6</td>
<td>0.6</td>
<td>6</td>
<td>0.6</td>
<td>12.6</td>
</tr>
<tr>
<td>Operatives</td>
<td>7</td>
<td>0.7</td>
<td>7</td>
<td>0.7</td>
<td>7</td>
<td>0.7</td>
<td>14.7</td>
</tr>
<tr>
<td>Laborers and Hodiers</td>
<td>8</td>
<td>0.8</td>
<td>8</td>
<td>0.8</td>
<td>8</td>
<td>0.8</td>
<td>16.8</td>
</tr>
<tr>
<td>Service Workers</td>
<td>9</td>
<td>0.9</td>
<td>9</td>
<td>0.9</td>
<td>9</td>
<td>0.9</td>
<td>18.9</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>21.0</td>
</tr>
</tbody>
</table>

PREVIOUS YEAR TOTAL 11

1. Date(s) of payroll period used: (Omit on the Consolidated Report.)

#### Section E - ESTABLISHMENT INFORMATION (Enter on the Consolidated Report.

1. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity)

#### Section F - REMARKS

Use this item to give any identification data appearing on the last EEO-1 report which differs from that given above, explain major changes in composition of reporting units and other pertinent information.

#### Section G - CERTIFICATION

Check one □ All reports are accurate and were prepared in accordance with the instructions. (Check on Consolidated Report only)

□ This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official

Title

Signature

Date

Name of person to contact regarding this report

Title

Address (Number and Street)

City and State

Zip Code

Telephone No. (Including Area Code and Extension)

Email Address

All reports and information obtained from individual reports will be kept confidential as required by Section 796.50 of Title VII. WILFUL FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 8, SECTION 1681(c).
2016 EEOC PROPOSAL
Revised EEO-1 Report

• In September 2016, EEOC approved and published proposal outlining major changes to annual EEO-1 reporting
  – Applies to all employers with 100 or more employees, regardless of whether a federal contractor/contractor
  – Wages/hours worked reporting does NOT apply to federal contractors/subcontractors with 50-99 employees
Revised EEO-1 Report

• What’s new?
  – **Summary Pay Data**
    • Employers report the total number of full and part-time employees in each of 12 pay bands for each EEO-1 occupational, sex and race/ethnicity category
  – **Hours Worked Data**
    • Aggregate number of hours worked by all employees in each pay band
Revised EEO-1 Report

• Kicks in with the 2017 EEO-1 reporting period
  – Employee headcount to be reported is based on any payroll period selected during October 1- December 31, 2017 (the “workforce snapshot period”)
  – Does workforce fluctuate above/below 100 during Oct. – Dec.? Employer discretion to select “snapshot” time frame
Revised EEO-1 Report

– Employees on payroll during “workforce snapshot period” are reported on EEO-1 even if no longer employed as of December 31, 2017

– New deadline for submitting EEO-1 Report is now March 31, 2018
EARNINGS DATA
Summary Pay Data

– All forms of compensation for each employee

• Wages, salaries, bonuses, commissions, tips, shift premiums, holidays, vacations, taxable fringe benefits, severance pay, signing bonuses, cost of living adjustments, etc.

– Incentive compensation is reported in the year PAID (and reported for W-2 purposes), and not the period for which it represents
Summary Pay Data

– To determine compensation, use calendar year-end W-2 earnings reported for income tax purposes (Box 1)

– Note: federal contractors with 50-99 employees get a break – not required to provide pay or aggregate hours worked data
Summary Pay Data

– Annual W-2 earnings by 12 EEO-1 Report pay bands

(1) $19,239 and under;
(2) $19,240 - $24,439;
(3) $24,440 - $30,679;
(4) $30,680 - $38,999;
(5) $39,000 - $49,919;
(6) $49,920 - $62,919;
(7) $62,920 - $80,079;
(8) $80,080 - $101,919;
(9) $101,920 - $128,959;
(10) $128,960 - $163,799;
(11) $163,800 - $207,999; and
(12) $208,000 and over.
Summary Pay Data

– Do not calculate or estimate annualized earnings for employees hired mid-stream in year – use calendar year W-2 earnings reported for income tax purposes (Box 1)

– EEOC position is that aggregate hours worked data will even out the “missing” earnings data reported
HOURS WORKED DATA
Hours Worked Data

– Aggregate of annual hours worked by all employees reported in the pay band

– **Non-exempt employees** – based on actual time worked (time sheet/payroll records) to identify the number of hours worked.
  
  • Only hours actually **worked** are reported, not all hours **paid** (thus, not vacation, PTO, sick time, holidays, etc.)
Hours Worked Data

– Annual aggregate hours worked

– **Exempt employees** - employers have a choice:
  
  • (1) Report a proxy amount of 40 hours per week for each full-time exempt employee, or 20 hours per week for each part-time exempt employee (*are there really PT exempt employees paid at the full FLSA salary basis threshold?*); or
  
  • (2) Report actual number of hours worked by exempt employees, regardless of full- or part-time
OTHER EEO-1 REPORT ISSUES
New 2017 EEO-1 Reporting

– Now will require slotting employees into one of 1,680 possible cells in EEO-1 Report

- 10 Occupation categories
- 2 Gender categories
- 7 race/ethnicity categories
- 12 pay bands

10 x 2 x 7 x 12 = 1,680 each for employees and hours worked data
• EEOC and OFCCP will have joint access to the information reported (OFCCP is subject to FOIA)

• Agencies claim they will use the information to analyze pay claims, focus investigations, target audits, and identify employers with allege pay disparities
EEO-1 Reports

• EEOC states
  – “The EEOC does statistical analysis of EEO-1 data early in its investigations. This helps with a first assessment of the allegations made in a charge of discrimination and, as appropriate, with planning an investigation. The EEO-1 is not the only source of data used at this stage, but it certainly helps.”
EEO-1 Reports

• OFCCP States
  – OFCCP will use the EEO-1 data to help identify federal contractors and subcontractors for compliance reviews under Executive Order 11246
  – This is part of OFCCP’s Federal Contractor Selection System
Published Industry Data

• EEOC states
  – In addition, the EEOC will periodically publish aggregated EEO-1 data and industry reports that may provide useful comparative data for private employers and federal contractors. Small employers will especially benefit from the published reports because they will obtain comparative data that will assist them in conducting voluntary self-assessment of their pay practices.
  – Voluntary self-assessment will help small businesses remedy any pay disparities and comply with state and federal equal pay laws.”
Actual Utility of EEO-1 Data?

• What will EEOC do with aggregate pay data? (citing ability to get “clear picture” of employer discriminatory pay practices)

• Who knows? 2012 National Academy of Sciences report on collecting pay data: Even if collected, “There is . . . no clearly articulated vision of how the data on wages could be used in the enforcement responsibilities of [EEOC & OFCCP] for targeting employers for investigation regarding their compliance with non-discrimination laws.”
Why Gather This Data?

• Many special interest groups have objected to collecting pay and hours worked data
  – *U.S. Chamber of Commerce*
  – *SHRM*
  – *Republican Senators*
Why Gather This Data?

• “Collecting pay data is a significant step forward in addressing discriminatory pay practices.”

• "This information will assist employers in evaluating their pay practices to prevent pay discrimination and strengthen enforcement of our federal anti-discrimination laws.“

Former EEOC Chair Jenny Yang
Why Gather This Data?

• "Collecting pay data in the highly aggregated manner proposed will not help identify unlawful pay discrimination."
• "Over time, pay is increasingly influenced by an employee's chosen career path—previous jobs, experience, education, performance and geographic locations, along with level of responsibility."

Janese Murray, Vice President of Diversity and Inclusion at Exelon Corp.
EEO-1 Data Security Concerns

- Employers - Concerns over confidentiality of pay data to be reported, especially in single employee race/sex occupational categories (OFCCP is subject to FOIA)
  - “All information that the EEOC collects under Title VII is subject to strict confidentiality requirements. Title VII prohibits any EEOC officer or employee from disclosing data collected on the EEO-1 report, unless the data is the subject of litigation.”
- “The EEOC maintains robust cybersecurity and privacy programs . . . . The hosting service for the EEO-1 data collection system provides a defense-in-depth security program with many layers of security . . . .in order to maintain a high level of protection.”

(EEOC’s 2017 EEO-1 Survey Website Link)
EEOC POLITICS
Support and Opposition

- Ivanka Trump, at 2016 Republican Convention, cited wage equality at Trump businesses, and her father’s fight for equal pay for equal work.
- Current (and soon to be former) Acting EEOC Chair Victoria Lipnic voted against program in 2016, and in Feb. 2017 publically expressed doubt about its usefulness.
EEOC Commission Dynamics

• New Republican majority expected on EEOC
  – Victoria Lipnic, Acting Chair (R) (7/1/2020)
  – Chai Feldblum (D) (7/1/2018)
  – Jenny Yang (D) (7/1/2017) (serving expired / extended term and soon to be replaced)
  – Charlotte Burrows (D) (7/1/2019)
  – Vacant – Janet Dhillon (R) nominated by Trump as Commissioner and new Chair on June 29, 2017
EEO-1 Reports

• What will Trump Administration do? Wild Card.
• Since involves all employers covered by EEO-1 Report program, has momentum behind it
• Industry groups and Congressional Republicans have cited administrative burden combined with lack of clear data utility plan
• But larger employers are well underway in compliance logistics – HRIS and payroll
Crystal Ball?

• Complete repeal of program by EEOC Republican majority late in 2017?
• No repeal, but perhaps be scaled back or postponed beyond 2017 pending further study of pay data’s usefulness?
• Congressional budgetary prohibition on using EEOC or OFCCP funds to administer new EEO-1 Report changes?
• Full speed ahead?
“NEW” EEO-1 FORM
SECTION A - TYPE OF REPORT

1. Indicate by marking in the appropriate box the type of reporting used for which this copy of the form is submitted (MARK ONLY ONE BOX):
   [ ] Single-establishment Employer Report
   [ ] Multi-establishment Employer:
     [ ] Consolidated Report (required)
     [ ] Headquarters Unit Report (required)
     [ ] Individual Establishment Report (submit one for each establishment with 50 or more employees)
     [ ] Special Report

2. Total number of reports being filed by this Company (Answer on Consolidated Report only):

SECTION B - COMPANY IDENTIFICATION

1. Name of parent company that owns or controls establishment or item 2 (omit if same as above):
   a. Parent Company:

   Address (Number and Street):

   City or Town: [ ]
   State: [ ]
   ZIP code: [ ]

2. Establishment for which this report is filed (omit if same as above):
   a. Name of establishment:

   Address (Number and Street):

   City or Town: [ ]
   County: [ ]
   State: [ ]
   ZIP code: [ ]

b. Employer identification No. (IRS DUPLICATE TAX NUMBER):

ec. Was an EEO-1 report filed for this establishment last year?
   [ ] Yes [ ] No

SECTION C - EMPLOYEES WHO ARE REQUIRED TO FILE

1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?
   [ ] Yes [ ] No

2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?
   [ ] Yes [ ] No

3. Does the company or any of its establishments do have 50 or more employees AND:
   i. Is not exempt as provided in 41 CFR 60-1.4, AND either:
      (i) Is a government contractor or subcontractor and is a contract or subcontract, or purchase order amounting to $50,000 or more, or (ii) Serves as a depository of Government funds in any amount or (iii) Is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes?
   [ ] Yes [ ] No

4. If the response to the above questions (a) - (c) is Yes, please enter your Dun and Bradstreet identification number (if you have one):

NOTE: If an answer to questions 1, 2 or 3 of Section C is "Yes", complete the entire form, otherwise skip to Section D.
**Proposed EEO-1 Form To Collect Pay Data**

Report numbers of full-time and part-time employees by:

- EEO occupation category
- Salary in thousands USD
- Gender
- Race / ethnicity

### SECTION D - EMPLOYMENT DATA

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Annual Salary in Thousands</th>
<th>Race/Ethnicity</th>
<th>Total Count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sample**
Proposed EEO-1 Form To Collect Pay Data

Ten (10) EEO occupation categories and 7 race/ethnicity categories

<table>
<thead>
<tr>
<th>EEO Occupation Categories</th>
<th>Race/Ethnicity Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ten (10) EEO occupation categories</td>
<td>7 race/ethnicity categories</td>
</tr>
</tbody>
</table>

SAMPLE

---

49

BASICONLINE.COM | (800) 444 -1922
### Proposed EEO-1 Form To Collect Pay Data

#### 12 pay bands for each EEO occupation category

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Pay Band</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEOs &amp; Exec.</td>
<td>G5</td>
<td>$150,000 and over</td>
</tr>
<tr>
<td></td>
<td>G6</td>
<td>$100,000 - $149,999</td>
</tr>
<tr>
<td></td>
<td>G7</td>
<td>$65,000 - $99,999</td>
</tr>
<tr>
<td></td>
<td>G8</td>
<td>$45,000 - $64,999</td>
</tr>
<tr>
<td></td>
<td>G9</td>
<td>$30,000 - $44,999</td>
</tr>
<tr>
<td></td>
<td>G10</td>
<td>$18,000 - $29,999</td>
</tr>
<tr>
<td></td>
<td>G11</td>
<td>$12,000 - $17,999</td>
</tr>
<tr>
<td></td>
<td>G12</td>
<td>$6,000 - $11,999</td>
</tr>
<tr>
<td></td>
<td>G13</td>
<td>$0 - $5,999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laborers &amp; Helpers</th>
<th>Pay Band</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>G7</td>
<td>$150,000 and over</td>
</tr>
<tr>
<td></td>
<td>G8</td>
<td>$100,000 - $149,999</td>
</tr>
<tr>
<td></td>
<td>G9</td>
<td>$65,000 - $99,999</td>
</tr>
<tr>
<td></td>
<td>G10</td>
<td>$45,000 - $64,999</td>
</tr>
<tr>
<td></td>
<td>G11</td>
<td>$30,000 - $44,999</td>
</tr>
<tr>
<td></td>
<td>G12</td>
<td>$18,000 - $29,999</td>
</tr>
<tr>
<td></td>
<td>G13</td>
<td>$12,000 - $17,999</td>
</tr>
<tr>
<td></td>
<td>G14</td>
<td>$6,000 - $11,999</td>
</tr>
<tr>
<td></td>
<td>G15</td>
<td>$0 - $5,999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Workers</th>
<th>Pay Band</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>G12</td>
<td>$150,000 and over</td>
</tr>
<tr>
<td></td>
<td>G13</td>
<td>$100,000 - $149,999</td>
</tr>
<tr>
<td></td>
<td>G14</td>
<td>$65,000 - $99,999</td>
</tr>
<tr>
<td></td>
<td>G15</td>
<td>$45,000 - $64,999</td>
</tr>
<tr>
<td></td>
<td>G16</td>
<td>$30,000 - $44,999</td>
</tr>
<tr>
<td></td>
<td>G17</td>
<td>$18,000 - $29,999</td>
</tr>
<tr>
<td></td>
<td>G18</td>
<td>$12,000 - $17,999</td>
</tr>
<tr>
<td></td>
<td>G19</td>
<td>$6,000 - $11,999</td>
</tr>
<tr>
<td></td>
<td>G20</td>
<td>$0 - $5,999</td>
</tr>
</tbody>
</table>

*Note: Each pay band represents a range of salaries, with the lower value being inclusive and the upper value being exclusive.*

**Previous Year Total: 122**
Proposed EEO-1 Form To Collect Pay Data

Same “grid” framework, but for reporting aggregate hours worked by pay band, sex and race/ethnicity
Proposed EEO-1 Form To Collect Pay Data

Don’t confuse the two versions of grid – number of employees vs. aggregate hours worked
Proposed EEO-1 Form To Collect Pay Data

1,680 total possible cells in which to report data for employees and for aggregate hours worked
Proposed EEO-1 Form To Collect Pay Data

Establishment description and preparer certification

SECTION 1. ESTABLISHMENT INFORMATION

What is the major activity of this establishment? (Be specific, i.e., manufacturing steel casings, retail grocer, wholesale plumbing supplies, life insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

SECTION F. REMARKS

Use this form to give any identifying data appearing on the last EEO-1 report which differs from that given above, explain major changes in composition of reporting units and other pertinent information.

SECTION G. CERTIFICATION

☐ Yes. I certify that:
☐ 1. All reports are accurate and were prepared in accordance with the instructions for the report.
☐ 2. This report is accurate and was prepared in accordance with the instructions for the report.

Name of Certification Officer
Title
Signature
Date

Name of Person to contact regarding this report
Title
Address (Number and Street)

City and State Zip Code Email Address Telephone No. (including Area code and Extension)

All reports and information obtained from individual reports will be kept confidential as required by Section 703(b) of Title VII. WILLFUL FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 10, SECTION 1021
PREPARATION STEPS
If you haven’t already…

✓ Assess existing HRIS and payroll systems to ensure that they can generate the necessary reports.

✓ Be certain in-house payroll systems or 3rd party payroll services can integrate W-2 earnings data with HRIS data

✓ Make sure payroll can segregate out and report hours worked from hours paid for non-exempt employees
If you haven’t already…

- Meet with outside payroll vendors to make sure they understand the new requirements.
- Identify or develop policies that explain how employees earn overtime, bonuses, commissions and other components of W-2 Box 1 wages.
- Put systems in place to readily retrieve data regarding benefits choices employees make, because these choices can significantly affect W-2 income.
If you haven’t already…

- Identify job titles in each of the 10 EE0-1 job categories and analyze job descriptions to ensure they are accurate and will support pay decisions that reflect different job responsibilities.
- Identify any existing pay bands that your company uses and map them to the new pay bands on the EEO-1 form.
- Determine how to report hours worked for exempt employees.
If you haven’t already…

✔ Determine whether job titles are accurately classified into correct EEO occupational categories. Job responsibilities expand or contract over time with additional duties, use of technology, qualifications required to successfully perform, etc.
We’re proud to offer a full-circle solution to your HR needs. BASIC offers collaboration, flexibility, stability, security, quality service and an experienced staff to meet your integrated HR, FMLA and Payroll needs.
Gary A. Chamberlin

(616) 831-1709
chamberling@millerjohnson.com

millerjohnson.com

| 45 Ottawa Avenue SW Suite 1100 Grand Rapids, MI 49503 | 100 W Michigan Avenue Suite 200 Kalamazoo, MI 49007 |
Contact Us

HR solutions should be simple. Keep it BASIC.

800.444.1922
sales@basiconline.com
Contact Us

Joe Aitchison  
Vice President  
800-444-1922 X 236  
JAitchison@basiconline.com

Michael Stoddard  
COO  
800-444-1922 X 224  
MStoddard@basiconline.com
Disclaimer

This presentation is designed to provide accurate information in regard to the subject matter covered. It is provided with the understanding that BASIC is not engaged in rendering legal or other professional services. If legal advice or other expert assistance is required, the services of a competent attorney or other professional person should be sought. Due to the numerous factual issues which arise in any human resource or employment question, each specific matter should be discussed with your attorney.