



Your New EEO-1 Report Checklist

The Equal Employment Opportunity Commission (EEOC) has finalized a rule to expand the data employers are required to collect in the EEO-1 Report. Use our checklist to help you prepare for the new requirements.

1. Are You Affected?

- Determine if your organization is required to file an EEO-1 Report.

2. Will Your Systems Be Prepared?

- Determine if you have one platform to easily access your employees' HR, payroll and time data.

Separate HR, payroll and time systems will create additional administrative work for employers and could result in costly reporting errors. Employers need one solution to efficiently capture and produce time and wage data that would be required in the EEO-1 Report.

- Determine if your payroll and time data can be combined into one report.

Paycor's EEO-1 report will help you prevent audits by proactively identifying current discrepancies in your pay practices so you can make changes before filing the EEO-1 Report.

- Determine if you have an automated time solution to accurately track employee hours.

Paycor's time solution allows you to track and report on the hours each employee works. If you're not using an automated time solution, manually collecting and re-keying employees' time could lead to months of additional work.

- Determine if you have an HR solution to:

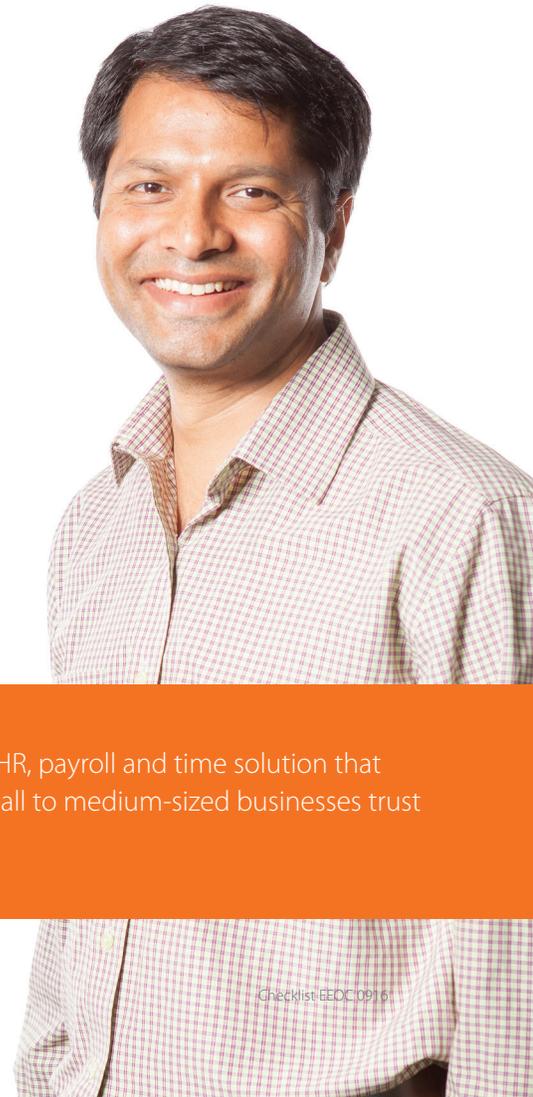
- Track employee performance reviews?
- Track employee goal setting?
- Track employee coaching and discipline conversations?
- Track employee certifications and continuing education courses?
- Track and store employee documents?

Paycor's HR solution will allow employers to easily track and store performance reviews, goals, and certifications. This information is critical to explain any pay discrepancies between employees who hold the same position but are separated in different pay bands.

3. Audit Your Workforce:

- Are your HR records up to date?
- Are all hourly employees clocking in and out?
- Begin tracking data to file the new EEO-1 Report by March 31, 2018.

Employers are required to track wage and hour data beginning January 1, 2017.



To effectively manage new EEO-1 reporting requirements, organizations will need an HR, payroll and time solution that provides an efficient and accurate way to access employee data. More than 30,000 small to medium-sized businesses trust Paycor to keep them compliant. To learn more, visit [Paycor.com/EEOC](https://www.paycor.com/EEOC).