

Supplemental  
Documentation  
1999



WORLD SOFTWARE

# EEO-4 Report

Releases  
A8.1  
A7.3

JD Edwards®





J.D. Edwards World Source Company  
One Technology Way  
Denver, CO 80237

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## Working with the EEO-4 Report

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From Federal/State/Local Reports (G07241), choose EEO-4 Report.

Employers must report specific employee information to the Equal Employment Opportunity Commission (EEOC) on an annual basis. You use the EEO-4 report to submit this information in the proper format. You submit the EEO-4 report at the end of the fiscal year using the Jurisdiction Control Number assigned by the EEOC. The EEOC recommends using June 30 as the end of the fiscal year.

The EEO-4 report lists the number of employees in each salary range and ethnic group according to their job function. The report lists the information in the following combinations:

- Ethnic and gender distribution by job category
- Ethnic and gender distribution by job category and pay range
- Totals for ethnic and gender representation by job function for full-time, part-time, and newly hired employees

The EEOC has defined job functions to use for grouping and reporting information. Set up one of the payroll category codes to track these job function codes for each of your employees. The following are the EEOC-defined job functions and their corresponding codes:

<b>01</b>	Financial Administration/General Control
<b>02</b>	Streets and Highways
<b>03</b>	Public Welfare
<b>04</b>	Police Protection
<b>05</b>	Fire Protection

<b>06</b>	Natural Resources/Parks and Recreation
<b>07</b>	Hospitals and Sanitariums
<b>08</b>	Health
<b>09</b>	Housing
<b>10</b>	Community Development
<b>11</b>	Corrections
<b>12</b>	Utilities and Transportation
<b>13</b>	Sanitation and Sewage
<b>14</b>	Employment Security State Governments Only
<b>15</b>	Other

## See Also

- *Assigning Category and Geographic Data Codes* in the *U.S. Payroll Guide, Volume 1* for more information about assigning category codes

The number of employees a jurisdiction or company has will determine how the report is formatted. For jurisdictions with fewer than 1000 full-time employees, the report lists all job functions with fewer than 100 employees separately and combines the numbers into one total. Job functions with more than 100 employees will be listed and totaled separately.

For jurisdictions with 1000 or more employees, the report lists and totals each job function separately regardless of how many employees are included in that job function.

The EEO-4 report contains the following sections for reporting information to the EEOC:

- Full-Time Employees
- Other Than Full-Time Employees

- New Hire Employees

Employees who are active and have an employment status that is not considered full-time are included in the Other Than Full-Time Employees section of the report.

If an employee's start date falls within the range of dates you are reporting, the employee is considered a new hire for EEOC reporting purposes. If the new hire is a full-time employee, information for that employee is included in both the New Hire Employees and Full-Time Employees sections of the EEO-4 report. Part-time new hire employees are included only in the New Hire Employees section of the report and are not included in the Other Than Full-Time Employees section of the report.

Contact the EEOC for more information about regulations for EEO-4 reporting.

### Processing Options for EEO-4 Report

- 1) Please enter starting salary for each salary range below. Enter real dollars, i.e. 8000 instead of 8,000 or 8.0.  
 Beginning Salary for Range 1 \_\_\_\_\_  
 " Range 2 \_\_\_\_\_  
 " Range 3 \_\_\_\_\_  
 " Range 4 \_\_\_\_\_  
 " Range 5 \_\_\_\_\_  
 " Range 6 \_\_\_\_\_  
 " Range 7 \_\_\_\_\_  
 " Range 8 \_\_\_\_\_
- 2) Enter Beginning Date of Report Period \_\_\_\_\_  
 Enter Ending Date. (more) \_\_\_\_\_
- 3) Enter address book number of jurisdiction being reported. \_\_\_\_\_
- 4) Enter Jurisdiction Control Number. \_\_\_\_\_
- 5) Enter the Employment Status Code(s) to identify full time employees. (Enclose in quotes and separate with a space. Ex: ' ' '1' '2') \_\_\_\_\_
- 6) Enter the data item for the payroll category code (ex. P001 - P020) that contains the employee's function code \_\_\_\_\_
- 7) Enter address book number of EE0-4 Contact Person. \_\_\_\_\_
- 8) Enter address book number of Company EE0-4 Contact Person reports to. \_\_\_\_\_
- 9) Enter address book number of \_\_\_\_\_

Certifying Official.

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