

Fact Sheet for Component 2 EEO-1 Compensation Data Filers

This fact sheet provides a list of important deadlines and reminders in order for your company to successfully submit Component 2 data for 2017 and 2018 calendar years.

1. Employers must **submit** and **certify** 2017 and 2018 Component 2 compensation data by **September 30, 2019**.
2. Please be advised that companies will receive their User ID from NORC via notification letter mailed through USPS and to the registered EEO-1 email address on record. Password will be setup during initial entry into the Component 2 EEO-1 Online Filing System and after User ID, FEIN, and email address is verified.
3. Employers will select a pay period between October 1 and December 31 of the reporting year as the “workforce snapshot period.”
 - a. **2017 Component 2 EEO-1 report** would be an employer-selected pay period between October 1, 2017, and December 31, 2017.
 - b. **2018 Component 2 EEO-1 report** would be an employer-selected pay period between October 1, 2018, and December 31, 2018.
4. Compensation and hours-worked data will only be reported for full- and part-time employees who were on the employer’s payroll during the workforce snapshot period.
5. Companies must provide Federal Employer Identification Number (FEIN) for all establishment locations.
6. Employee self-identification is the preferred method of identification for the race/ethnicity categorization of employment data. Employers are required to attempt to allow employees to use self-identification to complete the EEO-1. If any employee declines to self-identify, employers may consult with employee-provided information when on-boarded or the employer may use visual observation.
7. Component 2 EEO-1 job categories will be the same as on the most recent Component 1 EEO-1 report. They are:
 1. Executive/Senior Level Officials and Managers
 2. First/Mid-Level Officials and Managers
 3. Professionals
 4. Technicians
 5. Sales Workers
 6. Administrative Support Workers
 7. Craft Workers
 8. Operatives
 9. Laborers and Helpers
 10. Service Workers
8. 12 compensation bands will be collected within each job category and when selecting a band for an employee, refer to earnings reported in W-2 Box 1.
 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
 12. \$208,000 and over
9. The 100-employee threshold for reporting is for the employer as a whole, after totaling employees based at the headquarters and at all locations, or establishments. Multi-establishment companies must report compensation data for all its establishments, including those with fewer than 100 employees. Please note that the 100-employee threshold also applies to federal contractors. Unlike the requirements for Component 1, federal contractors with fewer than 100 employees are not required to file Component 2 data. If a multi-establishment employer has establishments with fewer than 50 employees, it may choose to file a Type 6 (Establishment List) or a Type 8 (Establishment Report) for those establishments, in addition to the Consolidated Report (Type 2) and Headquarters Report (Type 3). A Type 6 is a list for an establishment with fewer than 50 employees that includes only the establishment name, address and total employee count. However, the aggregated employee and hours-worked data by race/ethnicity and gender by job category and compensation band for all Type 6 establishments must be included in the Type 2 Consolidated Report. A Type 8 Establishment Report is a report for an establishment with fewer than 50 employees that includes the establishment name, address, race/ethnicity, gender, and hours-worked data by job category and by compensation band.
10. When you submit and certify 2017 and 2018 Component 2 EEO-1 compensation data, please do not forget to **save a copy** for your company's records.
11. Certification of the Component 2 EEO-1 report is **mandatory**. Without certifying your report, your company will receive a notification of **failure to file letter**.
12. The EEOC requires that Component 2 EEO-1 reports be submitted via the Component 2 EEO-1 Online Filing System (<https://eeocomp2.norc.org>) as an uploaded CSV data file. All data are encrypted, ensuring your security.