

**U.S. Equal Employment Opportunity Commission
Component 2 EEO-1 Upload File Layout Specifications for 2017 and 2018**

ISSUED: August 25, 2019, Version 2

Document Overview

The EEOC Component 2 EEO-1 Compensation Data Collection offers employers two options to report their 2017 and 2018 pay and hours worked data through the *Component 2 EEO-1 Online File System* (<https://eeocomp2.norc.org>): (1) manually enter data into an online form (available July 15, 2019), or (2) upload data via comma separated value (CSV) files (available in mid-August 2019). Given the number of data items required in Component 2 reporting, the EEOC has designed a new narrow file layout to make it easier for filers and their vendors to create upload files. This document provides specifications for developing Component 2 EEO-1 upload files so employers may prepare in advance of the upload system availability.

Data File Structure

In the Component 2 EEO-1 upload file layout, job category, demographic group (defined by race, ethnicity, and gender), and annual salary as reported by pay band are columns in the file along with number of employees and hours worked. Each record in the upload file represents a unique combination of “job category by demographic group by pay band” for each establishment. This will result in a longer file, but it will be narrower and more efficient. Empty records are not reported. Also, one file layout supports all report types. Figure 1 illustrates how upload data would look for an establishment with 125 employees filing a Type 4 report. Figure 2 illustrates how the upload data would look for an establishment with 35 employees filing a Type 6 report.

FIGURE 1. Component 2 EEO-1 Upload File Example for Type 4 Report for a Multiple Establishment Employer

Establishment-Level Information														Compensation Data for Each Employee Group				
														Where Employee Group is defined by: Job Category x Demographic Group x Pay Band				
USERID												QUESTION B2C	QUESTION D2		RACE ETHNICITY GENDER	ANNUAL SALARY		
(SENT BY NORC)	STATUS CODE	UNIT NUMBER	UNITNAME	UNITADDRESS	UNIT ADDRESS2	CITY	STATE	ZIP CODE	COUNTY NAME	FEIN	NAICS CODE	(DID EST. FILE BEFORE?)	(IS EST. FEDERAL?)	JOB CATEGORY	(CODED CATEGORY)	(CODED TO PAY BAND)	TOTAL EMPLOYEES	TOTAL HOURS
12345678	4	1252	FINE AUTOS ON MAIN	123 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	1	F	11	1	2000
12345678	4	1252	FINE AUTOS ON MAIN	123 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	5	A	9	12	24000
12345678	4	1252	FINE AUTOS ON MAIN	124 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	5	A	8	20	40000
12345678	4	1252	FINE AUTOS ON MAIN	125 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	5	B	9	5	10000
12345678	4	1252	FINE AUTOS ON MAIN	126 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	5	C	9	14	28000
12345678	4	1252	FINE AUTOS ON MAIN	127 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	5	D	9	10	20000
12345678	4	1252	FINE AUTOS ON MAIN	128 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	5	I	9	15	30000
12345678	4	1252	FINE AUTOS ON MAIN	129 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	5	L	9	10	20000
12345678	4	1252	FINE AUTOS ON MAIN	130 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	5	L	8	3	6000
12345678	4	1252	FINE AUTOS ON MAIN	131 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	6	D	6	4	8000
12345678	4	1252	FINE AUTOS ON MAIN	132 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	6	I	6	3	6000
12345678	4	1252	FINE AUTOS ON MAIN	133 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	6	M	6	6	12000
12345678	4	1252	FINE AUTOS ON MAIN	134 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	A	5	2	4000
12345678	4	1252	FINE AUTOS ON MAIN	135 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	B	5	3	6000
12345678	4	1252	FINE AUTOS ON MAIN	136 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	D	5	2	4000
12345678	4	1252	FINE AUTOS ON MAIN	137 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	F	5	2	4000
12345678	4	1252	FINE AUTOS ON MAIN	138 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	G	5	3	6000
12345678	4	1252	FINE AUTOS ON MAIN	139 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	I	5	4	8000
12345678	4	1252	FINE AUTOS ON MAIN	140 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	J	5	3	6000
12345678	4	1252	FINE AUTOS ON MAIN	141 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	L	5	2	4000
12345678	4	1252	FINE AUTOS ON MAIN	142 MAIN ST.		ANYTOWN	IL	60600	WILL	987654321	441110	1	2	10	N	5	1	2000

FIGURE 2. Component 2 EEO-1 Upload File Example for a Type 6 Report for a Multiple Establishment Employer

Establishment-Level Information													Compensation Data for Each Employee Group						
USERID													QUESTION B2C	QUESTION D2		RACE ETHNICITY GENDER	ANNUAL SALARY		
(SENT BY NORC)	STATUS CODE	UNIT NUMBER	UNITNAME	UNITADDRESS	UNIT ADDRESS2	CITY	STATE	ZIP CODE	COUNTY NAME	FEIN	NAICS CODE		(DID EST. FILE BEFORE?)	(IS EST. FEDERAL?)	JOB CATEGORY	(CODED CATEGORY)	(CODED TO PAY BAND)	TOTAL EMPLOYEES	TOTAL HOURS
12345678	6	1275	FINE AUTOS CARWASH	725 OAK ST.		ANYTOWN	IL	60650	WILL	987654321	999999		1	2	99	Z	99	35	-3

Once a data file has been uploaded into the *Component 2 EEO-1 Online Filing System* and has been validated by the system, filers will be asked to report additional employer-level information and certify the report. See the section entitled, “Additional Reporting Requirement to Certify Uploaded Files” for a list of the data to be reported in the *Online Filing System* after data upload. A separate upload file is needed for each 2017 and 2018 and employer-level data and certification will need to be reported for each year, as well.

Upload File Specifications

The file layout for Component 2 EEO-1 comma separated value files is found in Table 1. Additional file specifications are detailed below.

Dataset Name Specification:

UploadFileyyyyCCCCCCC, where 'yyyy' is the survey year, 2017 or 2018, and "CCCCCCC" is the 8-digit User ID provided by NORC.

Data Description:

- The Component 2 EEO-1 upload process requires all establishments to be uploaded as part of the same file regardless of whether any establishments have fewer than 50 employees. (This is different than Component 1 where establishment with fewer than 50 employees are reported as part of a separate file.)
- Component 2 EEO-1 reports for single and multi-establishment employers are designated by Status Code (Field 2).
 - Single establishment employers file one Type 1 report (Status Code = 1).
 - Multi-establishment employers must minimally file: a Type 3 Headquarters Report (Status Code = 3), and at least one of the following reports:
 - Type 4 Individual Establishment Report for locations with 50 or more employees (Status Code = 4),
 - Type 6 Establishment List Report for locations with fewer than 50 employees (Status Code = 6),
 - Type 8 Individual Establishment Report for locations with fewer than 50 employees (Status Code = 8), or
 - Type 9 Individual Establishment Report for locations with 50 or more employees which were not reported in the prior year (Status Code = 9).
 - Filers must choose between submitting Status Code 6 or Status Code 8 for establishments with fewer than 50 employees. There cannot be both Status Code 6 and 8 in the upload file records.
 - Those filing with Status Code 6 Reports (Type 6 Establishment List Reports) must also file a Type 2 Consolidated Report (Status Code = 2).
 - When a filer is NOT filing with any Status Code 6 Reports, do not include a Status Code 2 (Type 2 Consolidated Report) in the upload file.
 - **In other words, only the following Status Code combinations are permissible and expected:**
 - 1, and only 1;
 - 3 with at least one 4, 9, OR 8 report, where there can be any possible combination of 4, 9, and 8 reports; and
 - 3 with at least one 6 report AND a single 2 report, where there can be any possible combination of 4, 9, and 6 reports.

Detailed Specifications:

- The *Component 2 EEO-1 Online Filing System* will only accept comma separated value (CSV) files.
- **A single record with the column names is required.** The column names should be identical to those specified in the FIELD/COLUMN Name column. Column names should NOT include spaces or special characters. Column names should only be reported in the first record of the upload file, and not repeated for each establishment.

- NOT APPLICABLE codes have been specified for Type 6 reports for the following fields: NAICSCODE, JOBCATEGORY, RACEETHNICITYGENDER, ANNUALSALARY, and TOTALHOURS.
- Valid values for STATE, ZIPCODE, and COUNTYNAME are available for lookup at <https://eeocomp2.norc.org/additional-reference.html>. Any values not included on this upload list will not be accepted.
- Some data collected as part of upload files for Component 1 will not be collected as part of upload files for Component 2 but will be collected directly through the *Component 2 EEO-1 Online File System* subsequent to file upload (see the section entitled “Additional Reporting Requirement to Certify Uploaded Files”).

TABLE 1. EEOC Component 2 EEO-1 File Layout for 2017 and 2018 ([Download as an Excel File](#))

COLUMN NUMBER	FIELD/COLUMN NAME	LENGTH	TYPE*	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
1	USERID	8	AN	UNIQUE 8-DIGIT IDENTIFIER FOR ENTIRE COMPANY PROVIDED BY NORC TO EMPLOYER	Yes
2	STATUSCODE	1	N	INDICATES TYPE OF REPORT AS INDICATED IN PART A OF EEOC STANDARD FORM 100: 1 = SINGLE-ESTAB EMPLOYER MULTI-ESTAB 2 = CONSOLIDATED REPORT 3 = HEADQUARTERS REPORT 4 = ESTABLISHMENT REPORT (50+ EMPLOYEES - NOT FIRST TIME REPORTING) 5 = SPECIAL REPORTING PROCEDURE 6 = STATUS CODE 6 REPORT (LESS THAN 50 EMPLOYEES) 8 = STATUS CODE 8 REPORT (LESS THAN 50 EMPLOYEES) 9 = STATUS CODE 9 REPORT (GREATER THAN 50 EMPLOYEES - FIRST TIME REPORTING) MORE REPORT TYPE INFORMATION (PAGE 4): https://eeocomp2.norc.org/assets/documents/Comp2EEO1InstructionBook.pdf	Yes
3	UNITNUMBER	7	AN	SHOULD BE REPORTED EXCEPT FOR NEW STATUS CODE 6, 8 AND ALL STATUS CODE 9 RECORDS	No
4	UNITNAME	35	AN	ESTABLISHMENT NAME	Yes
5	UNITADDRESS	46	AN	ESTABLISHMENT ADDRESS	Yes
6	UNITADDRESS2	25	AN	EXTENDED ESTABLISHMENT ADDRESS TO INCLUDE SUITE NO., PO BOX, ETC.	No
7	CITY	28	A	CITY NAME	Yes
8	STATE	2	A	FIPS PUB 5-2 (CENSUS) STATE ABBREVIATION, VALID VALUES ARE 50 STATES PLUS DC, LOOK UP INFORMATION: https://eeocomp2.norc.org/additional-reference.html	Yes
9	ZIPCODE	5	N	U.S. POSTAL SERVICE ZIP CODE NOTE: UPLOAD FILES CONSTRUCTED IN EXCEL SHOULD FORMAT THIS FIELD AS TEXT TO ENSURE ANY LEADING ZEROS (0) ARE PRESERVED WHEN THE FILE IS CONVERTED TO CSV FORMAT. 5-DIGIT NUMERIC VALUES ARE EXPECTED IN THIS FIELD. ZIP CODE LOOK UP INFORMATION: https://eeocomp2.norc.org/additional-reference.html	Yes
10	COUNTYNAME	28	AN	COUNTY NAME LOOK UP INFORMATION: https://eeocomp2.norc.org/additional-reference.html	Yes
11	FEIN	9	N	YOUR FEDERAL EIN (TAX ID) 9 DIGITS	Yes
12	NAICSCODE	6	N	NAICS CODE LOOK UP INFORMATION: https://eeocomp2.norc.org/additional-reference.html TYPE 6 REPORTS USE "999999"	Yes
13	QUESTIONB2C	1	N	WAS AN EEO-1 REPORT FILED FOR THIS ESTABLISHMENT LAST YEAR? 1=YES; 2=NO	Yes
14	QUESTIOND2	1	N	IS THIS ESTABLISHMENT: (1) NOT EXEMPT AS PROVIDED FOR BY 41 CFR 60-1.5; (2) A PRIME CONTRACTOR 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 AND PAYING AGENTS FOR U.S. SAVINGS BONDS AND OR SAVINGS NOTES? 1=YES; 2=NO	Yes

COLUMN NUMBER	FIELD/COLUMN NAME	LENGTH	TYPE*	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
15	JOBCATEGORY	2	N	JOB CATEGORY CODES ARE AS FOLLOWS: 1: EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS (Line No. 1.1, Section D, on EEO-1 Form) 2: FIRST/MID-LEVEL OFFICIALS AND MANAGERS (Line No. 1.2, Section D, on EEO-1 Form) 3: PROFESSIONALS 4: TECHNICIANS 5: SALES WORKERS 6: ADMINISTRATIVE SUPPORT WORKERS 7: CRAFT WORKERS 8: OPERATIVES 9: LABORERS AND HELPERS 10: SERVICE WORKERS 99: NOT APPLICABLE (TYPE 6 REPORT ONLY) SEE EEO-1 JOB CLASSIFICATION GUIDE: https://eeocomp2.norc.org/additional-reference.html	Yes
16	RACEETHNICITYGENDER	1	A	RACE/ETHNICITY/GENDER CODES ARE AS FOLLOWS: A: HISPANIC or LATINO MALES B: HISPANIC or LATINO FEMALES C: WHITE MALES D: BLACK or AFRICAN AMERICAN MALES E: NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER MALES F: ASIAN MALES G: NATIVE AMERICAN or ALASKA NATIVE MALES H: TWO or MORE RACES MALES I: WHITE FEMALES J: BLACK or AFRICAN AMERICAN FEMALES K: NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER FEMALES L: ASIAN FEMALES M: NATIVE AMERICAN or ALASKA NATIVE FEMALES N: TWO or MORE RACES FEMALES Z: NOT APPLICABLE (TYPE 6 REPORT ONLY)	Yes
17	ANNUALSALARY	2	N	PAY BAND CATEGORY CODES ARE AS FOLLOWS: 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 99: Total Employees (TYPE 6 REPORT ONLY)	Yes
18	TOTALEMPLOYEES	13	N	TOTAL EMPLOYEES PER CATEGORY, NO NEGATIVES NOTE: FILERS SHOULD <u>NOT</u> REPORT ROWS WHERE NUMBER OF EMPLOYEES = 0	Yes
19	TOTALHOURS	13	N	TOTAL HOURS PER CATEGORY, NO NEGATIVES AND NO DECIMALS (I.E., INTEGERS ONLY) EXCEPTION: TYPE 6 REPORT WHICH WILL REPORT "-3"	Yes

*AN indicates alpha numeric data type, indicating that characters and numbers are allowed. N indicates numeric, indicating that only numbers are allowed in this field.

Additional Reporting Requirement to Certify Uploaded Files

Once the Component 2 EEO-1 2017 or 2018 upload file has been accepted and validated, Employer-level data shown in Table 2 will be collected from filers directly through the *Component 2 EEO-1 Online Filing System*. This information must be reported separately for each year for the employer's report to be considered complete and certified. Given that it will be captured within the Online Filing System through an interactive web-based form, these items are NOT to be included in the upload file.

TABLE 2. Component 2 EEO-1 Employer-Level Data Collect in the Online Filing System After Successful File Upload

FIELD NAME	VALUES, REMARKS, AND OTHER INSTRUCTION	REQUIRED
REPORTING YEAR	2017 OR 2018	Yes
FEIN	YOUR FEDERAL EIN (TAX ID) 9 DIGITS	Yes
QUESTION C.1	DOES THE ENTIRE COMPANY HAVE AT LEAST 100 EMPLOYEES IN THE PAYROLL PERIOD FOR WHICH YOU ARE REPORTING? 1=YES; 2=NO	Yes
QUESTION C.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? 1=YES; 2=NO	Yes
QUESTION C.3	DOES THE COMPANY OR ANY OF ITS ESTABLISHMENTS (1) HAVE 100 OR MORE EMPLOYEES; (2) IS NOT EXEMPT AS PROVIDED BY 41 CFR 60-1.5; (3) ARE PRIME CONTRACTORS OR FIRST-TIER SUBCONTRACTORS, AND (4) 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 ARE FINANCIAL INSTITUTIONS WHICH ARE ISSUING AND PAYING AGENT FOR U.S. SAVINGS BONDS AND/OR SAVINGS NOTES? 1=YES; 2=NO	Yes
QUESTION D.1	THE WORKFORCE SNAPSHOT PERIOD BEGINNING AND ENDING DATES USED FOR COMPENSATION AND HOURS DATA. TIME FRAME MUST BE FOR ONE YEAR ENDING IN THE SURVEY YEAR: <ul style="list-style-type: none"> • 2017 COMPONENT 2 EEO-1 REPORT IS AN EMPLOYER-SELECTED PAY PERIOD BETWEEN OCTOBER 1, 2017, AND DECEMBER 31, 2017 • 2018 COMPONENT 2 EEO-1 REPORT IS AN EMPLOYER-SELECTED PAY PERIOD BETWEEN OCTOBER 1, 2018, AND DECEMBER 31, 2018 	Yes
CERTIFYING OFFICIAL NAME	NAME OF THE OFFICIAL WHO CERTIFIES THE REPORTED DATA IS ARE ACCURATE AND WERE PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS.	Yes
CERTIFYING OFFICIAL TITLE	TITLE OF THE OFFICIAL WHO CERTIFIES THE REPORTED DATA IS ARE ACCURATE AND WERE PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS.	Yes
CONTACT PERSON	NAME OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON TITLE	TITLE OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON ADDRESS	ADDRESS OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON CITY	CITY OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON STATE	STATE OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON ZIP CODE	ZIP CODE OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes
CONTACT PERSON TELEPHONE NUMBER	PHONE NUMBER OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT; INCLUDE AREA CODE	Yes
CONTACT PERSON EMAIL ADDRESS	EMAIL ADDRESS OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT	Yes

Document Version History

VERSION #	DATE	DESCRIPTION OF VERSION OR REVISION
1.0	07/11/2019	Specification was created and released to the public.
1.1	08/16/2019	<p>Specification was revised with the following changes:</p> <ul style="list-style-type: none"> • Addition of a Document Version History Table and updated footer to Version 1.1 • Clarification of report types required for single and multi-establishment employers, and additional description added on permissible report type combinations within a file. This is described under the second bullet point in the Data Description section on Page 2 • In TABLE 1, VALUES, REMARKS, AND OTHER INSTRUCTION corrected text: <ul style="list-style-type: none"> ○ COLUMN 15, "99: NOT APPLICABLE (TYPE 6 REPORT 6 ONLY)" corrected to "99: NOT APPLICABLE (TYPE 6 REPORT ONLY)" • In TABLE 2, VALUES, REMARKS, AND OTHER INSTRUCTION corrected text: <ul style="list-style-type: none"> ○ CONTACT PERSON ADDRESS column: "TITLE OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT" corrected to "ADDRESS OF THE INDIVIDUAL TO CONTACT REGARDING THE REPORT"
2	8/23/2019	<p>Specification was revised with the following changes:</p> <ul style="list-style-type: none"> • Under "Upload File Specifications," the sentence "A single record with the column names is required" was made more specific and bolded to emphasize this requirement. • Instruction was added in TABLE 2, VALUES, REMARKS, AND OTHER INSTRUCTION: <ul style="list-style-type: none"> ○ In the ZIPCODE column to provide guidance to user's constructing upload files in Excel. ○ In the TOTALHOURS column to clarify integers, i.e., whole numbers, are expected.