HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY EEO SPECIALIST – GENERATING THE EEO-4 REPORT

AGENCY EEO SPECIALIST – GENERATING THE EEO-4 REPORT

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Introduction

Report Purpose

The EEO-4 Report Form (XP391) is used by the State of Arizona to create the EEO-4 Report. This report provides relevant employment information and is submitted biannually to the U.S. Equal Employment Opportunity Commission.

In addition to accurate reporting of employment data to the federal government at the end of the fiscal year, the report enables State agencies to compare themselves periodically to the community at large or to other entities in terms of meeting their equal employment obligations. The report also provides information on permanent, full-time employees hired during the fiscal year.

Included at the end of the EEO-4 Report is an exception listing of employees who were not included in the EEO-4 Report because of an error in the data. Agencies should correct the information for the employees listed in this section.

The EEO-4 Report can be run for:

- A single agency
- Any of the twelve (12) EEO-4 Functional Groups (groups consist of one or more agencies based upon broad functions they perform) or
- All functional groups combined (a summary report).
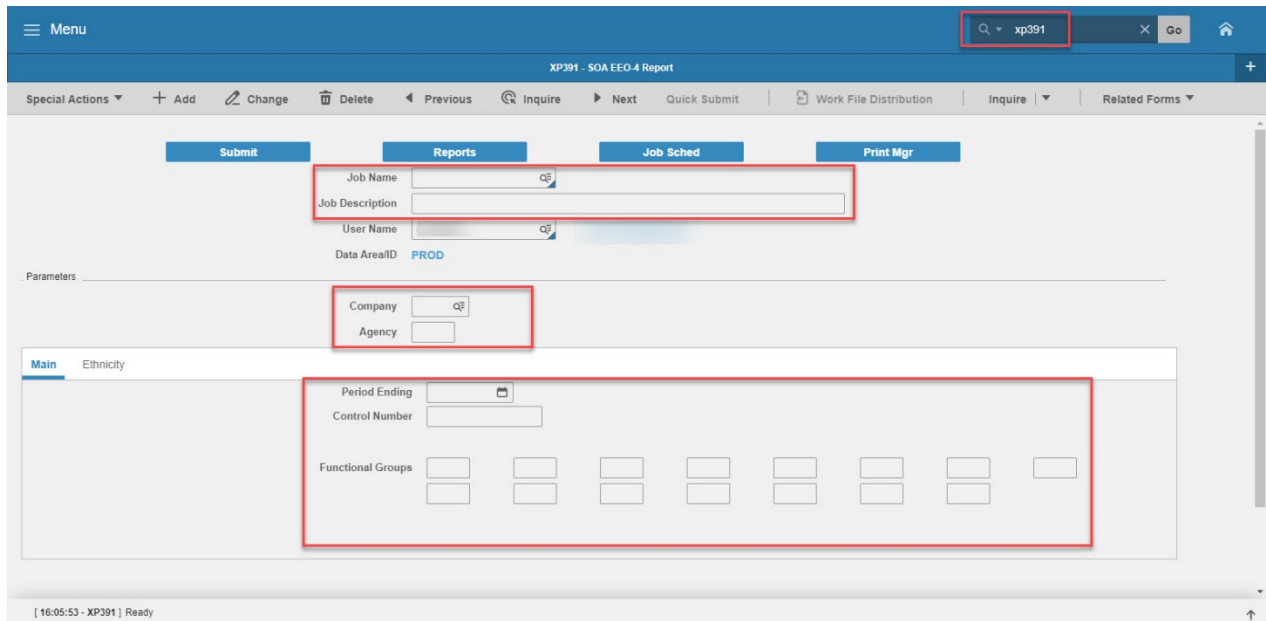
Report Content

The EEO-4 Report provides a comprehensive listing of EEO-4 counts and totals by Job Category, male or female, ethnic/racial category, and salary range. The numbers may be collected by agency, groups of agencies with similar functions (e.g., Functional Group 1 through 15), or may be summarized for the State.

Report results are broken into three sections: Full-Time Employees, Other than Full- Time Employees and New Hires (within the year prior to the effective date of the Report). Employee Status Codes were used to determine into which section employees would be counted. Temporary and part-time employees are considered as Other than Full-Time.

The report excludes employees for whom "Unspecified" has been selected as an ethnic category. It also excludes employees whose job category is "not applicable", but who are supposed to be included in the report.

EEO-4 Report (XP391) – Parameters

(Image 1)

Steps 1-9 of 17

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type **XP391** in the Search Box.		
2	**Job Name** Field	R	Enter name of the job.		Maximum 10 characters – NO SPACES Valid Job Name: TM201JAN04 Invalid Job Name: TM201 JAN04
3	**Job Description** Field	O	Enter description of the job.		Maximum 30 characters Ex. TM201 FOR JAN 2004
4	**Company** Field	R	Type '1' in **Company**		All forms/actions must contain a 1 in the Company Field.
5	**Agency** field	O	Type of select from drop down list the Agency ID		
6	**Period Ending** field	R	Enter the **Ending Date** for the period in which you want to create the report		Date format is MMDDYYYY
7	**Control Number** field	R	Type the "11111111" as the		**Enter** 11111111

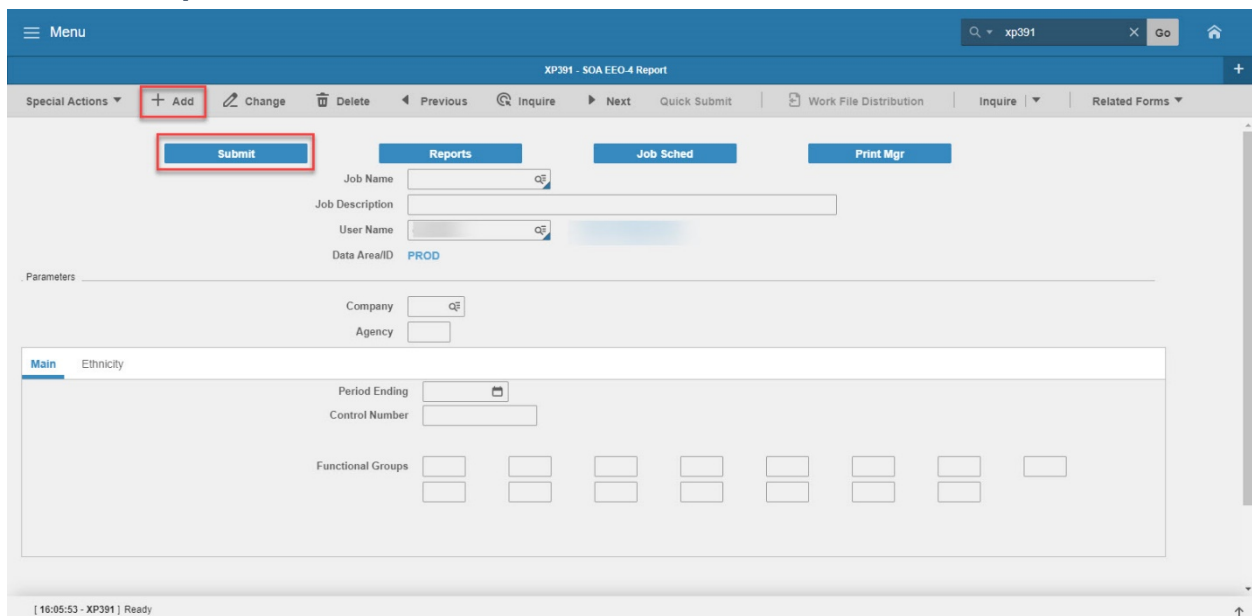| No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Control Number, this is assigned by the EEOC		
8	**Functional Groups** fields – Box 1 - 15	O	Leave these fields blank		Agencies do not have security access to run the report by Functional Group. Please leave these fields blank
9	**Ethnicity** tab	R	Click on the **Ethnicity** tab.	The Ethnicity tab opens.	The Ethnicity displays. White – WHIT Black or African American – BLCK Hispanic – HISP Asian – ASA American Indian or Alaska Native – AIND Hawaiian/Pacific Islander – HPAC Multi – TWOM

EEO-4 Report (XP391) – Parameters

Steps 10-17 of 17

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Add** button	R	Click **Add** to save your report	See 'Job Added' in the lower left corner.	To see results you must submit the report to HRIS to process
11	**Submit Job** button	R	Click **Submit** to process job. Job Submit pop-up will display. Click Submit button again.	Receive message "Job has been submitted".	You must have clicked 'Add' or 'Change' to save the report parameters in HRIS BEFORE clicking Submit.
12	**Job Scheduler link** **Active Jobs** **Waiting Jobs** **Completed Jobs**	R	Click **Job Scheduler** to check the status of a job. Click on **Active, Completed** or **Waiting** to see the status of your Job.	This will take you to the Job Scheduler. Use the job schedule to determine the current status of your job. Queue refreshes automatically. To be available for display, report job must be in Normal Completion status.	Job must be in Normal Completion and appear in the Completed tab to be available to view under the Print Manager. You cannot view report results through the job scheduler, you can only view the status of the report job. The filter options available are: • Active –your job is processing in HRIS. • Completed – your job has finished processing and is ready for review • Waiting – you job is waiting to be processed or may need recovery. If your job states 'needs recovery' contact HRIS for assistance. To see the results you must access the Print Manager bookmark.
13	**Print Manager**	R	Click on **Print Manager** to access report results: **Reports** – this queue will display all the reports you	Print Manager will display your reports.	

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			have processed.		
14	**Report Name**	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
15	**Report Actions: View Print Delete**		You can display report results one of two ways: • Click anywhere on the display line for the report, click your right mouse button and select 'View' from the drop down menu. Or • Click the select box at the beginning of the report line and click 'View' under related actions. • Click Delete to delete the specific highlighted job. To delete multiple jobs. All jobs must have a check mark in the select box to be included in the delete.	Depending on the action performed, you will either see additional information, or be asked to confirm an action Delete. System will ask for confirmation to delete, Click **OK**. File is deleted.	You should never resubmit a job to process while that job is processing (it is in active or waiting status). Please allow the first job to process before resubmitting.
16	**View Options is to display your results in PDF format**	R	Click on drop down and select the option for your report results.	Report results will open.	View Options, report results will display in a different format: **Text** will display in Excel Spreadsheet. **-PDF Landscape** or **Portrait** will display in Adobe Acrobat. -PDF view will be used to print results or save the report to your hard drive. PDF Condensed 158, 198, 233 will minimize your report

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					When displaying the report file, regardless of the view option, HRIS will display the selection criteria as the first page of the report. You must page down to see report results. Once in PDF view, you can click the print button or the save button to perform these additional actions on your report results.
17	**Create CSV File to display your results in a spreadsheet**	O	Click to export results into a spreadsheet.	Results will display in a Excel Spreadsheet	Once in Excel you can save your report.

Results EEO-4 Report (XP391)

After you have submitted your report to HRIS to process, you can view your results by accessing the Print Manager under Jobs and Reports Bookmark. There will be three reports available to you and are named as follows:

Report Name File Name

EEO Report	XP391.prt
Hiring Summary	Aghirsum
Workforce Analysis	Workforce

Results EEO-4 Report (XP391) Report Image

(Image 2)

SOA EEO-4 Report

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REV. EEO-4 2017                              STATE OF ARIZONA                                        PAGE   1
                                  STATE AND LOCAL GOVERNMENT INFORMATION
                                           2018 EEO-4 REPORT
STATE OF ARIZONA


                                        CONTROL NUMBER 11111111

FUNCTIONS: 01 00 00 00 00 00 00 00 00 00 00 00 00 00 00


   Column Descriptions:  A    = Total ,     B and I = White,            C and J = Black/African American
                         D and K = Hispanic,   E and L = Asian,         F and M = American Indian/Alaska Native
                         G and N = Hawaiian/Pacific Islander,           H and O = Multi

                                        1.  FULL-TIME EMPLOYEES
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JOB CATEGORY		SALARIES	TOTAL	**************** MALE ****************							**************** FEMALE ****************						
			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
OFFICIAL/ADM	01	.1- 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	02	16.0- 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	03	20.0- 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	04	25.0- 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	05	33.0- 42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	06	43.0- 54.9	2	1	0	0	0	0	0	0	0	0	1	0	0	0	0
	07	55.0- 69.9	6	1	0	0	0	0	0	0	2	1	2	0	0	0	0
	08	70.0 PLUS	63	23	0	4	4	0	0	1	23	3	4	1	0	0	0
Totals by Category			71	25	0	4	4	0	0	1	25	4	7	1	0	0	0
By Male			34														
By Female			37														
PROFESSIONALS	09	.1- 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	10	16.0- 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	11	20.0- 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	12	25.0- 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	13	33.0- 42.9	12	1	0	0	0	0	0	0	5	1	4	0	0	0	1
	14	43.0- 54.9	28	3	0	1	0	1	0	1	14	4	2	1	0	0	1
	15	55.0- 69.9	47	17	1	4	2	0	0	0	16	0	4	1	1	0	1
	16	70.0 PLUS	155	66	1	12	8	0	0	2	53	1	5	7	0	0	0
Totals by Category			242	87	2	17	10	1	0	3	88	6	15	9	1	0	3
By Male			120														
By Female			122														
TECHNICIANS	17	.1- 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	18	16.0- 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	19	20.0- 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20	25.0- 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	21	33.0- 42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	22	43.0- 54.9	8	3	2	3	0	0	0	0	0	0	0	0	0	0	0
	23	55.0- 69.9	6	4	0	0	0	0	0	0	1	0	1	0	0	0	0
	24	70.0 PLUS	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Totals by Category			15	7	2	3	0	0	0	0	2	0	1	0	0	0	0
By Male			12														
By Female			3														

Results EEO-4 Report (XP391) – Exception Report Image

SOA EEO-4 Report

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XP391    EEO-4 Exception Report -        Employees Not Included

Date 01/13/20                            Company    1 STATE OF ARIZONA
Time 06:25

Employee  Name                           Reason for exclusion
--------  ----------------------------   -----------------------------------------
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         Job Code inactive
                                         UNSP ethnicity not in include list
                                         Job Code inactive
                                         UNSP ethnicity not in include list
                                         Job Code inactive
                                         Job Code inactive
                                         UNSP ethnicity not in include list
                                         Job Code inactive
                                         Gender invalid
```

Results EEO-4 Report (XP391) – Agency Hiring Summary Report Image

SOA EEO-4 Report

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                              AGENCY HIRING SUMMARY                              PAGE   1

Number of employees hired during 12/31/2017 - 12/31/2018              71

White                                                                41
Asian                                                                 2
African American/Black                                                5
Hispanic                                                             14
American Indian/Alaskan Native                                        2
Unspecified                                                           2
Hawaiian/Pacific Islander                                             0
Multi                                                                 5

Female                                                               27
Male                                                                 44

Individuals with Disability                                           2
Age 40 and above                                                     47

Veteran                                                               6
Veterans with Disability                                              2

Covered Employee (Merit system)                                       0
Uncovered Employee (FTE)                                             71
```

Results EEO-4 Report (XP391) – Workforce Analysis Report Image

SOA EEO-4 Report

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                              DEPT OF ADMINISTRATION                             PAGE   1
                                 Workforce Analysis
                                Review of Calendar Year
                   Utilization of Asian Americans and Pacific Islanders
```

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	71	4	1	5	7.0%	.3%	1	PARITY	0
PROFESSIONALS	242	10	9	19	7.9%	5.8%	14	PARITY	0
TECHNICIANS	15	0	0	0	0.0%	5.3%	1	BELOW	1
PROTECT/SRVCS	0	0	0	0	0.0%	1.3%	0	PARITY	0
PARA-PROF	33	0	1	1	3.0%	.2%	1	PARITY	0
ADMIN SUPPORT	12	0	0	0	0.0%	2.5%	1	BELOW	1
SKILLED CRAFT	4	0	0	0	0.0%	1.5%	1	BELOW	1
SERV/MAINT	21	1	0	1	4.8%	2.8%	1	PARITY	0
Tot Agncy Emp	398	15	11	26					

SOA EEO-4 Report

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                                 Workforce Analysis                             PAGE   1
                                Review of Calendar Year
                            Utilization of Asian Americans
```

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	73	4	1	5	6.8%	.3%	1	PARITY	0
PROFESSIONALS	246	10	9	19	7.7%	5.8%	14	PARITY	0
TECHNICIANS	15	0	0	0	0.0%	5.3%	1	BELOW	1
PROTECT/SRVCS	0	0	0	0	0.0%	1.3%	0	PARITY	0
PARA-PROF	33	0	1	1	3.0%	.2%	1	PARITY	0
ADMIN SUPPORT	12	0	0	0	0.0%	2.5%	1	BELOW	1
SKILLED CRAFT	4	0	0	0	0.0%	1.5%	1	BELOW	1
SERV/MAINT	21	1	0	1	4.8%	2.8%	1	PARITY	0
Tot Agncy Emp	404	15	11	26					