

## Prospera's EEO-1 Report Creator (Section D)

Section D of the Employer Information Report EEO-1 captures gender, race, and ethnicity information about your workforce. With Prospera's EEO-1 Report Creator, you will be provided with an output containing the information required for Section D of the EEO-1 Report, making the process of filing the EEO-1 online more simplified. The report in its entirety must be filed on the EEOC website no later than September 30th each year.



**COMPANY RECORDS** TOOLBOX ▾

 **Maintain Employee and Company Records**

Manage information about your employees, as well as specific details about your different locations, departments, and job positions. Once employees are entered in Prospera, it is easy to run reports on your employees whether you need to access specific information on individuals, or summary workforce data.

 **EEO-1 Report Creator (Section D)**

The Employer Information Report EEO-1, otherwise known as the EEO-1 Report, is required to be filed with the EEOC on an annual basis every September 30th. If you maintain your employees in Prospera, you can compile all of your employment records in a format that will make submission to the EEOC simple.

 **Import your Company Records into Prospera**

Prospera provides you with a method for importing all employees in your Prospera's database in three simple steps. Once imported, your employees are accessible from Prospera's recordkeeping and employee engagement features.

 **Upload your Company Logo**

Surveys, newsletters, and many of your Prospera reports include a location for your company logo. Upload as many variations of your logo as you would like, and all images that you upload will be made available throughout Prospera.

You will find the *EEO-1 Report Creator* in Prospera's Toolbox under Company Records.

## EEO-1 REPORT CREATOR

- ▶ [Important EEO-1 Dates](#)
- ▶ [Who Must File](#)
- ▶ [How to File](#)
- ▶ [Filing for the First Time](#)
- ▶ [EEO-3, EEO-4, EEO-5 Information](#)

Prospera® provides you with the information you need to understand the EEO-1 Report and all of its requirements.

Prospera walks you step by step through completing the EEO-1 report. First start by entering a report title and establishing what report type you should complete.

The screenshot shows the Prospera EEO-1 Report Creator interface. At the top, it says "J. J. Keller's PROSPERA The Online People Management Tool". Below that is a blue header "CREATE EEO-1 REPORT (Section D)". There are navigation links: "Create EEO-1 Report" and "Back". A progress indicator shows three steps: 1. select report type (highlighted), 2. verify employees, and 3. generate report. A red asterisk indicates required fields. The "Report Title" field is empty. Below that is a section titled "Create EEO-1 Report Type" with a help icon. It has three radio button options: "Single-establishment" (selected), "Multi-establishment", and "Consolidated report". The "Report Date" is set to "7/23/2008". A red "Please note" box states: "This report will generate employment figures from a pay period within the EEOC-required July 1 - September 30 time frame." At the bottom right are "Save and Continue" and "Cancel" buttons.

# Prospera's EEO-1 Report Creator (Section D)

J.J. Keller's  
**PROSPERA**  
The Online People Management Tool

**VERIFY EMPLOYEE DATA**

◀ Create EEO-1 Report    ▶ Back

1 modify report type    2 **verify employees**    3 generate report

Report Create Date: 7/23/2008

To verify that "Section D" of your EEO-1 report includes an accurate employee list, please follow the steps below:

**Step 1:** Verify that the "snapshot" Prospera took of your employee records accurately *includes* employees to meet EEO-1 requirements. [View employee list](#)

**Step 2:** Verify accuracy of employees *not included* in this EEO-1 report. [View employee list](#)

**Step 3:** Complete the following *missing* required employee information:

Total Employee Records (this report): 6	Status
Employee Records missing <b>Gender</b> (1)	<b>Incomplete</b>
Employee Records missing <b>Race/Ethnicity</b> (1)	<b>Incomplete</b>
Records missing <b>EEO-1 Job Category</b>	<b>Complete</b>

Save and Continue    Save - Edit L

After a snapshot of your workforce is taken from your company records, you will be able to verify your employee list and you will be alerted if any required information is missing.

Report Create Date: 7/23/2008 \*required fields

The employee records listed below are missing **race/ethnicity** information required for the EEO-1 report. Select 'Yes' to save updates to Company Records.

\*Save updates to company records area:  Yes  No

Search employee profiles by: Records missing gender ▾ All ▾

Search

Records: 1 to 1 of 1

Employee Name	Department	Race/Ethnicity
Jennifer	manufacturing	- Select One - ▾

Save    No Changes

Prospera will assist you in completing the missing information.

Prospera's EEO-1 Report Creator (Section D)

**Employment Data (Section D) for EEO-1 Report**

Company Name: ABC Company

Report Title: ABC Company 2008 EEO-1  Report Date: 7/2/2008  Report Type: Single-establishment  Job Categories		Number of Employees (60 of 60)														Total Cols A - N	
		(Report employees in only one job category)															
		Hispanic or Latino		Race / Ethnicity													
				Not-Hispanic or Latino							Female						
Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
Executive/Senior Level Officials and Managers	1.1	0	1	2	0	0	0	0	2	1	0	0	0	0	6		
First/Mid-Level Officials and Managers	1.2	0	0	1	0	0	0	0	1	0	0	0	0	0	0		
Professionals	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Technicians	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sales Workers	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Administrative Support Workers	5	1	4	13	3	1	0	0	16	8	1	0	0	0	0		
Craft Workers	6	0	0	0	2	0	0	0	2	0	0	0	0	0	4		
Operatives	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Laborers and Helpers	8	0	0	1	0	0	0	0	0	0	0	0	0	0	1		
Service Workers	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>TOTAL</b>		<b>1</b>	<b>5</b>	<b>17</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>60</b>		

The last step in the process allows you to generate the Employment Data (Section D), making the process of submitting your EEO-1 report to the EEOC more simplified.

The above EEO-1 data is for sample purposes only and is not intended for use.

Let Prospera® help you simplify your EEO-1 Reporting and much more. [Click here](#) to register for a free 30-day trial.