



Dr. John D. Barge, State School Superintendent

# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

5/24/2011

Section D: Monthly/Quarterly/Annual/  
Fiscal Report Processing

***[Topic 5: Processing EEO-5 Reports and  
Transmission File, V1.0]***

## *Revision History*

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
05/24/2011	1.0	11.02.00 – Initial release of <i>EEO-5 Reports and Transmission File</i> .	D. Ochala

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## Overview

**EEO-5 Report:** The EEO-5 survey is a compliance survey required by Federal law and regulation. The survey is biennial, conducted in even-numbered years. This survey is a joint requirement of the U.S. Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights of the Department of Education. These agencies use the data collected on this survey for their respective equal employment opportunity programs. This survey is a compliance survey required by Federal Law and accompanying regulations of the above agencies.

**Who Must File?** Every public elementary and secondary school system or district, including every individually or separately administered district within a system, and every separately administered school, with 15 or more employees, and every individual school regardless of its size, within such system or district, is required to make or keep all records necessary for completing and filing the report EEO-5, whether or not it is required to file the report in any particular year.

Biennially, in the even numbered years, the School Reporting Committee will determine which of these systems, districts, and schools will be required to file report EEO-5, and will notify them of that fact when it mails them the form.

**When to File?** Employment statistics must cover the payroll period closest to October 1 of the reporting year and the report must be filed no later than November 30.

**Full-Time Staff** - Lines 1-19 of the EEO-5 Report should include all full-time employees, except for elected and certain appointed officials. Include in these statistics all full-time employees of the system whether or not they are assigned part-time to one or more schools. It is important to note that if a person is employed on a full-time basis by the school system, but assigned to one or more schools on a part-time basis in each, that person must be reported as a full-time employee on the school system report. Full-time employees refer to staff members who work for the school system or district for the whole day everyday (excluding temporary and substitute employees).

**Part-Time Staff** - Lines 20 through 22 of the EEO-5 Report should include statistics for all part-time employees. Do not include temporary or substitute employees in the count of part-time staff. Part-time employees refer to persons employed during this pay period who are usually engaged for less than the regular full-time work week.

**New Hires** - Lines 23-28 of the EEO-5 Report should include the number of full-time new employees who appear on the payroll for the first time between July 1 and October 1 of the survey year, for each of the assignment classifications listed. Do not report as a new hire an employee who has been on sabbatical or any other type of leave which is not considered a break in service, nor should anyone involved in a change in job category or promotion be reported as a new hire. *New hires must also be counted in part A, Full-Time Staff.*

PCGenesis generates the EEO-5 reports and transmission file based upon the following employee data elements:

- **Pay class code:** Class code determines whether the employee is full-time, part-time, substitute, or third party contractor. Substitutes and third party contractors are excluded from the EEO-5 reports and transmission file.
- **Employee status:** Active and inactive employees are included on the EEO-5 reports. Terminated employees are excluded from the EEO-5 reports and transmission file.

**NOTE:** If an inactive employee is actually terminated, the employee will be included on the EEO-5 reports unless the termination date is more recent than the hire or rehire dates. In this case, the employee will NOT be included in the *EEO-5 Detail Report*, but a warning message will appear on the *EEO-5 Error Report*. It is recommended that the employee status code be changed to 'T', if an inactive employee is actually terminated.

- **Hire date:** The hire date determines if the employee is considered a new hire for the EEO-5 reports and transmission file. Any full-time employee hired between July 1 and October 1 of the survey year is considered a new hire.
- **Sex code:** The sex code determines if the employee is male or female.
- **EEO-5 job code:** The EEO-5 job code determines the job category of the employee for EEO-5 reporting.
- **EEO-5 ethnic code:** The EEO-5 ethnic code determines the race of the employee for EEO-5 reporting. Valid ethnic categories for EEO-5 reporting include: white, black, Hispanic, Asian/Pacific Islander, or American Indian. The multi-racial category is not valid for EEO-5 reporting.
- **Social security number:** Employee records with identical social security numbers, but unique employee numbers (ids), are merged together and counted as one record on the EEO-5 reports and transmission file.

PCGenesis generates four EEO-5 reports:

- ***EEO-5 Error Report*** – The error report lists the warnings and errors identified in the employee data.
- ***EEO-5 Detail Report*** – The detail report identifies the employees counted on the EEO-5 transmission file and the *EEO-5 Summary Report*. The report lists the full-time and part-time job categories and identifies the employees in each category, giving totals for full-time employees, part-time employees, and grand totals.
- ***EEO-5 Not Counted Report*** - The detail report identifies the employees excluded from the EEO-5 transmission file and the *EEO-5 Summary Report* because the employee belongs to a “not counted” EEO-5 job code such as ‘000’, ‘N00’, ‘N01’, or ‘N02’. The report lists the full-time and part-time “not counted” job categories and identifies the employees in each category, giving totals for full-time employees, part-time employees, and grand totals.

- ***EEO-5 Summary Report*** – The summary report identifies the data extracted for the EEO-5 transmission file. The *EEO-5 Summary Report* summarizes the employment statistics that appear on the *EEO-5 Detail Report* as indicated on the EEO-5 form submitted to the government agency.

## Procedure A: Review Pay Class Code Categories

### \*\*\* Attention \*\*\*

Review employees' **Pay Class codes** before beginning this procedure. Refer to the Payroll System Operations Guide, Section F: Description/Deduction/Annuity File Processing for instructions.

The employee's **Pay Class code** determines whether the employee is full-time, part-time, a substitute, or a third party contractor. Substitutes and third party contractors are excluded from the EEO-5 reports and transmission file. Employees must be placed in the proper **Pay Class code** based upon their full-time or part-time status.

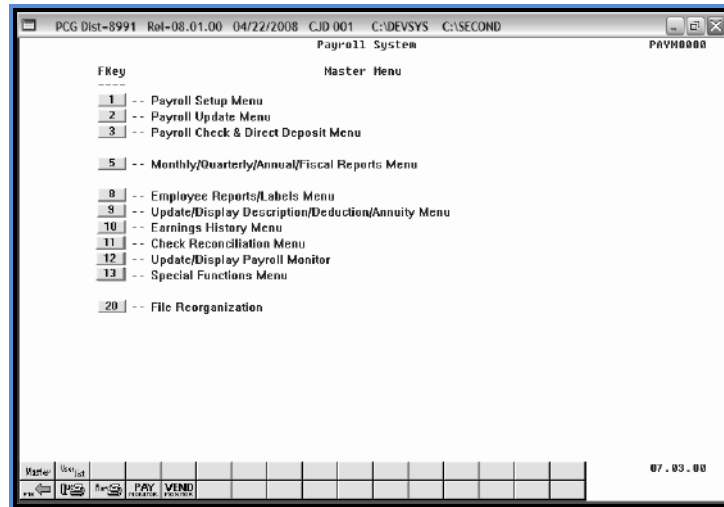
The **Type** field indicates the type of employees being paid in the pay class:

- F** = Full-time pay class
- P** = Part-time pay class
- S** = Substitute pay class
- 3** = Third party contractor pay class

## Procedure B: Processing the EEO-5 Report and Transmission File

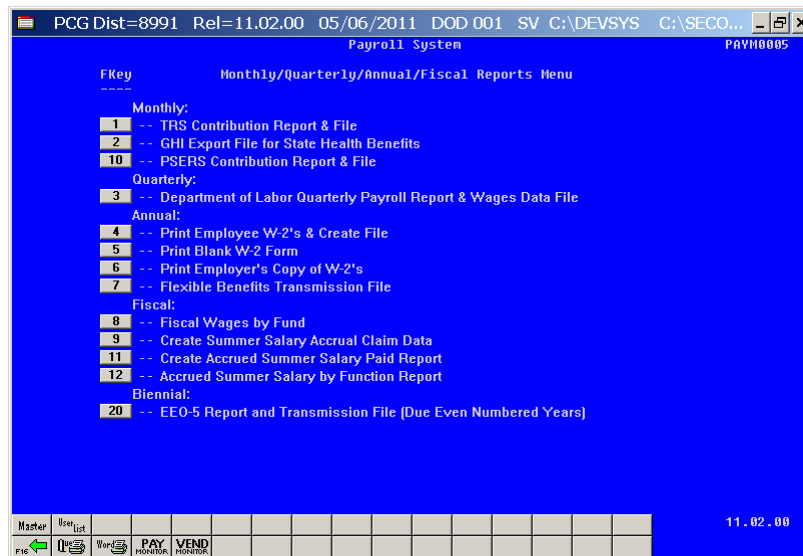
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>2</b> (F2 - Payroll System).

The following screen displays:



Step	Action
2	Select <b>5</b> (F5 - Monthly/Quarterly/Annual/Fiscal Reports Menu).

The following screen displays:





Step	Action
3	Select <b>20</b> (F20 - Biennial: EEO-5 Report and Transmission File (Due Even Numbered Years))

The following screen displays:

PCG Dist=8991 Rel=11.02.00 05/06/2011 DOD 001 SV C:\DEVSYS C:\SECO... PAVE5EXT

EEO-5 Report and Transmission File

Please verify the fields below are correct. If not, correct the fields here before proceeding.

Payroll year **2011**

District Id \_\_\_\_\_

District name **SMITH CITY BOARD OF EDUCATION**

District street **102 MAIN STREET**

District city **SMITH** State **GA** Zip **33333** County **OUT OF STATE**

District type ☒ Local Public School System Authority withheld ☒ Yes  
☐ Special or Regional Agency ☐ No  
☐ State Education Agency  
☐ Other (Specify) \_\_\_\_\_

Staff statistics as of date **10/01/2011** Number of schools operated **0**  
Total enrollment **0** Number of annexes operated **0**

Name and title of submitter \_\_\_\_\_  
Phone number of submitter \_\_\_\_\_

NOTE: Third party contractor and substitute class codes (Type '3' & 'S') are not extracted.  
Also, terminated employees are not extracted for this report.

This report is submitted biennially, in even numbered years. Employment statistics  
must cover the payroll period closest to October 1 of the reporting year.

ENTER = Continue, F16 = Exit Program 11.02.00

Step	Action
4	Enter <b>District ID</b> as assigned by the Equal Employment Opportunity Commission. The District ID should be 7 digits.
5	Verify the information in the <b>District name, street, city, state, zip, and county</b> fields are correct. Make modifications, if necessary.  <i>These entries default from your entries in the Payroll Identification Record. If incorrect, please refer to Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing for instructions.</i>
6	Select the <input type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>District type</b> field. Select one of the following: <ul style="list-style-type: none"> <li>Local Public School System</li> <li>Special or Regional Agency</li> <li>State Education Agency</li> <li>Other (Specify)</li> </ul>

Step	Action
7	Select the <b>O (Radio Button)</b> to left of the appropriate response in the <b>Authority withheld</b> field. The National Center for Education Statistics will publish information appearing in Part II, Total Column “A” unless the district specifically withholds authority to do so. If the district wishes to withhold such authority, select the radio button for <b>Yes</b> . Otherwise, select the radio button for <b>No</b> .
8	Enter the <b>Staff statistics as of date</b> field with the date that the EEO-5 data is extracted. The EEO-5 report is submitted biennially, in even numbered years, and employment statistics must cover the payroll period closest to October 1 of the reporting year.
9	Enter the <b>Total Enrollment</b> field as the total number of students enrolled in your school system.
10	Enter the <b>Number of schools operated</b> field as the total number of schools operated in your school system.
11	Enter the <b>Number of annexes operated</b> field as the total number of annexes operated in your school system.
12	Enter the <b>Name and title of submitter</b> field with the name and title of the person responsible for submitting the EEO-5 data.
13	Enter the <b>Phone number of submitter</b> field with the phone number of the person responsible for submitting the EEO-5 data.
14	Select <b>Enter</b> (Continue).

The following screen displays:

PCG Dist=8991 Rel=11.02.00 05/09/2011 DOD 001 SV C:\DEVSYS C:\SECO... PAVESEXT

EE0-5 Report and Transmission File

Please verify the fields below are correct. If not, correct the fields here before proceeding.

Payroll year 2011

District Id 1234567  
 District name SMITH CITY BOARD OF EDUCATION  
 District street 102 MAIN STREET  
 District city SMITH State GA Zip 33333 County OUT OF STATE

District type ☒ Local Public School System Authority withheld ☒ Yes  
☐ Special or Regional Agency ☐ No  
☐ State Education Agency  
☐ Other (Specify)

Staff statistics as of date 10/01/2011 Number of schools operated 7  
 Total enrollment 2511 Number of annexes operated 1

Name and title of submitter JOHN P. SUBMITTER, FINANCIAL DIRECTOR  
 Phone number of submitter 555-444-3333

NOTE: Third party contractor and substitute class codes (Type '3' & 'S') are not extracted.  
 Also, terminated employees are not extracted for this report.

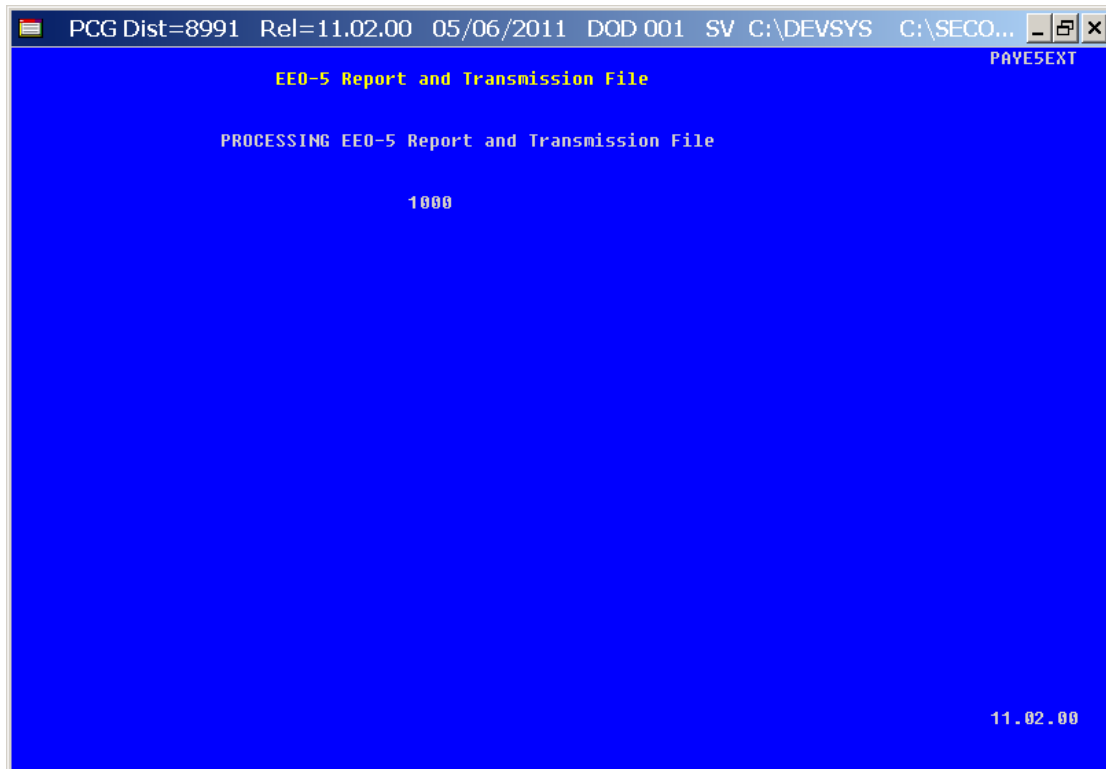
This report is submitted biennially, in even numbered years. Employment statistics  
 must cover the payroll period closest to October 1 of the reporting year.

\*\* IS ABOVE DATA CORRECT? \*\*

ENTER = Continue, F16 = Reenter Data 11.02.00

Step	Action
15	Select <b>Enter</b> (Continue) in response to the “Is above data correct?” prompt. <i>If the information is incorrect, select F16 to enter the correct information.</i>

The following screens displays briefly:



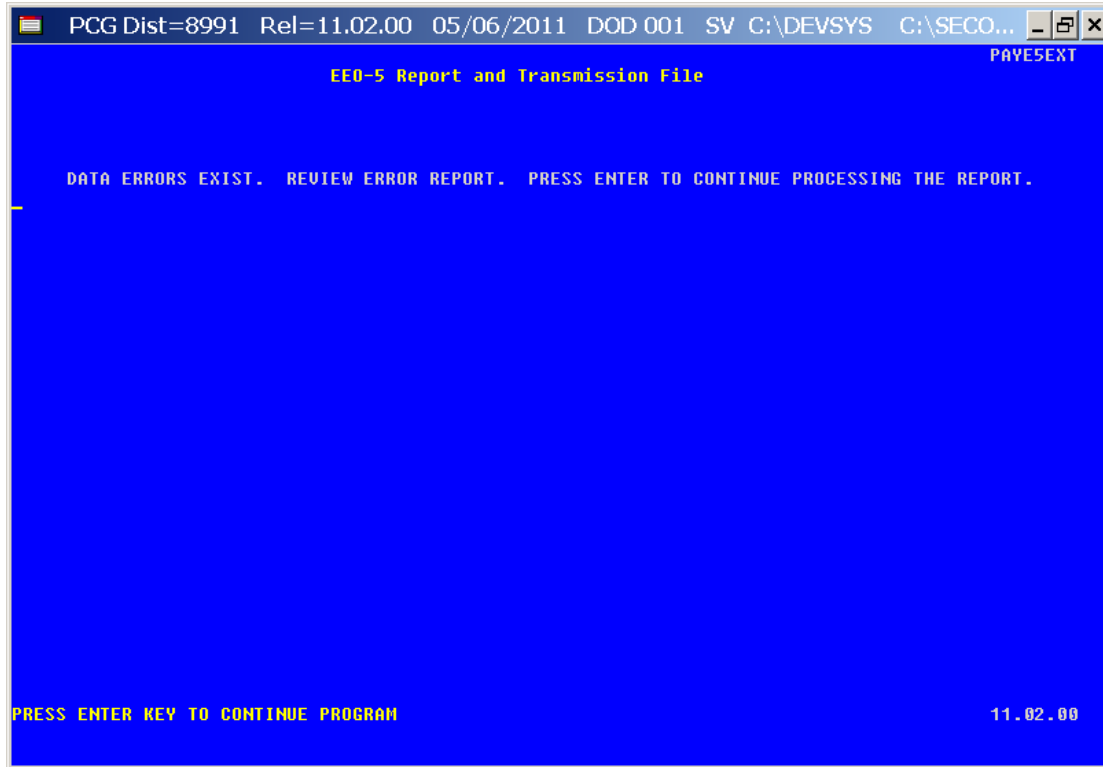
If any critical errors occur, the following screen will be displayed and processing will stop. The fatal errors must be corrected before processing can continue and the EEO-5 reports and transmission file can be generated.

For **file export critical errors**, the following screen displays:



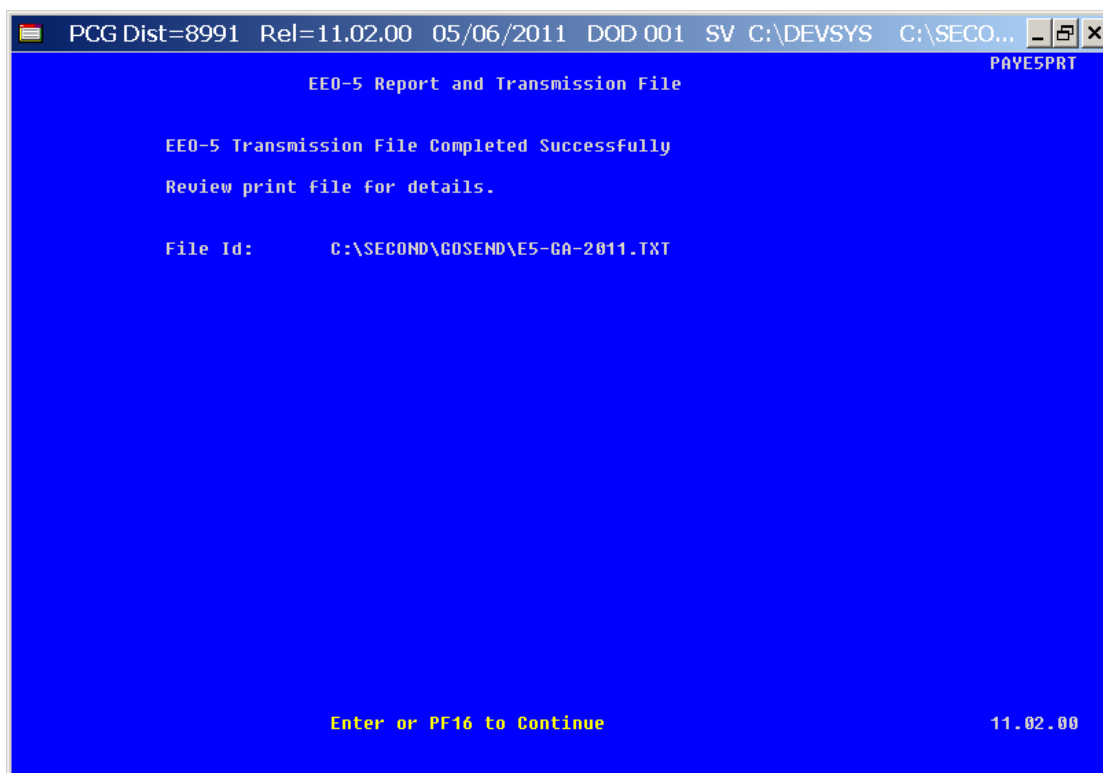
If any non-critical errors or warnings occur, the following screen will be displayed and processing will continue. The warning errors should be corrected before submitting the EEO-5 transmission file to the government agency.

For **successful file exports**, the following screen displays:



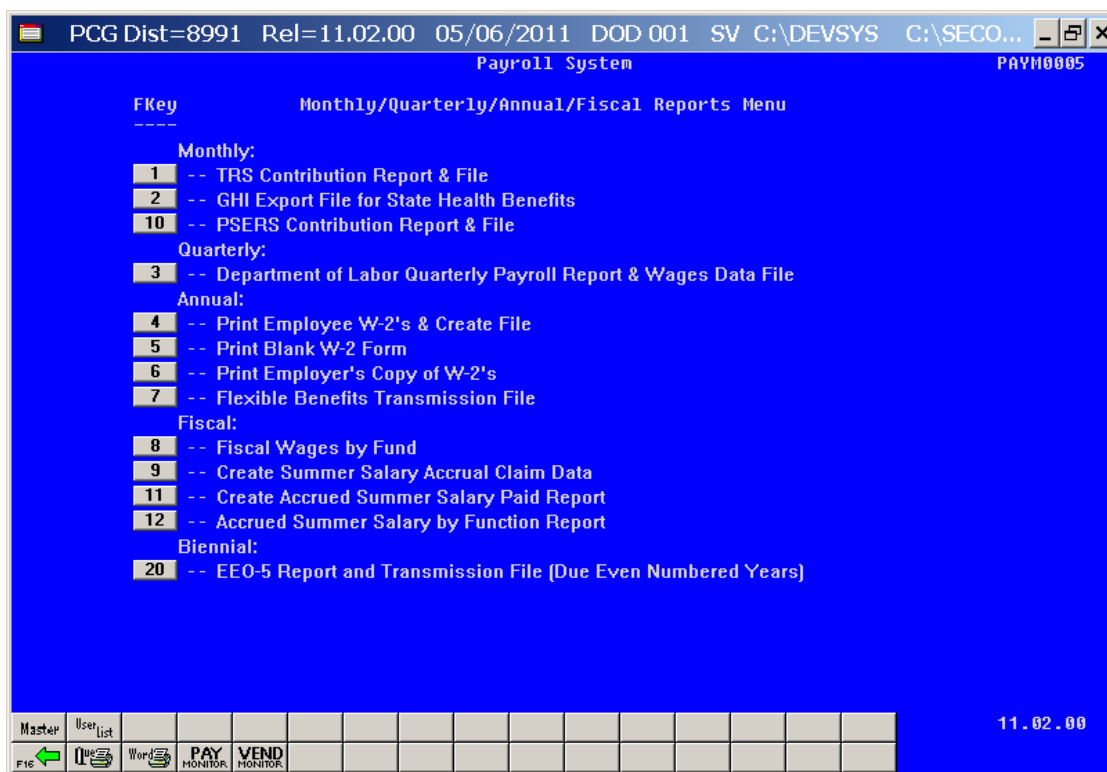
Step	Action
16	<p><b>For file export errors:</b> Select <b>Enter</b> (to Exit Program and Correct).</p> <p><b>For successful file exports:</b> Select <b>Enter</b> to continue processing.</p> <p><i>“*** Processing – Please Wait ***” briefly displays.</i></p>





The following screen displays:



Step	Action
17	<p>Screen-print the <i>EEO-5 Report and Transmission File</i> screen, and select <b>Enter</b> (to Continue Program).</p> <p><i>Enter this information as the upload filename when transmitting the EEO-5 file for processing.</i></p> <p><i>Screenshot examples are for display purposes only. The location of PCGenesis files is "K:\SECOND\GOSEND". Also note also that filename is school-district and system-specific.</i></p> <p><u><i>For unsuccessful file creations:</i></u> PCGenesis will not create the EEO-5 file if there are critical errors.</p>

The following screen displays:



Step	Action
18	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p><i>Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.</i></p>
19	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
20	<p>Proceed to <i>Procedure C: Creating the EEO-5 Data Transmission File &amp; Diskette Submission</i>.</p>



## B1. EEO-5 Error Report – Example

DATE RUN: 05/09/2011		EEO-5 ERROR REPORT		PAGE	2
EMPLOYEE STATUS 'A'/'I' FOR EMPLOYEE:	88597	TERM DATE =	20000601	WARNING, RECORD SKIPPED	
EMPLOYEE STATUS 'A'/'I' FOR EMPLOYEE:	88859	TERM DATE =	20000701	WARNING, RECORD SKIPPED	
EMPLOYEE STATUS 'A'/'I' FOR EMPLOYEE:	89001	TERM DATE =	19990601	WARNING, RECORD SKIPPED	
EMPLOYEE STATUS 'A'/'I' FOR EMPLOYEE:	89344	TERM DATE =	20010601	WARNING, RECORD SKIPPED	
EMPLOYEE STATUS 'A'/'I' FOR EMPLOYEE:	89858	TERM DATE =	20020901	WARNING, RECORD SKIPPED	
EMPLOYEE STATUS 'A'/'I' FOR EMPLOYEE:	89878	TERM DATE =	20020601	WARNING, RECORD SKIPPED	
EMPLOYEE 88216 AD9MSON, BOSETTE K.	AND EMPLOYEE	87016 AD9MSON, BOSETTE	HAVE THE SAME SS # 899-08-7016		
			**.....EMPLOYEE NAMES DIFFER		
EMPLOYEE 89664 AG7E, N37TON	AND EMPLOYEE	87066 AG7E, NETTON	HAVE THE SAME SS # 899-08-7066		
			**.....EMPLOYEE NAMES DIFFER		
			**.....EMPLOYEE ETHNIC CODES DIFFER		
EMPLOYEE 87884 AD3M, MA3ALDA	AND EMPLOYEE	87557 AD3M, MA3ALDA	HAVE THE SAME SS # 899-08-7894		
			WARNING- EMPLOYEE RECORDS MERGED		

## B2. EEO-5 Detail Report – Example

REPORT DATE 05/06/2011						SMITH CITY BOARD OF EDUCATION						PAGE: 16					
REPORT TIME 09:40						ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - DETAIL REPORT						PROGRAM: PAYESEX/PAYESPRT					
NEW						<-----MALE----->						<-----FEMALE----->					
NAME	EMPNO	STAT	HIRE	CLS	LOC	WHITE	BLACK	HISP	ASIAN	AM	IND	WHITE	BLACK	HISP	ASIAN	AM	IND
FULL TIME A18 Laborers, Unskilled																	
MA2VIN, SH2NIQUA	88927			02	0200							W					
MC9HORTER, MA9G	89264			05	8012								B				
ME9ER, HA9SIE	89984	I		21	8010	W											
NA5UIN, WISFREDO	89852			02	0102	W											
NU2N, SH2RDA	89783	I		05	8010		B										
OC7MPO, OD7LL	86610	I		21	8010							W					
OG5EN, FESDINAND	86308	I		21	8010	W											
OR2ELAS, WA2DO	87015			03	0400								B				
PR6SCOTT, DO6NELL	88635	I		21	8010							W					
RA4ER, SE4	89629			03	0200							W					
RESMAN, FESDINAND	89308			02	0300								B				
RO3SH, AM3L	89006			05	4050		B										
SA9LOR, LE9	88208			01	0300		B										
SH3RRILL, SH3RELL	89790			12	8010	W											
SP7UILL, ES7EBAN	88818			03	4050							W					
TA5, BE5E	88012			03	4050								B				
TI3SLEY, DE3VER	88518			01	4050	W											
TR9MBLE, CH9RLYN	87192			04	0100								B				
VO4T, HE4IBERTO	88637			02	0200							W					
WA3L, EA3LIE	88854			03	5050								B				
WE8LMAN, OS8ALDO	88209	I		21	8010								B				
WI7SLOW, IS7AC	88602			02	0102								B				
WO2THINGTON, CO2LIN	88519	I		21	8010							W					
YA8ZIE, HA8LEY	89945	I		02	5050	W											
ZE9EDA, NU9IA	86120			02	0400								B				
** JOB TOTAL	A18 Unskilled			59		12	9					20	18				
*** FULL TIME TOTAL				663		82	99	3		2		257	207	5	4	4	

**B1. EEO-5 Not Counted Report – Example**

REPORT DATE 05/06/2011					SMITH CITY BOARD OF EDUCATION										PAGE: 4						
REPORT TIME 09:40					ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - NOT COUNTED REPORT										PROGRAM: PAYESEX/PAYESPRT						
NAME					NEW		<-----MALE----->						<-----FEMALE----->								
					EMPNO	STAT	HIRE	CLS	LOC	WHITE	BLACK	HISP	ASIAN	AM	IND	WHITE	BLACK	HISP	ASIAN	AM	IND
FULL TIME N02 Not Counted - Substitute Employee																					
LI2COLN, BO2G					89671				02	0102						W					
LO2NEY, GR2SEL					86383				02	0300						W					
MA2SEN, HI2AKO					88559				03	0200							B				
MA7OS, AL7ERTA					89954	I			05	4050						W					
MO3A, CY3US					89406				05	0100						W					
MO3FETT, HA3OLD					86982				05	0102							B				
MO3ICA, GA3E					86430				05	0300	W										
NI2LSON, CA2MY					88183				02	0200						W					
RI6LEY, RE6AY					89451				02	0200						W					
SK2GGS, JA2AR					86279				01	5050		B									
SM5LLS, AM5E					86172				03	0200							B				
SP5NN, EA5LE					88292				05	8012	W										
TI9ADO, WA9					86656				02	4050						W					
WA9DRON, AN9ELYN					87496				05	0200		B									
WH3TTN, IZ3TTA					89990				05	8012						W					
YO7NGER, SH7RAN					88930				01	0102		B									
ZE9EDA, MO9AMMED					87320				02	0200						W					
** JOB TOTAL N02 Substitute									39		6	6				17		9			1
*** FULL TIME TOTAL									146		13	19				66		46		1	1

**B1. EEO-5 Summary Report – Example**

REPORT DATE 05/06/2011	SMITH CITY BOARD OF EDUCATION	PAGE: 1
REPORT TIME 09:40	ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - SUMMARY REPORT	PROGRAM: PAYEEXT/PAYESPRT
PAYROLL YEAR	2011	
DISTRICT ID	1234567	
DISTRICT NAME	SMITH CITY BOARD OF EDUCATION	
DISTRICT STREET	102 MAIN STREET	
DISTRICT CITY	SMITH	
DISTRICT STATE	GA	
DISTRICT ZIP	33333	
DISTRICT COUNTY	OUT OF STATE	
DISTRICT TYPE	LOCAL PUBLIC SCHOOL SYSTEM	
AUTHORITY WITHHELD?	NO	
STAFF STATISTICS AS OF DATE	10/01/2011	
TOTAL ENROLLMENT	2511	
TOTAL SCHOOLS	7	
TOTAL ANNEXES	1	
SUBMITTER NAME	MARY P. STAUNTON	
SUBMITTER PHONE	404-765-4321	

REPORT DATE 05/06/2011  
REPORT TIME 10:03

SMITH CITY BOARD OF EDUCATION  
ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - SUMMARY REPORT

PAGE: 2  
PROGRAM: PAYESEX/PAYESPT

JOB CODES		<-----MALE----->						<-----FEMALE----->					
		SUM	WHITE	BLACK	HISP	ASIAN	AM IND	WHITE	BLACK	HISP	ASIAN	AM IND	
		COL B-K	A	B	C	D	E	F	G	H	I	J	K
A. FULL-TIME STAFF													
01	A01	Officials, Administrators, Managers	43	6	5				15	17			
02	A02	Principals	34	6	4	1			11	11			
03	A03	Assistant Principals - Teaching	37	4	6	1			18	7	1		
04	A04	Assistant Principals - Non-Teaching	42	4	5				14	15			1
05	A05	Elementary Classroom Teachers	47	3	6				19	14	1	2	2
06	A06	Secondary Classroom Teachers	30	1	3	1			12	13			
07	A07	Other Classroom Teachers	40	7	5				14	14			
08	A08	Guidance	27	6	2				12	7			
09	A09	Psychological	29		7				8	13			1
10	A10	Librarians/Audio Visual Staff	36	3	8				17	6	2		
11	A11	Consultants & Supervisors of Instru	41	9	3				16	13			
12	A12	Other Professional Staff	34	2	9				13	10			
13	A13	Teachers Aids	37	3	7				17	10			
14	A14	Technicians	34	5	3				14	12			
15	A15	Clerical/Secretarial Staff	31	4	6				15	6			
16	A16	Service Workers	31	5	6			1	11	8			
17	A17	Skilled Crafts	31	2	5				11	13			
18	A18	Laborers, Unskilled	59	12	9				20	18			
19		TOTAL (1-18)	663	82	99	3		2	257	207	5	4	4
B. PART-TIME STAFF													
20	A02-A12	Professional Instructional	1						1				
21		All Other	1						1				
22		TOTAL (20-21)	2						2				
C. FULL-TIME NEW HIRES (JULY THRU SEPT. OF THE SURVEY YEAR)													
23	A01	Officials, Administrators, Managers	0										
24	A02-A04	Principals/Asst. Principals	4		1	1						2	
25	A05-A07	Classroom Teachers	1									1	
26	A08-A12	Other Professional Staff	0										
27	A13-A18	Nonprofessional Staff	0										
28		TOTAL (23-27)	5		1	1						3	

## Procedure C: Creating the EEO-5 Data Transmission File & Diskette Submission

The U.S. Equal Opportunity Commission allows the submission of EEO-5 information via Internet file upload, via magnetic media, and via tape. Magnetic media includes 3 ½" diskette, CD, DVD, and via ZIP disk.

Access the U.S. Equal Opportunity Commission's website located at:  
<https://egov.eeoc.gov/eeo5/index.htm> for information on reporting the EEO-5 information.

PCGenesis procedures include the transfer of EEO-5 information to a 3 ½" diskette.

Step	Action
1	Insert a blank, formatted diskette into the A:\ drive.
2	Using <i>Windows® Explorer</i> , access <b>K:\SECOND\GOSEND → E5-GA-ccyy.txt</b> (where <i>ccyy</i> represents the payroll century and year). <b>Right-click</b> on <b>E5-GA-ccyy.txt</b> , and select <b>Send To 3 1/2 Floppy (A)</b> .  <i>The Copying window will display containing the "E5-GA-ccyy.txt from GOSEND to A:\ " message.</i>
3	After successfully copying the file to a diskette, remove and label the diskette.  <i>The label must contain the school district or system's EEO-5 District ID, the filename, and the contact's name and telephone number.</i>
4	Access the U.S. Equal Opportunity Commission's website located at: <a href="https://egov.eeoc.gov/eeo5/index.htm">https://egov.eeoc.gov/eeo5/index.htm</a> for the labeling instructions, and the corresponding form to submit the diskette to the Commission.