EEOC Opens EEO-1 Reporting Portal for 2023 Workforce Data

The portal for private sector employers to submit equal employment opportunity workforce data (EEO-1 Report) from 2023 to the U.S. Equal Employment Opportunity Commission (EEOC) has opened as of April 30, 2024.

The deadline for submissions is June 4, 2024. This data collection was previously delayed.

EEO-1 Reporting Background

Mandated under Title VII of the Civil Rights Act, the EEO-1 Report is an annual survey that requires certain employers to submit information about their workforces by race or ethnicity, gender and job categories by March 31 every year.

The EEOC uses the collected data for several purposes, including enforcing Title VII's prohibitions against employment discrimination as well as researching employment patterns.

Employers Subject to EEO-1 Reporting

In general, a private sector employer is subject to EEO-1 reporting if it:

- Has 100 or more employees;
- Has 15-99 employees and is part of a group of employers that legally constitutes a single enterprise with 100 or more employees; or
- Is a federal contractor with 50 or more employees and a contract of $50,000 or more.

Employer Action Items

Employers subject to EEO-1 reporting requirements should begin submitting 2023 EEO-1 data in the EEO-1 portal and ensure they complete these submissions by June 4, 2024.

Employers should also review the following for additional information:

- EEOC home page and website dedicated to EEO data collection
- 2023 EEO-1 Component 1 Instruction Booklet
- 2023 Component 1 Data Collection Specifications

The EEOC's online filer help desk will be available on April 30, 2024, to assist filers with any questions they may have regarding the 2023 collection.

Although the EEOC sends notification letters to employers it knows to be subject to the EEO-1 requirements, all employers are responsible for obtaining and submitting the necessary information prior to the appropriate deadline.

IMPORTANT DATES

April 30, 2024

The first day employers subject to EEO-1 reporting requirements may begin entering data from 2023

June 4, 2024

The last day for employers subject to EEO-1 reporting to submit 2023 workforce data

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