

# How to Export CA Pay Data Reporting Information from Datatech Software

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# CA Pay Data Reporting Overview

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CA employers that have more than **100 employees** or **hired more than 100 workers through labor contractors** are now required to annually report pay, demographic, and other workforce data to the Civil Rights Department.

For a full list of the code descriptions, review the California Pay Data Reporting Portal User Guide:

<https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2021/01/CA-Pay-Data-Reporting-User-Guide.pdf>

The first deadline for reporting is May 10, 2023.

CA Pay Data Reporting has **two** reports:

- Payroll Employee Report
- Labor Contractor Employee Report

You will have to file *one or both* depending on how many employees or hired workers you had during the year. To determine which report you must submit, carefully review which of the following situations apply to you.

The following examples were taken from the CRD FAQ:

<https://calcivilrights.ca.gov/paydatareporting/faqs/>

## Payroll Employee Report

Example: In 2022, ABC Company had 150 payroll employees in California and no workers hired through labor contractors. ABC Company is required to submit a Payroll Employee Report covering the 150 employees.

## Labor Contractor Employee Report

Example: In 2022, DEF Company had 50 payroll employees and 200 workers hired through labor contractors, all in California. DEF Company is required to submit a Labor Contractor Employee Report covering the 200 labor contractor employees but not a Payroll Employee Report covering DEF's payroll employees.

## What if you used multiple labor contractors throughout the year?

If you used more than one labor contractor with a combined total of 100 or more workers, you will need to request this information from each labor contractor. Then you will need to manually combine all the information into one template and submit it to the state.

### Does a labor contractor or temporary services employer report on their employees who work for client employers?

**Yes.** In addition to reporting on its permanent employees, a labor contractor or temporary services employer must include in its **Payroll Employee Report** any employees who work for client employers. As applied to this situation, Government Code section 12999(k)(1) defines "employee" to mean "an individual on [the labor contractor's] payroll, including a part-time individual, and for whom the [labor contractor] is required to withhold federal social security taxes from that individual's wages."

### **Both**

Example: In 2022, GHI Company had 200 payroll employees and 100 workers hired through labor contractors, all in California. GHI Company is required to submit a Payroll Employee Report covering its 200 payroll employees and, separately, a Labor Contractor Employee Report covering the 100 labor contractor employees.

### **Penalties**

Penalties for not reporting could be \$100 per employee against an employer who fails to file a required report, with the penalties increasing to \$200 per employee for a subsequent failure to file a required report. It is important for you to note that the penalties are assessable against a labor contractor that has failed to provide required pay data to a client employer. The Department is also entitled to recover its costs in any enforcement action.

## Snapshot Definition

The “Snapshot Period” is a single pay period between October 1 and December 31 of the Reporting Year. The Snapshot Period is **not** the period of time for identifying an employee’s pay or hours worked.

Instead, the Snapshot Period is used by an employer *only to identify* its payroll employees who must be reported on in the employer’s Payroll Employee Report; an employer must pick a fixed period of time to identify the employees to be reported on because an employer’s employees will usually change over the course of the year.

**Important:** When identifying the employees to be reported on, it does not matter whether an employee was paid during the Snapshot Period; it only matters whether the employee was *employed* during the Snapshot Period.

Example: An employer has the same 200 payroll employees for all of October 2022, and 100 employees are paid bi-weekly and 100 employees are paid at the end of the month. Assume further the employer picks October 1 to October 15 as its Snapshot Period. For its pay data report, the employer would report on all 200 employees because they were all employed by the employer during the Snapshot Period, even though 100 of them did not receive pay in the Snapshot Period selected.

### Example

The following image shows an EXAMPLE of a snapshot period. This is **not** necessarily the one you will use, but is simply here to show you that a Snapshot Period **is just one pay period** between October 1 and December 31 of the reporting year.

### October 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2022

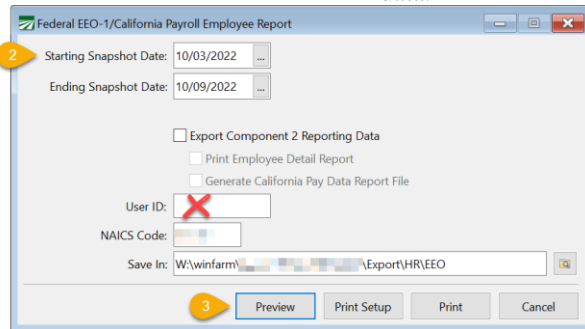
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# Payroll Employee Report Workflow

CA employers that have more than **100 employees** are required to submit the Payroll Employee Report.

## Run Report for Employees Missing Information

First, you will need to generate a report to see which employees are missing data.



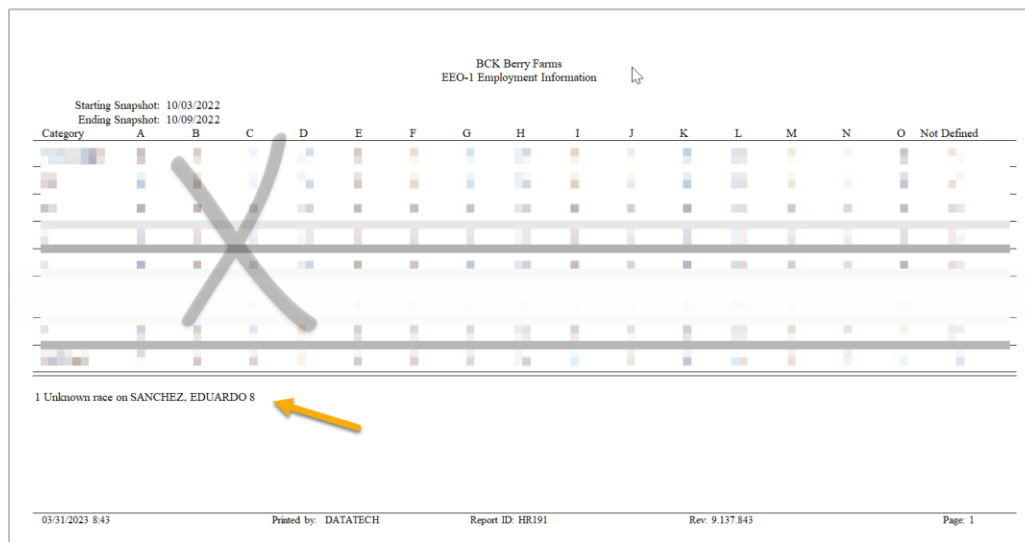
1. Go to **Reports > Federal EEO-1/California Payroll Employee Report**.
2. Enter your decided **Snapshot Period**.

(The “Snapshot Period” is a **single pay period between October 1 and December 31 of the Reporting Year.**)

**Note:** Any employee that has a check with a pay period date that matches or overlaps the snapshot period will be included in your report.

3. Click **Preview** to run the report without selecting any other options.
4. Review the second section of the report listing employee names and the information they are missing.

**Note:** Please ignore the top portion of this report as it applies to the Federal EEO-1 Report and not to the CA Pay Data Reporting. The codes for California are different than for federal.

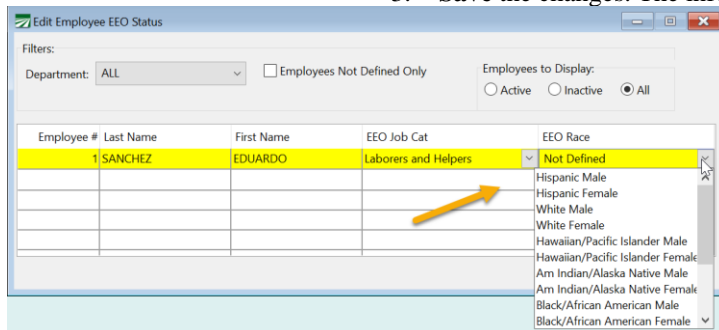


Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Not Defined
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
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## Editing Employees with Missing Information

To make corrections, you can use the *Edit Employee EEO Status* window that opens. Follow these steps:

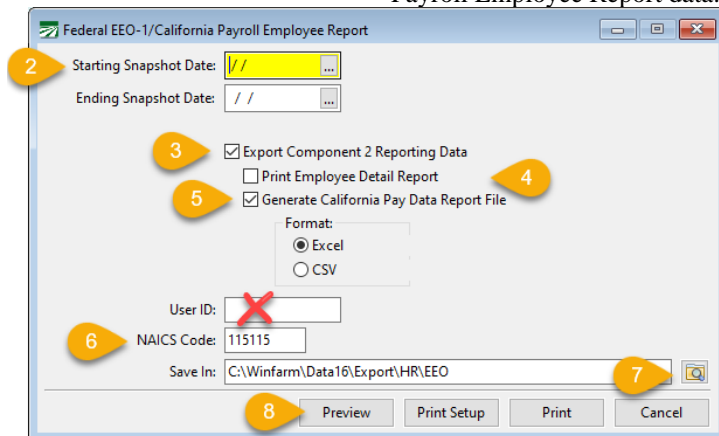
1. Use **EEO Job Cat** and **EEO Race** columns to determine which employees are missing information. Using the drop-down menu, select the appropriate information.
2. Continue this process for each employee in the Snapshot Period missing information.
3. **Save** the changes. The information will also be saved in the Employees file.



After you have edited the missing information, run the **Payroll Employee Report** again.

## Export Payroll Employee Data

Now that you have corrected the missing information, you can export your Payroll Employee Report data. To do this, follow these steps:



1. Go to **Reports > Federal EEO-1/California Payroll Employee Report**.
2. Enter your decided **Snapshot Period**.
3. Select **Export Component 2 Reporting Data**.
4. If you would like to view an employee detail report to see which employees will be included as well as the code details, select **Print Employee Detail Report**.
5. Select **Generate California Pay Data Report File**.

**Excel or CSV:** Multiple customers reported issues with Excel that we could not correct. A new option has been added to export to a CSV file format instead of Excel. The CSV file format does not rely on Excel so it will allow you to export your data if this issue arises.

6. Enter the NAICS Code for your company.

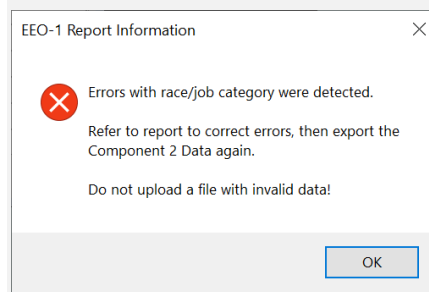
**Help:** If you are unsure of which code to use, you can use the following website for assistance:

<https://www.census.gov/naics/>

7. Select the **location** for the file to be saved. By default, the program will save it under the EEO folder for your company.

8. Click **Preview**.

If any of the employees in this pay period are not defined, you will receive the following error message:



You must edit the employees listed in the generated report before uploading your file.

9. If you selected *Print Employee Detail Report*, the following report will generate. Here you can see the employee counts, codes, and average pay/hours worked by category. The *Setup/Edit Single EEO Establishment* window will open.

BCK Berry Farms EEO-1 Component 2 Employee List				
Starting Snapshot: 10/03/2022 Ending Snapshot: 10/09/2022				
Account #	Employee Name		W-2 Wages	Hrs Worked
9	A	1		
10	MENDEZ, ERASMO		1,365.00	78.50
3	JUAREZ, CRUZ, AARON		4,184.53	346.00
17	AYALA, OCTAVIO		2,853.72	344.50
32	FERNANDEZ, RUBEN		2,527.00	349.00
95	ROMERO VELASCO, ARIEL		1,804.00	323.40
170	RUIZ JIMENEZ, REYMUNDO		2,182.50	237.00
6 employees				
9	C	1		
4	ROIAS ORDAS, MARIO		116.25	43.85
1 employees				
9	I	1		
2	AVENDANO, LUCIA		2,591.00	312.50
1 employees				
0	7	1		
03/31/2023 9:19 Printed by: DATATECH Report ID: HR191 Rev: 9.137.843 Page: 1				

## Generating the Payroll Employee Report Data

On the *Setup/Edit Single EEO Establishment* window, select the options that apply to you.

Setup/Edit Single EEO Establishment

1 Unit Number: 1

Status Code: Single Establishment 2

3 Unit Name: BCK Berry Farms

4 Address Line 1: 123 Main St

Address Line 2:

City: Fresno

State: CA

Zip Code: 93727

County: Fresno

5 ☐ Was an California Pay Data report filed for this establishment last year?

☒ Was an EEO-1 report filed for this establishment last year?

☐ 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?

6 Major Activity: Farm Labor Contractors and Crew Leader

7 Ok Cancel

1. The Unit Number is not used for the CA Pay Data reports. Simply leave the default value of 1 in this entry.
2. The **Status Code** should be set to **Single Establishment**.  
If you need to select a different status, please contact Datatech Support as adjustments will need to be made for this to work.
3. Confirm your **Unit Name** is correct, this is your *business* name.
4. Confirm your address and county.
5. Two questions will be listed, select the checkbox for any of the questions where the answer is Yes.

**Note:** The template has one question not asked on this page, “Is this establishment the employer’s headquarters?” It is not listed because the program will automatically fill out that column for you. You can edit this information on the template if needed.

6. Enter the **Major Activity** that your company performs.
7. Click **Ok**. The program will export the information to the *California Pay Data Template*. If you have questions on the fields, you can click on the instructions tab to review what each field means and the information that is required.



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# Labor Contractor Employee Report Workflow

## Before you start:

Some customers have multiple grower accounts in their program for one grower. In this case, you would have to send your grower ONE CA Pay Data File with all of their employee information. If you have more than one account created in your software for one grower, follow these steps to combine the accounts for CA Pay Data Reporting.

You should **ONLY** combine grower accounts that are for the same grower.

## How to Combine Multiple Grower Accounts into One Pay Data Report

You will need to identify any growers in your Datatech software that have multiple accounts. To do this, you can follow Step 1 to generate and review a grower list. Once you are aware of the growers with multiple accounts, there is a quick way to combine them for CA Pay Data reporting.

**EXAMPLE:** We will use the following example: Grower 1, Grower 2, and Grower 3, in our Datatech software are all the same grower and need to be sent one Pay Data File. In this example, we want the Pay Data File sent under Grower 3's account.

1. In your Payroll program, go to **Labor Reports > Grower Entry**.
2. Enter one of the grower accounts you need to combine. (We will start with Grower 1.)

3. In the **Pay Data Acct #** entry, enter the grower account number you would like this account to be combined with. (In our example, we want the Pay Data File sent under Grower 3's account. Grower 3's account number is 3, so we enter 3.)
4. **Save** the record.
5. Repeat this process for any other growers you need to combine this way. (In our example, we would open Grower 2's account and enter a 3 in the *Pay Data Acct #* entry.)

**Note:** You would not need to enter anything in the Pay Data Acct # entry on the account you are putting the other growers under. In our example, this means that Grower 3's account does not need a 3 entered in the Pay Data Acct # entry.

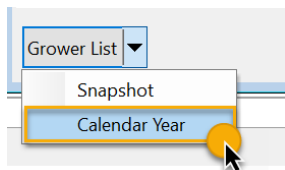
## Step 1: Generate & Review Grower List

Begin by generating a Grower List for the reporting year. Generating this list by calendar year will give you a list of growers you have provided employees for throughout the year.

1. To do this, open you HR program and go to **Reports > Generate California Labor Contractor Pay Data**.

**Note:** If you do not have HR and will be generating these files in your Payroll program, go to *Payroll > Reports > Generate Labor Contractor Pay Data*.

2. Using the *Grower List* drop-down menu, select **Calendar Year**.



This will generate a full list of the growers you sent workers to in the reporting year, showing the grower's name and account number, employee counts, the starting and ending dates, and the snapshots available.

3. Using the generated list, **review** which growers will need you to send them Pay Data Reporting information. The list will help you filter out any growers you did not provide workers to within the October through December Snapshot Periods. If the last ending pay period date is prior to October, then you have no workers that you can report for that grower.

## Step 2: Generate a Report for Growers within a Snapshot Period

You will either need to discuss with each of your growers which snapshot period they want to use, or choose for yourself. If your goal is to find a "standard" snapshot period that can be used for all growers, you can use the following option to see what growers have in each pay period. This may help you find one snapshot period that includes all growers needing this data. Then you can

generate the snapshot data for only that snapshot period in Step 3. Of course, it may not always work to use only one snapshot period for multiple growers.

**Note:** If you already know the snapshots and growers you would like to generate, or you want to generate all snapshot periods for all growers to review and select a snapshot, skip to Step 3.

To generate a report to see which growers you sent employees to within a selected snapshot period, follow these instructions:

1. In your HR program, go to **Reports > Generate California Labor Contractor Pay Data Snapshots**. (If you do not have HR, in your Payroll program go to *Payroll > Reports > Generate California Labor Contractor Pay Data Snapshots*.)

2. Enter the desired **Snapshot Starting and Ending** dates for the report.

(The “Snapshot Period” is a **single pay period between October 1 and December 31 of the Reporting Year.**)

3. On the *Grower List* menu, select **Snapshot**.

A report will be generated for growers sent employees during the selected snapshot period.

4. Review the generated list to see which growers you sent employees to during the selected dates.

BCK Berry Farms California Pay Data Grower List					
Starting Snapshot: 10/03/2022 Ending Snapshot: 10/09/2022					
Account #	Name	Employee Count	Starting Date	Ending Date	Snapshots Available
1	Grower 1	3	10/03/2022	10/09/2022	2
2	GROWER 2	5	10/03/2022	10/09/2022	2
3	GROWER 3	2	10/03/2022	10/09/2022	2

## Step 3: Generate & Review Snapshot Period Data

You can quickly generate all snapshot periods to see which are available. This can be done for all growers at once or one by one. It may be necessary to discuss with growers which snapshots include employees and which snapshot the grower prefers to use.

To generate and review all available snapshot periods, follow these steps:

The screenshot shows a window titled "Generate California Labor Contractor Pay Data Snapshots". It contains the following elements with numbered callouts:

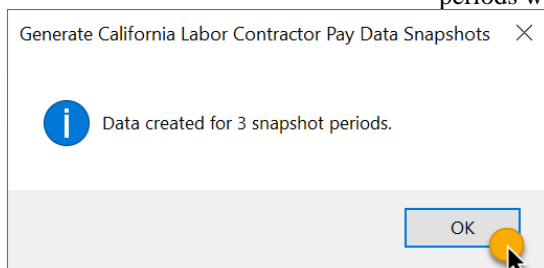
- 2**: A checked checkbox labeled "Generate All Growers".
- 3**: A text field labeled "Snapshot Starting:" with the date "10/10/2022" entered.
- 4**: A checked checkbox labeled "Generate All Snapshot Periods".
- 5**: A button labeled "Generate Data".
- 6**: A button labeled "View Snapshot Data".

Other visible elements include a "Grower #:" field, a "Snapshot Ending:" field with the date "10/16/2022", and a "Grower List" dropdown menu.

1. In your HR program, go to **Reports > Generate California Labor Contractor Pay Data**. (If you do not have HR, in your Payroll program go to *Payroll > Reports > Generate California Labor Contractor Pay Data Snapshots*.)
2. Select **Generate All Growers** or enter a specific grower.
3. Enter the **Snapshot Starting and Ending** dates. Both the Starting and Ending Snapshot dates must be in October, November, or December.

**Note:** The program will generate all snapshots starting from the date you enter and forward. It will not generate any snapshots from before the starting date you enter. Also, if you have employees with different pay period dates, you will have to decide on one pay period to use.

4. Select **Generate All Snapshot Periods** to generate all snapshots starting with the Starting and Ending Snapshot dates you entered. This is useful if you want to be able to review all of the snapshot periods available for each grower to decide which one to use. While you can generate data for all snapshot periods, you are only required to provide the grower with information for *one snapshot period*.
5. Click **Generate Data**. The program will let you know how many snapshot periods were created. Click **OK**.



6. Now click **View Snapshot Data**. The California Labor Contractor Pay Data Snapshots window will open. This window allows you to view the grower snapshot data and make any necessary edits.

Starting Date	Ending Date	Employee Co...	Male Count	Female Count	Exempt Count	Missing Hours	Missing Race	Missing Job	Gender Mis...
10/3/2022	10/9/2022	5	4	1	1	0	0	0	0
10/10/2022	10/16/2022	15	13	2	1	0	0	0	0

Acct #	Last Name	First Name	Wages	Hours	Hourly R...	Pay Band	Job Category	Race
1	SANCHEZ	EDUARDO	957.50	26.00	36.83	1	Operatives	Hispanic - Male
2	AVENDANO	LUCIA	662.50	42.00	15.77	1	Operatives	White - Female
3	JUAREZ CRUZ	AARON	1021.50	51.50	19.83	1	Operatives	Hispanic - Male
4	ROJAS ORDAS	MARIO	541.50	36.10	15.00	1	Operatives	White - Male
5	JUAREZ	VICENTE	256.16	21.80	11.75	1	Laborers and Helpers	Black - Male

7. Select or enter the **Grower #**.
8. Select a **snapshot period** in the first grid. Employees are displayed in the second grid according to the highlighted snapshot period above.
9. Use the Display menu to filter the employees to view:
  - a. All Employees
  - b. Missing Race
  - c. Missing Job Category
  - d. Missing Hours
  - e. Mismatched Gender
  - f. One Job Category
  - g. Exempt Employees

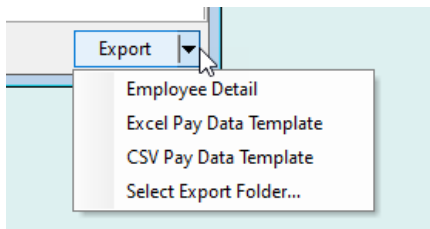
**Note:** The Missing and Mismatched options will activate a **Replace** option. This can help you change the Gender or Job Category for all employees that are displayed. The purpose of this feature is to help you adjust multiple missing fields at once when most should be changed to the same option. However, if you use this feature, be sure to adjust any employees that this change should not apply to. Most likely, not all in the list should be changed to the same options. For example, you might set all employees to Laborers & Helpers, but then would need to change the Job Category on the crew supervisors.

10. You can also filter by:

- a. All Gender
- b. Male
- c. Female
- d. Non-Binary

11. **Edit** any missing or incorrect information before you export. When you edit information in this window using your HR program, the changes will be saved to the employee's files.

**Important!** The EEO Job Category and Race/Ethnicity settings are only maintained by the HR system. If you are only using the Datatech's Payroll software and not the Human Resources software, these settings are not stored in the employee database. This means that if you regenerate a snapshot period, any edits made on the *California Labor Contractor Pay Data Snapshot* window will be lost. Also, when generating the snapshot periods for the 2023 reporting year, the system will not pick up the Job Category or Race/Ethnicity reported for 2022. It is always best to make changes directly in an employee's file.



12. The Export option allows you to export the displayed information on an **Employee Detail\*\*** list in Excel. This report may be used when a grower wants to go over the detailed employee information themselves.
13. When you are *completely finished*, you can export the information to the **Excel or CSV Pay Data Template\*\*\***. This is the file you will send to your grower for them to upload to the state.

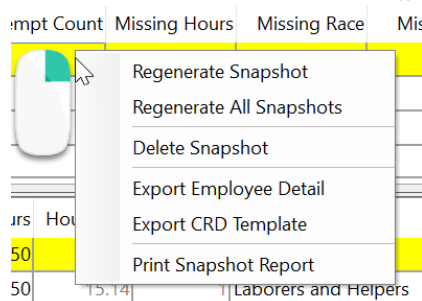
**Excel or CSV:** Multiple customers reported issues with Excel that we could not correct. A new option has been added to export to a CSV file format instead of Excel. The CSV file format does not rely on Excel so it will allow you to export your data if this issue arises.

14. Review the exported data. If you need to select a new place to save the template, simply click **Select Export Folder** and choose the new location. You can then send the finished export to your grower.

For more information on this report, please go to:

<https://calcivilrights.ca.gov/paydatareporting/>

### Right-Click Menu on the California Labor Contractor Pay Data Snapshot window



You can use the right-click menu to:

- Regenerate a Snapshot or all Snapshots
- Delete a Snapshot
- Export Employee Detail or the CRD Template
- And Print a Snapshot Report

### Employees Missing Hours

Refer to the CRD's instructions for calculating the number of hours to report for employees that do not have hours recorded in the system. This could include employees that are paid on a salary basis, whether that salary amount is determined per days worked or a regular salary wage for each pay period.

The CRD's instructions do not allow for an automated calculation to be done for employees that do not have hours recorded. Each employee must be analyzed individually to determine how many hours should be reported based on the days worked.

**The number of hours worked can be edited on the employee detail grid.** When the hours are changed, the Hourly Rate will automatically be recalculated.

### What Snapshot Period(s) Should I Use?

That is entirely up to you and your growers. The *California Labor Contractor Pay Data Snapshots* window shows all snapshot periods that you have compiled for a given grower. For each snapshot period, you can see various employee counts that give you an idea of how much information may need to be supplied or corrected before reporting. You may want to select snapshot periods that have fewer corrections to make.

If your grower is interested in deciding which snapshot period to use, you can print a report listing the data that you have compiled.

Right-click on a snapshot period in the top grid on the *California Labor Contractor Pay Data Snapshots* window and select **Print Snapshot Report** to generate a report that you can send the grower showing the information available.



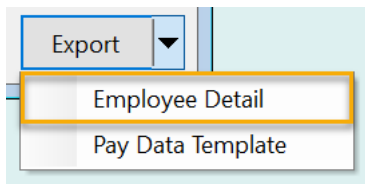
## What Information Must I Provide Growers?

For the 2022 reporting year, the state is allowing growers to report the ethnicity as unknown. If you have not recorded the EEO Race/Ethnicity status on employee accounts and do not change it on the *California Labor Contractor Pay Data Snapshots* window, the program will use the codes for unknown ethnicity. This CRD may not allow this for next year.

The instructions provided by the CRD envision the labor contractor providing data about each employee that worked for each grower (pay band, job category, race/ethnicity/gender, wages, hours worked) to each of their growers. See Step 5 in section IV.A. OVERVIEW here:

<https://calcivilrights.ca.gov/paydatareporting/faqs/>

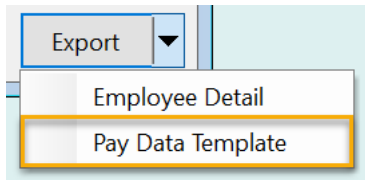
A grower would then combine the employee detail information from all of the labor contractors that they hired that using the template spreadsheet that the CRD provides where the employee data is summarized. This is described in steps 6-8. This template is similar to the template used for the Payroll Data Report, except it includes columns for the labor contractor's name and Federal EIN.



### What the Employee Detail Export\*\* Includes:

The **Employee Detail Export** fulfills the requirement for providing the employee information to your growers.

In practice, however, we expect that there will be few growers that have the technical expertise to take the detailed employee data and summarize it into the CRD's template. This will require using either a database program, advanced spreadsheet skills, or software specifically designed for this task.



### What the Payroll Data Template Export\*\*\* Includes:

The **Pay Data Template Export** will generate the data in the CRD's Excel template format. It will fill in the data required in columns M through W. You can provide this file to the grower and then **the grower would need to add their own company specific establishment information** in columns A through L.

If a grower has only hired one labor contractor, the grower should be able to use the *Pay Data Template* file that you provide to submit directly to the CRD.

As far as we know, the CRD requires a single Labor Contractor Report file to be submitted by each grower. This means that if a single-establishment grower has hired multiple labor contractors, and each labor contractor provides a separate *Pay Data Template* file, the grower will need to copy and paste the information from each file into a single template file, add their establishment information in columns A through L, and submit that single file to the CRD.

### **Multi-Establishment Growers**

For multi-establishment growers, things can be more complicated.

If a multi-establishment grower has hired multiple labor contractors and each labor contractor provides employees for a single establishment and each establishment only has employees from a single labor contractor, the grower can still copy and paste the information from each labor contractor into a single file. The grower would then need to make sure the correct establishment information is entered in columns A through L for each labor contractor's workers.

In this situation, there is a one-to-one correspondence between the establishment and the labor contractor.

If a multi-establishment grower has hired multiple labor contractors and a labor contractor may provide employees for different establishments, you will need to provide the grower with the **Employee Detail Export** and the grower will need to follow the CRD's instructions for compiling the data into the template.

The reason for this is the labor contractor has no knowledge of the establishments that employees may have been assigned to. Since employees must be grouped by establishment, job category, pay band, and race/ethnicity, the labor contractor cannot group employees correctly without knowing what establishments each employee was assigned to. It is up to the grower to determine which employees were assigned to which establishments and compile the data accordingly.

We expect few growers to be multi-establishment reporters, and of those that are, they likely have the technical expertise to take the *Employee Detail Export* and compile it into the CRD's Excel template.

### **If Your Growers Have Questions:**

Finally, if growers have questions about what they need to report and how to do it, they should contact the **California's CRD** and review the **CRD's User Guide** and **Frequently Asked Questions** page, both available online.