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How to Export EEO + CA Pay Data

"The EEO-1 Component 1 report is a mandatory annual data collection that requires all private sector employers with 100 or more employees, and federal contractors with 50 or more employees meeting certain criteria, to submit workforce demographic data, including data by job category and sex and race or ethnicity, to the EEOC." - [EEOC.Gov](https://www.eeoc.gov)

- [Federal EEO-1 Report](#)

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](#).

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](#).

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.

Demographic Compliance

Employee Demographic Information

Go to **Employees > Demographic Compliance**. You can use this window to edit an employee's demographic information:

- Employee Responses
- Federal EEO-1
- California Pay Data

To get started, follow these steps:

1. Enter the **Reporting Year**.
2. Select an employee **Account #**.



TIP When you fill this window out in the following order, some of the options will *automatically* be populated when selected **based on your first responses**. All you will need to do is click into the drop-downs to trigger the automatic fill.

Employee Responses

3. Select the **Source** and **Gender** from the drop-downs. Then select their **race(s)**.

Federal EE0-1

4. Select **Job Category** using the drop-down.
5. Click on the **Race/Gender** drop-down. (This will *automatically* fill based on your selections under *Employee Responses*.)

California Pay Data

6. Select the **Job Category** drop-down. (This will *automatically* fill based on the **EE0-1 - Job Category**.)



WARNING SOC Code: Will be used in 2027 for reporting 2026 data. **Do not** use for 2025 reporting.

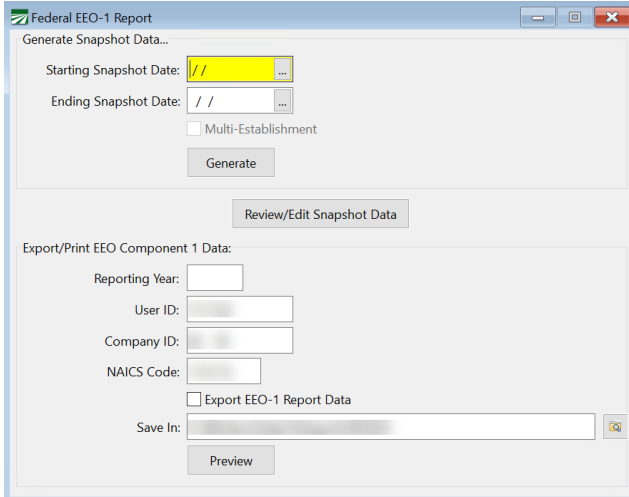
7. Click on the **Race/Gender** drop-down. (This will *automatically* fill based on your selections under *Employee Responses*.)
8. Select this employee's **Employment Type**.
9. The **Exempt from Minimum Wage/Overtime** setting is *only* used for California Pay Data Reporting and is **not** linked to the employee's Pay Type/Exempt Status.
10. If the employee works remotely, select **Remote Worker**.



NOTE See [CA Pay Data Reporting Handbook: 14. How to Report Remote Employees](#) - "Employees in hybrid roles or partial teleworking arrangements expected to regularly appear in person to perform work at a particular establishment for any portion of time during the Snapshot Period would not be considered remote workers for pay data reporting purposes."

11. Click **Save**.

Federal EEO-1 Report



Go to **Reports > Federal EEO-1 Report**.

If you are required to file the Federal EEO-1 Report, you can use this window to

- Generate an exception report and load your snapshot data into the [Edit Employee EEO/California Pay Data Information](#) window.
- Preview and Export final report data.

Run Report for Employees Missing Information

To get started, follow these steps:

1. Go to **Reports > Federal EEO-1 Report**.
2. In the **Starting Snapshot Date** and **Ending Snapshot Date** entries, enter the starting and ending check dates for the year you want to print. (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.

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.



NOTE 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

Editing Employees with Missing Information

3. Click **Generate**. The Federal EEO-1 Exception Report will preview. This report lists any employees with missing job/racial data.
4. Click **Review/Edit Snapshot Data**. In the [Edit Employee EEO/California Pay Data Information](#) window, missing information will be listed as Not Defined. That information can be quickly edited within this window.



WARNING Do not use the SOC code column for 2025 reporting. This column will be used for the 2026 year being reported in 2027.

5. Add any missing data or correct any data necessary as needed before generating the final report.

Export Payroll Employee Data

6. When you are ready to generate the final report/export file, go back to the **Reports > Federal EEO-1 Report** window.

7. Under *Export/Print EEO Component 1 Data*, enter the **Reporting Year**.

8. Select either **Excel** or **CSV**.



NOTE Excel or CSV: Multiple customers reported issues with Excel that we could not correct. An 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.

9. Enter the **NAICS Code** for your company.



TIP If you are unsure of which code to use, you can use the following website for assistance: <https://www.census.gov/naics/>

10. Select the location for the file to be saved and click **Preview**.

Setup/Edit Single EEO Establishment

Enter the final details for your report in the *Setup/Edit Single EEO Establishment* window. Click **Ok**.

a. The **Unit Number** is not used for the CA Pay Data reports. Simply leave the default value of 1 in this entry.

b. 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.

c. Confirm your **Unit Name** is correct, this is your *business* name.

d. Confirm your address and county.

e. 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.

f. Enter the **Major Activity** that your company performs.

g. Click **OK**. The program will export the information to the *Federal EEO-1 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.

California Employer Pay Data Report

How To Export CA Pay Data

The screenshot shows a software window titled "California Employer Pay Data Report". It is divided into two main sections. The top section, "Generate Snapshot Data...", contains fields for "Starting Snapshot Date" and "Ending Snapshot Date", both with dropdown menus. Below these are two checkboxes: "Include H-2A Employees" and "Multi-Establishment". A "Generate" button is located below the checkboxes. The bottom section, "Print/Export California Employer Pay Data", contains a "Reporting Year" field, a "NAICS Code" field (with "115115" entered), a "Format" section with radio buttons for "Excel" (selected) and "CSV", and a "Save In:" field with a file path "C:\Winfarm\Data16\Export\HR\EEO\Grower". A "Preview" button is at the bottom of this section. A "Review/Edit Snapshot Data" button is positioned between the two sections.

Go to **Reports > California Employer Pay Data Report**.

If you are required to file the California Employer Pay Data Report, you can use this window to

- Generate an exception report and load your snapshot data into the [Edit Employee EEO/California Pay Data Information](#) window.
- Preview and Export final report data.

Run Report for Employees Missing Information

To get started, follow these steps:

1. Go to **Reports > California Employer Pay Data Report**.
2. In the **Starting Snapshot Date** and **Ending Snapshot Date** entries, enter the starting and ending check dates for the year you want to print. (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.

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.



NOTE 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



WARNING Some interpret the law to mean H-2A employees must be included in the CA Pay Data report. Others say they should not. This is up to your company to decide and we cannot advise in this matter. The **Include H-2A Employees** option is there to give you the option to include them or not.

3. Click **Generate**. The California Pay Data Exception Report will preview. With this report, you can review what employee data you are missing. Quickly update employee information in Step 4 - 5.

Editing Employees with Missing Information

4. Click **Review/Edit Snapshot Data**.

In the [Edit Employee EEO/California Pay Data Information](#) window, missing information will be listed as Not Defined or Undefined. That information can be quickly edited within this window.



WARNING Do not use the SOC code column for 2025 reporting. This column will be used for the 2026 year being reported in 2027.

5. Add any missing data or correct any data necessary as needed before generating the final report.

Export Payroll Employee Data

6. When you are ready to generate the final report/export file, go back to the **Reports > California Employer Pay Data Report** window.

7. Under *Export/Print California Employer Pay Data*, enter the **Reporting Year**.

8. Select **Excel** or **CSV**.



NOTE Excel or CSV: Multiple customers reported issues with Excel that we could not correct. An 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.

9. Enter the **NAICS Code** for your company.



TIP If you are unsure of which code to use, you can use the following website for assistance:
<https://www.census.gov/naics/>

10. Select the location for the file to be saved and click **Preview**.

Setup/Edit Single EEO Establishment

Setup/Edit Single EEO Establishment

a Unit Number: 1

b Status Code: Single Establishment

c Unit Name:

d Address Line 1:

Address Line 2:

City:

State:

Zip Code:

County:

e Was a 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?

f Major Activity:

g Ok Cancel

Enter the final details for your report in the *Setup/Edit Single EEO Establishment* window.

a. The **Unit Number** is not used for the CA Pay Data reports. Simply leave the default value of 1 in this entry.

b. 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.

c. Confirm your **Unit Name** is correct, this is your *business* name.

d. Confirm your address and county.

e. 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.

f. Enter the **Major Activity** that your company performs.

g. 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.

Edit EEO / California Pay Data Information

Go to **Employees > Edit EEO / California Pay Data Information**.

View full tutorials on generating snapshot data for this window:

- [Federal EEO-1 Report](#)
- [California Employer Pay Data Report](#)

Reporting Year

When a reporting year *is* entered, the grid displays either the employees that have had their information compiled for EEO-1 or California Pay Data Reporting, depending on the option selected (“Show data for...”). When a reporting year *is not* entered, you are looking at the **current status** records for employees for either EEO or California Pay Data (based on your selection).

Show Data For...

You can toggle between snapshot data you have generated for **EEO** and **California Pay Data**.

That means if you have generated EEO-1 data with a snapshot period of Nov 1 - 7 and CA Pay Data with a snapshot period of Oct 1 - 7, while employee's may overlap, they will likely not share the exact same employee list. This grid makes it easy to quickly edit data for both EEO and CA Pay Data at one time for employee's that do overlap.

Updating Information

Add any missing data or correct any data necessary as needed before generating your final report.

EEO Race / Gender

To filter by EEO Race/Gender, use the drop-down. (You will likely want to use the display settings below instead.)

Display

Use the following options to quickly filter information by:

- a. All Employees
- b. Missing Race
- c. Missing Job Category
- d. Missing SOC Code
- e. Missing Employment Type
- f. Exempt Employees

Then by either **EEO** or **California**.

Replace Race, Replace Job, Replace Empl Type

Finally, you can use the Replace buttons at the bottom to replace large amounts of Undefined information you have filtered at one time.

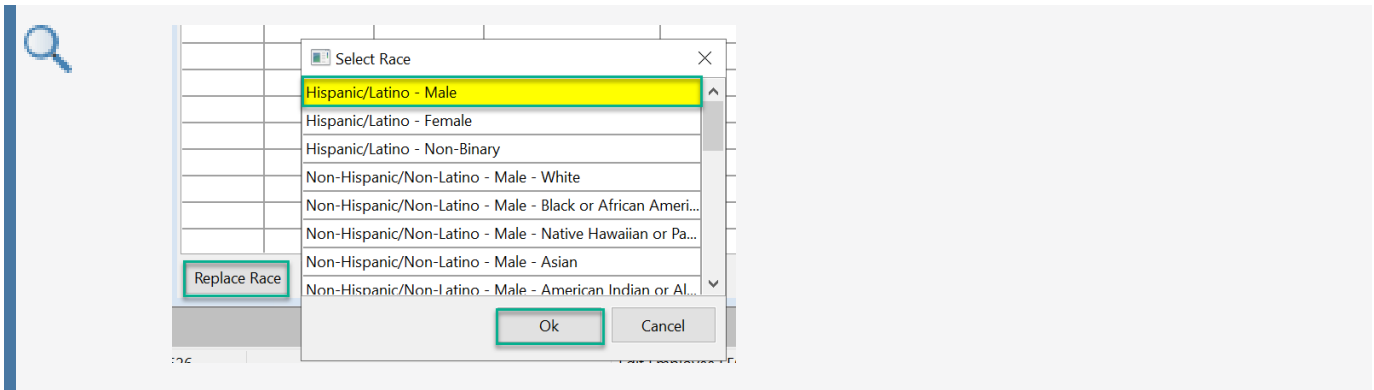


EXAMPLE Here is an example of how this may be used:

Employee ID	Last Name	First Name	EEO Job Category	EEO Race/Gender	CA Job Category	CA SOC Code	CA Race/Gender	CA Emp Type	CA Exempt	CA Remarks
111111111	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	<Undefined>	XXXXXXXXXX	XXXXXXXXXX	<Undefined>	XXXXXXXXXX		

In the image, we filtered the **Display** settings by *Missing Race* and *California*. This means all employees with **<Undefined>** in the *CA Race/Gender* column will be listed.

Let's say you have a list of 20 with **<Undefined>** CA Race/Gender. Three of them are Hispanic Female and 17 are Hispanic Male. The best way to handle this is manually select Hispanic Female on the three, then, when all left with **<Undefined>** are of the same race and gender, you can then use the **Replace Race** button at the bottom of the window to quickly replace the rest by selecting Hispanic Male.



And finally you can filter by Gender.

CA Remote

See [CA Pay Data Reporting Handbook: 14. How to Report Remote Employees](#) - "Employees in hybrid roles or partial teleworking arrangements expected to regularly appear in person to perform work at a particular establishment for any portion of time during the Snapshot Period would not be considered remote workers for pay data reporting purposes."



NOTE When you have finished correcting data and adding all missing data, you will return to either the: Federal EEO-1 Report window or the California Payroll Data Employer Report window to generate your final report / export file.

Generate California Labor Contractor Pay Data

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.

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. Labor contractors are required to send this information to growers they send workers to throughout the reporting year.

If you only have our Payroll program, you will only be able to generate the information for the Labor Contractor Report. If you need to generate information for the Payroll Employee Report, you will need to add our HR program.

To begin reviewing, editing, and exporting the Labor Contractor Employee Report data, follow this workflow:



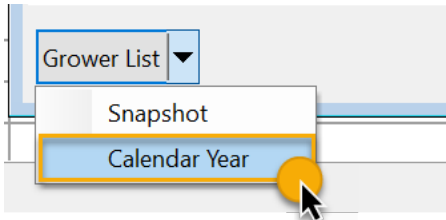
NOTE Some customers have multiple grower accounts in their program for one grower. In this case, you would have to send your grower *one* CA Pay Data File with all of their employee information. If you have more than one account created in your software for one grower, follow these steps to combine the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

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

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, go to **Reports > Generate California 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

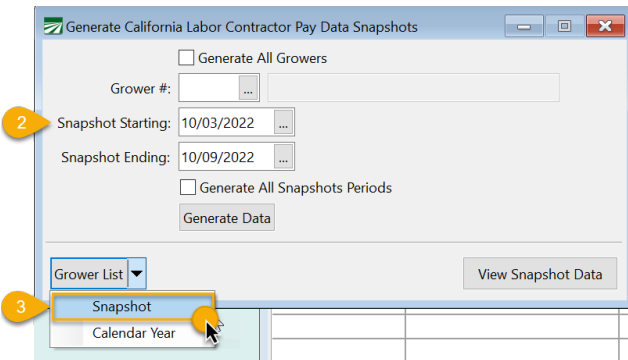
You will either need to discuss with each of your growers which snapshot period they want to use, or choose for yourself. If your goal is to find a "standard" snapshot period that can be used for all growers, you can use the following option to see what growers have in each pay period. This may help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

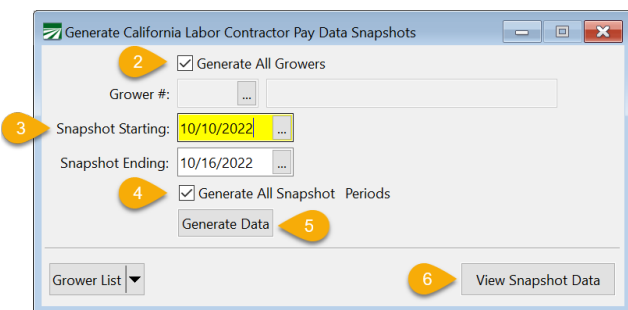
Starting Snapshot: 10/03/2022
Ending Snapshot: 10/09/2022

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:

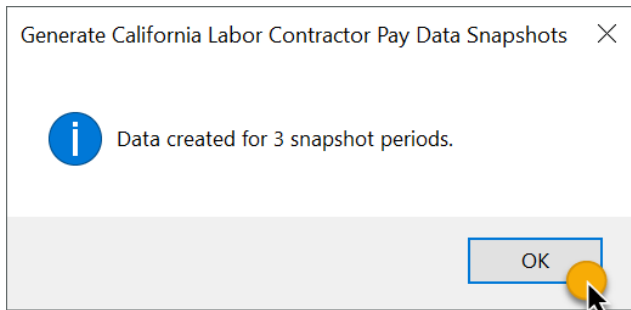


1. Go to **Reports > Generate California Labor Contractor Pay Data**.
2. Select **Generate All Growers** or enter a specific grower in the Grower # entry.
3. Enter the *Snapshot Starting* and *Ending* dates. Both the starting and ending snapshot dates must be in October, November, or December.



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 Count	Male Count	Female Count	Exempt Count	Missing Hours/Rate	Missing Race	Missing Job	Gender Mismatch
10/1/2023	12/31/2023	12	9	0	0	0	0	3	0
11/1/2023	11/23/2023	11	11	0	0	0	0	0	11

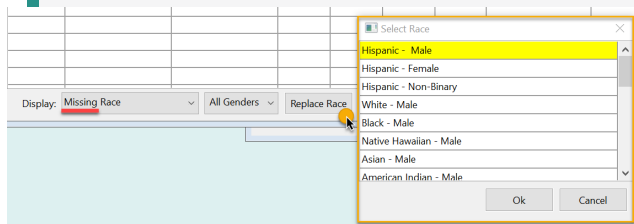
Last Name	First Name	Wages	Weeks Worked	Hours	Hourly Rate	Pay Band	Job Category	Race	Exempt	Emp Type	Remote
101	SONNEZ	2840.00	3	176.00	16.14	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
102	GARCIA-HERNANDEZ	3600.00	3	198.00	18.18	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
103	RUZ ALDAMA	2720.00	3	153.00	17.82	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Intermittent	<input type="checkbox"/>
104	GARCIA	2380.00	4	184.00	12.94	Unknown	Unknown	Unknown - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
110	GONZALES	5480.00	2	280.00	19.55	Unknown	Unknown	Unknown - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
111	MARTINEZ	4110.00	2	225.00	18.25	Unknown	Unknown	Unknown - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
120	SONNEZ	3760.00	6	176.00	19.09	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
131	SONNEZ	2440.00	4	139.00	17.52	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
1011	JAVIOS	5600.00	1	400.00	14.00	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
1002	JAVIOS	3000.00	4	160.00	20.00	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
1003	URIBE	1880.00	3	105.00	17.89	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
1004	RODRIGUEZ	2220.00	3	117.00	19.00	Unknown	Unknown	Hispanic - Male	<input type="checkbox"/>	Part Time	<input type="checkbox"/>

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



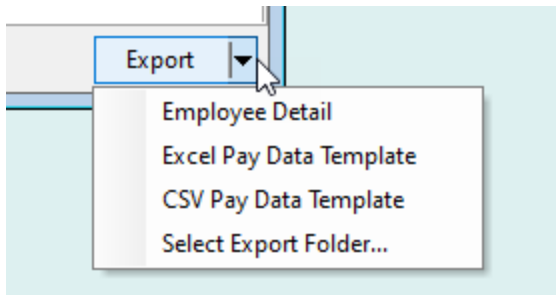
NOTE The Missing and Mismatched options will activate a Replace option. This can help you change the *Gender* or *Job Category* for all employees that are displayed. The purpose of this feature is to help you adjust multiple missing fields at once when most should be changed to the same option. However, if you use this feature, be sure to adjust any employees to which this change *should not* be applied. 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. See the image below.




- 10. You can also filter by:
 - a. All Gender
 - b. Male
 - c. Female
 - d. Non-Binary
- 11. You can select multiple employee accounts in the grid and use the **Replace Empl Type** button to change their Empl Type.
- 12. 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.



TIP The EEO Job Category and Race/Ethnicity settings are only maintained by the HR system. If you are only using 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.



13. The *Export* option allows you to export the displayed information in an Employee Detail list in Excel. This report may be used when a grower wants to go over the detailed employee information themselves.

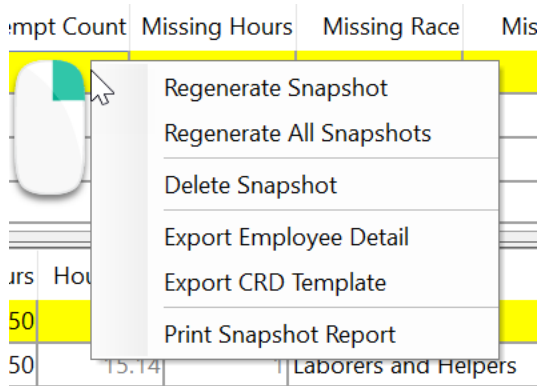
 **NOTE** The *Select Export Folder* option allows you to choose a folder to where the file will be saved. The program will also make sure that the export folder exists before exporting a file. This may be needed if a user selects a local folder on their C: drive and a user on another workstation attempts to export a file and they do not have the same folder on their own C: drive.

14. Once you have made all the necessary edits and corrections, 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.
15. Review the exported data. If you need to select a new place to save the template, 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 for additional options.



These options allow you to:

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

Frequently Asked Questions

Find answers to common questions and issues.

How do I select a category that an employee belongs to?

See the handbook found on the [CRD's California Pay Data Reporting Page](#) for guidance in selecting a category.

How does the program compile hours?

When compiling hours for the Labor Contractor Employee Report, the program looks at the date worked on the line items to properly add the hours worked in the calendar year. It excludes hours worked in the prior year (that may be paid on the first check issued in the calendar year) and adds hours worked for the last pay period of the calendar year (which may be paid on a check in the following year).

What do I do if an employee is missing hours?

Refer to the instructions provided by the California Civil Rights Department (CRD) 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 is the snapshot period?

The snapshot period is a single pay period between October 1 and December 31 of the reporting year. It is used to determine which employees an employer must provide data about - including pay, race/ethnicity, sex, and job category.

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.

Can labor contractors have different snapshot dates for different growers?

Yes. Since your growers are compiling these reports and may have multiple labor contractors, they may each want you to use a specific snapshot period. Therefore, you may have to export different snapshot periods for different growers.

How do you export different snapshot periods?

The program gives you the option of generating all snapshot periods beginning with the starting and ending dates you enter. Once generated, they will appear at the top of the *California Labor Contractor Pay Data Snapshots* window. Select the period in question, then click **Export**.

You can export an Employee Detail Report if you're not sure what the grower wants. The grower can use that information to make a report themselves, or you can export the report to the Excel or CSV Pay Data Templates.

Why do we need to find the total number of employees?

You are required to file a report if you have 100+ employees including your own and across all hired from Labor Contractors. Therefore, you need to know the total number of employees to know if you have 100+ employees.

Labor Contractors can use the total number of employees sent to a specific grower to tell growers how many employees they were provided with; growers can then determine if they need to report.

If my company has over 100 employees but no employees in the snapshot period, do I still have to report?

Yes, you would want to show you at least made an attempt to file. You may also want to submit the question directly to the Civil Right's Department.

For the Labor Contractor Report, what if an employee is salaried and doesn't have any hours?

Because there are no hours, the program will not be able to calculate the hourly rate. In this situation, you will look specifically at that employee and find out how many hours they worked throughout the year. Since the hours are not on their checks, you'll have to look at reports/time sheets to add up their total hours.



TIP To easily sort employees with a salary/no hours out, in the *Display* dropdown select **Missing Hours/Rate**.

For the Payroll Employee Report, do you have to do the same calculation for salaried employees as with the Labor Contractor Report?

For the Payroll Employees Report, the program follows the Federal EEO-1 guidelines and automatically assigns 40 hours per pay period for employees with no hours. You can do the exact calculation as seen in the Labor Contractor answer above, but 40 hours will be assigned automatically.

Are H-2A workers included in pay data reporting, including the employee count for total employees?

The CA Pay Data FAQ says the definition of an employee for the purposes of pay data reporting is “an individual on an employer’s payroll, including a part-time individual, and for whom the employer is required to withhold federal social security taxes from that individual’s wages.”

This definition does not apply to H2A workers since an employer is not required to withhold social security taxes from them. This definition is applicable when counting the total number of employees and when choosing who to report. Therefore, as we understand it, H-2A workers would not be included in the total employee number count or the reports.

If you want further clarification, please submit a question directly to the Civil Rights Department.

Can labor contractors submit reports to the Civil Rights Department for their clients/growers?

The CA Pay Data FAQ says: “While Professional Employer Organizations (PEOs), Human Resource Outsourcing Organizations (HROs), or labor contractors may assist in preparing and may file pay data reports with CRD on behalf of client employers, an official of the client employer, not from the PEO, HRO, or labor contractor, must certify the report. A certifying official may authorize another person to electronically file the certification on their behalf.”

So, a labor contractor can assist in preparing and filing the pay data reports. However, an official of the client employer must either certify the report themselves or specifically authorize another person to file the certification for them.

Are labor contractors penalized if growers don't submit their reports?

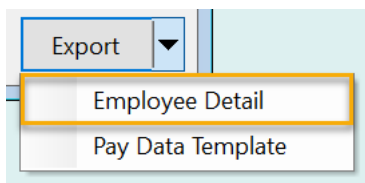
The CA Pay Data FAQ says “The Department has the power to seek an order requiring an employer who was obligated to file a report and failed to do so to file a required report. The Department is also empowered to seek civil penalties of \$100 per employee against an employer who fails to file a required report, with the penalties increasing to \$200 per employee for a subsequent failure to file a required report. These penalties are assessable against a labor contractor that has failed to provide required pay data to a client employer.”

Labor contractors are required to submit pay data information to their growers. If they don't, they can be penalized. However, if a labor contractor has submitted necessary data to the grower but the grower doesn't submit their report, the labor contractor will at least have proof that they sent the information. This should allow the labor contractor to avoid any penalties imposed on a grower who fails to submit.

What Information Must I Provide to Growers?

The instructions provided by the Civil Rights Department (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. For further details about what information is required, see [CA Pay Data Frequently Asked Questions](#), Section V, items A through E.

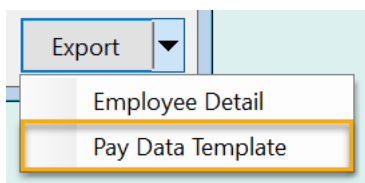
A grower would then combine the employee detail information from all of the labor contractors that they hired and report it using the template spreadsheet that the CRD provides where the employee data is summarized. This is described in steps 6-8. This template is similar to the template used for the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



What does the Employee Detail Export Include?

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 does the Pay Data Template Export Include?

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; the grower, in turn, 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.

Do labor contractors generate/report both the Payroll Employee and Labor Contractor Employee Reports?

Labor Contractors generate and report to the Civil Rights Department their own Payroll Employee Pay Data Report if they have 100 or more employees.

Labor Contractors generate the Labor Contractor Employee reports to send to their growers if their growers have 100+ employees total. The growers can then report to the Civil Rights Department.

You can choose your own snapshot period for your own Payroll Employee Report; it doesn't have to be the same as what you send to growers.

Is there an extension available to defer when reports are due?

A request can be submitted thru the [Pay Data Reporting Portal](#) to defer the due date to June 10th for the Labor Contractor Pay Data report only. This extension gives growers more time to compile information from LCs and make their report.

The Payroll Employee Report must still be filed by May 10th.

How do I handle multi-establishment growers?

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 provides 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 which 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 compile the *Employee Detail Export* into the CRD's Excel template.

What may cause a mean hourly rate to be under minimum wage?

The mean hourly wage is calculated using the total wages and hours. Therefore, there may be problems with the calculation due to the difference in the way wages and hours are compiled (wages are compiled by check date; hours are compiled by work date).

What should I do if my growers have questions about Pay Data Reporting?

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.
