

2021 EEO-1 Component 1 Reporting Frequently Asked Questions

Q1. What do the [recent changes](#) announced by the Equal Employment Opportunity Commission (EEOC) entail, and how does it impact me if my company is required to file a 2021 EEO-1 Component 1 (EEO-1) report?

A1. All TriNet clients that meet 2021 EEO-1 reporting requirements will be required to prepare, submit and certify their company's 2021 EEO-1 report under their own company's EEO-1 account. TriNet cannot include eligible client information on TriNet's annual EEO-1 report as we may have done in the past.

Note: If you were not a TriNet client during the 2021 reporting period, you will need to consult with your former HR service provider to obtain the information needed to prepare your company report. TriNet does not have access to your previously filed company data and will not be able to obtain that information for you.

Q2. What is the EEOC's 2021 EEO-1 submission window?

A2. The EEOC's EEO-1 report filing site opened for 2021 EEO-1 Component 1 data collection on April 12, 2022. The deadline for report submission is May 17, 2022. However, the EEOC will continue to allow filers to submit their reports until June 21, 2022, without penalty and with no further extension allowed.

Q3. How do I know whether my company is required to file a 2021 EEO-1 report?

A3. An EEO-1 report must be filed with the EEOC if your company met the reporting requirements during the EEO-1 workforce snapshot period selected by your company:

- A private employer with 100 or more employees, or with fewer than 100 employees if your company is owned or affiliated with another company so the group legally constitutes a single enterprise of 100 or more employees; or
- A U.S. federal contractor with 50 or more employees who:
 - Is a prime contractor or first-tier subcontractor with a contract, subcontract or purchase order amounting to \$50,000 or more; or
 - Serves as a depository of government funds in any amount, or
 - Is a financial institution that is an issuing and paying agent for U.S. Savings Bonds and Notes.

Q4. What is a workforce snapshot period?

A4. The workforce snapshot period is any pay period from **October 1 through December 31**. To determine whether an employer has the requisite number of employees mandating the filing of an EEO-1 report, the employer collects data from a "workforce snapshot period."

Q5. How do I register my company for an EEO-1 account?

A5. The EEOC registration system is available for client employers to create their EEO-1 Component 1 Online Filing System user accounts and begin company registration. Visit the [2021 EEO-1 Component 1 Data Collection](#) website for instructions.

The EEOC site will not create a new EEO-1 account during the registration process if there is one already active for your company's Federal Employer Identification Number (FEIN).

You may reference the [EEOC Start-up Guide for Client Employers of Third-Party Human Resource Organizations](#) for user registration and company set up instructions.

Q6. How do I submit requests to update worksite employee data?

A6. You may submit worksite employee update requests via TriNet (login.TriNet.com) > Admin/Manager View > Employees > Manage Employees > Choose the worksite employee > Profile > Edit.

If your updates need to be reflected on your 2021 EEO-1 report, you must enter an effective date within or before your company's selected workforce snapshot period in 2021.

Note: If your company is terminated and you no longer have access to TriNet (login.TriNet.com), you may contact Connect360@TriNet.com to have reports run on your behalf and to update worksite employee records as needed.

Q7. How can TriNet assist with my company's independent EEO-1 report submission?

A7. TriNet can assist with your EEO-1 reporting needs by providing access to the EEO-1 Component 1 report available on TriNet (login.TriNet.com) > Reports > Workforce Analytics. After accessing Workforce Analytics, navigate to Human Resources > EEO-1 Component 1. This report delivers aggregated company establishment and worksite employee data to help support you with reporting requirements during a selected snapshot period.

We have prepared a comprehensive report guide to assist you with preparing your EEO-1 data for submission. The EEO-1 Component 1 Report Guide is available via a link in the EEO-1 Component 1 report description.

Note: If you were not a TriNet client during the 2021 reporting period, you will need to consult with your former HR service provider to obtain the information needed to prepare for your EEO-1 report. TriNet does not have access to your previously filed company data and will not be able to obtain that information for you.

Q8. Why isn't TriNet submitting my 2021 EEO-1 report on behalf of my company as allowed per the EEOC's Third-Party Human Resource Organization Reporting Procedures?

A8. The EEOC's February 2022 changes to the reporting requirements for clients of PEOs and other third-party administrators for the 2021 reporting year were not anticipated. The time allotted by the EEOC for 2021 report filing does not allow TriNet to convert fully to the options permitted for all of its clients who are required filers, such as producing and submitting client-specific EEO-1 reports. We are currently evaluating our EEO-1 Administration service and resources to provide additional options and tools to support

client EEO-1 reporting in the future and are prioritizing improvements to our existing resources for support with this new client requirement.

Q9. Where can I find more information on the recent changes to EEO-1 reporting?

A9. For more information, please review the resources linked below:

- EEOC Fact Sheet: [2021 EEO-1 Component 1 Third-Party Human Resource Organization Reporting Procedures](#)
- EEOC FAQ: [2021 EEO-1 Component 1 Third-Party Human Resource Organization Reporting Procedures](#)
- [2021 EEO-1 Component 1 Data Collection](#)
- [EEOC Start-up Guide for Client Employers of Third-Party Human Resources Organizations](#)
- Email EEOC Filer Support at FilerSupport@EEOCdata.org
- [TriNet Frequently Used EEO-1 Terminology](#)

Q10. Will TriNet recommend a service that can file our EEO-1 reports for us?

A10. No. TriNet does not currently partner with an external EEO-1 report administration service and cannot make a recommendation for you at this time.

Q11. What if I have additional questions in the future?

A11. If you have any questions, log in to TriNet (login.TriNet.com) and click Contact TriNet.*

*If you are unable to log in, go to TriNet (login.TriNet.com) and select one of the following options: Forgot Password, Forgot ID, Unlock Account, Login Help.

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