



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/7/2019

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

***[Topic 6: Processing EEO-5 Reports and
Transmission File, V1.4]***

Revision History

Date	Version	Description	Author
01/7/2019	1.4	18.04.00 – Replace menu screen shot.	D. Ochala
01/21/2016	1.3	15.04.00 – Replace menu screen shot since all Fkeys were renumbered.	D. Ochala
01/08/2015	1.2	14.04.00 – Update EEO-5 Reports and Transmission File to 2014 Specifications.	D. Ochala
04/10/2014	1.1	14.01.00 – Replace menu screen shot since all Fkeys were renumbered.	D. Ochala
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, board member, 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*. 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.
- **Hispanic/Latino Ethnicity Indicator and Race Indicators:** The Hispanic/Latino Ethnicity Indicator and the Race Indicators determine the race of the employee for EEO-5 reporting. The updated EEO-5 report has columns for male and female Hispanic, male and female white, black, Asian, Pacific Islander, American Indian, or multi-racial. If more than one race code is selected for an employee, the employee will be reported in the multi-racial category. Only one category per employee is flagged. Therefore, if the employee is flagged as Hispanic, the race indicator is NOT flagged.
- **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.

PCG Dist=8991 Rel=18.04.00 01/07/2019 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE

Payroll Description File - File Maintenance PAY0100

Record Type: **C** Number: **23**

Description: **CLASSIFIED 10 MONTH** Free format description

Pay Schedule #: **12** Pay Schedule # for each Pay Class

Certified/Non: **N** C=Certified, N=Non-certified

Type: **F** B=Board member, F=Full-time, P=Part-time, S=Substitutes, 3=Third Party Contractors

Instructional: **N** I=Instructional, N=Non-instructional

Parapro: **N** P=Paraprofessional, N=Non-paraprofessional

TRS Job Class: **04** Clerical, Secty, Admin Spprt - DESC Record 'K'

ENTER ✓ F1 → F2 ← F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15

**** Display Mode ****

F1-Next F2-Prev F9-Modify F18-Delete F16-Exit

F16 ← F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

17.01.00

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.

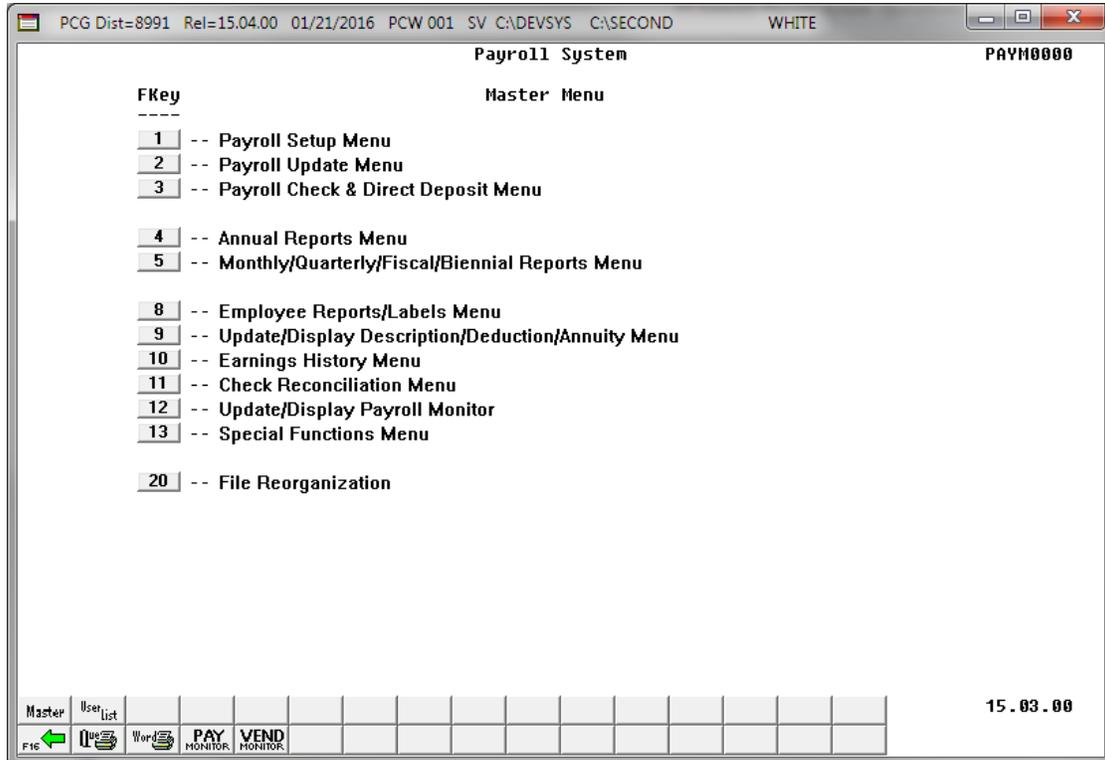
The **Type** field indicates the type of employees being paid in the pay class:

- 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

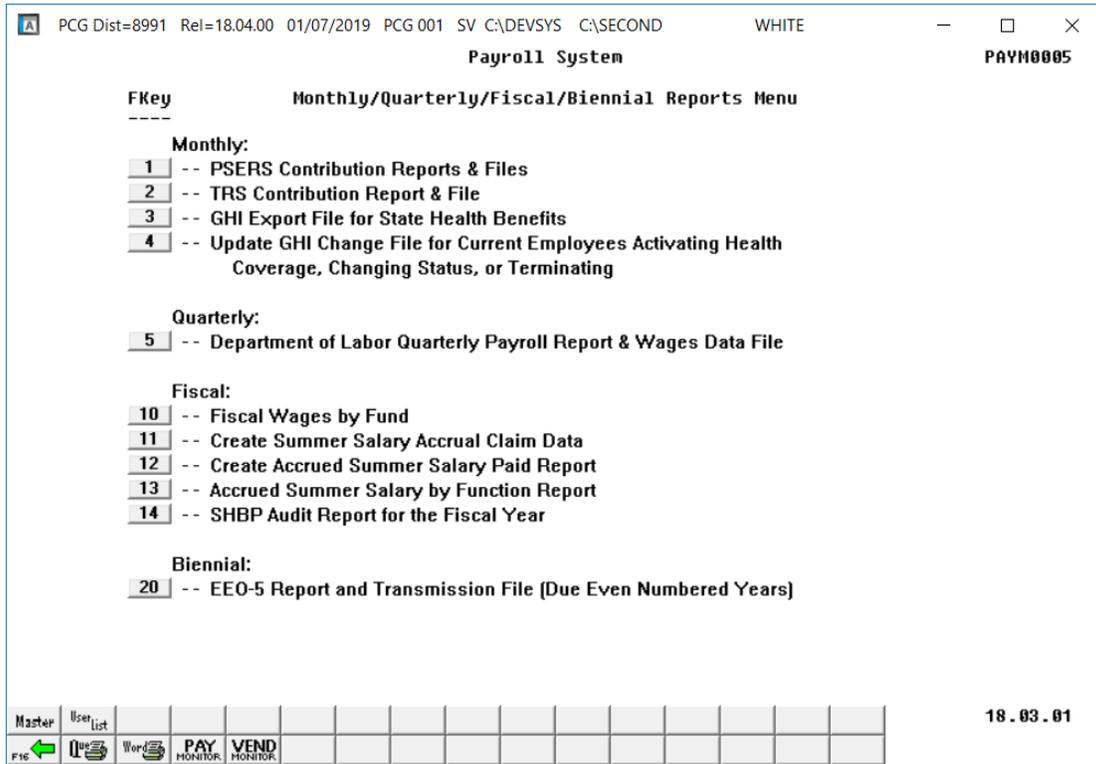
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



Step	Action
2	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:



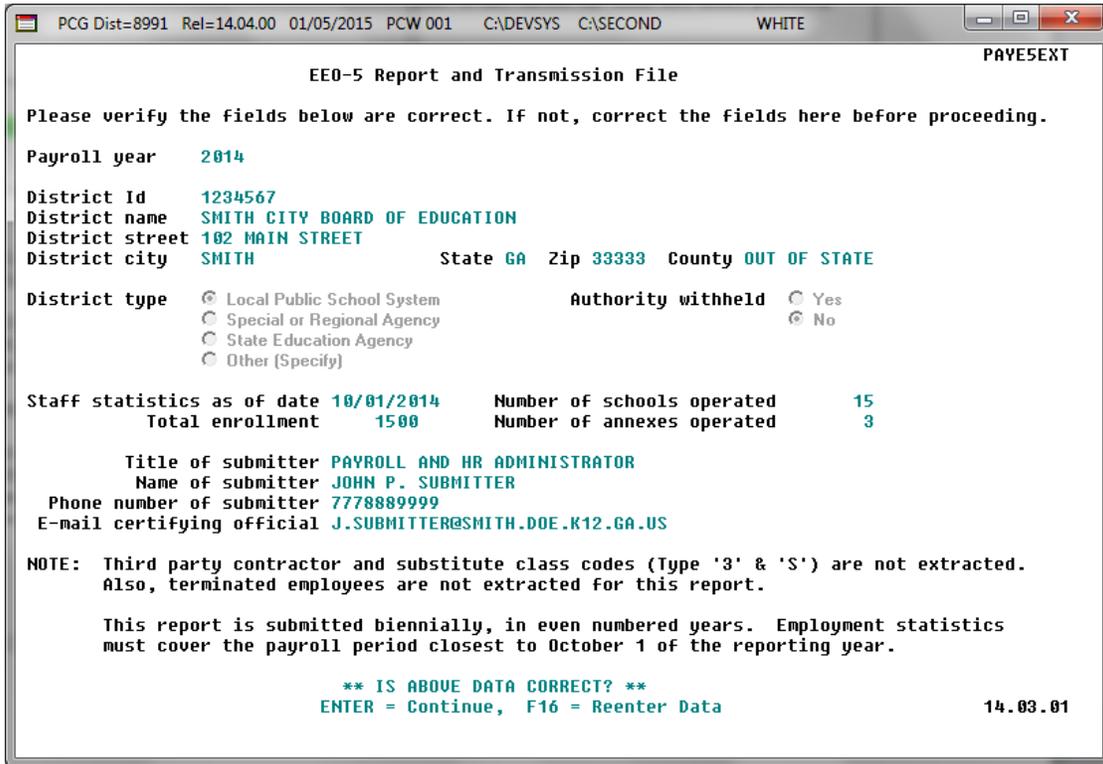
Step	Action
3	Select 20 (F20 - Biennial: EEO-5 Report and Transmission File (Due Even Numbered Years))

The following screen displays:

Step	Action
4	Enter District ID as assigned by the Equal Employment Opportunity Commission. The District ID should be 7 digits.
5	Verify the information in the District name, street, city, state, zip, and county 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 O (Radio Button) to left of the appropriate response in the District type field. Select one of the following: <ul style="list-style-type: none"> Local Public School System Special or Regional Agency State Education Agency Other (Specify)

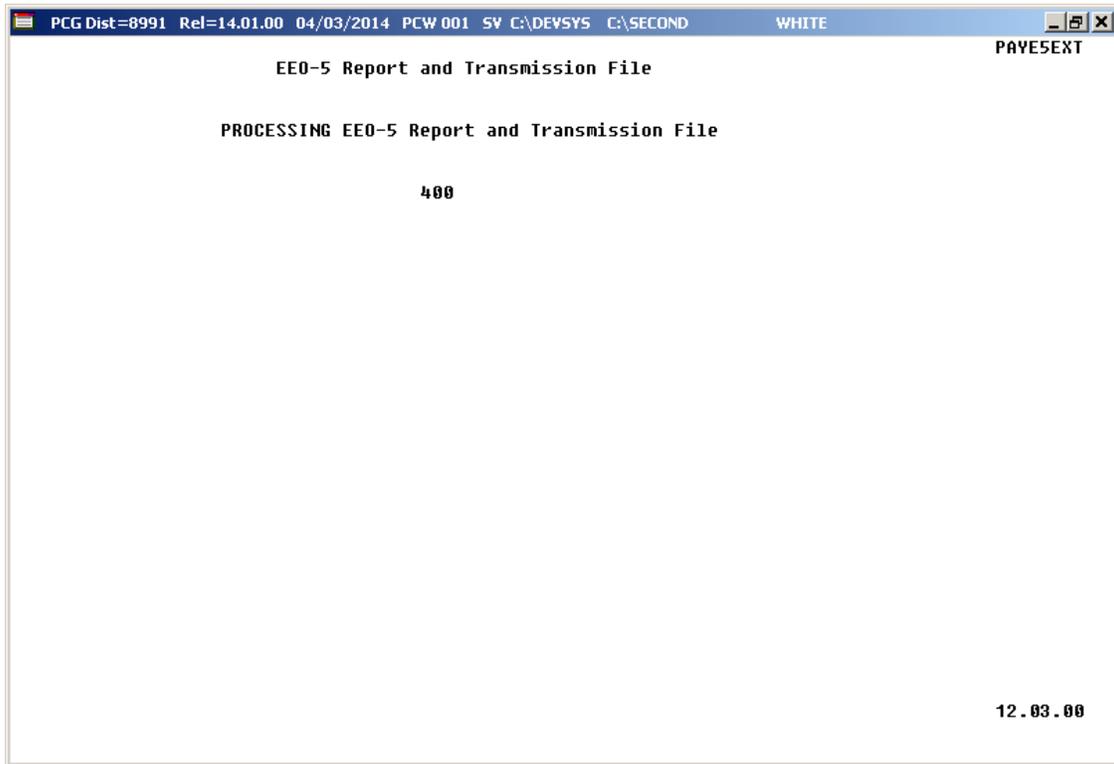
Step	Action
7	Select the O (Radio Button) to left of the appropriate response in the Authority withheld field. The National Center for Education Statistics will publish information appearing in Part II, Total Column “A” unless the district specifically withholds authority to do so. If the district wishes to withhold such authority, select the radio button for Yes . Otherwise, select the radio button for No .
8	Enter the Staff statistics as of date 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 Total Enrollment field as the total number of students enrolled in your school system.
10	Enter the Number of schools operated field as the total number of schools operated in your school system.
11	Enter the Number of annexes operated field as the total number of annexes operated in your school system.
12	Enter the Name and title of submitter field with the name and title of the person responsible for submitting the EEO-5 data.
13	Enter the Phone number of submitter field with the phone number of the person responsible for submitting the EEO-5 data.
14	Enter the E-Mail Certifying Official field with the e-mail address of the person responsible for certifying the EEO-5 data.
15	Select Enter (Continue).

The following screen displays:



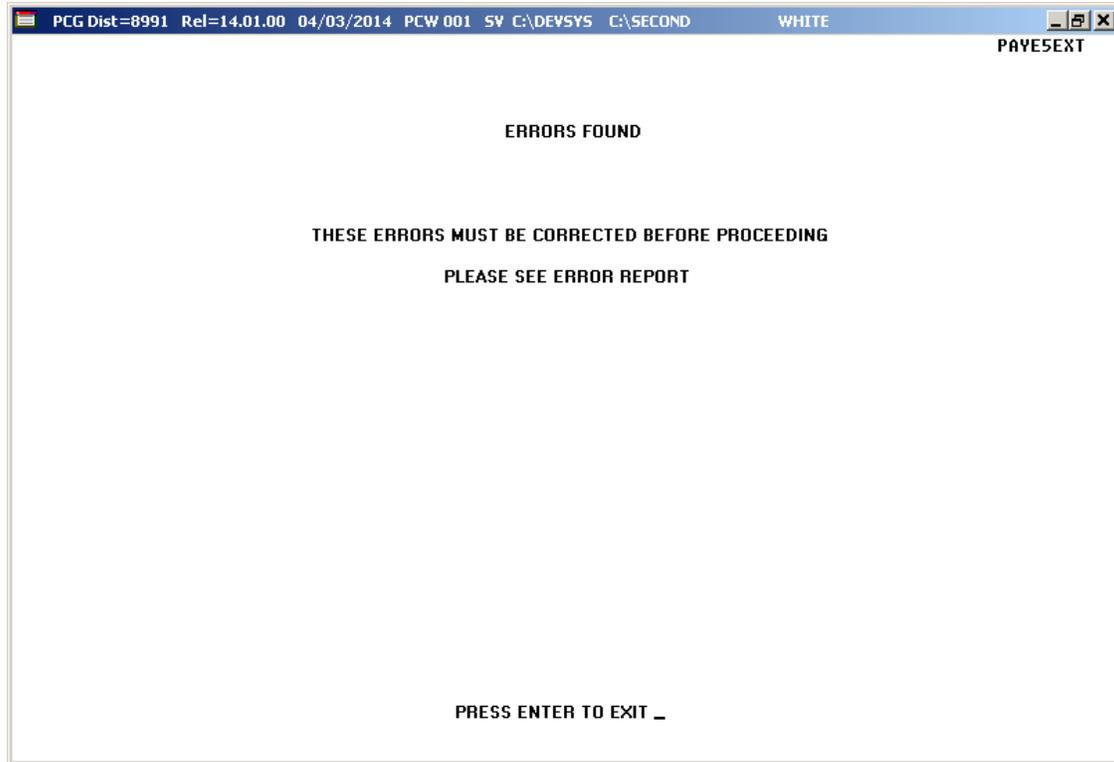
Step	Action
16	Select Enter (Continue) in response to the “ Is above data correct? ” prompt. <i>If the information is incorrect, select F16 to enter the correct information.</i> “*** Processing – Please Wait ***” briefly displays.

The following screens displays briefly:



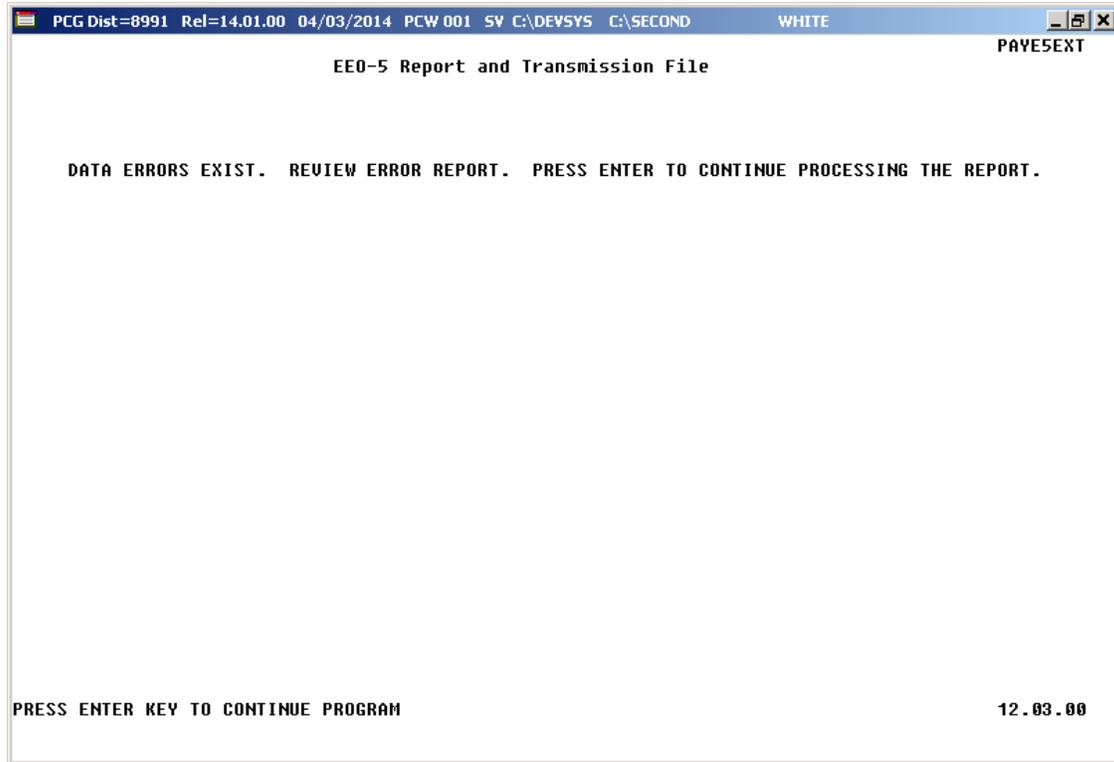
If any critical errors occur, the following screen will be displayed and processing will stop. The fatal errors must be corrected before processing can continue and the EEO-5 reports and transmission file can be generated.

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

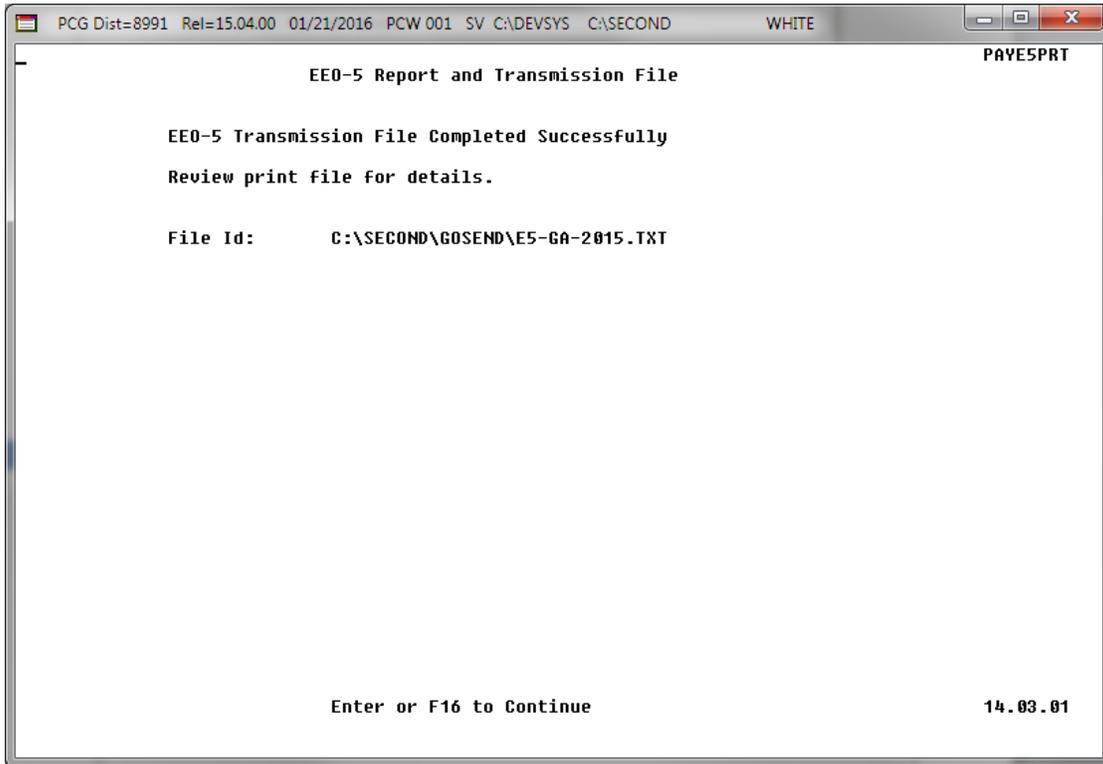


If any non-critical errors or warnings occur, the following screen will be displayed and processing will continue. The warning errors should be corrected before submitting the EEO-5 transmission file to the government agency.

For **non-critical errors or warnings**, the following screen displays:

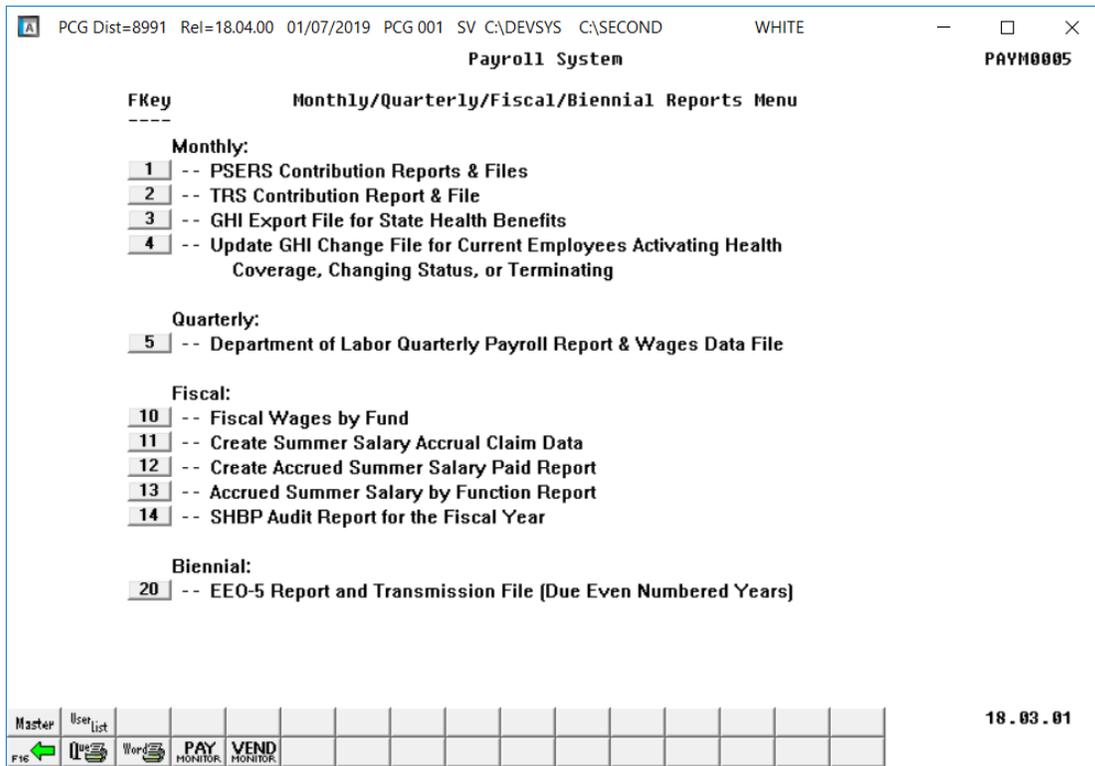


For successful file exports, the following screen displays:



Step	Action
<p>17</p>	<p>Screen-print the <i>EEO-5 Report and Transmission File</i> screen, and select Enter (to Continue Program).</p> <p><i>Enter this information as the upload filename when transmitting the EEO-5 file for processing. Transmit the file to the U.S. Equal Employment Opportunity Commission (EEOC) as a <u>text file</u>.</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><i><u>For unsuccessful file creations:</u> PCGenesis will not create the EEO-5 file if there are critical errors.</i></p>
<p>18</p>	<p>For file export errors: Select Enter (to Exit Program and Correct).</p> <p>For successful file exports: Select Enter to continue processing.</p>

The following screen displays:



Step	Action
19	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
20	<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>
21	<p>Proceed to <i>Procedure C: Creating the EEO-5 Data Transmission File & Diskette Submission</i>.</p>

B1. EEO-5 Error Report – Example

```

DATE RUN: 11/13/2014                                EEO-5 ERROR REPORT                                PAGE    20

INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89867  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89869  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89887  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89902  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89903  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89907  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89930  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89961  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89962  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89987  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89988  HISP/RACE CD =                                WARNING, RECORD SKIPPED
INVALID EEO-5 HISP/RACE FOR EMPLOYEE      89996  HISP/RACE CD =                                WARNING, RECORD SKIPPED
EMPLOYEE 88127 AD2ER, TA2                    AND EMPLOYEE 23232 AD2ER, TA2                    HAVE THE SAME SS # 999-08-8127
*** EMPLOYEE ETHNIC CODES DIFFER

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B2. EEO-5 Detail Report – Example

REPORT DATE 11/13/2014		SMITH CITY BOARD OF EDUCATION										PAGE: 1								
REPORT TIME 10:37		ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - DETAIL REPORT										PROGRAM: PAYE5EXT/PAYESPRT								
NAME	EMPNO	STAT	NEW HIRE	CLS	LOC	MALE		MALE				FEMALE								
						HISP	HISP	WHITE	BLK	ASIA	PAC	IND	MULT	WHITE	BLK	ASIA	PAC	IND	MULT	
FULL TIME A01 Officials, Administrators, Managers																				
AR4IS, RE4NALDO	89253			15	0111											A				
ASSEW, DASTON	87468			02	0201										B					
AS7ER, GE7EVIWE	89058			02	0111											P				
CH5NG, BR5OKS	89340			20	2700															
GI7RDANO, DA7IUS	87786			02	0101												M			
HISGINBOTHAM, VASENTIN	89316	I		17	8013															
MA4THEW, EM4ANUEL	88973			02	3050												I			
MC2DAMS, BE2HANIE	87831			06	0201												M			
MO3EY, WE3DOLYN	88806			02	3050										W					
PE4CHEY, CL4RIS	87197			04	3050											B				
RE4NOSO, LE4N	87741			02	0111										W					
RU4S, JU4E	89717			02	3050										W					
SA7DANA, AR7ON	87418			20	2700												M			
SC8WARZ, JU8ES	89233			02	0101												P			
SK2GGS, KA2ALA	89879			02	0201												H			
SMITH, DEBRA L.	12121			02	0101		H													
** JOB TOTAL		A01 Admin & Mgrs			16	0001	0001	0000	0000	0000	0000	0000	0002	0001	0003	0002	0001	0002	0001	0002
FULL TIME A02 Principals																				
BE7KETT, TO7RIE	88946			13	8010										W					
BR9SWELL, SU9DAY	89792			22	9030										W					
CA4AZOS, EM4ARSON	88477			02	0111										W					
FE8DER, FL8TR	89697			04	3050										W					
GO6SETT, RO6BIE	88923			02	0201										W					
MA7OS, MA7INE	88754			02	0201										W					
MC7AIN, BR7AN	89834			02	0111										W					
MC8ENDON, DE8AYNE	88993			02	0201										W					
ME4CHANT, RE4NALDO	87253			20	2700												W			
MI8TON, WI8BURN	88377			22	9030											B				
MO9K, PI9RRE	89936			02	0111										W					
QU7GLEW, CY7DY	87962			22	9020										W					
RA2CLIFF, NA2OLEON	89191			13	8010										W					

B3. EEO-5 Not Counted Report – Example

REPORT DATE 11/13/2014		SMITH CITY BOARD OF EDUCATION										PAGE: 1						
REPORT TIME 10:37		ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - NOT COUNTED REPORT										PROGRAM: PAYE5EXT/PAYESPRT						
NAME	EMPNO	STAT	NEW HIRE	CLS	LOC	MALE		MALE				FEMALE						
						HISP	HISP	WHITE	BLK	ASIA	PAC	IND	MULT	WHITE	BLK	ASIA	PAC	IND
FULL TIME N00 Not Counted - Not currently employed by the system																		
BA2DA, JO2QUIN	87839			02	0101		H											
** JOB TOTAL		N00 Not Employed			1	0001	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000
FULL TIME N02 Not Counted - Substitute Employee																		
AL2NZO, EF2EN	87223			02	0111										W			
** JOB TOTAL		N02 Substitute			1	0000	0000	0000	0000	0000	0000	0000	0000	0000	0001	0000	0000	0000
*** FULL TIME TOTAL					2	0001	0000	0000	0000	0000	0000	0000	0000	0000	0001	0000	0000	0000

B4. EEO-5 Summary Report – Example

The summary report identifies the data extracted for the EEO-5 transmission file. The first page of the report displays the transmission file header information, including the district information and the contact person's information.

```

REPORT DATE 11/13/2014          SMITH CITY BOARD OF EDUCATION          PAGE: 1
REPORT TIME 10:37              ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - SUMMARY REPORT  PROGRAM: PAYESEXT/PAYESPRT

PAYROLL YEAR                    2014
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    10/01/2014
TOTAL ENROLLMENT                1500
TOTAL SCHOOLS                   3
TOTAL ANNEXES                   0
SUBMITTER TITLE                 DIRECTOR OF FINANCE AT SCHOOL----->
SUBMITTER NAME                  DIANE F OCHALA----->
SUBMITTER PHONE                 7778889999
SUBMITTER EMAIL                 DOCHALA@DOE.K12.GA.US----->

```

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.

REPORT DATE 11/13/2014		SMITH CITY BOARD OF EDUCATION														PAGE: 2			
REPORT TIME 10:37		ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - SUMMARY REPORT														PROGRAM: PAYESEXT/PAYESPT			
JOB CODES	MALE		<-----MALE----->								<-----FEMALE----->								SUM
	HISP	A	HISP	A	WHT	BLK	ASIA	PAC	IND	MULT	WHT	BLK	ASIA	PAC	IND	MULT	COL		
A. FULL-TIME STAFF																			
01	A01	Officials, Administrators, Managers	0001	0001	0000	0000	0000	0000	0000	0002	0001	0003	0002	0001	0002	0001	0002	00016	
02	A02	Principals	0000	0000	0003	0000	0000	0000	0000	0000	0000	0011	0001	0000	0000	0000	0000	00015	
03	A03	Assistant Principals - Teaching	0000	0000	0001	0001	0000	0000	0000	0000	0000	0014	0002	0000	0000	0000	0000	00018	
04	A04	Assistant Principals - Non-Teaching	0000	0000	0000	0001	0000	0000	0000	0000	0000	0010	0003	0000	0000	0000	0000	00014	
05	A05	Elementary Classroom Teachers	0000	0000	0000	0000	0000	0000	0000	0000	0000	0009	0003	0000	0000	0001	0000	00013	
06	A06	Secondary Classroom Teachers	0000	0000	0001	0001	0000	0000	0000	0000	0000	0012	0001	0000	0000	0000	0000	00015	
07	A07	Other Classroom Teachers	0000	0000	0002	0000	0000	0000	0000	0000	0000	0013	0004	0000	0000	0000	0000	00019	
08	A08	Guidance	0000	0000	0000	0000	0000	0000	0000	0000	0000	0009	0001	0000	0000	0000	0000	00010	
09	A09	Psychological	0000	0000	0002	0001	0000	0000	0000	0000	0000	0005	0003	0000	0000	0000	0000	00011	
10	A10	Librarians/Audio Visual Staff	0000	0000	0005	0000	0000	0000	0000	0000	0000	0013	0000	0000	0000	0000	0000	00018	
11	A11	Consultants & Supervisors of Instru	0000	0000	0003	0000	0000	0000	0000	0000	0000	0011	0003	0000	0000	0000	0000	00017	
12	A12	Other Professional Staff	0000	0000	0001	0000	0000	0000	0000	0000	0000	0017	0005	0001	0000	0000	0000	00024	
13	A13	Teachers Aids	0000	0000	0003	0000	0000	0000	0000	0000	0000	0008	0001	0000	0000	0000	0000	00012	
14	A14	Technicians	0000	0000	0000	0001	0000	0000	0000	0000	0000	0013	0001	0000	0000	0000	0000	00015	
15	A15	Clerical/Secretarial Staff	0000	0000	0006	0001	0000	0000	0000	0001	0014	0004	0000	0000	0000	0000	0000	00026	
16	A16	Service Workers	0000	0001	0002	0000	0000	0000	0000	0000	0004	0000	0000	0000	0000	0000	0000	00007	
17	A17	Skilled Crafts	0000	0000	0003	0000	0000	0000	0000	0000	0006	0001	0000	0000	0000	0000	0000	00010	
18	A18	Laborers, Unskilled	0000	0000	0004	0001	0000	0000	0000	0000	0010	0001	0000	0000	0000	0000	0000	00016	
19	TOTAL (1-18)		0001	0002	0036	0007	0000	0000	0002	0002	0182	0036	0002	0002	0002	0002	0002	00276	
B. PART-TIME STAFF																			
20	A02-A12	Professional Instructional	0000	0000	0013	0002	0000	0000	0000	0000	0003	0000	0000	0000	0000	0000	0000	00018	
21	All Other		0005	0000	0009	0005	0003	0001	0001	0001	0003	0000	0000	0000	0000	0001	0000	00029	
22	TOTAL (20-21)		0005	0000	0022	0007	0003	0001	0001	0001	0006	0000	0000	0000	0001	0000	0000	00047	
C. FULL-TIME NEW HIRES (JULY THRU SEPT. OF THE SURVEY YEAR)																			
23	A01	Officials, Administrators, Managers	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	00000	
24	A02-A04	Principals/Asst. Principals	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	00000	
25	A05-A07	Classroom Teachers	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	00000	
26	A08-A12	Other Professional Staff	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	00000	
27	A13-A18	Nonprofessional Staff	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	00000	
28	TOTAL (23-27)		0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	00000	

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. If uploading the EEO-5 transmission file via the EEOC website, **transmit the file to the U.S. Equal Employment Opportunity Commission (EEOC) as a text file.**

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 K:\SECOND\GOSEND → E5-GA-ccyy.txt (where <i>ccyy</i> represents the payroll century and year). Right-click on E5-GA-ccyy.txt , and select Send To 3 1/2 Floppy (A) . <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: https://egov.eeoc.gov/eeo5/index.htm for the labeling instructions, and the corresponding form to submit the diskette to the Commission.