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1. Introduction

California law (Government Code section 12999) requires private employers with 100 or more U.S. employees (and at least one employee in California) to annually submit data on the pay, hours worked, and demographics of their employees to the California Department of Fair Employment and Housing (DFEH). By March 31, employers must submit their reports covering the prior calendar year. For information about which employers are required to file with DFEH, along with answers to other frequently asked questions (FAQs), visit: http://www.dfeh.ca.gov/paydatareporting/faqs.

1.1 User Guide Overview

This User Guide explains how an employer subject to the California pay data reporting requirement should create and submit its report to DFEH. An employer must submit its report through DFEH’s online Pay Data Reporting Portal, using one of three available methods: 1) uploading an Excel file using the template described in Appendix A; 2) uploading a .CSV file consistent with the layout described in Appendix B; or 3) manually entering information using the portal’s fillable form. DFEH recommends using either option 1 or 2. DFEH will not accept reports by email or hard copy.

This User Guide is organized into the following sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Introduces this User Guide, overviews the content of a Pay Data Report, and notes key similarities to and differences from the federal EEO-1 survey</td>
</tr>
<tr>
<td>Basic Structure of the CA Pay Data Report</td>
<td>Describes the basic structure of the Pay Data Report for both single- and multi-establishment employers.</td>
</tr>
<tr>
<td>Portal Overview</td>
<td>Provides a general description of each page in the Pay Data Reporting Portal along with the actions available on the page.</td>
</tr>
<tr>
<td>Submitting the CA Pay Data Report</td>
<td>Describes how to create a new Pay Data Report by either uploading an Excel file, uploading a .CSV file, or manually entering data via the portal.</td>
</tr>
<tr>
<td>Accessing In-Process Reports</td>
<td>Describes how to return to a previously uploaded or manually created report to complete the certification process.</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Provides a detailed description of the Pay Data Report template (Excel).</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Describes how to build the Pay Data Report as a .CSV file.</td>
</tr>
</tbody>
</table>
1.2 Overview of the California Pay Data Report’s Content

In summary, the California Pay Data Report requires an employer to group its employees by job category, pay band, race, ethnicity, and sex, and then report to DFEH the number of employees within each group and the total hours worked by the employees in that group, among other information. For employers with more than one establishment, employers must organize and report their data by establishment (defined in Section 2.1 of this User Guide). In order to build its Pay Data Report, the employer will need to:

- Create a “Snapshot” of the employer’s employees in order to identify the employees who must be reported on in the Pay Data Report
  - To create a Snapshot, the employer selects a single pay period between October 1, 2020 and December 31, 2020 (“Snapshot Period”)
    - A specific time period needs to be selected because throughout the course of a year an employer’s employees change
  - All of the employer’s employees assigned to a California establishment and/or working within California during the Snapshot Period must be included in the employer’s Pay Data Report, and all other employees may be included
  - An “employee” is an individual on an employer’s payroll, including a part-time individual, whom the employer is required to include in an EEO-1 Report and for whom the employer is required to withhold federal social security taxes from that individual’s wages
  - For additional guidance, review Parts III and VI of DFEH’s FAQs

- Identify or calculate each employee’s:
  - Establishment
  - Job category
  - Race, ethnicity, and sex
  - Earnings in 2020 (not just during the Snapshot Period), as shown in Box 5 (Medicare wages and tips) of the employee’s IRS Form W-2, and the employee’s corresponding pay band
    - If any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use W-2 Box 1 for that employee and note this in the associated remarks field
    - For employees who did not work their entire year, do not annualize their pay
  - Number of hours worked in 2020 (not just during the Snapshot Period)
    - Include the number of hours the employee was on any form of paid time off for which the employee was paid by the employer, such as vacation time, sick time, or holiday time
    - For employees who did not work their entire year, do not annualize their hours worked
  - For additional guidance, review Parts III – VI of DFEH’s FAQs
Within each establishment, group employees by job category, pay band, race/ethnicity/sex, and then calculate the total number of employees in each group and the total hours worked in 2020 by the employees in each group
  
  - If no other employees share the same categories as an employee, the employee is reported as a group of 1 and is reported in the same fashion as groups of more than 1 employee. Note California pay data reports are not publicly available.
  
  - There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
    
    - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
    
    - A bird’s eye illustration of all of 2,520 possible combinations is available here. Zoom in to see each cell more clearly.

Gather other required employer and establishment level information, as well as any explanatory information that may need to be noted in the remarks fields.
1.3 Key Similarities and Differences with the EEO-1 survey

The California Pay Data Report has key similarities to and differences from the EEO-1 survey under federal law, including:

- **Key Similarities**: For the California Pay Data Report, employers should:
  - Use the same establishments that they use in the EEO-1 survey
  - Follow the EEO-1 Instruction Booklet’s guidance on job categorization, race, and ethnicity

- **Key Differences**: Unlike the EEO-1 Component 2 data collection that occurred in 2019 (for calendar years 2017 and 2018), the California Pay Data Report requires that:
  - Non-binary employees be reported in the same manner as male and female employees
  - An employee’s pay is reported from W-2 Box 5.
    - However, if any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use W-2 Box 1 for that employee and note this in the associated remarks field.
  - An employee’s hours worked in 2020 includes any hours the employee was on any form of paid time off for which the employee was paid by the employer (such as vacation time, sick time, or holiday time) during 2020
  - Multiple-establishment employers report all establishments, including those with fewer than 50 employees, in the same manner by providing the number of employees and total hours worked for each employee group assigned to the establishment
    - DFEH does not permit employers to submit what is known in the federal EEO-1 survey as a “Type 6” list of establishments of fewer than 50 employees
  - Multiple-establishment employers do not report consolidated data
  - If an employee’s W-2 is corrected after the employer submits its Pay Data Report, and the correction would put the employee in a different pay band than originally reported or would otherwise require a correction on the employer’s report, the employer should promptly submit a corrected pay data report, identifying the corrected cells and explaining the correction in the remarks field(s)
2. Basic Structure of the California Pay Data Report

An employer’s Pay Data Report has two sections. In Section I, Employer Information, the employer provides information at the full organizational level. In Section II, Establishment Information and Employee Detail, the employer provides information at the establishment and employee levels. Provided below are key terms used in this User Guide, followed by several illustrations that demonstrate how the Pay Data Report is structured for single- and multiple-establishment employers. Additional key terms are explained in Section 1.2 of this User Guide and in DFEH’s FAQs.

2.1 Key Terms

- For the purposes of California Pay Data Reporting, an employer means any private employer of 100 or more employees anywhere in the U.S. (with at least one employee in California) and that is required to file an Employer Information Report (EEO-1 Report) pursuant to federal law.
- A Pay Data Report covers only a single employer.
- For more information about which employers are required to file a Pay Data Report and guidance on how to determine if an employer has the requisite number of employees, see FAQ “Which employers are required to submit pay data reports to DFEH?”, among others.

- An establishment is an economic unit producing goods or services.
- A Pay Data Report covers all the establishments of a single employer.
- For a single-establishment employer, employer and establishment are synonymous.
- For the purposes of the Pay Data Reports due to DFEH by March 31, 2021, employers should utilize the same establishments that they use for their EEO-1 Reports, and employers should assign employees to the establishment where the employer reports the employee for federal EEO-1 purposes.
- A multiple-establishment employer must report on all of its establishments, including those with fewer than 50 employees, in the same manner.
- For more information, see FAQ “What does “establishment” mean? What does it mean for an employee to be “assigned to” an establishment?”, among others.
- Employees at an establishment are organized into groups that share the same combination of job category, race/ethnicity/sex, and pay band.
- Employers report the number of employees in the same group and report the total number of hours worked by this group during 2020.
- There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
  - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
  - A bird’s eye illustration of all of 2,520 possible combinations is [available here](#). Zoom in to see each cell more clearly.
- Each job category, race/ethnicity/sex combination, and pay band has an associated code in the Pay Data Report, as illustrated in the examples on the following pages.
- For more information, see Parts III - VI of DFEH’s [FAQs](#).
For example, assume that a single-establishment employer has 100 employees. Of these, ten are Sales workers, Latina, and Female; each made between $39,000 - $49,919 during the Reporting Year. This group would be reported in Section II.B of the Pay Data Report with the following Employee Details:

**Job Category** = 5  **Race/Ethnicity/Sex** = A20  **Pay Band** = 5  **Number of Employees** = 10

To complete Section II of the Pay Data Report, the employer would create similar groupings for all remaining employees who worked at the establishment.

With these key terms in mind, the following pages provide examples.
2.2 Single-Establishment Employer

The example below depicts a single-establishment employer with 120 employees.

Pay Data Report Example

Single-Establishment Employer

- This employer has only one establishment
  - Establishment A – Atlantic Ave with 120 employees
  - Employer and Establishment A are the same

- Establishment A employees fit into two groups
  - Group 1 (70 employees)
  - Group 2 (50 employees)
  - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band
2.2.1 Single-Establishment Report Structure

The illustration below depicts how the employer from the previous example would organize its information for submission in the Pay Data Report.

**Pay Data Report Example**

**Report Structure (single establishment)**

- The Pay Data Report includes two sections:
  - **Section I – Employer Information**
    - Section I captures information at the employer level
    - Includes information such as name, address, SEIN, FEIN, and contact information
    - Each Pay Data Report includes only one Section I
  - **Section II – Establishment Information and Employee Detail**
    - Section II captures two types of data: establishment information and employee information
    - Establishment information includes data such as the establishment’s name, address, and total number of employees (for a single-establishment employer, some fields in Section II will be the same information provided in Section I)
    - Employee Detail includes job category, race/ethnicity/sex, pay band, the total number of employees who share the same grouping, and the group’s hours worked in 2020
The employer would fill in the Pay Data Report Template (Excel) as follows:

- The example contains only a partial excerpt from the contents of the Pay Data Report Template.
- See Appendix A: Building the CA Pay Data Report Excel File for a complete and detailed example.

### Section I: Employer Information

<table>
<thead>
<tr>
<th>Employer Information</th>
<th>Employer Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Year*</td>
<td>2020</td>
</tr>
<tr>
<td>Snapshot Period Begin Date*</td>
<td>10/1/2020</td>
</tr>
<tr>
<td>Snapshot Period End Date*</td>
<td>10/31/2020</td>
</tr>
<tr>
<td>Employer Name*</td>
<td>ABC Corp.</td>
</tr>
<tr>
<td>Employer’s Total U.S. Employees*</td>
<td>120</td>
</tr>
<tr>
<td>Employer’s Total CA Employees*</td>
<td>120</td>
</tr>
<tr>
<td>Employer’s Total U.S. Establishments*</td>
<td>1</td>
</tr>
<tr>
<td>Employer’s Total CA Establishments*</td>
<td>1</td>
</tr>
</tbody>
</table>

### Section II.A – Establishment Information

<table>
<thead>
<tr>
<th>Name*</th>
<th>Address Line 1*</th>
<th>Establishment Total Employees*</th>
<th>Job Category*</th>
<th>Race/Ethnicity /Sex*</th>
<th>Pay Band*</th>
<th>Number of Employees*</th>
<th>Hours Worked*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Corp.</td>
<td>Atlantic Ave</td>
<td>120</td>
<td>5</td>
<td>B60</td>
<td>6</td>
<td>70</td>
<td>140000</td>
</tr>
<tr>
<td>ABC Corp.</td>
<td>Atlantic Ave</td>
<td>120</td>
<td>4</td>
<td>A20</td>
<td>8</td>
<td>50</td>
<td>100000</td>
</tr>
</tbody>
</table>
2.3 Multiple-Employer Establishment

The example below depicts a multiple-establishment employer with 100 employees across two establishments.

**Pay Data Report Example**

**Multiple-Employer Establishment**

- The example shows an Employer with 100 employees across two establishments
  - Establishment A – Atlantic Ave with 70 employees
  - Establishment B – Pacific Ave with 30 employees

- Establishment A employees fit into two groups
  - Group 1 (30 employees)
  - Group 2 (40 employees)
  - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band

- Establishment B employees fit into three groups
  - Group 1 (15 employees)
  - Group 2 (10 employees)
  - Group 3 (5 employees)
  - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band
2.3.1 Multiple-Establishment Report Structure

**Pay Data Report Example**

**Report Structure (multiple establishment)**

- The Pay Data Report includes two sections

- **Section I – Employer Information**
  - Section I captures information at the employer level
  - Includes information such as name, address, SEIN, FEIN, and contact information
  - Each Pay Data Report includes only one Section I

- **Section II – Establishment Information and Employee Detail**
  - Section II captures two types of data: establishment information and employee information
  - Establishment information includes data such as the establishment’s name, address, and total number of employees
  - Employee Detail information includes job category, race/ethnicity/sex, pay band, the total number of employees who share the same grouping
• The employer would fill in the Pay Data Report Template (Excel) as follows
  • The example below contains only a partial excerpt from the contents of the Pay Data Report Template
  • See Appendix A: Building the CA Pay Data Report Excel File for a more complete and detailed example

<table>
<thead>
<tr>
<th>Employer Information</th>
<th>Employer Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Year*</td>
<td>2020</td>
</tr>
<tr>
<td>Snapshot Period Begin Date*</td>
<td>11/1/2020</td>
</tr>
<tr>
<td>Snapshot Period End Date*</td>
<td>11/31/2020</td>
</tr>
<tr>
<td>Employer Name*</td>
<td>XYZ Corp.</td>
</tr>
<tr>
<td>Employer’s Total U.S. Employees*</td>
<td>100</td>
</tr>
<tr>
<td>Employer’s Total CA Employees*</td>
<td>100</td>
</tr>
<tr>
<td>Employer’s Total U.S. Establishments*</td>
<td>2</td>
</tr>
<tr>
<td>Employer’s Total CA Establishments*</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name*</th>
<th>Address Line 1*</th>
<th>Establishment Total Employees*</th>
<th>Job Category*</th>
<th>Race/Ethnicity /Sex*</th>
<th>Pay Band*</th>
<th>Number of Employees*</th>
<th>Hours Worked*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Atlantic Ave</td>
<td>70</td>
<td>5</td>
<td>B60</td>
<td>6</td>
<td>30</td>
<td>60000</td>
</tr>
<tr>
<td>A</td>
<td>Atlantic Ave</td>
<td>70</td>
<td>4</td>
<td>A20</td>
<td>8</td>
<td>40</td>
<td>80000</td>
</tr>
<tr>
<td>B</td>
<td>Pacific Ave</td>
<td>30</td>
<td>7</td>
<td>C40</td>
<td>7</td>
<td>15</td>
<td>30000</td>
</tr>
<tr>
<td>B</td>
<td>Pacific Ave</td>
<td>30</td>
<td>3</td>
<td>A10</td>
<td>8</td>
<td>10</td>
<td>20000</td>
</tr>
<tr>
<td>B</td>
<td>Pacific Ave</td>
<td>30</td>
<td>8</td>
<td>C10</td>
<td>7</td>
<td>5</td>
<td>10000</td>
</tr>
</tbody>
</table>
3. Portal Overview

This section provides an overview of the primary pages that comprise the California Pay Data Reporting Portal. The pages are presented in a typical sequence that employers will experience when uploading/creating, editing, and certifying a Pay Data Report.

Step-by-step instructions are provided below in Section 4 – Submitting the CA Pay Data Report.

**Welcome Page**
- This is the first page displayed upon entering the Portal
- Provides information about filing requirements and links to helpful resources

**Actions Available**
- Download the Pay Data Reporting template (Excel), which can be used to enter information in the report
- Submit a new Pay Data Report by either uploading the template (Excel) or a .CSV file. Alternatively, the Portal can be used to manually enter report information
- Edit an existing Pay Data Report that was previously uploaded or created using the Portal and has not been certified
Obtain a Submission ID

- This page is used to obtain a Submission ID when uploading or manually creating a new Pay Data Report
- This same Submission ID must be entered in the portal to edit a work-in-process report (i.e., a report that is not yet certified)
- For example, an employer can upload a report in one session and choose to fix errors later
- To return to the existing Pay Data Report, the employer must enter the original Submission ID upon re-entering the portal
- Employers should therefore securely record and save the Submission ID

Actions Available

1. Obtain a Submission ID and then move to the next step in the filing process
Upload/Create New Report

This page offers employers three methods for creating a new Pay Data Report for submission to DFEH.

DFEH suggests using either of the first two methods: 1) uploading an Excel template; or 2) uploading a .CSV file.

Actions Available

1. Upload a completed Pay Data Report template (Excel)
2. Upload a .CSV file containing the Pay Data Report data
3. Enter the Pay Data Report data using an online fillable form
Pay Data Reports List

- This page provides a list of all Pay Data Reports uploaded/created under a given Submission ID.
- While an employer may have more than one report listed on this page, the employer may only finalize one report, which must contain all of the employer’s data.
- Why might an employer have more than one report on this page if only one can be finalized? This might happen if a Pay Data Report is uploaded and then withdrawn due to errors, and a corrected report is uploaded under the same Submission ID.
- Under this scenario, both the withdrawn report and the corrected report will display, but only the corrected report would be certified and submitted to DFEH.

Actions Available

1. Select “Edit” view and/or edit the contents of a report
2. Select “Edit” to correct validation errors identified in a report
3. Select “Edit” to manually create a new report
4. Select “Withdraw” to withdraw a report
5. Select “Certify” to certify a report for submission to DFEH.
Section I and Section II Data Records List

- This page lists the Section I (Employer Information) data record and the Section II (Establishment Information and Employee Detail) data records for a given Pay Data Report.
- So, whereas the Pay Data Reports List page displays reports, this page displays the contents (i.e., data records) within a report.
- For the Section II data records, each data record represents one Employee Detail combination at an establishment.

Actions Available
1. View and/or edit the contents of a data record.
2. Correct validation errors identified in a data record.
3. Manually create a new Section I or Section II data record.
4. Download a copy of the file originally uploaded.
5. Download a copy of the current version of an uploaded file that has been edited within the portal.
### Data Record

- This page displays the contents of either the Section I data record or a Section II data record.

- To navigate through individual data records, rather than going back to the prior page that lists the data records, a user may use the “Prev Record” and “Next Record” buttons.

### Actions Available

1. View, edit, correct, and save information on either the Section I data record or a Section II data record.
2. Manually create and save a new Section I or Section II data record.
3. Manually delete the data record being viewed by selecting the “Delete” button.
4. Move to the next Section II data record.
5. Move to the previous Section II data record.
6. Exit the page without saving changes by selecting the “Back” button.
Certification and Submission

- After a Pay Data Report is uploaded or created manually, all validation errors are corrected, and the report is ready for submission to DFEH, this page requires employers to certify the accuracy of the report for official submission to DFEH.
- A Pay Data Report is not complete until it is certified.
- Contact information about the certifying official is captured.
- After a report is certified and submitted to DFEH, it will no longer be accessible through the portal.

**Actions Available**

1. Certify a Pay Data Report for final submission to DFEH
2. Return to the prior page without certifying.
4. Submitting the Pay Data Report

4.1 Option I: Create a Report by Uploading an Employer-Prepared Excel or .CSV File

This option is for employers that choose to download and prepare the Pay Data Report template (Excel) or produce a .CSV file containing the information required in the Pay Data Report. For details on preparing the Excel or .CSV files, see: Appendix A: Building the CA Pay Data Report Excel File or Appendix B: Building the CA Pay Data Report .CSV File.

The flow diagram below shows the steps in Option 1. Detailed instructions for completing each step are provided on the following pages.

**Step 1:** Prepare Excel or .CSV File  
**Step 2:** Obtain a Submission ID  
**Step 3:** Upload Excel or .CSV File  
**Step 4:** Review Pay Data Report  
**Step 5a:** Correct Data Errors in Portal  
**Step 5b:** Withdraw Report  
**Step 6:** Certify Report

*Step 5a describes how to use the Portal to correct data errors found in uploaded files. After corrections are made, employers are encouraged to download the updated data for their records (note that the Portal only provides Excel downloads).

Alternatively, employers can choose to fix data errors found by the Portal in their source files and then re-upload a corrected file. If so, Step 5a can be skipped, and instead, Step 5b should be performed to withdraw the erroneous file from the Portal.*
4.1.1 Step 1: Prepare Excel or .CSV File

- Select “Download Template” and save the Pay Data Report Template (Excel) on a local computer
- Fill in the required data consistent with the instructions provided in the template (and in Appendix A)
- Alternatively, employers can skip downloading the template and prepare a .CSV file consistent with the instructions in Appendix B
- The prepared Excel or .CSV file can be uploaded directly into the Portal
- Select “Submit New Report” to begin the process
4.1.2 Step 2: Obtain a Submission ID

- The Portal will assign a Submission ID to the report about to be uploaded.
- Securely record the Submission ID as it will be required when re-entering the Portal to view or edit a non-certified report.

**DFEH cannot provide an employer with their Submission ID if lost or forgotten. Employers must therefore begin the Pay Data Reporting process again under a new Submission ID.**
4.1.3 Step 3: Upload the Excel or .CSV File

- Enter **Employer Name** to begin the upload process.
- To upload a Pay Data Report in an Excel file (suggested method), select “Upload Excel Template.”
- The Portal will then issue a prompt to identify the locally stored Excel file to be uploaded.
- After the file is identified, the Portal will prompt for the file to be uploaded.
- To upload a Pay Data Report in a .CSV file (suggested method), select “Upload .CSV File.”
- The Portal will then issue a prompt to identify the locally stored .CSV file to be uploaded.
- After the file is identified, the Portal will prompt for the file to be uploaded.
4.1.4 Step 4: Review Pay Data Report

- The uploaded report will be displayed showing the file name used to create the report along with the upload date and time.
- For larger files, every five seconds the Portal will display a message at the top of the page that counts down the number of records remaining to be processed.

- After the file is processed, the Data Record Status will show either:
  - *Validated* (as shown at left) if the Portal confirmed that all records in the file uploaded without errors and the report is ready for certification.
  - *Validation Errors* (not shown) if the uploaded file contains errors that must be corrected before it can be certified (see Step 5a or Step 5b).
- Whether the file uploaded with or without errors, the file can be withdrawn from the Portal if desired (see Step 5b).
4.1.5 Step 5a: Correct Data Errors in Portal

- If the Portal’s validation process found errors in the Excel or .CSV file, the errors can be corrected within the Portal.
- To begin correcting data errors within the Portal, select “Edit” when the Data Record Status indicates Validation Errors.
- Alternatively, instead of correcting data errors in the Portal, “Withdraw” the report, fix the errors in the source file, and upload a new file to the Portal (see Step 5b).
The Portal will display a message indicating the total number of Section I and Section II data records that failed validation.

The Portal will display all Section I (Employer Information) and Section II (Establishment and Employee Data) data records contained in the uploaded file.

All data records that contain errors will have a Data Record Status of Validation Errors.

Select “Edit” to make corrections within the Portal to the data records.

Follow the instructions on the next page for every data record with a Data Record Status of Validation Errors.
The Portal will display an error message indicating the reason why a data field in the data record failed validation.

If more than one validation error occurred, multiple lines will be displayed.

Navigate to the data field indicated in the error message and correct the data.

Repeat this step for all errors listed in the error message at the top of the page.

After all corrections are made, select “Save” to save the corrections.

The Portal will validate the error corrections made on the page.

If errors persist, the error message will again display at the top of the page (return to step B).

If no errors are displayed, the data record is validated.

Select “Back” to return to the prior page.

Use the Next Record button to navigate to the next data record AFTER saving corrections to the current record.

Use Save & Return to save updates and return to the prior page.

Use Back to return to the prior page. Unsaved changes will not be saved.
4.1.6 Step 5b: Withdraw Report

- Any Pay Data Report listed on the page may be withdrawn prior to certification and submission to DFEH.
- To withdraw a report, select “Withdraw.”
- The Portal will withdraw the report and update the Report Status to Withdrawn.
- No further actions may be taken with respect to a withdrawn report.
4.1.7 Step 6: Certify Report

To begin the certification process, select "Certify".

Only reports with a Data Record Status of Validated can be certified.

After a report is certified and submitted to DFEH, it will no longer be viewable in the Portal.

However, the final page in the certification process provides the capability to download the certified Pay Data Report.

---

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Type</th>
<th>File</th>
<th>Upload Date</th>
<th>Report Status</th>
<th>Data Record Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1431</td>
<td>CA Employer Pay Data</td>
<td>CaliforniaPayDataReport.xlsx</td>
<td>01/29/2021 05:02 AM</td>
<td>Not Certified</td>
<td>Validated</td>
<td></td>
</tr>
</tbody>
</table>
To certify and submit a Pay Data Report to DFEH, enter the required information about the certifying official and add any optional clarifying remarks.

When finished entering data, select the “Certify” button.

Alternatively, to not certify the report and return to the prior page, select the “Back” button.

When “Certify” is selected, a pop-up will display asking for confirmation to certify and submit the report.

Select “Yes” to certify and submit the Pay Data Report to DFEH.
The Portal will display a thank you page indicating that the report was successfully certified and submitted to DFEH.

To download a copy of the certified and submitted report, click the Final Report link.

Print this page for your records.

After downloading a copy of the certified Pay Data Report, select “Exit” to return to the Portal Welcome page.

After exiting, the Submission ID will no longer be valid for reentering the Portal and the certified report cannot be accessed in the Portal.

After exiting this page, a certified Pay Data Report cannot be accessed by an employer. If an employer needs to correct its report post-certification, the employer must start the process again to submit a new report and explain the correction in the appropriate remarks field(s).
4.2 Option II: Create a Report by Using the Portal’s Fillable Forms

Instead of creating an Excel or .CSV file with the employer’s data and uploading that file to the Portal (Option 1), an employer may use the online fillable forms available in the Portal to manually enter the Pay Data Report information.

The flow diagram below shows the steps required to manually create a Pay Data Report using Option II. Detailed instructions for completing each step are provided on the following pages.
4.2.1 Step 1: Start the Process

- The “Instructions” tab in the template provides instructions for filling out the report online in Steps 4a and 4b.
- To obtain those instructions, select “Download Template” and save the Pay Data Report Template (Excel) on a local computer.
- Select “Submit New Report” to begin filling out the report online.
4.2.2 Step 2: Obtain a Submission ID

- The Portal will assign a Submission ID to the report about to be created.
- Securely record the Submission ID because it will be required when re-entering the Portal to resume viewing or editing the uncertified (in-process) report.
- After recording the Submission ID, select “Continue” to move to the next step of filling out the online report.

DFEH cannot provide an employer with their Submission ID if lost or forgotten. Employers must therefore begin the Pay Data Reporting process again under a new Submission ID.
4.2.3 Step 3: Create a New Report

- Enter **Employer Name**
- Select “Online Fillable Form” to initiate the process
4.2.4 Step 4a: Enter Section I – Employer Information

- The Portal automatically creates an empty Pay Data Report Template, indicating the date and time the report was created.
- Select “Edit” to begin the process of entering information.
The Portal automatically creates new (empty) Section I and Section II data records, indicating the date and time the records were created.

Click “Edit” for the Section I – Employer Information data record to begin entering data.
Enter Section I information for the report
Required fields display with an asterisk (*) next to the field name
After all information is entered, select “Save” to save the data
The Portal will validate the entries just made
If errors exist, an error message will display at the top of the page
Navigate to the data field indicated in the error message and correct the data
Repeat this step for all errors listed in the error message at the top of the page
If no errors are displayed, the data record is validated
Select “Save & Return” to save data and go back to the previous page
4.2.5 Step 4b: Enter Section II – Establishment Information and Employee Details

- The Section I data record will now display with the Report Description populated and the Data Record Status set to Validated.

- Click “Edit” for the Section II – Establishment Information and Employee Detail data record to begin entering data.
Enter Section II information for the report

Required fields display with an asterisk (*) next to the field name

After all information is entered, select “Save” to save the data

The Portal will validate the entries just made

If errors exist, an error message will display at the top of the page

Navigate to the data field indicated in the error message and correct the data

Repeat this step for all errors listed in the error message at the top of the page

If no errors are displayed, the data record is validated

Select “Save & Return” to go back to the previous page
The Section II data record will now display with the Report Description populated and the Data Record Status set to Validated.

To add another Section II data record to the report, select “Add Establishment and Employee Detail” and then follow the instructions from the previous page.

This process has to be repeated for every employee group for each establishment in the Pay Data Report.

Repeat this process as necessary to enter all Section II data records for the employer.
4.2.6 Step 5: Withdraw Report

- Any Pay Data Report listed on the page may be withdrawn from the Portal prior to certification and submission to DFEH
- To withdraw a report, select the “Withdraw” button
- The Portal will withdraw the report and update the Report Status to Withdrawn
- No further actions may be taken with respect to a withdrawn report
4.2.7 Step 6: Certify Report

To begin the certification process, select the “Certify” button.

Only reports with a Data Record Status of Validated can be certified.

After a report is certified and submitted to DFEH, it will no longer be viewable in the Portal.

However, the final page in the certification process provides the capability to download the certified Pay Data Report.
**To certify and submit a Pay Data Report to DFEH, enter the required information about the certifying official and any optional clarifying remarks**

- When finished entering data, select the “Certify” button.
- Alternatively, to not certify the report and return to the prior page, select the “Back” button.
- When “Certify” is selected, a pop-up will display asking for confirmation to certify and submit the report.
- Select “Yes” to certify and submit the Pay Data Report to DFEH.
Submission Complete

Thank you for submitting your pay data report to DFEH. Please print this page for your records.

Note: Your Submission ID will expire after this session and you will not be able to reenter the portal with this ID.

Download a copy of your Final Report for your records.

Why should I download and review my pay data report?

Employers should review their pay data reports to ensure their submitted reports are complete and accurate, and comply with Gov. Code, § 12999 and related authorities. DFEH also encourages employers to closely and regularly review their pay data reports, pay and other employment records, and pay and other employment practices in order to facilitate compliance with equal pay and anti-discrimination laws.

Exit

A

- The Portal will display a thank you page indicating that the report was successfully certified and submitted to DFEH
- To download a copy of the certified and submitted report, click the Final Report link
- Print this page for your records

B

- When finished, select “Exit” to return to the Portal welcome page
- After exiting, the Submission ID will no longer be valid for reentering the Portal and the certified report cannot be accessed in the Portal

After exiting this page, a certified Pay Data Report cannot be accessed by an employer. If an employer needs to correct its report post-certification, the employer must start the process again to submit a new report and explain the correction in the appropriate remarks field(s)
5. Access In-Process Reports

- An in-process Pay Data Report (i.e., a report that is not yet certified) can be viewed and edited using the Submission ID assigned when the report was initially created.
- To begin the process, select “Edit Existing Report.”
- Enter the Submission ID used to create the report.
- If an employer misplaces or forgets its ID before finalizing its report, the employer will need to begin the process again.
- Select “Edit Data” to access the saved report.
The portal will display the report assigned to the Submission ID entered on the prior page.

If the Data Record Status indicates Validation Errors, select “Edit” to make corrections (see Section 4.1 or Section 4.2 for how to make error corrections).

If the Data Record Status indicates Validated, select “Certify” to certify (see Section 4.1 or Section 4.2 for how to certify).
Appendix A: Building the California Pay Data Report Excel File

The template is an Excel file and can be used by employers to create their California Pay Data Report for submission to DFEH. The template includes four worksheets: the actual “PayDataReport” that an employer fills in to create its report; “Instructions” for filling out the PayDataReport worksheet; and two example reports (one for a single-establishment employer and one for a multiple-establishment employer). An employer using the template to create its report should perform the following steps.

1. Review and follow the instructions in DFEH’s [FAQs](https://pdr.dfeh.ca.gov/Auth/DownloadTemplate?jobType=EPD_2020) on how to identify the employees and establishments to be reported on, and on how to identify or calculate employees’ job category, pay, race, ethnicity, sex, and hours worked, among other topics.
2. Download the template at [https://pdr.dfeh.ca.gov/Auth/DownloadTemplate?jobType=EPD_2020](https://pdr.dfeh.ca.gov/Auth/DownloadTemplate?jobType=EPD_2020)
3. Review and follow the “Instructions” worksheet in the template and the defined steps to build the “PayDataReport”. The instructions provide descriptions for each field included in Section I – Employer Information and Section II – Establishment Information and Employee Detail.
4. Review the examples
   - "Example - Single Establishment" illustrates a completed PayDataReport by a single-establishment employer.
   - "Example - Multi Establishment" illustrates a completed PayDataReport by a multi-establishment employer.
5. Enter the required and optional information in Section I and Section II on the “PayDataReport” worksheet.
6. When complete, see Section 4.1 of this User Guide to begin the upload process using the Portal.
Appendix B: Building the California Pay Data Report .CSV File

Appendix B provides detailed specifications for the creation of a California Pay Data Report in Comma-Separated Value (.CSV) file format.

For reference, download an example report in .CSV format at: https://pdr.dfeh.ca.gov/dfeh/CaliforniaPayDataReport_Template.csv

Employers submitting through the .CSV upload process must create a .CSV file containing the following two record types.

- Section I – Employer Information – This record type contains employer level information in the name value pair format. Employers should review the record layout and row level file specification in sections B1 and B2 for the detailed requirements and steps required to create this record type.
- Section II – Establishment Information and Employee Detail - This record type contains detailed rows for each combination of Establishment, Job Category, Race/Ethnicity/Sex, and Pay Band information. Employers should review the record layout and row level file specification in sections B3 and B4 for the detailed requirements and steps required to create this record type.

Note: This .CSV file format was designed to support “Save as .CSV” from the provided template (Excel file). Due to this consideration, there are several static items (titles, column names, asterisks, etc.) that you would not normally see in a .CSV file. These static items must be provided exactly as specified for the file to be processed correctly.

B.1 Section I – Employer Information Record Layout

Table 1 defines the record layout for Section I – Employer Information. Each record in this section is essentially a label/value pair providing the requested fields, with the label and value delimited by a comma.

<table>
<thead>
<tr>
<th>Column #</th>
<th>Field</th>
<th>Values, Remarks, and Other Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Requested Information Label</td>
<td>Static values for the requested information for Section I – Employer Information. These static labels must exactly match the “Requested Information” labels in below.</td>
</tr>
<tr>
<td>2</td>
<td>Employer Data Value</td>
<td>Employer provided data for each of the Requested Information fields. Following the Requested Information static field and a “,” the employer data is provided based on the defined format in Table 2. IMPORTANT: Do not include a comma in any of these values.</td>
</tr>
</tbody>
</table>
B.2 Section I – Employer Information Row Level File Specification

Table 2 defines detailed specifications with example values for Section I – Employer Information. The following steps should be taken to create this record type.

1. Starting on row 1 provide the section title “Section I: Employer Information”.
2. On row 2 provide the column headers “Employer Information (* indicates required field), Employer Data Entry (see Instructions)”.
3. For rows 4 through 47 provide the Requested Information static label and Employer Data value for each field in Table 2. The italicized and shaded values must be included in the .CSV file. The white values provide the instructions on the population of the Employer Data. All rows are required, even if no values are provided for non-required information.
4. Provide a blank row for row 48.

Table 2 - Section I – Employer Information Row Level File Specification

<table>
<thead>
<tr>
<th>Row #</th>
<th>Requested Information (Static label)</th>
<th>Employer Data (Examples)</th>
<th>Format</th>
<th>Type</th>
<th>Maximum Length</th>
<th>Values, Remarks, and Other Instruction</th>
<th>Value Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Section I: Employer Information</td>
<td></td>
<td>n/a</td>
<td>Static Item</td>
<td>n/a</td>
<td>The text provided must be provided exactly as specified on this row</td>
<td>n/a</td>
</tr>
<tr>
<td>2</td>
<td>Employer Information (*) indicates required field, Employer Data Entry (see Instructions)</td>
<td></td>
<td>n/a</td>
<td>Static Item</td>
<td>n/a</td>
<td>The text provided must be provided exactly as specified on this row</td>
<td>n/a</td>
</tr>
<tr>
<td>3</td>
<td>Reporting Year*, 2020</td>
<td>9999</td>
<td>Numeric</td>
<td>4</td>
<td></td>
<td>Enter the four-digit calendar year for which this report applies (e.g., 2020).</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Snapshot Period Begin Date*, 10/1/2020</td>
<td>mm/dd/yyyy</td>
<td>Date</td>
<td>10</td>
<td></td>
<td>Enter the mm/dd/yyyy of the start date of the snapshot period (e.g. 10/01/2020). The snapshot period is a single pay period between October 1 and December 31 of the Reporting Year. Employers are</td>
<td>Yes</td>
</tr>
<tr>
<td>Row #</td>
<td>Requested Information (Static label)</td>
<td>Employer Data (Examples)</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Value Required</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
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<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>5</td>
<td><strong>Snapshot Period End Date</strong>*</td>
<td>10/15/2020</td>
<td><strong>mm/dd/yyyy</strong></td>
<td><strong>Date</strong></td>
<td>10</td>
<td>Enter the mm/dd/yyyy of the end date of the snapshot period (e.g. 10/31/2020). The snapshot period is a single pay period between October 1 and December 31 of the Reporting Year. Employers are free to choose the single pay period between October 1 and December 31 of the Reporting Year that will serve as their Snapshot Period.</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td><strong>Employer Name</strong>*</td>
<td>Acme Water Works - Inc</td>
<td><strong>Alphanumeric</strong></td>
<td>100</td>
<td>Enter employer name as filed with the California Employment Development Department (EDD). If employer is not registered with EDD, use the name provided on the employer's most recent federal Employer Information EE0-1 Report.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>EDD Address Line 1</strong>*</td>
<td>1234 Main Avenue</td>
<td><strong>Alphanumeric</strong></td>
<td>200</td>
<td>Enter employer's address line 1 as filed with EDD. If employer is not registered with EDD, use the information provided on the employer's most recent federal Employer Information EE0-1 Report.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Row #</td>
<td>Requested Information (Static label)</td>
<td>Employer Data (Examples)</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Value Required</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------</td>
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<td>----------------</td>
<td>----------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>8</td>
<td>EDD Address Line 2, Suite 500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter employer's address line 2 as filed with EDD. If employer is not registered with EDD, use the information provided on the employer's most recent federal Employer Information EE0-1 Report.</td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td>EDD City*, Sacramento</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter employer's city as filed with EDD. If employer is not registered with EDD, use the information provided on the employer's most recent federal Employer Information EE0-1 Report.</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>EDD State*, CA</td>
<td></td>
<td>XX</td>
<td></td>
<td></td>
<td>Enter employer's two-character state code as filed with EDD. If employer is not registered with EDD, use the information provided on the employer's most recent federal Employer Information EE0-1 Report.</td>
<td>Yes</td>
</tr>
<tr>
<td>11</td>
<td>EDD Country*, US</td>
<td></td>
<td>XX</td>
<td></td>
<td></td>
<td>Enter employer's two-character country code as filed with EDD. If employer is not registered with EDD, use the information provided on the employer's most recent federal Employer Information EE0-1 Report.</td>
<td>Yes</td>
</tr>
<tr>
<td>12</td>
<td>EDD ZIP Code*, 95825</td>
<td></td>
<td>99999</td>
<td></td>
<td></td>
<td>Enter employer's 5-digit ZIP code as filed with EDD. If employer is not registered with EDD, use the information provided</td>
<td>Yes</td>
</tr>
<tr>
<td>Row #</td>
<td>Requested Information (Static label)</td>
<td>Employer Data (Examples)</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Value Required</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>on the employer's most recent federal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Employer Information EE0-1 Report.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>HQ Address Line 1,</td>
<td>123 New York Avenue</td>
<td>Alphanumeric</td>
<td>200</td>
<td>Enter the address line 1 of the employer's principal or headquarters office (regardless of whether that is in California) if different from EDD Address Line 1.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>HQ Address Line 2,</td>
<td>Suite 1000</td>
<td>Alphanumeric</td>
<td>200</td>
<td>Enter the address line 2 of the employer's principal or headquarters office (regardless of whether that is in California) if different from EDD Address Line 2.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>HQ City,</td>
<td>New York</td>
<td>Alphanumeric</td>
<td>50</td>
<td>Enter the city of the employer's principal or headquarters office (regardless of whether that is in California) if different from EDD City.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>HQ State,</td>
<td>CA</td>
<td>XX</td>
<td>Alphanumeric</td>
<td>2</td>
<td>Enter the two-character state code of the employer's principal or headquarters office (regardless of whether that is in California) if different from EDD State.</td>
<td>No</td>
</tr>
<tr>
<td>17</td>
<td>HQ Country,</td>
<td>US</td>
<td>XX</td>
<td>Alphanumeric</td>
<td>2</td>
<td>Enter the two-character country code of the employer's principal or headquarters office if different from EDD Country.</td>
<td>No</td>
</tr>
<tr>
<td>18</td>
<td>HQ ZIP Code,</td>
<td>10003</td>
<td>Numeric</td>
<td>5</td>
<td>Enter the 5-digit ZIP code of the employer's principal or headquarters</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Row #</td>
<td>Requested Information (Static label)</td>
<td>Employer Data (Examples)</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Value Required</td>
</tr>
<tr>
<td>-------</td>
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<td>--------</td>
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<td>----------------</td>
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<td>----------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>office (regardless of whether that is in California) if different from EDD ZIP Code.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Employer CA SEIN*, 12345678</td>
<td>999999999</td>
<td>Numeric</td>
<td>8</td>
<td></td>
<td>Enter the employer's California Employer Identification Number (SEIN) provided by EDD. If the employer has more than one CA SEIN, enter the main CA SEIN here and the other CA SEINs in the remarks field. If no California SEIN, enter 00000000.</td>
<td>Yes</td>
</tr>
<tr>
<td>20</td>
<td>Employer FEIN*, 123456789</td>
<td>999999999</td>
<td>Numeric</td>
<td>9</td>
<td></td>
<td>Enter the employer's Federal Employer Identification Number (FEIN) provided by the Internal Revenue Service. If the employer has more than one FEIN, enter the main FEIN here and the other FEINS in the remarks field.</td>
<td>Yes</td>
</tr>
<tr>
<td>21</td>
<td>Employer DUNS Number, 987654321</td>
<td>999999999</td>
<td>Numeric</td>
<td>9</td>
<td></td>
<td>Enter the employer's Dun and Bradstreet (DUNS) number. If the employer has more than one DUNS number, enter main DUNS number here and the other DUNS numbers in the remarks field.</td>
<td>No</td>
</tr>
<tr>
<td>22</td>
<td>Is employer a contractor of the State of California?*, Yes</td>
<td>“Yes” or “No”</td>
<td>Alphanumeric</td>
<td>3</td>
<td>Enter &quot;Yes&quot; if the employer is a contractor of the State of California. Enter &quot;No&quot; if the employer is not a contractor of the State of California.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Employer's Total U.S. Employees*, 100</td>
<td>9999999999</td>
<td>Numeric</td>
<td>10</td>
<td>Enter the employer's total number of U.S. employees. Include employees inside and outside of California; include both part-</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Row #</td>
<td>Requested Information (Static label)</td>
<td>Employer Data (Examples)</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Value Required</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------</td>
<td>--------------------------</td>
<td>--------</td>
<td>------</td>
<td>----------------</td>
<td>----------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>24</td>
<td>Employer’s Total CA Employees*,</td>
<td>100</td>
<td>9999999999</td>
<td>Numeric</td>
<td>10</td>
<td>Enter the employer’s total California employees. Include all employees assigned to a California establishment and/or working within California; include both part-time and full-time employees (each count as 1 employee); include all employees on employer-approved leave.</td>
<td>Yes</td>
</tr>
<tr>
<td>25</td>
<td>Employer’s Total U.S. Establishments*,</td>
<td>2</td>
<td>9999999999</td>
<td>Numeric</td>
<td>10</td>
<td>Enter the employer’s total number of U.S. establishments. Include all establishments inside and outside of California.</td>
<td>Yes</td>
</tr>
<tr>
<td>26</td>
<td>Employer’s Total CA Establishments*,</td>
<td>2</td>
<td>9999999999</td>
<td>Numeric</td>
<td>10</td>
<td>Enter the employer’s total number of California establishments.</td>
<td>Yes</td>
</tr>
<tr>
<td>27</td>
<td>Employer’s Ownership; Affiliation; or Enterprise*,</td>
<td>Yes</td>
<td>“Yes” or “No”</td>
<td>Alphanumeric</td>
<td>3</td>
<td>Enter &quot;Yes&quot; if employer is owned or affiliated with another company, or there is centralized, integrated or similar ownership, control, management or compensation (such as the same management personnel or central control of personnel policies, stock plans and/or labor relations) between a group of separate FEINs. If no, enter &quot;No&quot;.</td>
<td>Yes</td>
</tr>
<tr>
<td>Row #</td>
<td>Requested Information (Static label)</td>
<td>Employer Data (Examples)</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Value Required</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------</td>
<td>--------------------------</td>
<td>--------</td>
<td>-----------</td>
<td>----------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>28</td>
<td>Parent Company FEIN,</td>
<td>121212121</td>
<td>999999999</td>
<td>Numeric</td>
<td>9</td>
<td>If employer is owned, enter the FEIN of the parent company. If the parent has more than one FEIN, enter all FEINs here and separate them by semi-colons.</td>
<td>No</td>
</tr>
<tr>
<td>29</td>
<td>Parent Company Name,</td>
<td>Clear Water Enterprises</td>
<td></td>
<td>Alphanumeric</td>
<td>100</td>
<td>If employer is owned, enter the name of the parent company.</td>
<td>No</td>
</tr>
<tr>
<td>30</td>
<td>Parent Company Address Line 1,</td>
<td>456 Back Street</td>
<td></td>
<td>Alphanumeric</td>
<td>200</td>
<td>If employer is owned, enter the address line 1 of the parent company's principal office or headquarters.</td>
<td>No</td>
</tr>
<tr>
<td>31</td>
<td>Parent Company Address Line 2,</td>
<td>Suite 1200</td>
<td></td>
<td>Alphanumeric</td>
<td>200</td>
<td>If employer is owned, enter the address line 2 of the parent company's principal office or headquarters.</td>
<td>No</td>
</tr>
<tr>
<td>32</td>
<td>Parent Company City,</td>
<td>Austin</td>
<td></td>
<td>Alphanumeric</td>
<td>50</td>
<td>If employer is owned, enter the city of the parent company's principal office or headquarters.</td>
<td>No</td>
</tr>
<tr>
<td>33</td>
<td>Parent Company State,</td>
<td>TX</td>
<td>XX</td>
<td>Alphanumeric</td>
<td>2</td>
<td>If employer is owned, enter the two-character state code of the parent company's principal office or headquarters.</td>
<td>No</td>
</tr>
<tr>
<td>34</td>
<td>Parent Company Country,</td>
<td>US</td>
<td>XX</td>
<td>Alphanumeric</td>
<td>2</td>
<td>If employer is owned, enter the two-character country code of the parent company's principal office or headquarters.</td>
<td>No</td>
</tr>
<tr>
<td>Row #</td>
<td>Requested Information (Static label)</td>
<td>Employer Data (Examples)</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Value Required</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------</td>
<td>--------------------------</td>
<td>--------</td>
<td>------</td>
<td>----------------</td>
<td>---------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>35</td>
<td>Parent Company ZIP Code,</td>
<td>78701</td>
<td>99999</td>
<td>Alphanumeric</td>
<td>5</td>
<td>If employer is owned, enter the 5-digit ZIP code of the parent company's principal office or headquarters.</td>
<td>No</td>
</tr>
<tr>
<td>36</td>
<td>Affiliated FEINs,</td>
<td>123123123; 456456456;</td>
<td>Alphanumeric</td>
<td>100</td>
<td>If employer is affiliated with another company or companies or is part of an enterprise, enter the FEIN of all related companies. Separate multiple FEINs by semi-colons.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Contact Name*,</td>
<td>Anne Johnson</td>
<td>Alphanumeric</td>
<td>100</td>
<td>Enter the name of person to contact regarding this report.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Contact Title*,</td>
<td>President</td>
<td>Alphanumeric</td>
<td>50</td>
<td>Enter the title of person to contact regarding this report.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Contact Phone Number*,</td>
<td>9161234567</td>
<td>9999999999</td>
<td>Numeric</td>
<td>10</td>
<td>Enter the telephone number of the person to contact regarding this report, including the area code with no formatting such as dashes or spaces.</td>
<td>Yes</td>
</tr>
<tr>
<td>40</td>
<td>Contact Address Line 1*,</td>
<td>1234 Main Avenue</td>
<td>Alphanumeric</td>
<td>200</td>
<td>Enter address line 1 of the person to contact regarding this report.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Contact Address Line 2,</td>
<td>Suite 500</td>
<td>Alphanumeric</td>
<td>200</td>
<td>Enter address line 2 of the person to contact regarding this report.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Contact City*,</td>
<td>Sacramento</td>
<td>Alphanumeric</td>
<td>50</td>
<td>Enter the city of the person to contact regarding this report.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Contact State*,</td>
<td>CA</td>
<td>XX</td>
<td>Alphanumeric</td>
<td>2</td>
<td>Enter the two-character state code of the person to contact regarding this report.</td>
<td>Yes</td>
</tr>
<tr>
<td>Row #</td>
<td>Requested Information (Static label)</td>
<td>Employer Data (Examples)</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Value Required</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------</td>
<td>--------------------------</td>
<td>--------</td>
<td>----------</td>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>44</td>
<td>Contact Country*, US</td>
<td></td>
<td>XX</td>
<td>Alphanumeric</td>
<td>2</td>
<td>Enter the two-character country code of the person to contact regarding this report.</td>
<td>Yes</td>
</tr>
<tr>
<td>45</td>
<td>Contact ZIP Code*, 95825</td>
<td></td>
<td>99999</td>
<td>Alphanumeric</td>
<td>5</td>
<td>Enter the 5-digit zip code of the person to contact regarding this report.</td>
<td>Yes</td>
</tr>
<tr>
<td>46</td>
<td>Contact Email*, <a href="mailto:ajohnson@acme.com">ajohnson@acme.com</a></td>
<td></td>
<td></td>
<td>Alphanumeric</td>
<td>100</td>
<td>Enter address email address of the person to contact regarding this report.</td>
<td>Yes</td>
</tr>
<tr>
<td>47</td>
<td>Employer-Level Clarifying Remarks, Please make any contacts between the hours of 8:00 am and 5:00 pm</td>
<td>Alphanumeric</td>
<td>1000</td>
<td>Enter any clarifying remarks on Section I.</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td></td>
<td></td>
<td>n/a</td>
<td>Blank row</td>
<td>n/a</td>
<td>This row must be left blank.</td>
<td>n/a</td>
</tr>
</tbody>
</table>
B.3 Section II – Establishment Information and Employee Detail Record Layout

Section II - Establishment Information and Employee Detail requires employers to enter detailed information for each employee detail combination of establishment, job category, race/ethnicity/sex, and pay band. This record type includes two static rows to support the header, containing the section title and the list of fields. Under these static headers, employers may provide as many detailed records as it takes to report each employee detail combination. IMPORTANT: Commas are used to separate columns in a .CSV file. For that reason, do not include additional commas in any of your provided values (names, addresses, comments, etc.).

Table 3 defines the record layout for Section II – Establishment Information and Employee Detail.

<table>
<thead>
<tr>
<th>Column #</th>
<th>Field</th>
<th>Format</th>
<th>Type</th>
<th>Maximum Length</th>
<th>Values, Remarks, and Other Instruction</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name*</td>
<td></td>
<td>Alphanumeric</td>
<td>100</td>
<td>Enter the name of the establishment.</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Establishment ID</td>
<td>XXXXXXX</td>
<td>Alphanumeric</td>
<td>7</td>
<td>Enter the applicable EEO-1 company ID (single-establishment employers) or EEO-1 establishment ID (multiple-establishment employers).</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Address Line 1*</td>
<td></td>
<td>Alphanumeric</td>
<td>200</td>
<td>Enter address line 1 of the establishment.</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Address Line 2</td>
<td></td>
<td>Alphanumeric</td>
<td>200</td>
<td>Enter address line 2 of the establishment.</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>City*</td>
<td></td>
<td>Alphanumeric</td>
<td>50</td>
<td>Enter city of the establishment.</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>State*</td>
<td>XX</td>
<td>Alphanumeric</td>
<td>2</td>
<td>Enter establishment two character state code.</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>ZIP Code*</td>
<td></td>
<td>Alphanumeric</td>
<td>5</td>
<td>Enter 5-digit ZIP code of the establishment.</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>NAICS Code*</td>
<td>99999999</td>
<td>Numeric</td>
<td>6</td>
<td>Enter the North American Industry Classification System code (NAICS) of the establishment.</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Major Activity*</td>
<td></td>
<td>Alphanumeric</td>
<td>500</td>
<td>Describe the major activity or activities of the establishment. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>Total Number of Employees at Establishment*</td>
<td>9999999999</td>
<td>Numeric</td>
<td>10</td>
<td>Enter the total number of employees at the establishment across all job categories, pay bands, races, ethnicities, and sexes. Include both employees working inside and outside of California.</td>
<td>Yes</td>
</tr>
<tr>
<td>11</td>
<td>Was a California Pay Data Report filed for this establishment last year?*</td>
<td>“Yes” or “No”</td>
<td>Alphanumeric</td>
<td>3</td>
<td>Enter &quot;Yes&quot; if the employer submitted a California Pay Data Report in the year prior to the current Reporting Year. Enter &quot;No&quot; if the employer did not submit a California Pay Data Report in the year prior to the current Reporting Year. For the report due to DFEH by</td>
<td>Yes</td>
</tr>
<tr>
<td>Column #</td>
<td>Field</td>
<td>Format</td>
<td>Type</td>
<td>Maximum Length</td>
<td>Values, Remarks, and Other Instruction</td>
<td>Required</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>12</td>
<td>Was an EEO-1 Report filed for this establishment last year?*</td>
<td>“Yes” or “No”</td>
<td>Alphanumeric</td>
<td>3</td>
<td>Enter &quot;Yes&quot; if the employer submitted any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment. Enter &quot;No&quot; if the employer did not submit any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment.</td>
<td>Yes</td>
</tr>
<tr>
<td>13</td>
<td>Is this establishment the employer's headquarters?*</td>
<td>“Yes” or “No”</td>
<td>Alphanumeric</td>
<td>3</td>
<td>Every employer has one and only one headquarters. Enter &quot;Yes&quot; if this establishment is the employer's headquarters. Enter &quot;No&quot; if this establishment is not the employer's headquarters.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| 14       | Job Category*                              | 99              | Numeric           | 2              | Enter one of the following single digit Job Category codes:  
1 - Executive senior level officials and managers  
2 - First or mid-level officials and managers  
3 - Professionals  
4 - Technicians  
5 - Sales workers  
6 - Administrative support workers  
7 - Craft workers  
8 - Operatives  
9 - Laborers and helpers  
10 - Service workers  
- All jobs are considered as belonging in one of these ten categories. Follow the EEO-1 Instruction Booklet's directions for assigning employees to job categories:  
https://www.eeoc.gov/employers/eeo-1-survey/eeo-1-instruction-booklet  
- All jobs are considered as belonging in one of these ten categories. Follow the EEO-1 Instruction Booklet's directions for assigning employees to job categories:  
https://www.eeoc.gov/employers/eeo-1-survey/eeo-1-instruction-booklet  

| 15       | Race/Ethnicity/Sex*                        | XXX             | Alphanumeric      | 3              | Enter one of the following three character Race-Ethnicity-Sex codes:  
A10 - Hispanic/Latino - Male  
A20 - Hispanic/Latino - Female  
A30 - Hispanic/Latino - Non-Binary  
B10 - Non-Hispanic/Non-Latino - Male - White  
- All jobs are considered as belonging in one of these ten categories. Follow the EEO-1 Instruction Booklet's directions for assigning employees to job categories:  
https://www.eeoc.gov/employers/eeo-1-survey/eeo-1-instruction-booklet  

<p>|</p>
<table>
<thead>
<tr>
<th>Column #</th>
<th>Field</th>
<th>Format</th>
<th>Type</th>
<th>Maximum Length</th>
<th>Values, Remarks, and Other Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>B20 - Non-Hispanic/Non-Latino - Male - Black or African American</td>
</tr>
<tr>
<td></td>
<td>B30</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>B30 - Non-Hispanic/Non-Latino - Male - Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>B40</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>B40 - Non-Hispanic/Non-Latino - Male - Asian</td>
</tr>
<tr>
<td></td>
<td>B50</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>B50 - Non-Hispanic/Non-Latino - Male - American Indian or Alaskan Native</td>
</tr>
<tr>
<td></td>
<td>B60</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>B60 - Non-Hispanic/Non-Latino - Male - Two or more races</td>
</tr>
<tr>
<td></td>
<td>C10</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>C10 - Non-Hispanic/Non-Latino - Female - White</td>
</tr>
<tr>
<td></td>
<td>C20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>C20 - Non-Hispanic/Non-Latino - Female - Black or African American</td>
</tr>
<tr>
<td></td>
<td>C30</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>C30 - Non-Hispanic/Non-Latino - Female - Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>C40</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>C40 - Non-Hispanic/Non-Latino - Female - Asian</td>
</tr>
<tr>
<td></td>
<td>C50</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>C50 - Non-Hispanic/Non-Latino - Female - American Indian or Alaskan Native</td>
</tr>
<tr>
<td></td>
<td>C60</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>C60 - Non-Hispanic/Non-Latino - Female - Two or more races</td>
</tr>
<tr>
<td></td>
<td>D10</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>D10 - Non-Hispanic/Non-Latino - Non-Binary - White</td>
</tr>
<tr>
<td></td>
<td>D20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>D20 - Non-Hispanic/Non-Latino - Non-Binary - Black or African American</td>
</tr>
<tr>
<td></td>
<td>D30</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>D30 - Non-Hispanic/Non-Latino - Non-Binary - Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>D40</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>D40 - Non-Hispanic/Non-Latino - Non-Binary - Asian</td>
</tr>
<tr>
<td></td>
<td>D50</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>D50 - Non-Hispanic/Non-Latino - Non-Binary - American Indian or Alaskan Native</td>
</tr>
<tr>
<td></td>
<td>D60</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>D60 - Non-Hispanic/Non-Latino - Non-Binary - Two or more races</td>
</tr>
</tbody>
</table>

·For detailed instructions on how to identify employees' race, ethnicity, and sex, see Part III of DFEH's FAQs: https://www.dfeh.ca.gov/paydatareporting/faqs

<p>|        | Pay Band*   | 99     | Numeric    | 2              | Enter one of the following single digit Pay Bands codes:                                           |
|        |             |        |           |               | 1 - $19,239 and under                                                                                  |
|        |             |        |           |               | 2 - $19,240 - $24,439                                                                                 |
|        |             |        |           |               | Yes                                                                                                  |</p>
<table>
<thead>
<tr>
<th>Column #</th>
<th>Field</th>
<th>Format</th>
<th>Type</th>
<th>Maximum Length</th>
<th>Values, Remarks, and Other Instruction</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Number of Employees*</td>
<td>99999999999</td>
<td>Numeric</td>
<td>10</td>
<td>Enter the total number of employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band. If zero, you do not need to enter a row.</td>
<td>Yes</td>
</tr>
<tr>
<td>18</td>
<td>Total Hours*</td>
<td>99999999999</td>
<td>Numeric</td>
<td>10</td>
<td>Enter the total hours worked in 2020 of all the employees reported (i.e., all of the employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in this row).</td>
<td>Yes</td>
</tr>
<tr>
<td>19</td>
<td>Row-Level Clarifying Remarks</td>
<td></td>
<td>Alphanumeric</td>
<td>500</td>
<td>Enter any clarifying remarks for the entire row.</td>
<td>No</td>
</tr>
</tbody>
</table>

- To identify the particular pay band in which to count an employee, use the earnings shown in "Box 5 – Medicare wages and tips" of the employee’s IRS Form W-2. If any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use W-2 Box 1 for that employee and note this in the associated remarks field. For additional instructions on how to identify an employee's pay, see Part IV of DFEH's FAQs: https://www.dfeh.ca.gov/paydatareporting/faqs

- For detailed instructions on how to calculate employees' hours worked, see Part V of DFEH's FAQs: https://www.dfeh.ca.gov/paydatareporting/faqs
B.4 Section II – Establishment Information and Employee Detail File Specification

Table 4 provides a row level example of the data that must be entered to create Section II of the .CSV file. Section II - Establishment Information and Employee Detail records follow the Section I – Employer Information allowing the employer to define their employee groups defined by job category, race/ethnicity/sex, and pay band for each establishment.

1. Following section I, on row 49 provide the section title “Section II – Establishment Information, Section II – Employee Detail”.
2. Provide the header row containing the list of detailed fields delimited by a comma on row 50. Each field in Table 3 above must be included in the header definition.
3. Starting row 51, provide a row for each combination Job Category, Race/Ethnicity/Sex, and Pay Band for employees who work at the establishment. Employers should populate the detailed rows based on the specification defined in Table 3 above. Each value must be delimited by a comma.
4. Repeat step 3 starting on row 52, providing the remaining combinations of job category, race/ethnicity/sex, and pay band for employees for each of the employer’s establishments. A single row per combination must be provided, using as many rows at it takes to provide a complete report.

Table 4 - Establishment Information and Employee Detail – Row Level Example

<table>
<thead>
<tr>
<th>Row #</th>
<th>Field Type</th>
<th>Employer Data Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>Static Item: The example text provided must be provided exactly as specified on this row.</td>
<td>Section II – Establishment Information, Section II - Employee Detail</td>
</tr>
<tr>
<td>50</td>
<td>Static Item: The example text provided must be provided exactly as specified on this row.</td>
<td>Name*,Establishment ID,Address Line 1*,Address Line 2,City*,State*,ZIP Code*,NAICS Code*,Major Activity*,Total Number of Employees at Establishment*,Was a California Pay Data Report filed for this establishment last year?<em>,Was an EEO-1 Report filed for this establishment last year?</em>,Is this establishment the employer’s headquarters?<em>,Job Category</em>,Race/Ethnicity/Sex*,Pay Band*,Number of Employees*,Total Hours*,Row-Level Clarifying Remarks</td>
</tr>
<tr>
<td>51</td>
<td>Employer detailed establishment &amp; employee data row 1</td>
<td>Acme Water Works - Inc - Station 1000 (AB66242),1234567,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,1,C20,10,5,9050,Calculated from payroll system</td>
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<td>52</td>
<td>Employer detailed establishment &amp; employee data row 2</td>
<td>Acme Water Works - Inc - Station 1000 (AB66242),1234567,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,2,C50,10,5,9050,Calculated from payroll system</td>
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<td>Row #</td>
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<td>53</td>
<td>Employer detailed establishment &amp; employee data row 3</td>
<td>Acme Water Works - Inc - Station 1000 (AB66242),1234567,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,2,B10,10,5,9112,Calculated from payroll system</td>
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<td>54</td>
<td>Employer detailed establishment &amp; employee data row 4</td>
<td>Acme Water Works - Inc - Station 1000 (AB66242),1234567,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5,B60,8,39,65286,Calculated from payroll system</td>
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<td>55</td>
<td>Employer detailed establishment &amp; employee data row 5</td>
<td>Acme Water Works - Inc - Station 1000 (AB66242),1234567,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5,C60,8,25,43950,Calculated from payroll system</td>
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<td>56</td>
<td>Employer detailed establishment &amp; employee data row 6</td>
<td>Acme Water Works - Inc - Station 2000 (AB66243),7654321,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,4,C40,9,7,65286,</td>
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<td>57</td>
<td>Employer detailed establishment &amp; employee data row 7</td>
<td>Acme Water Works - Inc - Station 2000 (AB66243),7654321,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5,D10,8,5,65286,</td>
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<td>58</td>
<td>Employer detailed establishment &amp; employee data row 8</td>
<td>Acme Water Works - Inc - Station 2000 (AB66243),7654321,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5,D20,8,13,65286,</td>
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<td>59</td>
<td>Employer detailed establishment &amp; employee data row 9</td>
<td>Acme Water Works - Inc - Station 3000 (AB66244),1231231,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,4,C60,8,2,3200,</td>
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<td>60</td>
<td>Employer detailed establishment &amp; employee data row 10</td>
<td>Acme Water Works - Inc - Station 3000 (AB66244),1231231,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5,D10,6,1,1600,</td>
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<td>61</td>
<td>Employer detailed establishment &amp; employee data row 11</td>
<td>Acme Water Works - Inc - Station 3000 (AB66244),1231231,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5,B40,7,1,1750,</td>
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<td>62</td>
<td>Employer detailed establishment &amp; employee data row N</td>
<td>Continue entering combination of job category, race/ethnicity/sex, and pay band for each establishment.</td>
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