



# HRIS Job Role Training

EEO-4 Report  
Forms: XP391

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## Introduction

### **Report Purpose**

The EEO-4 Report Form (XP391) is used by the State of Arizona to create the EEO-4 Report. This report provides relevant employment information and is submitted biennially to the U.S. Equal Employment Opportunity Commission.

In addition to accurate reporting of employment data to the federal government at the end of the fiscal year, the Report enables State agencies to compare themselves periodically to the community at large or to other entities in terms of meeting their equal employment obligations. The Report also provides information on permanent, full-time employees hired during the fiscal year.

Included at the end of the EEO-4 Report is an exception listing of employee who were not included in the EEO-4 Report because of an error in the data. Agencies should correct the information for the employees listed in this section.

### **Notes**

- Elected officials and a few of their select reports are excluded from the EEO-4 Report. RASL employees, PSPRS employees, and Board and Commission members are also excluded from the Report.

### **Report Criteria**

The EEO-4 report reflects data from these sources:

- Job Category (e.g., Official/Administrator, Protective Services, Skilled Craft), which is attached to each employee's Job Code.
- Employee's FTE (1.000 represents full time)
- Employee's sex
- Employee's ethnic/racial group
- Employee's annual salary
- EEO-4 Functional Group (e.g., DE is in Group 3, Public Welfare; DC, DJ and PP are in Group 11, Corrections)
- Hire and/or Adjusted Hire Date

While Jurisdiction (Process Level, Department, Location) is another criterion in the Report, it is not being used by the State.

The EEO-4 Report can be run for

- A single Employee Group (e.g. one agency)
- Any of the twelve (12) EEO-4 Functional Groups (groups consist of one or more agencies based upon broad functions they perform) or
- All functional groups combined (a summary report). This is the default selection.

The results of the EEO-4 report are available as a paper report or as an electronic file (diskette file).

### ***Report Content***

The EEO-4 Report provides a comprehensive listing of EEO-4 counts and totals by Job Category, male or female, ethnic/racial category, and salary range. The numbers may be collected by agency, groups of agencies with similar functions (e.g., Functional Group 1 through 15), or may be summarized for the State.

Report results are broken into three sections: Full-Time Employees, Other than Full-Time Employees and New Hires (within the year prior to the effective date of the Report). Employee Status Codes were used to determine into which section employees would be counted. Temporary and part-time employees are considered as Other than Full-Time. Please refer to the HRIS Job Aid entitled "Full-Time/Other than Full-Time/Excluded Status Codes" for a breakdown. Please be aware that employees in temporary, uncovered positions with a "J" in the eleventh character will be counted in the "Other than Full-Time" Section, regardless of employee status. So will employees in Job Code AUN02122, as they are temporary Coliseum Workers.

The Report excludes employees for whom "Unspecified" has been selected as an ethnic category. It also excludes employees whose job category is "not applicable", but who are supposed to be included in the Report.

### ***HRIS Users***

The report is available to the Agency HR Initiator, Agency HR Approver; Report Writer Professional; and the ADOA Central Reports Processor.

# EEO-4 Report (XP391)

## Main Tab

The screenshot displays the HRIS State of Arizona interface for the EEO-4 Report (XP391). The interface includes a top navigation bar with a search box containing 'xp391' (callout 1), a toolbar with buttons for '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', '> Next', and 'Inquire', and a 'Related Forms' dropdown. A left sidebar lists navigation options: Home, Pay, Your Employee Services, Jobs and Reports (with sub-items: Job Schedule, Print Manager, Job List), Change Password, and Control-D Web Reports. The main content area features a 'Parameters' section with callouts 2 through 10. Callout 2 points to the 'Submit' button. Callout 3 points to the 'Job Name' text field. Callout 4 points to the 'Parameters' section header. Callout 5 points to the 'Company' dropdown menu, which is currently set to '1' and 'STATE OF ARIZONA'. Callout 6 points to the 'Period Ending' date field. Callout 7 points to the 'Create Diskette File' dropdown menu, set to 'N'. Callout 8 points to the 'Report Type' dropdown menu. Callout 9 points to the 'Functional Groups' section, which contains two rows of dropdown menus. Callout 10 points to the 'Main' tab in the bottom navigation bar, which is highlighted with a red box. Other visible elements include 'Job Description', 'User Name', 'Data Area/ID PROD', 'Reports', 'Job Sched', 'Print Mgr', and 'Create Paper Report' buttons.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type XP391 in the White Search Box. Press Enter on the keyboard	The EEO-4 Report will open.	
2	<b>Job Name</b> field	R	Enter name of the job		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> <li>Valid Job Name: XP391-DC</li> <li>Invalid Job Name: XP391 DC</li> </ul>
3	<b>Job Description</b> field	O	Enter description of the job		
4	<b>Company</b> field	R	Enter "1"		
5	<b>Employee Group</b> field	R	Enter the Employee Group if you are running the report for your agency only.		<ul style="list-style-type: none"> <li>Each agency has a predefined Employee group titled ReportXX (XX represents the two digit agency code – example – Report PI).</li> </ul>
6	<b>Period Ending</b> field	R	Enter the ending date for the period in which you want to create the report.		<ul style="list-style-type: none"> <li>Date format is MMDDYYYY</li> </ul>
7	<b>Create Diskette File</b> field	O	Type or select from the drop down whether or not you would like to create a file that can be exported to disk.  Default is N		Valid Values are: <ul style="list-style-type: none"> <li>'Y' – Create File and Paper Report</li> <li>'N' – Create Paper Report</li> </ul> The diskette file would be used by Central HR to send electronic reports to the EEOC
8	<b>Report Type</b> field	R	Type or select from the drop down menu whether to include in the report an individual functional group or all functional groups combined.		Valid Values are: <ul style="list-style-type: none"> <li>'1' – Combined Functional Report</li> <li>'2' – Individual Functional Report</li> </ul> Agencies would select '2'.
9	<b>Functional Groups</b> fields – Box 1 – 15	O	Type or select at least one functional group to include in the report (even if is only the functional group your agency is in).		You may select up to 12 functional groups Valid Values are: <ul style="list-style-type: none"> <li>1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 14, and 15 (<b>not</b> 5, 7 or 13).</li> </ul> For additional information on the functional groups, see the <b>EEO-4 FUNCL GRPS PLUS INFO ON EXCLUSIONS</b>
10	<b>Ethnicity</b> tab	R	Click on the <b>Ethnicity</b> tab.	The Ethnicity tab opens.	

## Ethnicity Tab

HRIS State of Arizona EEO-4 Report (XP391) welcome Connie [logout] xp391

Home Pay >> + Add Change - Delete < Previous ? Inquire > Next | Inquire > Related Forms >

Submit Reports Job Sched Print Mgr

Job Name  ?

Job Description

User Name  ?

Data Area/ID PROD

Parameters

Company  1 ? STATE OF ARIZONA

Agency  ?

Main Ethnicity **Jurisdiction** Employee Certification Ethnicity - HI

2	White	WHIT					
3	Black or African American	BLCK	BKAL	BKPI	BKWT		
4	Hispanic	HISP	HISB	HISW	HSAL	HSAL	
		HSAL	HSAS	HSPI			
5	Asian or Pacific Islander	ASPI	ASW	ASAL	ASB	ASA	
		PACF	PIWT				
6	American Indian or Alaska Native	AIAL	AINB	AIND	AINW	AIAS	
		AIPA	ALSK	ALWT	ALPI		

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Job Name</b> field <b>Job Description</b> field <b>Company</b> field <b>Employee Group</b> field	R R R R	No Action Required, these fields will default to the information previously entered.		All forms/actions must contain a 1 in the Company Field.
2	<b>White</b> fields – Box 1-5	O	Type or select from the drop down menu WHIT.		
3	<b>Black or African American</b> fields – Box 1-5	O	Type or select from the drop down menu BLCK, BKAL, BKPI, and BKWT.		
4	<b>Hispanic</b> fields – Box 1-10	O	Type or select from the drop down menu HISP, HISB, HISW, HSAI, HSAL, HSAS, and HSPI.		
5	<b>Asian or Pacific Islander</b> fields – Box 1-10	O	Type or select from the drop down menu ASPI, ASW, ASAL, ASB, ASA, PACF, and PIWT.		
6	<b>American Indian or Alaska Native</b> fields – Box 1-10	O	Type or select from the drop down menu AIAL, AINB, AIND, AINW, AIAS, AIPA, ALSK, ALWT, and ALPI.		
7	<b>Jurisdiction</b> link	R	Click on the <b>Jurisdiction</b> tab.		

# Jurisdiction Tab

The screenshot displays the HRIS State of Arizona interface for the EEO-4 Report (XP391). The top navigation bar includes 'Home', 'Employ...', and a search bar with 'xp391'. A left sidebar lists 'Employee Training' options. The main area features a 'Parameters' section with fields for Job Name, Job Description, User Name, Data Area/ID (PROD), Company (1), and Agency. Below this is a tabbed interface with 'Employee' selected. The 'Employee' tab contains a table with columns 'Level' and 'Department', each with seven rows of input fields. Callouts 1, 2, 3, and 4 highlight specific elements: 1 points to the Job Name field, 2 to the Level column header, 3 to the Department column header, and 4 to the Company field.

HRIS State of Arizona

EEO-4 Report (XP391)

Welcome Connie [logout]

xp391

Home Employ... >> + Add Change - Delete < Previous ? Inquire > Next | Inquire Related Forms

Submit Reports Job Sched Print Mgr

Job Name [ ] [?]

Job Description [ ]

User Name [ ] [?]

Data Area/ID PROD

Parameters

Company [ 1 ] [?] STATE OF ARIZONA

Agency [ ] [?]

Main Ethnicity Jurisdiction **Employee** Certification Ethnicity - HI

Process

Level	Department
[ ] [?]	[ ] [?]
[ ] [?]	[ ] [?]
[ ] [?]	[ ] [?]
[ ] [?]	[ ] [?]
[ ] [?]	[ ] [?]
[ ] [?]	[ ] [?]
[ ] [?]	[ ] [?]

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Job Name</b> field <b>Job Description</b> field <b>Company</b> field <b>Employee Group</b> field	R R R R	No Action Required, these fields will default to the information previously entered.		All forms/actions must contain a 1 in the Company Field.  <b>Entry on this tab is not required. Information may be input if the agency only wants to view select internal data in their report results.</b>
2	<b>Process Level</b> fields	O	Type or select from the drop down menu the process level to include in the jurisdiction.		Process level fields go down, with a total of 7, which can be included in the report.
3	<b>Department</b> fields	O	Type or select from the drop down menu the department to include in the jurisdiction.		You must select a process level in the process level field before you can include a department.  Department fields go down, with a total of 7, which can be included in this report.  If you want to include all departments within the Process Level, in the field type '*ALL'.
4	<b>Employee</b> tab	R	Click on the <b>Employee</b> tab.	The Employee tab opens.	

# Employee Tab

The screenshot shows the HRIS State of Arizona interface for the EEO-4 Report (XP391). The user is logged in as Connie. The interface includes a navigation menu on the left, a top toolbar with actions like Add, Change, Delete, Previous, Inquire, Next, and Inquire, and a main content area with various input fields and a data table.

**Callout 1:** Points to the Job Name, Job Description, and User Name input fields.

**Callout 2:** Points to the 'Check History' dropdown menu.

**Callout 3:** Points to the 'Date Selection' dropdown menu.

**Callout 4:** Points to the 'Full Time FTE' input field.

**Callout 5:** Points to the 'Status Selection' dropdown menu.

**Callout 6:** Points to the 'Full Time Status' dropdown menu.

**Callout 7:** Points to the 'Other Than Full Time Status' dropdown menu.

**Callout 8:** Points to the 'STATE OF ARIZONA' text next to the 'Company' dropdown menu.

The main content area includes buttons for Submit, Reports, Job Sched, and Print Mgr. Below these are input fields for Job Name, Job Description, User Name, and Data Area/ID (PROD). A Parameters section includes Company (1) and Agency (1) dropdowns. The 'Certification' tab is active, showing a 'Check History Records' table with columns for Full Time Status and Other Than Full Time Status.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Job Name</b> field <b>Job Description</b> field <b>Company</b> field <b>Employee Group</b> field	R R R R	No Action Required, these fields will default to the information previously entered.		All forms/actions must contain a 1 in the Company Field.
2	<b>Check History</b> field	O	Type or select from the drop down whether or not you want HRIS to check employee history for FTE, status, EEO information, salary, and jurisdiction when it creates the EEO-4 report.  Default is 'N'.		Valid Values are: <ul style="list-style-type: none"> <li>• 'Y' – Yes – if defined, HRIS will check the Employee history to determine each employee FTE status, EEO information, salary &amp; jurisdiction on the pay period end date you selected on the Main tab. If employee has no history, current information is used.</li> <li>• 'N' – No – if defined, HRIS will use current FTE status, EEO information, salary and jurisdiction when it creates the EEO-4 report.</li> </ul>
3	<b>Date Selection</b> field	O	Type or select from the drop down menu the date you want HRIS to use to determine which new hires to include in the report.  Default is '1'.		Valid Values are: <ul style="list-style-type: none"> <li>• '1' – Hire Date</li> <li>• '2' – Adjusted Hire Date</li> <li>• '3' – Hire and Adjusted Hire Date – if selected, HRIS uses the later date to determine if the Employee was active.</li> </ul>
4	<b>Full Time FTE</b> field	O	Type the number that is equivalent to your Full Time FTE.  For State of Arizona use '1.0'		
5	<b>Status Selection</b>	R	Type "Y" for Enter the Statuses or "N" for Default (All valid Statuses).	The choice selected will print above the status boxes	If the Default N is selected, you do not need to enter anything in the status boxes. HRIS will default to select all appropriate full-time and other than full-time statuses as mentioned in the

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
					Breakout of EE Statuses Job Aid.
6	<b>Full Time Status</b> fields – Box 1- 18	O	Type or select from the drop down menu the status codes that represent full time employees.		HRIS will include any employees with the statuses entered in the EEO-4 report as full time employees.
7	<b>Other Than Full Time Status</b> fields – Box 1- 21	O	Type or select from the drop down menu the status codes that represent other than full time employees.		HRIS will include any employees with the statuses entered in the EEO-4 report as other than full time employees.
8	<b>Certification</b> link	R	Click on the <b>Certification</b> Tab		

# Certification Tab

The screenshot shows the HRIS State of Arizona interface for an EEO-4 Report (XP391). The page title is "EEO-4 Report (XP391)" and the user is logged in as "Connie". The breadcrumb trail is "Home > Employ...". The main navigation menu includes "Employee Training" with sub-items: "Parent Menu", "Registration by Category", "Registration by Tracks", "Required Training", "Scheduled Training", "Training History", and "Print Transcript".

The form contains several sections and fields:

- Buttons:** "Submit", "Reports", "Job Sched", "Print Mgr".
- Fields:** "Job Name", "Job Description", "User Name", "Data Area/ID" (value: PROD), "Company" (value: 1), "Agency", "STATE OF ARIZONA".
- Parameters:** A section labeled "Parameters" with a callout "1" pointing to the "Job Name" field.
- Tabs:** "Main", "Ethnicity", "Jurisdiction", "Employee", "Certification", "Ethnicity - HI". The "Ethnicity - HI" tab is selected, indicated by a red bracket and callout "10".
- Form Fields (under Certification tab):** "Control Number", "Jurisdiction Name", "Title of Certifying Official", "Street Address, PO Box", "City", "County", "State", "Postal Code". Callouts 2-9 point to these fields.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	<b>Job Name</b> field <b>Job Description</b> field <b>Company</b> field <b>Employee Group</b> field	R R R R	No Action Required, these fields will default to the information previously entered.		All forms/actions must contain a 1 in the Company Field.  <b>This tab must be completed in its entirety when the report is submitted to the EEOC. Otherwise, only a Control Number is required to run the report for internal use.</b>
2	<b>Control Number</b> field	R	Type the control number assigned by the EEOC.		If you do not have a number, type any numeric sequence.
3	<b>Jurisdiction Name</b> field	O	Type the jurisdiction name.		If left blank, HRIS will use the Company Name – State of Arizona.
4	<b>Title of Certifying Official</b> field	O	Type the title of the certifying official.		Field is not required and can be left blank except at the time the report is formally submitted to the EEOC.
5	<b>Street Address, PO Box</b> field	O	Type the address of the jurisdiction.		If left blank, HRIS will use the address for the Company – State of Arizona.
6	<b>City</b> field	O	Type the city where the jurisdiction is located.		If left blank, HRIS will use the city for the Company – State of Arizona.
7	<b>County</b> field	O	Type the county where the jurisdiction is located.		If left blank, HRIS will leave this field blank on the report.
8	<b>State</b> field	O	Type the state where the jurisdiction is located.		If left blank, HRIS will use the Arizona for the Company – State of Arizona.
9	<b>Postal Code</b> field	O	Type the postal (zip) code where the jurisdiction is located.		If left blank, HRIS will use the zip code for the Company – State of Arizona.
10	<b>Ethnicity-HI</b> link	O	<b>Entry on this tab is not required.</b>		<b>Entry on this tab is not required.</b>
11	<b>Add</b> button	R	Click <b>Add</b> to save your EEO-4 report job.		

After you have submitted your report to HRIS to process, you can view your results by accessing the Print Manager under Jobs and Reports Bookmark.

For additional instructions on how to submit and view reports, see the General Training for On Demand Reports.

## Results of the EEO-4 Report

Below is an example of one of the pages of the EEO-4 Report (Page 2 of 5). Example below displays totals for Other than Full-Time and New Hires.

HRIS State of Arizona  
 XP391.prt (Job XP3912 - Step 1)  
 Welcome Connie [logout]  
 hr11

Home Back Print Create CSV File View Options

Your Employee Services  
 Benefits  
 Current Pay Check  
 Employee Training  
 Leave Balances  
 Pay  
 Personal Information  
 Help/Change Password

Jobs and Reports  
 Job Schedule  
 Print Manager  
 Job List

Change Password  
 Control-D Web Reports

REV. EEO-4 1995  
 STATE OF ARIZONA  
 STATE AND LOCAL GOVERNMENT INFORMATION  
 2010 EEO-4 REPORT  
 STATE OF ARIZONA  
 DEPARTMENT OF ADMINISTRATION  
 PHOENIX AZ 85007  
 CONTROL NUMBER 123  
 FUNCTIONS: 10 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00

Column Descriptions: A = Total, B and G = White, C and H = Black/African American  
 D and I = Hispanic, E and J = Asian/Pacific Islander, F and K = American Indian/Alaska Native

1. FULL-TIME EMPLOYEES

JOB CATEGORY	SALARIES	TOTAL	***** MALE *****			***** FEMALE *****							
			A	B	C	D	E	F	G	H	I	J	K
OFFICIAL/ADM 01	00.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0
02	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0
03	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0
04	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0
05	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0
06	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0
07	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0
08	70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0	0
Totals by Category		0	0	0	0	0	0	0	0	0	0	0	0
Totals by Gender								0					0
PROFESSIONALS 09	00.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0
10	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0
11	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0
12	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0
13	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0
14	43.0-54.9	1	0	0	0	0	0	0	1	0	0	0	0
15	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0
16	70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0	0
Totals by Category		1	0	0	0	0	0	0	1	0	0	0	0
Totals by Gender								0					1
TECHNICIANS 17	00.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0