



HRIS Job Role Training

EEO Initiator

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.

The EEO-4 Report can be run for

- A single 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).

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.

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.

EEO-4 Report (XP391)

Main Tab

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Search Box	R	Type XP391		EEO – 4 Report will appear
2	Job Name	R	Enter name of the job		
3	Job Description	O	Enter description of the job		
4	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
5	Agency	R	Select the Agency Code		
6	Period Ending	R	Enter the Ending Date for the period in which you want to create the report		
7	Control Number	O	Type the “11111111” as the Control Number , this is assigned by the EEOC.		Enter 11111111
8	Functional Group	O	See Notes		Agencies do not have security access to run the report by Functional Group. Please leave these fields blank

Ethnicity Tab

The ethnicity tab is for viewing purposes only. Once you complete the Main tab, you are now ready to submit your report by completing the following steps.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
9	Add Button	R	Click Add	Message appear in lower left corner "Add Complete; Continue"	
10	Submit	E	Click Submit	Message appear in lower left corner "Submit Successful"	You can now access the reports by accessing your print manager. For additional instructions on how to submit and view reports, see the General Training for On Demand Reports.
11	Submit	R	Click Submit		A pop up box will appear, you only have to click "submit", the rest of the fields can be left blank
12	Print Manager	R	Retrieve results		To view your report, go to your print manager

If you have any issues with creating the report, please contact the HRIS Help Desk at hrishelpdesk@azdoa.gov or call at 602.542.4700

Results of the EEO-4 Report

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. There will be three reports available to you and are named as follows:

Report Name	File Name
EEO Report	XP391 prt
Hiring Summary	Aghirsum
Workforce Analysis	Workforce

Sample of the EEO Report

EEO-4 Report

REV. EEO-4 1995

STATE OF ARIZONA
STATE AND LOCAL GOVERNMENT INFORMATION
2011 EEO-4 REPORT

PAGE 1

STATE OF ARIZONA
DEPT OF ADMINISTRATION
DEPARTMENT OF ADMINISTRATION
PHOENIX AZ 85007

CONTROL NUMBER 1111

FUNCTIONS: 01 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	.1- 15.9	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
03	20.0- 24.9	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
05	33.0- 42.9	0	0	0	0	0	0	0	0	0	0	0
06	43.0- 54.9	2	0	0	0	0	0	1	1	0	0	0
07	55.0- 69.9	19	5	1	1	1	0	7	1	2	1	0
08	70.0 PLUS	50	19	0	4	1	0	23	1	1	1	0
Totals by Category		71	24	1	5	2	0	31	3	3	2	0
By Male		32										
By Female		39										
PROFESSIONALS 09	.1- 15.9	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
11	20.0- 24.9	0	0	0	0	0	0	0	0	0	0	0
12	25.0- 32.9	17	1	3	0	0	0	6	2	4	0	1
13	33.0- 42.9	75	19	1	5	0	0	30	5	11	1	3
14	43.0- 54.9	84	25	0	5	1	0	32	3	13	3	2
15	55.0- 69.9	96	44	2	3	2	0	36	1	5	3	0
16	70.0 PLUS	56	26	2	1	5	0	19	0	1	2	0
Totals by Category		328	115	8	14	8	0	123	11	34	9	6
By Male		145										
By Female		183										
TECHNICIANS 17	.1- 15.9	0	0	0	0	0	0	0	0	0	0	0
18	16.0- 19.9	0	0	0	0	0	0	0	0	0	0	0
19	20.0- 24.9	0	0	0	0	0	0	0	0	0	0	0
20	25.0- 32.9	4	0	1	1	0	0	1	0	1	0	0
21	33.0- 42.9	4	3	0	0	0	0	1	0	0	0	0
22	43.0- 54.9	0	0	0	0	0	0	0	0	0	0	0
23	55.0- 69.9	0	0	0	0	0	0	0	0	0	0	0
24	70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0
Totals by Category		8	3	1	1	0	0	2	0	1	0	0
By Male		5										
By Female		3										

Sample of the EEO Report – Exception Report

EEO-4 Report

XP391 EEO-4 Exception Report - 7 Employees Not Included

Date 07/12/11
Time 08:12

Company 1 STATE OF ARIZONA

Employee Name	Reason for exclusion
81381 CASTEEL, ELIZABETH A.	UNSP ethnicity not in include list
87981 RIVAS, IGNACIO	UNSP ethnicity not in include list
90346 HEGDE, VISHWANATH	UNSP ethnicity not in include list
101953 ASPINWALL, MIKOL A.	UNSP ethnicity not in include list
105246 PIMENTEL, EDUARDO S.	UNSP ethnicity not in include list
133152 BERNAL, RAQUEL R.	UNSP ethnicity not in include list
138364 ALI, MUSAIN A.	UNSP ethnicity not in include list

Sample of the Agency Hiring Summary

EEO-4 Report

AGENCY HIRING SUMMARY
AD - DEPT OF ADMINISTRATION

PAGE 1

Number of employees hired during 06/30/2010 - 06/30/2011	58
White	36
Asian/Pacific Islander	3
African American/Black	3
Hispanic	14
American Indian/Alaskan Native	0
Unspecified	2
Female	29
Male	29
Individuals with Disability	2
Age 40 and above	23
Veteran	7
Veterans with Disability	0
Covered Employee (Merit system)	27
Uncovered Employee (PTB)	31

Sample of the Workforce Analysis

EEO-4 Report

DEPT OF ADMINISTRATION
Workforce Analysis
Review of Calendar Year 2011
Utilization of Asian Americans and Pacific Islanders

PAGE 1

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	71	2	2	4	5.6%	2.2%	2	PARITY	0
PROFESSIONALS	328	8	9	17	5.2%	4.0%	13	PARITY	0
TECHNICIANS	8	0	0	0	0.0%	3.5%	1	BELOW	1
PROTECT/SRVCS	43	0	0	0	0.0%	1.3%	1	BELOW	1
PARA-PROF	27	0	0	0	0.0%	2.2%	1	BELOW	1
ADMIN SUPPORT	14	0	0	0	0.0%	2.0%	1	BELOW	1
SKILLED CRAFT	11	2	1	3	27.3%	1.6%	1	PARITY	0
SERV/MAINT	24	0	0	0	0.0%	2.4%	1	BELOW	1
Tot Agency Emp	526	12	12	24					