

Insights, News & Events

PEO POINTERS: IT'S REPORTING TIME! YOUR 5-STEP COMPLIANCE PLAN FOR PAY DATA AND EEO-1 REPORTS

Insights
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Welcome to "PEO Pointers," a regular series of quick-read alerts to keep PEOs and their client companies up to speed on the latest issues affecting the industry and what they can do to ensure compliance. Today's topic: navigating reporting season in five simple steps.

It is once again that time to help your clients with all of the necessary reporting that needs to happen to federal and state regulatory agencies. Not only do most employers need to submit EEO-1 reports to the EEOC, but certain Illinois employers have additional equal pay registration obligations and California employers need to take care of pay data reporting.

Deadlines are looming! And remember, your clients will find these processes challenging, so they will be relying on their PEO partners for support. Not to worry – we're here to help you help your clients with a simple action guide.

1. Covered employers will need to submit certain demographic data to the EEOC between April 30 and June 4. [Here is a five-step plan for employers to get ready for filing last year's EEO-1 Component 1 data.](#)
2. Illinois employers with 100 or more employees who are required to file an EEO-1 report must also obtain an equal pay registration certificate from the Illinois Department of Labor by March 23. [Here is a how-to guide to comply with this requirement.](#)

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Benjamin M. Ebbink

Partner

916.210.0400

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3. The deadline for employers in California to report 2023 pay data is May 8 – and there is no deferral period. The [California Civil Rights Division published FAQs for pay data reporting](#), and here is a quick [three-step action plan](#) to help you manage the process. Our firm's thought leaders have not only provided a great overview of the potential challenges but also created a practical step-by-step checklist to follow, with links to key sources of information to ensure compliance. This can be a helpful guide for both you and your clients, so feel free to forward it along.
4. Stay tuned for information about helpful webinars to walk you and your clients through these processes.
5. Finally, make sure to [subscribe to our FP Insights](#) to make sure you don't miss our next edition and any other developing news that breaks in the interim.

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