

EEO-1 Reporting Requirements

The EEO-1 Report is a federally mandated survey that collects workforce data categorized by race, ethnicity, sex and job category. Under Title VII of the Civil Rights Act (Title VII), employers with 100 or more employees and certain federal contractors must report this data to the Equal Employment Opportunity Commission (EEOC) by **March 31** every year.

However, **the EEOC has extended the deadline for 2018 EEO-1 Reports to May 31, 2019.** This deadline applies only to 2018 EEO-“Component 1” data. The filing system for this information [opened](#) in early March 2019.

Employers subject to EEO-1 reporting are also required to submit **information about employee pay and work hours** (also known as EEO-1 “Component 2” data) **from both 2017 and 2018.** The deadline to submit this Component 2 data is **Sept. 30, 2019.** The EEOC expects to begin collecting the Component 2 data in mid-July 2019, and will notify filers of the precise date the survey will open as soon as it is available.

This Compliance Overview provides general information about EEO-1 reporting requirements.

Links and Resources

- EEO-1 [Online Filing System](#)
- EEO-1 Reporting [Instructions](#)
- EEO-1 Survey User’s [Guide](#)

Highlights

Filing Information

- Employers filing EEO-1 Reports for the first time must [register](#) to receive a company login, password and further instructions for filing from the EEOC.
- Employers that need EEO-1 filing assistance may send an email to the agency’s [technical assistance](#) inbox.

Filing Deadlines

- Employers subject to EEO-1 reporting requirements must file EEO-1 reports by **March 31** each year.
- The deadline for submission of **2018 EEO-1 Component 1** data has been extended to **May 31, 2019.**
- The deadline for submission of pay and work hour (**EEO-1 Component 2**) data **from both 2017 and 2018** is **Sept. 30, 2019.**

Employers Subject to EEO-1 Reporting Requirements

With limited exceptions, the following entities must file EEO-1 Reports by March 31 every year (however, the deadline for **2018 Component 1** reports was extended to **May 31, 2019**, and the deadline for **Component 2 reports for both 2017 and 2018** was extended to **Sept. 30, 2019**):

- A **private employer** that has **100 or more employees** (with limited exceptions for schools and other organizations);
- A private employer with between 15 and 99 employees, if it is part of a group of employers that legally constitutes a single enterprise, which employs a total of 100 or more employees; and
- A **federal contractor** that has **50 or more employees** and is either a prime contractor or first-tier subcontractor, and has a contract, subcontract or purchase order amounting to **\$50,000** or more.

Although the EEOC sends notification letters to employers it knows to be subject to the EEO-1 requirements, all employers are responsible for obtaining and submitting the necessary information prior to the appropriate deadline. An employer that fails or refuses to file an EEO-1 Report as required may be compelled to do so by a federal district court. Federal contractors also risk losing their government contracts for failures to comply.

If the preparation or filing of an EEO-1 Report would create undue hardship, an employer may send a written request for an exemption or for special reporting procedures to the EEOC. Employers may also obtain a one-time, 30-day extension of the EEO-1 filing deadline by [emailing](#) a request to the EEOC. However, **the EEOC does not grant any exemptions or extensions requested after the filing deadline.**